



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

February 19, 2025

DIVISION MEMORANDUM  
NO. **092** s. 2025

**DIVISION FEDERATION ELECTIONS FOR SCHOOL YEAR 2025-2026**

To: OIC - Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-11-00442 titled **“Learner Government Elections for School Year (S.Y.) 2025-2026”**.
2. The schedule of activities for division-based elections are as follows:

Activity	Suggested Dates	Venue
Division Federation Elections SELG S.Y. 2025-2026	March 20, 2025 (8:30 AM – 4:00 PM)	DepEd Capiz Multi-Purpose Hall, Banica, Roxas City
Division Federation Elections SSLG S.Y. 2025-2026S	March 21, 2025 (8:30 AM – 4:00 PM)	Capiz National High School

3. This memorandum includes the following Annexes that you may access through this link <https://bit.ly/AnnexesLGPElections>:
  - a. Annex A. Learner Government Election and Appointment Code (LGEAC)
  - b. Annex B. Election Procedures, Forms and Templates
4. The participants to the said elections are the elected District SELG Presidents and School-based SSLG Presidents and their respective District SELG Coordinators and SSLG Advisers.
5. Participation to the activity is voluntary and must adhere with DepEd Order No. 66, s. 2017 titled *“Implementing Guidelines on the Conduct of Off-Campus*



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*Activities”, DepEd Order No. 008, s. 2023 titled “Teachers and their Involvement in Volunteer and Extracurricular Activities” DepEd Order No. 22, s. 2023 titled “Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024” and DepEd Order No. 003, s. 2024 titled “Amendment to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024)”. Engaged Time-On-Task and Ensuring Compliance Therewith”.*

6. Travel and other relative expenses of the participants are chargeable against School MOOE both subject to the usual accounting and auditing rules and regulations.
7. Attached are the list of Capiz Division Learner Government COMEA Commissioners, Committee Members and Program Flow as Enclosures No. 1, 2 & 3 respectively.
8. For questions or clarifications, please contact **Ms. Yzarda Claudette D. Ballera** or **Ms. Jhean Mae Grace Lingco**, Project Development Officer I, though 09817252244/09388228447.
9. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**LUZ U. BANSON EdD, CESE**

OIC – Assistant Schools Division Superintendent  
In-Charge of the Division

Encl.: As stated

Reference:

To be indicated in the Perpetual Index  
under the following subjects:

ELECTIONS      SCHOOLS      STUDENTS



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 1 to SDM 092, s. 2025

**CAPIZ DIVISION LEARNER GOVERNMENT COMMISSION AND  
APPOINTMENTS (LG COMEA)**

LG COMEA Chief Commissioner  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Commissioner on Screening and Validation  
**YZARDA CLAUDETTE D. BALLERA**  
Project Development Officer I

Commissioner on Electoral Board  
**JHEAN MAE GRACE LINGCO**  
Project Development Officer I

Commissioner on Grievance  
**EDNA B. AZCARRAGA, PhD**  
OIC- Chief Education Supervisor  
School Governance and Operations Division

Commissioner on Appointments  
**IMMACULADA J. AMORES, PhD**  
Senior Education Program Specialist  
Human Resource Development





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Enclosure No. 2 to SDM 092, s. 2025

**CAPIZ DIVISION LEARNER GOVERNMENT COMMISSION ON ELECTIONS  
AND APPOINTMENTS (LG COMEA) MEMBERS**

**Screening and Validation Committee:**

1. Emie Mateo – PDO 1
2. Arthur B. Escosia – HT1 JDAJNHS
3. John Steven Valiente – T Jagnaya NHS
4. June Rey Lata – CDFSSG Outgoing President
5. Wilbert L. Inggo – CDFSSG Outgoing Vice President

**Electoral Board Committee:**

1. Christal Fe V. Dollete – PDO 1
2. Lyka Jade C. Lucas – CDFSSG Outgoing Secretary
3. Angelea Madeline D. Mendez – CDFSSG Outgoing Treasurer
4. Godwayne Myles B. Beluso – CDFSSG Outgoing Auditor

