

Enclosure 1. Summary of Elections and Appointment Procedures

Election Procedures			
No.	Process	Timeline	Documents needed:
1	a. Establishment of the School's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees b. Identification of modality and schedule of election activities	A week after the issuance of this Memorandum	School Memorandum Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
2	Application Period: Submission of required forms and documents	The duration of each process shall be determined by the LG COMEA. It must be ensured that the schedule is compliant with the allotted period to conduct the LG Elections.	a. Election Application Form (Encl. 6) b. Introductory Profile (Encl. 7.1) c. Certificate of Good Moral d. Photocopy of School Form 9 (Learner's Progress Report Card)
3	Screening Process		Screening Form (Encl. 8.1)
4	Posting of Official List of Candidates		Resolution (Encl. 3)
5	Campaign Period: Setting of campaign modality and guidelines		Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
6	Pre-election: a. Identification of polling precincts b. Authorization of Poll Watchers c. Preparation of ballots, master list of voters, and displayed list of candidates		a. Resolution (Encl. 3) b. Poll Watcher Authorization Form (Encl. 9) c. Sample Ballot (Encl. 10)
7	Post-election: a. Tabulation of votes b. Canvassing of votes		a. Election Tabulation Form (Encl. 11) b. Election Canvass Form (Encl. 12)
8	Issuance of Official Results of Winners		Registry of Elected Officers (Encl. 13)
9	Oath Taking Ceremony		Oath of Office (Encl. 14)

Appointment Procedures

No	Process	Timeline	Documents needed:
1	a. Establishment of the School's Learner Government COMEA: 1. Identification of Commissioners 2. Composition of Committees b. Appointment Guidelines	A week after the issuance of this memorandum	School Memorandum Resolution (Encl. 3) Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
2	Nomination Period	The duration of each process shall be determined by the LG COMEA. It must be ensured that the schedule is compliant with the allotted period to conduct the LG Elections.	Nomination Form (Encl. 15)
3	Consolidation of submitted nomination forms; Informing the nominated learners		Communication for Nominee (Encl. 16)
4	Submission of Required Documents		a. Certificate of Good Moral b. Photocopy of School Form 9 [Learner's Progress Report Card] c. Introductory Profile (Encl. 7.2)
5	Screening Process		Screening Form (Encl. 8.2)
6	Shortlisting of Learners for Appointment		Registry of Qualified Nominees (Encl. 17)
7	Informing the shortlisted learners about their appointment		Communication for Appointee (Encl. 18)
8	Accomplishment of Appointment Form		Appointment Form (Encl. 19)
9	Proclamation and Oath Taking Ceremony		Oath of Office (Encl. 14)

Grievance Procedures

No	Process	Timeline	Documents needed:
1	Filing of Complaint	The duration shall be determined by LG COMEA, provided that all complaints shall be resolved before the proclamation of the new set of Learner Government Officers.	Grievance Form (Encl. 20)
2	Informing the Respondent and Concerned parties (Teacher, Parent, etc.)		Communication for Respondent (Encl. 21)
3	Investigation/Deliberation		Notice of Meeting (Encl. 4) Minutes of the Meeting (Encl. 5)
4	Final Verdict		Resolution (Encl. 3)

Enclosure 2.

