



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

5 Apr 2024

DIVISION MEMORANDUM

No. 046, s. 2024

CONDUCT OF THE SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) ELECTIONS FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Public and Private Elementary and Secondary School Heads
 All others concerned

1. Pursuant to the Memorandum DM-OUOPS No. 2024-11-02487 from the Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) titled **Schedule of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) for School Year (S.Y.) 2024-2025** dated March 25, 2024 which aims to establish learner representations through the SELG/SSLG across all levels of governance for S.Y. 2024-2025 through an election.
2. In compliance therewith, this Office through the School Governance and Operations Division - Youth Formation Program Unit issues the Division-based indicative schedule of activities which shall be followed in the conduct of SELG/SSLG elections.

Suggested Date	Activity
April 8-12, 2024	Organization of LG COMEA
April 15-16, 2024	Filing of Candidacy
April 17-18, 2024	Evaluation of Election Application Form
April 19, 2024	Announcement of the Official List of Candidates
April 22-26, 2024	Campaign Period <ul style="list-style-type: none"> ➤ Presidential Election Forum ➤ Campus - Wide Presidential and Vice - Presidential Debates
April 29 - May 3, 2024	School Elections
May 6, 2024	Proclamation of Winner/Oath-Taking
May 7-8, 2024	Nomination of SELG/SSLG Teacher - Adviser
May 10, 2024	Oath - Taking, Re - Orientation of Duties and Responsibilities and Planning of Programs, Projects and Activities for SY 2024 - 2025
May 20, 2024	Division Federation Election
May 27-31, 2024	Regional Federation Election



Address: Basco, Batanes, 3900
 Contact No.: 09603974200
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://batanes.deped.gov.ph>

July 11, 2024	National Federation Election
TBD	School Club / Organization Election

3. The duly accomplished and signed Registry of Elected/Appointed Officers (Enclosure 13) shall be sent on a soft copy to the Division YFP focal person through email at dencio.eriful@deped.gov.ph not later than May 20, 2024.
4. The Division Learner Formation Coordinator (DLFC) shall conduct onsite and offsite monitoring and evaluation of the conduct of the SELG and SSLG campaign and elections.
5. All expenses incurred relative to the conduct of all activities related to school-based SELG and SSLG elections for SY 2024-2025 shall be charged to School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds while the Division federation elections for SELG/SSLG shall be charged against the Program Support Fund for the Youth Formation Program subject to the usual accounting and auditing rules and regulations
6. Enclosed herewith are the standardized materials essential for the upcoming Learner Government Program elections, to be utilized throughout the phases of the election process – before, during, and after – ensuring the smooth and fair conduct of election proceedings.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

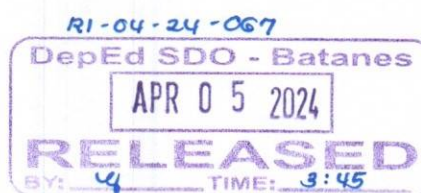
For the SDS:


DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent

Encl: As stated
References: As stated
DM-OUOPS-2024-11-02487

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

SGOD/myn/dge/DM-SELG/SSLG Elections SY24-25
April 5, 2024



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://batanes.deped.gov.ph>

Doc Code:	FM-ORD-005	Rev:	00
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Annex A.

LEARNER GOVERNMENT ELECTION AND APPOINTMENT CODE (LGEAC)

Rationale

Stipulated in Article II, Section XIII of the 1987 Philippine Constitution, the State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs.

The promulgation of Republic Act No. 9155 (RA 9155), or the Governance of Basic Education Act of 2001, provided the returns framework for decentralizing the governance of education to the field. The Department of Education (DepEd), through its key reform thrust of School-Based Management (SBM), has continuously strived to empower schools and learning centers to effectively address access and quality issues in basic education. Through this policy, it is envisioned that the principles of shared governance, efficient and effective School-Based Management shall be applied in all schools, ensuring the delivery of quality education that is relevant to the context and needs of every learner.

In accordance with the DepEd Order No. 31, s. 2022, titled Child Rights Policy: Adopting the Right-Based Education (RBE) Framework in Basic Philippine Education states that in RBE-DepEd, programs pertaining to child protection, student governance and participation, health and nutrition, and gender sensitivity, for example, are not viewed as extra, disparate or peripheral programs in basic education. Instead, these programs are cohesively and consistently treated as an integral part of basic education where the right to access education, right to quality education and right to respect and well-being in the learning environment are indispensable, interrelated, and interdependent, and should all be realized through both the performance of obligations by duty-bearers, and the active participation of children as rights-holders.

