



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
 No. 239 s. 2020

April 13, 2020

VIRTUAL ELECTION OF DIVISION-FEDERATED SUPREME PUPIL AND STUDENT GOVERNMENT (SPG-SSG) OFFICERS AND ADVISERS FOR SY 2020-2021

To: Public Schools District Supervisors
 School Heads, all Public Elementary and Secondary Schools

Attention : SPG and SSG Advisers

1. Pursuant to DepEd Order No. 47, s. 2014 entitled "Constitution and By-Laws of the SPG and SSG in Elementary and Secondary Schools" and DepEd Order No. 11, s. 2016 entitled "Additional Guidelines to DepEd Order No. 47, s. 2014", this Office informs all Public Elementary and Secondary Schools that a **Virtual Election of the Division-Federated SPG and SSG Officers and Advisers for School Year 2020-2021** will be conducted on **April 20, 2020 (SSG)** and **April 27, 2020 (SPG)** at exactly 9:00 AM.
2. The said virtual election will be conducted using **Microsoft Teams** and other online platforms to comply with the Proclamation Nos. 922 and 929 of the Office of the President, declaring a State of Public Health Emergency and State of Calamity throughout the Philippines due to the spread of Corona Virus Disease (COVID-19), the Executive Order No. 27, s. 2020 issued by the City Government of Digos declaring the entire Digos City under Enhanced Community Quarantine (ECQ) that prohibits gatherings among its people, and *Item No. 4e* of DepEd Memorandum No. 034, s. 2020 entitled "Fifth Set of Policy Directives of DepEd Task Force COVID-19" that highly discouraged all Division and District Activities that involve gathering/congregation of various schools.
3. In line with this, guidelines for the conduct of the Election period is attached herewith for your reference. Participants to this activity are the Presidents of all SPG and SSG in Public Schools in the Division with the virtual/online assistance of their respective SPG and SSG Teacher-Advisers.
4. For compliance by all concerned.

DepEd Schools Division Office - Digos City
 RECORDS SECTION
RELEASE
 57593
 DATE: APR 14 2020 TIME 4:12 PM

CRISTY C. EPE
 Schools Division Superintendent

Encls: BY Enclosures
 References: DepEd Order
 To be indicated in the Perpetual Index under the following subjects:
 SUBJECT

JNP: Virtual Election of Division-Federated SPG and SSG Officers and Advisers for SY 2020-2021
 13 April 2020



**VIRTUAL ELECTION OF THE DIVISION-FEDERATED SPG AND SSG
OFFICERS AND ADVISER FOR SY 2020 – 2021**

GUIDELINES:

I. VIDEO CLIP/PRESENTATION

1. All Presidents shall record a One (1) minute and thirty (30) seconds video clip. In the video, the president must introduce him/herself using the following guide sentences:
 - a. Name of President;
 - b. Name of School;
 - c. Organization/s joined for the past years;
 - d. Accomplishments as a Student Leader; and
 - e. Plans and advocacies for the School and the Division Federation for the next School Year.
2. The video clip must be saved using only any of the following file format: .wmv, .mp4, .mpeg or .mov
3. The video will be uploaded by the SPG/SSG Adviser to the email address julianne.posadas@deped.gov.ph and must accomplish the Microsoft form using the link:

<https://bit.ly/ssg-2020> - SSG
<https://bit.ly/spg-2020> - SPG
4. Deadline for the submission of video file and accomplishing of Microsoft Form will be on:

SSG - April 16, 2020 at exactly 12 o'clock in the afternoon
SPG - April 22, 2020 at exactly 12 o'clock in the afternoon
5. After uploading, a confirmation message will be sent to the Adviser's email address with a link where uploaded videos of other Presidents of the Division can be accessed. The Presidents must watch all other uploaded videos to help him/her make a sound decision on the election day which will be on April 20, 2020 (for SSG) while for SPG, election day will be on April 27, 2020.

II. DOWNLOADING AND ACCESSING MICROSOFT TEAMS

1. Download **Microsoft Teams** to your mobile/smart phones through App Store or Play Store. You may also download through google search engine if you are using laptop or desktop by searching "Microsoft Teams".
2. Once installed, register your email address (active account) by signing up in the Microsoft Teams.
3. Wait for the "invitation to join the Teams" created by the Division In-Charge.
4. Then join by clicking the "join" in the invitation sent to your email. The Microsoft Teams will be the platform for conversation and teleconferencing on the Election day.
5. A **Microsoft Teams Quick Start Guide** will also be sent to your email for you to download and start with the application.

6. There will be a **run-through** and preparation on the use of the Microsoft Teams from April 16 - 17, 2020. Schedule for each school/district will be announced through the group chat created for the participants.
7. The **virtual election** will start at exactly **9:00 AM on April 20, 2020**. Everyone must be online thirty (30) minutes before the scheduled time.
8. During the virtual election and conference, all are advised to observe the following etiquettes:
 - a. Be on-time.
 - b. Find a quiet and private space before you go online.
 - c. Once online/present, message the group through the chat box by providing the following details: name, level (SPG/SSG) and name of school.
 - d. You will be given time to test your microphone and camera before the start of the election proper, so wait for your turn.
 - e. The Division In-Charge will preside and all participants must respect the one presiding.
 - f. Mute your microphones if someone else is talking. Use the chat function to request for acknowledgement before you talk.
 - g. Use of chat box to raise questions is encouraged.
9. All other instructions will be given and provided before the start of the virtual election.
10. For clarifications, please contact Ms. Julie Anne N. Posadas through her mobile number: 0907 518 9150 or message her through her Messenger account.