A. Tabular Summary of Grade Level Qualifications

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
A. ELEMENTARY LEVEL (with Grade 3 – 6)				
A.1. President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.2. Vice President	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6	One (1) incoming Gr. 5 or 6
A.3. Secretary	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.4. Treasurer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.5. Auditor	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.6. Public Information Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.7. Protocol Officer	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6	One (1) incoming Gr. 3, 4, 5 or 6
A.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 6	One (1) incoming Gr. 6	Two (2) incoming Gr. 6	Two (2) incoming Gr. 6
	One (1) incoming Gr. 5	One (1) incoming Gr. 5	Two (2) incoming Gr. 5	Two (2) incoming Gr. 5
	One (1) incoming Gr. 4	One (1) incoming Gr. 4	Two (2) incoming Gr. 4	Two (2) incoming Gr. 4
	One (1) incoming Gr. 3	One (1) incoming Gr. 3	One (1) incoming Gr. 3	Two (2) incoming Gr. 3
TOTAL	11	11	14	15
B. JUNIOR HIGH (Grade 7 – 10)				
B.1. President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.2. Vice President	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10	One (1) incoming Gr. 9 or 10
B.3. Secretary	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.4. Treasurer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.5. Auditor	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.6. Public Information Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.7. Protocol Officer	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10	One (1) incoming Gr. 8, 9 or 10
B.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
TOTAL	11	11	15	15
C. INTEGRATED HIGH (Grade 7 – 12)				
C.1. President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.2. Vice President	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12	One (1) incoming Gr. 11 or 12
C.3. Secretary	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.4. Treasurer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.5. Auditor	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.6. Public Information Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.7. Protocol Officer	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12	One (1) incoming Gr. 8, 9, 10, 11 or 12
C.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	One (1) incoming Gr. 11	One (1) incoming Gr. 11	Two (2) incoming Gr. 11	Two (2) incoming Gr. 11
	One (1) incoming Gr. 10	One (1) incoming Gr. 10	Two (2) incoming Gr. 10	Two (2) incoming Gr. 10
	One (1) incoming Gr. 9	One (1) incoming Gr. 9	Two (2) incoming Gr. 9	Two (2) incoming Gr. 9
	One (1) incoming Gr. 8	One (1) incoming Gr. 8	Two (2) incoming Gr. 8	Two (2) incoming Gr. 8
	**One (1) incoming Gr. 7	**One (1) incoming Gr. 7	**Two (2) incoming Gr. 7	**Two (2) incoming Gr. 7
TOTAL	13	13	19	19
D. STAND-ALONE SENIOR HIGH (Grade 11 – 12)				
D.1. President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.2. Vice President	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.3. Secretary	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.4. Treasurer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.5. Auditor	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.6. Public Information Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.7. Protocol Officer	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12	One (1) incoming Gr. 12
D.8. Grade Level Representatives (for SELG/SSLG only)	One (1) incoming Gr. 12	One (1) incoming Gr. 12	Two (2) incoming Gr. 12	Two (2) incoming Gr. 12
	**One (1) incoming Gr. 11	**One (1) incoming Gr. 11	**Two (2) incoming Gr. 11	**Two (2) incoming Gr. 11
TOTAL	9	9	11	11
**Subject for special election in the opening of classes within the Grade level ONLY				

B. Tabular Summary of Eligible Voters per Elective Position

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
A. ELEMENTARY LEVEL (with Grade 3 – 6)				
A.1. President	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.2. Vice President	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.3. Secretary	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.4. Treasurer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.5. Auditor	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.6. Public Information Officer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.7. Protocol Officer	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners	Incoming Gr. 3, 4, 5 and 6 learners
A.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 6 learners	Incoming Gr. 6 learners	Incoming Gr. 6 learners	Incoming Gr. 6 learners
	Incoming Gr. 5 learners	Incoming Gr. 5 learners	Incoming Gr. 5 learners	Incoming Gr. 5 learners
	Incoming Gr. 4 learners	Incoming Gr. 4 learners	Incoming Gr. 4 learners	Incoming Gr. 4 learners
	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners	**Incoming Gr. 3 learners
TOTAL	11	11	14	15
B. JUNIOR HIGH (Grade 7 – 10)				
B.1. President	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.2. Vice President	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.3. Secretary	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.4. Treasurer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.5. Auditor	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.6. Public Information Officer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.7. Protocol Officer	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners	Incoming Gr. 8, 9, and 10 learners
B.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners
	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners
	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners
	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners
TOTAL	11	11	15	15