With the efforts to recognize the role of the youth in nation-building, to encourage public and civic affairs involvement, to promote student governance and participation, to decentralize the governance of education to the field, to empower the schools to effectively address access and quality issues in basic education, and to mandate all schools to conduct the youth elections and appointments, the Department of Education, through the Bureau of Learner Support Services–Learner Formation Division (BLSS–LFD), has issued the Learner Government Election and Appointment Code (LGEAC).

Scope and Functions

- Section 1 These guidelines shall apply to all public elementary and secondary schools nationwide. It shall cover the establishment of Learner Government Commission on Elections and Appointments (LG COMEA) under the management and supervision of DepEd Office of Undersecretary for Operations-Bureau of Learner Support Services-Learner Formation Division.
- Section 2 Private schools and other institutions offering the K to 12 Basic Education Program are also encouraged to implement these learner government elections and appointment guidelines.

Definition of Terms

For the purposes of this policy, the following terms are defined as follows:

- a. **Candidate** refers to the learner whose application for candidacy to an elective position is qualified and is duly approved by the LG COMEA.
- b. **Canvassing** refers to the process of validating the official tally of votes of the election.
- c. **Complainant** refers to any learner who files a written complaint to LG COMEA.
- d. **Digital Election** refers to the mode of election where voting procedures and canvassing of votes are done through an online platform.
- e. **Election Help Desk** refers to a body composed of teaching and non-teaching personnel, and/or learner established by the Commissioner on Grievance to provide information, guidance, and support related to elections.
- f. **Election Paraphernalia** refers to any regulated materials used during application, campaign, election, validation, and tabulation process.
- g. **Hybrid Election** refers to the use of both digital and manual modes of elections.
- h. **Learner Government** refers to the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) which served as the highest governing body of all learners at the elementary and secondary levels respectively.

- i. **Manual Election** refers to a paper-based modality of voting procedures and canvassing of votes.
- j. **Political Party** refers to an organized group of learners that is officially recognized as being part of the electoral process and who can support candidates for elections.
- k. **Poll watcher** refers to a learner allowed by a political party or an independent candidate to observe activities at the polling precinct.
- l. **Polling Precinct** refers to a place officially designated by the LG COMEA where the voters cast their votes.
- m. **Resolution** refers to a written motion adopted by LG COMEA Commissioners.
- n. **Special Election** refers to an election process conducted due to vacancy of certain positions in the Learner Government, except for the President, either by removal of the officer, death, or resignation.
- o. **Tabulating** refers to the systematic counting, calculation and recording of election results.
- p. **Voter** refers to a learner qualified to cast a vote in learner government elections.

Article I

Declaration of Principles and Objectives

- Section 1 The LG COMEA shall be the governing and implementing commission on learner government elections and appointments.
- Section 2 The LG COMEA is founded on the principles of good governance, participatory democracy, transparency, and accountability, in serving the learner government.
- Section 3 The LG COMEA shall be the forefront of honest and clean learner government elections and appointments.
- Section 4 The LG COMEA shall be an independent, non-partisan, and non-sectarian commission in-charge of the conduct of learner government elections and appointments.

Section 5 The LG COMEA shall be the sole commission to conduct meetings and issue resolutions related to learner government elections and appointments.

Section 6 The LG COMEA has the following objectives:

- 6.1 uphold the core values, principles, and ideals of the DepEd;
- 6.2 set the rules and regulations of the learner government elections and appointments;
- 6.3 oversee the implementation of the learner government elections and appointments;
- 6.4 exercise jurisdiction over all matters pertaining to learner government elections and appointments;
- 6.5 pursue an independent and impartial stand that is congruent to the learner government's Constitution and By-Laws; and
- 6.6 safeguard the rights of learners to participate in learner government elections and appointments.

Article II **Commissioners**

Section 1 Composition

The LG COMEA is composed of five (5) commissioners: Chief Commissioner, Commissioner on Screening and Validation, Commissioner on Electoral Board, Commissioner on Appointment, and Commissioner on Grievance.