**Appointment Committee:**

1. Danessa Mae A. Dator – PDO 1
2. Rhaine Rose B. Gonzales – CDFSSG Outgoing PIO

**Grievance Committee:**

1. Jason B. Portada – PDO 1
2. Emie M. Mateo – PDO 1
3. Vary A. Casipe – CDFSSG Outgoing PO



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Enclosure No. 3 to SDM 092, s. 2025

**ELECTION AND INDUCTION PROGRAM**

- I. Preliminaries
  - a. Prayer
  - b. Philippine National Anthem
  - c. Capiz Hymn
  - d. DepEd Quality Policy Statement
- II. Opening Remarks  
**Luz U. Banson EdD, CESE**  
OIC- Assistant Schools Division Superintendent
- III. Inspirational Message  
**Roel F. Bermejo**  
Schools Division Superintendent
- IV. Orientation Election Proper  
**Yzarda Claudette D. Ballera**  
Project Development Officer 1  
Screening and Validation Commissioner  
  
**Jhean Mae Grace Lingco**  
Project Development Officer 1  
Electoral Board Commissioner
- V. Election Proper
- VI. Proclamation of Newly Elected Officers S.Y. 2025- 2026
- VII. Oath Taking Ceremony  
**Edna B. Azcarraga, PhD**  
Education Program Supervisor  
OIC – Chief SGOD  
Induction Officer



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-11-00442**

TO : **Regional Directors**  
**Minister, Basic, Higher and Technical Education, BARMM**  
**Regional Youth Formation Coordinators**  
**School Division Superintendents**  
**Division Youth Formation Coordinators**  
**All Others Concerned**

FROM : **MALCOLM S. GARMA**  
*Assistant Secretary, Officer-in-Charge*  
Office of the Undersecretary for Operations

SUBJECT : **LEARNER GOVERNMENT ELECTIONS FOR**  
**SCHOOL YEAR (S.Y.) 2025-2026**

DATE : January 20, 2025

Pursuant to **Department of Education Order No. 47, s. 2024**, titled "*Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools*," the Department recognizes the Learner Government Program (LGP)—formerly the Student Government Program (SGP)—as the primary co-curricular, learner-led organization authorized to implement programs, projects, and activities in all schools nationwide.

The Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) elections are pivotal in fostering leadership skills and empowering learners to actively participate in school governance. These elections not only provide learners with opportunities to assume leadership roles but also highlight the significance of learner-led clubs and organizations in promoting a vibrant school culture.

In its mission to amplify learners' voices in decision-making and to ensure their perspectives inform educational policies, the Department, through the Bureau of Learner Support Services (BLSS) and the Youth Formation Division (YFD), remains committed to supporting learners in developing leadership skills that contribute to their holistic growth and development

Aligned with the preparations for School Year (S.Y.) 2025–2026, the elections for the SELG and SSLG shall be conducted after the 3rd quarter examination of School Year (S.Y.) 2024–2025, following the schedule as outlined below:

Activity	Suggested Dates
School-Based Elections	February 12-28, 2025
Division Elections	March 3-14, 2025
Regional Federation Elections	March 17-28, 2025
National Federation Elections	To be announced in a separate memorandum

BLSS-YFD-2025-01-142



This activity aims to establish learner representation through the SELG and Supreme SSLG across all levels of governance for SY 2025-2026 through an election.

To ensure optimal engagement of all learners, all Regional Directors (RDs), Schools Division Superintendents (SDSs), and School Heads, through their respective Youth Formation Coordinators (YFCs) and SELG/SSLG Advisers, are requested to provide technical assistance during the conduct of these activities.

Furthermore, pending the approval of the revised Constitution and By-Laws of the Learner Government Program (LGP), schools are advised to refer to the previously issued guidelines provided in the following issuances:

- Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024 [**OUOPS Memo No. 2023-03**]
- Schedule of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for School Year 2024-2025 [**DM-OUOPS-2024-11-02487**]

Implementing schools are required to adhere to the prescribed guidelines but are encouraged to revise or enhance them through a formal resolution, to align with the school's specific context and needs.

For questions and/or concerns, your staff may contact the BLSS-YFD through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Immediate dissemination and appropriate action of this Memorandum is desired.

blss-yfd/MGM/01092025