ELECTIVE POSITIONS	SCHOOL CLASSIFICATION			
	SMALL	MEDIUM	LARGE	MEGA
C. INTEGRATED HIGH (Grade 7 – 12)				
C.1. President	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.2. Vice President	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.3. Secretary	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.4. Treasurer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.5. Auditor	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.6. Public Information Officer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.7. Protocol Officer	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners	Incoming Gr. 8, 9, 10, 11 and 12 learners
C.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
	Incoming Gr. 11 learners	Incoming Gr. 11 learners	Incoming Gr. 11 learners	Incoming Gr. 11 learners
	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners	Incoming Gr. 10 learners
	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners	Incoming Gr. 9 learners
	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners	Incoming Gr. 8 learners
	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners	**Incoming Gr. 7 learners
TOTAL	13	13	19	19
D. STAND-ALONE SENIOR HIGH (Grade 11 – 12)				
D.1. President	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.2. Vice President	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.3. Secretary	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.4. Treasurer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.5. Auditor	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.6. Public Information Officer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.7. Protocol Officer	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
D.8. Grade Level Representatives (for SELG/SSLG only)	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners	Incoming Gr. 12 learners
	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners	**Incoming Gr. 11 learners
TOTAL	9	9	11	11
**Subject for special election in the opening of classes within the Grade level ONLY				

RESOLUTION NO. _____

A RESOLUTION _____
(Subject of the Resolution)

WHEREAS, (Provide the legal basis to support the content of the resolution.)

Ex. The Supreme Secondary Learner Government (SSLG) of [Name of School] recognizes the importance of representative leadership in promoting the interests and welfare of the learners;

WHEREAS, (Provide the details of the agreement of the body)

Ex. The election of learner government members is an important part of the democratic process and provides an opportunity for learner to participate in the governance of the school;

WHEREAS, (Provide a concluding statement and approval of the body)

Ex. The candidates for the Supreme Learner Government have demonstrated their commitment to serving the student body and have presented their platforms and ideas for improving learners' life;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, (Restating the agreement and approval)

Ex. That the Supreme Secondary Learner Government (SSLG) elections shall be held on [Date] in accordance with the procedures and guidelines established by the Learner Government COMEA Commissioner;

RESOLVED FURTHER (Additional considerations for the agreements)

Ex: That the Learner Government COMEA Commissioner on Electoral Board shall oversee the election process and ensure that all candidates are afforded equal opportunities to present their platforms of government and ideas to their fellow learners;

RESOLVED FURTHER (Additional considerations for the agreements)

Ex. That the Learner Government COMEA Commissioner on Electoral Board shall announce the results of the elections to the learner government body, as soon as possible after the elections have concluded and shall work with the newly elected learner government leaders, and members to implement their initiatives and programs for the betterment of the learner government body.

Resolved UNANIMOUSLY this _____ of _____ at
_____.

I HEREBY CERTIFY the correctness of the above-quoted resolution.

Commissioner on _____

Commissioner/Member

Commissioner/Member

Commissioner/Member

Commissioner/Member

Chief Commissioner

NOTICE OF MEETING

TO : **NAME/COMMITTEE**
Designation
Learner Government COMEA

FROM : **NAME**
Designation
Learner Government COMEA

SUBJECT : **TITLE**

VENUE : Location of the Meeting
(e.g. Learner Government COMEA Conference Room)

DATE : DD MM YYYY

TIME : HH:MM a.m./p.m.

AGENDA : (1)
(2)

MINUTES OF THE MEETING

Subject:		
Venue:		
Date:		Actual Time Started: Actual Time Ended:
Agenda:	1. 2. 3.	
Attendees <i>(may add rows if necessary)</i>		
Name	Designation	Committee
Meeting Highlights <i>(may add rows if necessary)</i>		
Agenda	Discussion points	Agreements

Attachment/s: Notice of Meeting and Photos as Means of Verification (MOV)

Prepared by:

SIGNATURE OVER PRINTED NAME

Designation
Learner Government COMEA

Noted by:

SIGNATURE OVER PRINTED NAME

Chief Commissioner
Learner Government COMEA

ELECTION APPLICATION FORM

The Learner Government Program embodies the ideals, principles, and practices of participatory democracy. It represents and steers the learner towards fulfilling LG Program goals promoting learners' rights and welfare. As a learner government leader, this Election Application Form is a statement of your best knowledge and understanding of a position you are applying for.