Section 2 Qualification

- 2.1 The LG COMEA Chief Commissioner shall be the School Head and the other commissioners shall come from teaching and non-teaching personnel not handling any learner government.
- 2.2 The Commissioner on Grievance shall preferably be the Guidance Counselor or Guidance Designate, or any teaching or non-teaching personnel who is a member of the Child Protection Committee of the school.

Section 3 **Term of Office**

- 3.1 Each commissioner shall hold office for one (1) school year.
- 3.2 The term of office shall start effectively from the date of oathtaking until the end of the school year.

Section 4 **Appointment of Commissioners**

The Chief Commissioner shall issue a School Memorandum designating the four (4) commissioners of the LG COMEA. In the case of schools with limited personnel, the Chief Commissioner may designate personnel who will handle multiple commissions.

Section 5 **Duties and Responsibilities of the Commission**

In accordance with the existing DepEd policies, the LG COMEA shall have the following duties and responsibilities:

- 5.1 enforce rules and regulations, and administer the conduct of fair, honest, credible, systematic elections and appointments;
- 5.2 decide on the election modality to be used considering the preference of the learners;
- 5.3 administer the conduct of fair, honest, credible, systematic elections and appointments;
- 5.4 prepare and distribute the necessary LG COMEA election forms, appointment forms and other election related materials before, during, and after the elections;
- 5.5 approve or disqualify a candidate;
- 5.6 validate the electoral and appointment proceedings and results;
- 5.7 act on and resolve all complaints related to the elections and appointment processes;
- 5.8 conduct the proclamation of the new set of learner government officers; and
- 5.9 keep and secure all pertinent elections and appointment documents.

Section 6 **Duties and Responsibilities of the Commissioners**

- 6.1 The Chief Commissioner shall act as the Chief Executive Officer of the commission and shall have the following duties:
 - 6.1.1 designate and appoint the commissioners of the commission;
 - 6.1.2 call and preside all meetings and/or may designate concerned commissioner to preside for meetings related to the preparation and conduct of learner government elections and appointments;
 - 6.1.3 supervise the learner government elections and appointments;
 - 6.1.4 approve the official results and other documents of the learner government elections and appointments;
 - 6.1.5 enforce the rules and regulations of the commission;
 - 6.1.6 administer the Oath-Taking Ceremonies; and
 - 6.1.7 approve the composition of each committee and the total number of members from the teaching, non-teaching and learners recommended and determined by each commissioner.

- 6.2 The Commissioner on Screening and Validation shall have the following duties:
 - 6.2.1 evaluate all election and appointment related documents;
 - 6.2.2 prepare the final list of qualified candidates for elections;
 - 6.2.3 endorse the list of possible appointees as well as the consolidated nomination documents;
 - 6.2.4 validate the official results of the learner government elections;
 - 6.2.5 submit the results to the Chief Commissioner;
 - 6.2.6 post official results of the learner government elections in strategic places in schools or accessible platforms;
 - 6.2.7 prepare notice of meeting, minutes of the meeting and resolutions related to learner government elections and appointments;
 - 6.2.8 preside over meetings related to evaluation and validation; and
 - 6.2.9 secure and manage effective recordkeeping of all documents before, during and after the elections and/or appointment process.

- 6.3 The Commissioner on Electoral Board shall have the following duties:
 - 6.3.1 prepare the election paraphernalia;
 - 6.3.2 regulate the utilization of the campaign materials prior to posting, dissemination and publication;
 - 6.3.3 conduct and facilitate the voting process;
 - 6.3.4 ensure the confidentiality and integrity of the results;
 - 6.3.5 turn-over the Tabulation Form for canvassing of votes to Committee on Screening and Validation; and
 - 6.3.6 oversee the conduct of the tiebreaking, if deemed necessary.
- 6.4 The Commissioner on Appointment shall have the following duties:
 - 6.4.1 lead the evaluation and deliberation of the submitted documents of the possible appointees as endorsed by the Screening and Validation Committee;
 - 6.4.2 prepare and submit the deliberated list to the Chief Commissioner;
 - 6.4.3 inform the appointees of the result and post the official list in the designated places or accessible platforms.
- 6.5 The Commissioner on Grievance shall have the following duties:
 - 6.5.1 establish and manage the Election Help Desk during the election proper;
 - 6.5.2 review, validate, and conduct fact-finding on written complaints received by the committee;
 - 6.5.3 convene with other commissioners and/or concerned personnel in resolving issues and complaints to ensure fair and just decision;
 - 6.5.4 submit the initial decision of concerns to the Chief Commissioner for approval; and
 - 6.5.5 enforce sanctions based on the gravity of the offense committed by the complainant.

