



DEPARTMENT OF EDUCATION
RECORDS SECTION
SEP 14 2022

Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR YOUTH AFFAIRS AND SPECIAL CONCERNS
MEMORANDUM

FOR : Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Regional and Division Youth Formation Coordinators

FROM : *[Signature]*
DR. DEXTER A. GALBAN
Assistant Secretary
Youth Affairs and Special Concerns

SUBJECT : **Monitoring and Evaluation of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections for School Year 2022-2023**

DATE : **September 2, 2022**

Pursuant to DepEd Order No. 34 s, 2022 titled "School Calendar and Activities for the School Year 2022-2023" dated July 11, 2022, the Office of the Assistant Secretary for Youth Affairs and Special Concerns-Youth Formation Division (OASYASC-YFD) highlights the conduct of the **Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Elections on the September 5-16, 2022** in all schools nationwide.

As stipulated on the same issuance, it is imperative to monitor the compliance of schools in the mechanisms and standards of the policy, including the conduct and implementation of activities relative to the opening of classes.

In this regard, all Schools Division Offices (SDOs)—through their respective Youth Formation Coordinators (YFCs)/Project Development Officers (PDOs)—are hereby directed to conduct a field monitoring and evaluation during the said activity.

To ensure systematic monitoring and inclusive evaluation, all division YFCs are requested to adhere to the following guidelines:

1. The number of schools to be monitored shall depend on the size of the division: Small (4 - 6 schools); Medium (6 - 8 schools); Large (8 - 10 schools); and Very large (10 - 12 schools).
2. The schools to be identified by the YFCs shall vary according to the following:
 - a. Classification [Elementary, High School]
 - b. Type [Public/Private, Central/Non-Central, Last Mile, etc.]
 - c. Size [Small, Medium, Large, Very-large]
3. The YFCs shall disseminate the *Youth COMEA Monitoring Tool (Annex A)* to all schools within their division. This tool must be filled out by the school's Youth COMEA and must be submitted to the division office on a deadline set by the YFC.

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
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Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR
RECORDED
SEP 19 2022
TIME

September 15, 2022

To : Schools Division Superintendents
All Division

For information, guidance and appropriate action.

[Signature]
ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

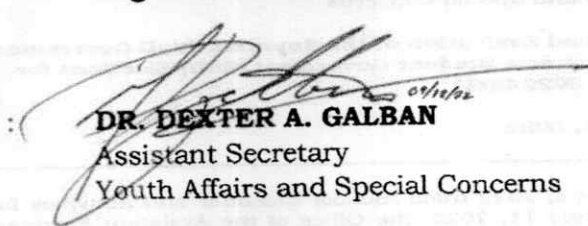


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 - a. Classification [Elementary, High School]
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 - c. Size [Small, Medium, Large, Very-large]
3. The YFCs shall disseminate the *Youth COMEA Monitoring Tool (Annex A)* to all schools within their division. This tool must be filled out by the school's Youth COMEA and must be submitted to the division office on a deadline set by the YFC.

4. The YFCs shall utilize the *Youth COMEA Evaluation Tool (Annex B)* during their visit in schools. All accomplished evaluation tools shall be consolidated by the YFCs and must be summarized using the *Field Monitoring and Evaluation Summary Report template (Annex C)*. Only data gathered from the schools which conducted their SPG/SSG elections on September 5-16, 2022 shall be included in the summarized report. These documents shall be submitted to their respective regional YFCs not later than **September 20, 2022**.
5. The field monitoring and evaluation can be done at any part of the election process: before (campaign period), during (election proper) and after (tabulation of results and proclamation of winners).
6. During the field monitoring, division YFCs are advised to wear appropriate attire and adhere to all COVID-19 safety measures.
7. An exemption is given to all divisions who will provide technical assistance during the *EduAksyon: SPG/SSG Elections Field Monitoring and Evaluation* scheduled on September 12-17, 2022.

Moreover, all RYFCs are requested to submit a summarized report using the *Field Monitoring and Evaluation Summary Report template* containing all the summarized reports prepared by the division YFCs. This shall be submitted, together with all the accomplished Youth COMEA monitoring and evaluation tools submitted by the division YFCs, photos as means of verification (MOVs), and other relevant documents to the Central Office by uploading it via <https://bit.ly/SPG-SSG-Monitoring> not later than **September 23, 2022**.

For clarifications, questions, and concerns, please coordinate with Mr. Rovin James F. Canja, Officer-in-Charge of the YFD, through email at blss.yfd@deped.gov.ph (cc: Matt Gaven Matibag, Project Development Officer II, at matt.matibag@deped.gov.ph).

Your support and cooperation will be highly appreciated.