Instruction: Please supply the information requested in the space provided.

I. PROFILE

Learner's Name: _____
(Surname, Given Name, Middle Name, & Extension Name e.g., Jr., I, II...)

Grade Level: _____

Elective Position Applied: _____

Party Affiliation (if applicable): _____

Gender: _____ **Age:** _____ **Date of Birth:** _____

Email Address: _____ **Mobile No.:** _____ **Landline:** _____

Home Address: _____

II. LEARNER'S ACADEMIC AND BEHAVIORAL STATUS

1. Has no failing grades in all subject areas			Yes		No
Attested by:					
	Class Adviser Name & Signature	Date:			
2. Is of good moral character			Yes		No
Attested by:					
	EsP/Guidance Coordinator Name & Signature	Date:			

Kindly attach a photocopy of your School Form 9 [Learner's Progress Report Card and Certificate of Good Moral.

III. PARENTAL CONSENT

I, _____ as a parent/ guardian of _____ will support his/her commitment to the Learner Government to the best of my ability.

I am allowing him/her to participate in the programs, projects, and activities of the Supreme Learner Government.

I agree and understand the commitment of my son/daughter and will support his/her endeavor to the Supreme Learner Government.

Name and Signature of the Parent/Guardian

Contact Number

IV. CERTIFICATION

I am filing this Election Application Form of the Supreme Learner Government for the school year _____.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

Verified by: _____

Approved by: _____

Screening and Validation Commissioner

LG COMEA Chief Commissioner

Date: _____

Date: _____

INTRODUCTORY PROFILE FOR ELEMENTARY LEVEL

DISCLAIMER: This form, which contains the introductory profile of the learner shall be utilized by Learner Government COMEA for election purposes in the Supreme Learner Government. This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile showing your interest and uniqueness that allow you to share your clear understanding about what you can do as part of the Learner Government.

I _____ from _____ running
(Surname, Given Name, Middle Initial) (Grade Level and Section)
for _____.
(Position)

Instruction: Complete the following statements.

1. My hobby/hobbies is/are

2. My ambition/s is/are

3. As a learner, I can develop a learner-friendly and motivating environment by

INTRODUCTORY PROFILE FOR SECONDARY LEVEL

DISCLAIMER: This form, which contains the learner's introductory profile, shall be utilized by the Learner Government COMEA for election purposes in the Supreme Learner Government. This also informs the concerned learner that this form shall be published, posted, or disseminated in any form or format, whichever is deemed appropriate. By signing this form, the concerned learner gives his/her consent to utilize all information herein by the LG COMEA.

The following statements serve as your profile showing your interest and uniqueness that allow you to share your clear understanding of what you can do as part of the Learner Government.

I _____ from _____ running
for _____.
(Surname, Given Name, Middle Initial) (Grade Level and Section) (Position)

General Guide Questions for All Candidates

Instruction: Answer the following questions.

Personal Leadership

- 1. What qualities do you possess as an aspiring student leader?

Organizational Leadership

- 2. Check (/) the organizational skills that apply to you as an aspiring leader and why.

() Motivation () Problem-Solving () Values-Oriented
() Communication () Goal-Oriented () Service-Oriented

Public Leadership

- 3. What is your vision of the Learner Government in 3 years?

SCREENING FORM [Election]

(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)

Name of Learner: _____

Grade Level & Section: _____

Position: _____

Direction: Please check the appropriate box to determine if the aspiring candidate possesses all the qualifications to be elected as a Learner Government Officer.