Article III
Permanent Committees

There shall be five (5) permanent committees of LG COMEA: Executive, Screening and Validation, Electoral Board, Appointment, and Grievance. It shall be composed of teaching, non-teaching, and learners recommended and determined by each commissioner.

Section 1 The Executive Committee, composed of the Chief Commissioner and appointed commissioners, shall act as the administrators in the conduct of elections and appointments.

Section 2 The Screening and Validation Committee shall be responsible for:

- 2.1 distributing and/or retrieving the LG COMEA Forms and all other election and appointment-related documents;
- 2.2 screening and validating Elections Application Documents and Nomination Documents;
- 2.3 canvassing the tabulated votes of the learner government elections; and
- 2.4 performing other duties and functions as may be assigned by the Commissioner on Screening and Validation.

Section 3 The Electoral Board Committee shall be responsible for:

- 3.1 organizing electoral processes on the schedule of election activities, such as:
 - 3.1.1 orientation on election processes;
 - 3.1.2 election campaign;
 - 3.1.3 distribution of sample ballots and election paraphernalia; and
 - 3.1.4 casting and tabulation of votes.
- 3.2 performing other duties and functions as may be assigned by the Commissioner on Electoral Board.

Section 4 The Appointment Committee shall be responsible for:

- 4.1 evaluating and deliberating the submitted documents of the possible appointees as endorsed by the Screening and Validation Committee;
- 4.2 preparing the registry of qualified nominees;
- 4.3 submitting the deliberated list to the Chief Commissioner;
- 4.4 informing the appointees on the results; and
- 4.5 posting the official list of the appointees in strategic places in schools or accessible platforms as determined by the LG COMEA.

Section 5 The Grievance Committee shall be responsible for:

- 5.1 managing, verifying and processing issues, concerns, complaints and petitions in the conduct of the elections and appointments;
- 5.2 providing assistance and services through the Election Help Desk;
- 5.3 performing other duties and functions as may be assigned by the Commissioner on Grievance.

Article IV
Election Modalities

Section 1 The LG COMEA may adopt any of the following modes of elections:

- 1.1 For manual elections, voting procedures and canvassing of votes will be done in-person.
- 1.2 For digital elections, voting procedures and canvassing of votes will be done virtually, through an online platform, with the use of an existing electoral procedure within the school or may also be adopted from other schools.
- 1.3 For hybrid elections, voting procedures and canvassing of votes that use both digital and manual.

Section 2 The modality and the schedule of the election activities shall be posted in strategic places in schools or be disseminated in accessible platforms designated by the LG COMEA.

Article V
Screening

- Section 1 Any learner who intends to run or be appointed for a certain position in the Learner Government shall have the following qualifications:
- 1.1 Must be a bona fide learner of the current school year;
 - 1.2 Must have good moral character; and
 - 1.3 Must have no failing grade on the previous semester/grading.
- Section 2 The grade level qualification for an elective position in any Learner Government shall be in accordance with this Code.
- 2.1 The elective positions for the elementary level are the President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer, and Grade Level Representatives.
 - 2.1.1 Regardless of the school type (small, medium, large, or mega), only one (1) President and Vice President must be elected, and the qualified candidate must be incoming Grades 5 -6.
 - 2.1.2 Regardless of the school type (small, medium, large, or mega), only one (1) Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer must be elected, and the qualified candidate must be incoming Grades 3-6.
 - 2.1.3 For small and medium schools, one (1) Grade Level Representative for each incoming Grades 3-6 must be elected.
 - 2.1.4 For large schools, one Grade Level Representative for incoming Grade 3 and two (2) representatives for each incoming Grades 4-6 must be elected.
 - 2.1.5 For mega schools, two (2) Grade Level Representatives for each incoming Grades 3-6 must be elected.
 - 2.2 The elective positions for the secondary level are the President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.