DESCRIPTION	REMARKS		
	Yes	No	
Required Documents			
1. The learner completely fills out the <i>Election Application Form (Encl. 6)</i> and submits it on or before the deadline			
2. The learner submits the following documents.			
a. <i>Introductory Profile (Encl. 7)</i>			
b. Photocopy of School Form 9 [Learner's Progress Report Card]			
c. Certificate of Good Moral			
Qualifications			
1. The learner is enrolled in the current school year.			
2. He/She has no failing grades in all subject areas.			
3. He/She is of good moral character.			
4. The grade level of the aspiring candidate is appropriate to the requirement of the desired elective position. (<i>Refer to Encl. 2.</i>)			
With all the required documents submitted by the aspiring candidate, the Learner Government COMEA hereby declares him/her ____ QUALIFIED ____ NOT QUALIFIED to run for the elections.			

Verified by:

Commissioner on Screening and Validation

Date: _____

SCREENING FORM [Appointment]

(Note: This Screening Form shall be accomplished by the Screening and Validation Committee.)

Name of Learner: _____

Grade Level & Section: _____

Position: _____

Direction: Please check the appropriate box to determine if the possible appointee possesses all the qualifications to be appointed as a Learner Government Officer.

DESCRIPTION	REMARKS		
Required Documents	Yes	No	
1. The learner has been nominated through a <i>Nomination Form (Encl. 15)</i> .			
2. The possible appointee has submitted the <i>Nomination Reply Slip (Encl. 16)</i> to the LG COMEA.			
3. The learner has submitted the following documents.			
a. <i>Introductory Profile (Enc. 7)</i>			
b. Photocopy of School Form 9 [Learner's Progress Report Card]			
c. Certificate of Good Moral			
Qualifications	Yes	No	
1. The learner has been enrolled in the current school year.			
2. He/She has no failing grades in all subject areas.			
3. He/She is of good moral character.			
4. The grade level of the aspiring candidate is appropriate to the requirement of the desired elective position. (<i>refer to Encl. 2</i>)			
With all the required documents submitted by the possible appointee, the Learner Government COMEA hereby declares him/her ____ QUALIFIED ____ NOT QUALIFIED to be appointed.			

Verified by:

Commissioner on Screening and Validation

Enclosure 9. Poll Watcher Authorization Form

Date: _____

POLL WATCHER AUTHORIZATION FORM

(Authorization form for poll watchers is a document that allows designated learners to serve as poll watchers during an election.)

I, _____ *(insert name)*, authorize the following individuals to act as poll watchers on my behalf during the _____ *(insert name of school)* Learner Government Election on _____ *[insert date]*:

1. Name: _____
Grade Level & Section: _____ Age: _____ Gender: _____
Contact Number: _____ Email Address: _____
Home Address: _____

2. Name: _____
Grade Level & Section: _____ Age: _____ Gender: _____
Contact Number: _____ Email Address: _____
Home Address: _____

I certify that these individuals are acting on my behalf and are authorized to observe the election process at the designated polling stations.

I understand that these individuals are not allowed to interfere with the voting process and must adhere to all rules and regulations set forth by the Learner Government COMEA.

Signed,

Signature of the Candidate Over Printed Name

Date:

I do hereby state that I am knowledgeable of the rights and responsibilities of a poll watcher as attached in this Poll Watcher Authorization Form and will, in good faith, comply with the provisions stated.

Signature of the Poll Watcher over Printed Name

DUTIES AND RESPONSIBILITIES OF POLL WATCHERS

Poll watchers are individuals who are designated to observe the voting process during an election to ensure fairness and transparency. In learner government elections, poll watchers may have the following roles and responsibilities:

- a. Observe the voting process: Poll watchers should be present at the polling station during the entire voting process - from setting up to the closing of the polls. In case of a tiebreaker, the poll watchers shall also be present during the process of the determination of the winning candidate.
- b. Ensure fairness: Poll watchers should ensure that the election is conducted fairly and impartially, and that all eligible voters are allowed to cast votes.
- c. Monitor the voting equipment: Poll watchers should monitor the voting equipment to ensure that it is functioning properly and that no tampering or manipulation takes place.
- d. Report any irregularities: Poll watchers should report any irregularities or violations of election rules to the Grievance Committee.
- e. Uphold integrity: Poll watchers shall maintain a good character or behave accordingly and shall not do any campaign activities inside the polling precinct.
- f. Keep records: Poll watchers may request a copy of canvassed results.

Overall, the role of poll watchers in the election is to ensure that the election process is conducted in a fair, transparent, and impartial manner.

**Name of School
Learner Government Elections
for SY ____ - ____**

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

- Surname, First Name M.I. (Candidate Q)
- Surname, First Name M. I. (Candidate R)

Grade () Representative

- Surname, First Name M.I. (Candidate S)
- Surname, First Name M. I. (Candidate T)

Grade () Representative

- Surname, First Name M.I. (Candidate U)
- Surname, First Name M. I. (Candidate V)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: 

**Name of School
Learner Government Elections
for SY ____ - ____**

SAMPLE BALLOT

General Instructions: Shade the circle beside the name of the candidate of your choice. Vote wisely!

President

- Surname, First Name M.I. (Candidate A)
- Surname, First Name M. I. (Candidate B)

Vice President

- Surname, First Name M.I. (Candidate C)
- Surname, First Name M. I. (Candidate D)

Secretary

- Surname, First Name M.I. (Candidate E)
- Surname, First Name M. I. (Candidate F)

Treasurer

- Surname, First Name M.I. (Candidate G)
- Surname, First Name M. I. (Candidate H)

Auditor

- Surname, First Name M.I. (Candidate I)
- Surname, First Name M. I. (Candidate J)

Public Information Officer

- Surname, First Name M.I. (Candidate K)
- Surname, First Name M. I. (Candidate L)

Protocol Officer

- Surname, First Name M.I. (Candidate M)
- Surname, First Name M. I. (Candidate N)

Grade () Representative

- Surname, First Name M.I. (Candidate O)
- Surname, First Name M. I. (Candidate P)

Grade () Representative

- Surname, First Name M.I. (Candidate Q)
- Surname, First Name M. I. (Candidate R)

Grade () Representative

- Surname, First Name M.I. (Candidate S)
- Surname, First Name M. I. (Candidate T)

Grade () Representative

- Surname, First Name M.I. (Candidate U)
- Surname, First Name M. I. (Candidate V)

cut here

Name: _____

Grade and Section: _____

Signature: _____

Right Thumbmark: _____



ELECTION TABULATION FORM

Level of Learner Government:

Elementary

Secondary

Mode of Election: Manual

Digital

Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

Name	Tally	Total	Rank
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade __ Representative			
Grade __ Representative			

Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

Prepared by:

Signature over the printed name of
Electoral Board Committee Member

Attested by:

Signature over printed name of
Commissioner on Electoral Board

ELECTION CANVASS FORM

Level of Learner Government:

Elementary

Secondary

Mode of Election: Manual

Digital

Hybrid

Tally of Votes per Position: (Note: Add rows if necessary.)

Name	Tally	Total	Rank
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			

Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

Prepared by:

 Signature over printed name of
 Commissioner on Screening and Validation

Attested by:

 Signature over printed name of
 LG COMEA Chief Commissioner

REGISTRY OF ELECTED OFFICERS

Level of Learner Government:

Elementary

Secondary

Name of School: _____

School ID: _____

Position	Name	Gender	Grade Level
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

(Note: For representatives, add rows if necessary.)