- 2.2.1 Regardless of the school type (small, medium, large, or mega), only one (1) President and Vice President shall be elected, and the qualified candidate(s) must be:
 - a. incoming Grades 9-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 11-12 for Integrated School (offering Grades 7-12)

- 2.2.2 Regardless of the school type (small, medium, large, or mega), only one (1) Secretary, Treasurer, Auditor, Public Information Officer, Protocol Officer must be elected, and the qualified candidate(s) must be:
 - a. incoming Grades 8-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 8-12 for Integrated School (offering Grades 7-12)

- 2.2.3 For small and medium schools, one (1) Grade Level Representative for each incoming grade level must be elected, and the qualified candidate(s) must be:
 - a. incoming Grades 7-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 11-12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 7-12 for Integrated School (offering Grades 7-12)

- 2.2.4 For large and mega schools, two (2) Grade Level Representatives for each incoming grade level must be elected, and the qualified candidate(s) must be:
 - a. incoming Grades 7-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 11-12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 7-12 for Integrated School (offering Grades 7-12)

- 2.3 For schools not offering the specified grade levels, the elective positions shall be made open to the highest grade level available.
- Section 3 Elective positions for Grade Level Representative shall be solely intended for SELG/SSLG.
- Section 4 Each of the aspiring candidates for elections shall submit the following requirements:
- 4.1 Election Application Form (EAF)
- 4.2 Introductory Profile for Elementary/Secondary
- Section 5 The LG COMEA shall regulate the establishment of political parties through a resolution. A recognized and certified group of qualified candidates may form a political party subject to the completion of candidates to the elective position. However, any candidate with no political party may run independently.
- Section 6 After the evaluation, the official list of candidates shall be posted in visible places in schools or be disseminated in accessible platforms as determined by the LG COMEA.

Article VI **Campaign**

- Section 1 **Campaign Period.** Unless otherwise fixed in special cases by the LG COMEA, the campaign period shall cover five (5) school days beginning from the announcement of the official list of candidates and ending immediately a day before the election, if such is not possible to be carried out, the campaign period may be extended to a period not more than eight (8) school days.
- Section 2 **Modes of the Election Campaign.** Schools shall adopt the modality that is applicable to their context.
- 2.1 For in-person campaigns, all candidates from a political party may engage in a classroom campaign with a maximum of ten (10) minutes, and a maximum of three (3) minutes for independent candidates.
- 2.2 For virtual campaigns, the Electoral Board Committee shall regulate any social media platform agreed upon by the LG COMEA.

- 2.3 For the combination of in-person and virtual campaigns, the Electoral Board Committee shall regulate both modalities.
- Section 3 Campaigns shall only be allowed during the prescribed period set by the LG COMEA and done in such a manner that there is no disruption of the learning process and other school functions.
- Section 4 All campaign materials must be regulated and approved by the LG COMEA prior to posting, dissemination, and publication.
- Section 5 Campaign materials shall only be posted in visible places in schools or accessible platforms as determined by the LG COMEA. Candidates shall also be responsible for the cleanup of the said materials.

Article VII
Election Proper

- Section 1 The schedule of elections shall be conducted after the third quarter examination and shall be in accordance with the DepEd Calendar of Activities and other DepEd issuances.
- Section 2 In case of disaster, calamities, pandemic, and other unforeseen events which will disrupt regular classes and subsequently affect the conduct of elections, the LG COMEA, upon determination of the appropriate modality, shall determine whether to reschedule the elections or to proceed with the appointment procedures.
- Section 3 The LG COMEA shall determine the number of polling precincts for the voters and shall be opened within school hours with no noon break.
- Section 4 Voters are only allowed to vote once. Voters can bring a list of candidates to vote for but are not allowed to discuss or influence other voters inside the precinct.
- 4.1 Regardless of the school type (small, medium, large, or mega), the eligible voters for the elementary level are all incoming Grades 3-6 learners.
- 4.2 Regardless of the school type (small, medium, large, or mega), the eligible voters for the secondary level are:
- a. incoming Grades 8-10 for Regular High School (offering Grades 7-10)
 - b. incoming Grade 12 for Stand-alone Senior High School (offering Grades 11-12)
 - c. incoming Grades 8-12 for Integrated School (Offering Grades 7-12)

- Section 5 Each political party or independent candidate is allowed to have one (1) poll watcher in each polling precinct.
- Section 6 Poll watchers shall secure an Appointment Form and present it to the LG COMEA during elections.
- Section 7 Voters shall present a School Identification Card, or any alternative school document as determined by the LG COMEA to the Electoral Board Committee as a requisite to vote.
- Section 8 The LG COMEA shall ensure that all polling precincts have the following:
- 8.1 an area that can accommodate voters;
 - 8.2 readily accessible equipment and materials;
 - 8.3 displayed list of candidates; and
 - 8.4 a master list of voters.
- Section 9 In case a voter violates the rules and regulations set by the LG COMEA, his/her vote will be nullified.
- Section 10 The Electoral Board Committee shall prepare the ballots which shall contain voting instructions, a list of candidates, space for the voter's thumb mark and/or signature for manual elections, and electronic identity verification for digital elections.
- Section 11 For manual elections, the ballots in the polling precincts shall remain only under the supervision of the Electoral Board Committee until the casting of votes is finished and the counting of votes begins.
- Section 12 For digital elections, the LG COMEA shall ensure the confidentiality of the partial results and shall only be announced until the casting of the votes is finished.
- Section 13 For transparency purposes, the Chief Commissioner may issue an official statement regarding the status of the polls.

Article VIII

Tabulation and Canvassing of Votes

- Section 1 The Electoral Board Committee shall tabulate the votes using the Election Tabulation Form in the following manner:
- 1.1 ballot-by-ballot for manual elections;
 - 1.2 utilization of authorized equipment, programs, or platforms for digital elections; and

- 1.3 combination of the two preceding methods in hybrid elections.
- Section 2 Regardless of the mode of elections, the partial and unofficial results containing the position, name of the candidates, and tally, may be posted in visible places in schools or be disseminated in accessible platforms as determined by the Electoral Board Committee.
- Section 3 The Screening and Validation Committee shall canvass the tabulated votes using the Election Canvass Form.
- Section 4 In case of tie, a toss coin, draw lots, or other similar methods agreed upon by all concerned candidates shall be done and facilitated by the Chief Commissioner.
- Section 5 The canvassed results shall be reflected on the Registry of Elected Officers and be endorsed by the Committee on Screening and Validation and to be approved by the Chief Commissioner.
- Section 6 Official Results shall be posted in strategic places in schools or be disseminated in accessible platforms as determined by the LG COMEA.
- Section 7 For transparency purposes, photocopies of the duly signed canvassed results may be provided by the LG COMEA to the requesting poll watcher of the political party or independent candidate.

Article IX
Special Elections

- Section 1 The LG COMEA shall conduct special elections under any of the following circumstances only:
- 1.1 There is a vacancy of a certain position/s except for presidency during the term of office.
- 1.2 The vacancy of position may be caused by removal from office, death or resignation.
- Section 2 Special elections shall adopt the rules and procedures of the elections from previous articles.

Article X
Appointment Guidelines

- Section 1 The LG COMEA shall appoint the learner government officer/s under any of the following circumstances only:
- 1.1 No learner filed an Election Application Form for all positions before the election proper.
 - 1.2 There is/are remaining elective position/s which is/are not filled before the election proper because there are no candidates for the position.
- Section 2 If appointment is necessary, the Commissioner on Appointment shall post the remaining elective position/s for appointment in strategic places in schools or be disseminated in accessible platforms as determined by the LG COMEA immediately after the release of official list of candidates.
- Section 3 Any learner may nominate possible appointees and submit a Nomination Form to the Screening and Validation Committee. Self-nomination is not allowed.
- Section 4 The Screening and Validation Committee shall consolidate all Nomination Forms and inform the nominated learners through a Communication for Nominee.
- Section 5 Any learner who accepts the nomination shall submit a photocopy of his/her School Form 9 (Learner's Progress Report Card), Certificate of Good Moral Character, and Introductory Profile of their respective level within three (3) school days upon receipt of letter of nomination to the Screening and Validation Committee.
- Section 6 The Screening and Validation Committee shall screen the submitted documents to the Appointment Committee.
- Section 7 The Appointment Committee shall proceed with the deliberation for the purpose of shortlisting. The qualification for appointment shall be the same as the qualification for election candidacy.
- Section 8 The Appointment Committee shall record the shortlisted learners in the Registry of Qualified Nominees and prepare respective individual Appointment Forms.

- Section 9 The Appointment Committee shall issue a Communication for Appointee to the shortlisted nominees in the Registry of Qualified Nominees for the signing of individual Appointment Form.
- Section 10 All Appointment Forms shall be consolidated and submitted to the Chief Commissioner for approval.
- Section 11 The LG COMEA shall proclaim the appointees after the approval of Appointment Forms.