Prepared by:

 Signature over printed name of
 Commissioner on Screening and Validation

Attested by:

 Signature over printed name of
 Commissioner on Electoral Board

Approved by:

 Signature over printed name of
 LG COMEA Chief Commissioner



Republic of the Philippines
Department of Education

Region _____
Division _____

Oath of Office

I _____ of _____,
(State your Full Name) *(Name of School)*
having been elected/appointed as _____ of
(your current position)
_____, do hereby solemnly swear that I will
faithfully
(Name of Organization)
discharge, to the best of my ability, the duties and responsibilities of my present
position; that I have clearly understood and will abide by the guidelines governing this
organization and of the issuances by the Department of Education; and that I impose
this obligation upon myself voluntarily, without mental reservation or purpose of
evasion.

So, help me God.

Signature Over Printed Name

Administering Officer

Nomination Form

This nomination form allows a learner to formally declare his/her candidacy for the Supreme Learner Government elections. It includes personal information, qualifications, goals, and reasons for running. A candidate may also need to obtain signatures from fellow learners to qualify. The purpose of this form is to provide a structured process and equal opportunity for all candidates, inform voters about the candidates' platforms, and ensure a fair and transparent election that encourages learners' participation in school governance.

Date: _____

Learner Government COMEA Chief Commissioner

To whom it may concern:

I hereby nominate _____ from _____ (Grade Level/Section) for the position of _____ in the Learner Government of _____ (Name of School).

As a bona fide learner of this school, I solemnly swear that through this nomination, every learner's voice is heard and represented in decision-making processes. I believe that *he/she* has the necessary skills, experience, and qualities to serve in this position and make a positive impact on the student body.

Very truly yours,

Name and Signature over the printed name of the nominator

Contact Number:

Grade Level and Section:

COMMUNICATION FOR NOMINEE

Date: _____

NAME OF NOMINATED LEARNER

Mr./ Ms. _____

Greetings!

This is to inform you that you have been nominated as _____ of the Learner Government of _____ for School Year _____.

To proceed with the process, you are hereby requested to submit the **Nomination Reply Slip** indicating your take on the nomination within three (3) days of receipt of this letter.

Furthermore, if you are amenable to the nomination, kindly submit the following requirements:

- a. Photocopy of School Form 9 (Learner’s Progress Report Card);
- b. Certificate of Good Moral Character; and
- c. Introductory Profile (Elementary/Secondary)

The LG COMEA highly encourages your utmost support and participation on this matter.

Thank you.

Very truly yours,

NAME OF COMMISSIONER

NOMINATION REPLY SLIP

To : **LEARNER GOVERNMENT COMEA COMMISSIONER**

Date : _____

Ma’am/Sir:

Thank you very much for notifying me about my nomination for the position of _____ in the Learner Government of _____ for School Year _____.

For and in consideration of my possible appointment, I hereby

_____Accept _____Waive

my nomination.

Sincerely yours,

NAME OF NOMINATED LEARNER

REGISTRY OF QUALIFIED NOMINEES

Level of Learner Government:

Elementary

Secondary

Name of School: _____

School ID: _____

Position	Name	Gender	Grade Level
President			
Vice President			
Secretary			
Treasurer			
Auditor			
Public Information Officer			
Protocol Officer			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			
Grade ___ Representative			

(Note: For representatives, add rows if necessary.)

Prepared by:

 Signature Over Printed Name of
 Commissioner on Appointment

Attested by:

 Signature Over Printed Name of
 Commissioner on Screening and Validation

Approved by:

 Signature Over Printed Name of
 LG COMEA Chief Commissioner

COMMUNICATION FOR APPOINTEE

Date: _____

Mr./ Ms. _____

Greetings!

After careful deliberation of the Learner Government Commission and Elections and Appointment (LG COMEA), and considering all qualifications required for the position, you are hereby appointed as _____.

Upon consideration of this possible appointment, you are hereby requested to submit the **Appointment Reply Slip** to the LG COMEA.

If you are amenable to your appointment and upon submission of your Appointment Reply Slip, you will be requested by LG COMEA to sign your Appointment Form.

Thank you and congratulations.

Very truly yours,

Learner Government COMEA

APPOINTMENT REPLY SLIP

To : **LEARNER GOVERNMENT COMEA COMMISSIONER**

Mr./ Ms.

Thank you very much for the opportunity of being part of the Learner Government of _____ for School Year _____.

For and in consideration of my possible appointment, I hereby

_____ Accept _____ Waive

my appointment as _____ of the Organization.

Again, thank you for this opportunity!

Sincerely yours,

Date: _____

Republic of the Philippines
REGION IV-A CALABARZON
DIVISION OF SANTA ROSA CITY
LABAS SENIOR HIGH SCHOOL
SUPREME SECONDARY LEARNER GOVERNMENT

APPOINTMENT FORM

Mr./ Ms.

After a series of deliberation, you are hereby appointed as _____ of
the Learner Government of _____ for School Year
_____.

This appointment shall take effect immediately on the date of signing by the
appointing authority.

Very truly yours,

Learner Government COMEA
Date of Signing: _____

CERTIFICATION

This is to certify that the appointee has undergone a series of screening,
validation, and deliberation processes as facilitated by the LG COMEA in pursuant to
the Learner Government Election and Appointment Code (LGEAC).

Moreover, all requirements and supporting documents submitted by the
appointee are valid and compliant to the standards and qualifications set by the LG
COMEA.

Chief Commissioner
Learner Government COMEA
Date: _____

GRIEVANCE FORM

In the processing of these data and information, the Department of Education is committed to ensure the free flow of information as required under the *Freedom of Information Act* (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the *Data Privacy Act of 2012* (Republic Act No. 10173) read: <https://www.deped.gov.ph/about-deped/data-privacy-notice/>). Data generated are not shared with any other party.

I. COMPLAINANT’S INFORMATION

Name: _____
 Address: _____
 Contact Number: _____ Age: _____
 Email Address: _____
 Date Filed: _____ Time: _____

II. COMPLAINT AGAINST

<input type="checkbox"/>	Learner Government COMEA	<input type="checkbox"/>	Candidate
<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Political Party
<input type="checkbox"/>	Learner	<input type="checkbox"/>	Others: _____

III. NATURE OF COMPLAINT

<input type="checkbox"/>	Dishonesty	<input type="checkbox"/>	Falsification
<input type="checkbox"/>	Oppression	<input type="checkbox"/>	Vote-solicitation
<input type="checkbox"/>	Disgraceful and Immoral Conduct	<input type="checkbox"/>	Negligence of Duty
<input type="checkbox"/>	Impersonation	<input type="checkbox"/>	Misconduct
<input type="checkbox"/>	Others: _____		

IV. NARRATIVE REPORT

Instruction: Write in detail the incident or complaint including the persons involved, date and time. *(May use additional sheet/s of paper if necessary)*

V. ATTACHMENTS (Proofs e.g. picture, video etc.) **if available*

VI. CERTIFICATION

I hereby certify that the information stated herein is true and correct to the best of my knowledge.

Signature of Complainant over Printed Name

Received by:

Commissioner on Grievance

Date: _____

Date: _____

Enclosure 21. Communication for Respondent

COMMUNICATION FOR RESPONDENT

NAME OF RESPONDENT

Mr./ Ms. _____

Greetings of peace!

This is to inform you that the Learner Government Commission and Election and Appointment (LG COMEA) received a complaint concerning you regarding

_____.

[Summary of the Complaint to be provided by the LG COMEA based on the submitted Grievance Form].

Relative to this, you are hereby requested to submit a written explanation about the complaint to the LG COMEA within forty-eight (48) hours upon receipt of this letter.

LG COMEA highly encourages your utmost cooperation regarding this matter.

Thank you.

Very truly yours,

NAME OF COMMISSIONER
Learner Government COMEA

Copy furnished: Name of Parents/Legal Guardian
Name of Class Adviser