Article XI
Proclamation and Oath of Office

- Section 1 The LG COMEA shall proclaim the new set of officers after meeting the following conditions:
- 1.1 Registry of Elected Officers has been approved; and/or
 - 1.2 appointment process has been conducted (if applicable)
- Section 2 The LG COMEA shall proclaim the new set of officers as witnessed by all learners in ascending order of positions, thus Grade Level Representatives first, then Protocol Officer, followed by the Public Information Officer, until the President is proclaimed.
- Section 3 Oath Taking of the new set of learner government officers shall take place within school premises during a general assembly of learners as scheduled by the LG COMEA and may also be done through an online platform or livestream as approved.
- Section 4 A newly elected or appointed learner government officer with special needs may request assistance from the LG COMEA before the oathtaking.
- Section 5 The Chief Commissioner or any authorized representative shall lead the oathtaking of the new set of elected and/or appointed learner government officers using the Oath of Office.
- Section 6 Subsequently for the in-person oathtaking, the newly elected and/or appointed learner government officers shall sign their oath using a blue wet ink and submit a duplicate copy thereof to the Screening and Validation Committee.

Section 7 In case of virtual Oath Taking Ceremony, the newly elected and/or appointed learner government officers shall submit an electronic copy of their oath affixed with their signature using a blue wet ink in portable document format (PDF) through email addressed to the Screening and Validation Committee within three (3) school days.

Article XII
Complaints and Disputes

Section 1 The Commissioner on Grievance shall accommodate with utmost confidentiality all complaints, whether anonymous or with identified complainant, and disputes regarding learner government elections and appointments starting from the release of the official list of the candidates, during the campaign period and election proper.

Section 2 Any learner or political party who has the knowledge on the alleged violation or offense, as described or defined in the article on Offenses and Sanctions, shall fill out the Grievance Form, as assisted by any member of the Grievance Committee, whether anonymously or with his/her name, and submit it to the Commissioner on Grievance. However, verbal complaints shall not be entertained.

Section 3 Upon receipt of the accomplished Grievance Form, the Commissioner on Grievance must inform the respondent about the complaint through the Communication for Respondent, copy furnished the class adviser, legal guardian or parent. Upon receipt of the letter, the respondent shall provide a written explanation regarding the complaint within 48 hours. However, if the complaint has been submitted on the last school day of the week, the meeting must be held on the next school day.

Section 4 Whether the Commissioner on Grievance found the respondent/s guilty or not guilty, the attention of the complainant/s, the respondent/s, and their parents/legal guardians shall be immediately called.

4.1 The Commissioner on Grievance shall convene separately the complainant/s and the respondent/s together with their respective parents or legal guardians and class advisers to discuss the findings, final verdict, and the corresponding sanctions or penalties if found guilty.

Section 5 For recordkeeping purposes, the Commissioner on Grievance shall endorse all documents related to the filed complaints to the Commissioner on Screening and Validation. Confidentiality must be strictly observed.

Article XIII
Offenses and Sanctions

Section 1 The offenses considered in this code are as follows, but not limited to:

- 1.1 Any candidate who, directly or indirectly, gives, offers, or makes promises involving money or other valuables with the intention of convincing someone to vote in favor of the said candidate or his/her party; or opposes his/her opponent and/or the other party in elections; or to cause to abstain from voting, or to oppose a candidate during a convention or other similar political party selection processes;
- 1.2 Any candidate who directly or indirectly, intimidates, threatens, or commits act of violence against another candidate or causes harm, punishment, loss, or disadvantage;
- 1.3 Any candidate who engages in any form of vote-soliciting or propaganda activity for or against any candidate or political party on the day of the elections;
- 1.4 Any candidate or political party who directly impersonates a candidate or political party shall be considered an election violation and lead to disqualification;
- 1.5 Any candidate or political party who removes, destroys, or slanders campaign materials of any candidate and/or political party; and
- 1.6 Any candidate who discusses or influences other voters inside the precinct/s is strictly prohibited.

Section 2 The Commissioner on Grievance shall discuss and determine what the appropriate sanction is needed to be imposed based on the offenses described in Section 1 of this Article and on the gravity of the offense committed by the respondent.

Section 3 The following are the possible sanctions:

- 3.1 Verbal Warning
- 3.2 Reprimand through Writing
- 3.3 Disqualification

Section 4 Other offenses defined on the school localized child protection policy (CPC) that may occur during the elections are subject to investigation for sanction by the Grievance Committee.