



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



July 24, 2023

DIVISION MEMORANDUM
SGOD-2023- 620

**MONITORING AND EVALUATION OF THE LEARNER GOVERNMENT PROGRAM
(LGP) ELECTION FOR SCHOOL YEAR 2023-2024**

TO: All Public Elementary and Secondary School Heads
All Other Concerned

1. Herewith is Regional Memorandum ESSD-2023-231 dated June 13 2023, which informs the field of the conduct of field monitoring and evaluation during the conduct of synchronized school-level and Learner Government Program election.
2. The school Learner Government Commission on Elections and Appointments (LG COMEA) are advised to fill out the Monitoring Tool attached. Soft copy shall also be provided to the Supreme Elementary and Secondary Learner Government (SELG/ SSLG) Advisers. Accomplished monitoring tool shall be submitted on or before August 4, 2023 through <https://tinyurl.com/DdOLGCOMEAFolder>.
3. For information and compliance.

CRISTY C. EPE
Schools Division Superintendent

Enclosed: As stated
SGOD/mta



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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Republic of the Philippines
Department of Education

DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2023-231

To Schools Division Superintendents

Subject: **MONITORING AND EVALUATION OF THE LEARNER GOVERNMENT PROGRAM (LGP) ELECTIONS FOR SCHOOL YEAR 2023-2024**

Date: June 13, 2023

Herewith is Memorandum OM-OASOPS-2023-05-17 dated 31 May 2023 from **Dr. Dexter A. Galban**, Assistant Secretary, Office of the Assistant Secretary for Operations titled "**Monitoring and Evaluation of the Learner Government Program (LGP) Elections for School Year 2023-2024.**"

To ensure continuous improvement in the policies being issued by the Department, it is imperative to monitor the compliance of schools in the mechanisms and standards of the guidelines, including the conduct and implementation of activities relative to the LGP elections.

It is requested that the Project Development Officers (PDOs) I/Learner Formation Coordinators (LFCs) shall conduct field monitoring and evaluation during the activity.

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

1. SDOs shall release a Division memorandum to provide appropriate guidance to schools. The memorandum shall include the number and list of schools to be monitored, mechanism, date of monitoring, deadline of submission of forms, among others.
2. The schools to be identified by the LFCs 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. Forms to be utilized during monitoring and evaluation shall be Annex A for the schools, Annex B for the Schools Division Offices (SDOs), and Annex C for the Regional Offices (ROs).



Address: F. Torres St., Davao City (8000)
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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

4. The RLFC shall consolidate the reports submitted by SDOs and submit a regional summary to the Central Office through the BLSS-LFD, via email on or before 15 August 2023.
5. During the field monitoring, LFCs are advised to wear appropriate attire and adhere to COVID-19 safety measures.

Expenses incurred during the activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

For more information, questions and concern, contact Mr. Rovin James F. Canja, Project Development Officer IV, Officer-in-Charge, Learner Formation Division via blss.vfd@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.

/essd.hua

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
 Director IV

By the Authority of the Regional Dir.

By: 20256
 Date: June 14, 2023

REBONF **R. BAGU**
 SGT III



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Republic of the Philippines
 Department of Education
 OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS
 BUREAU OF LEARNER SUPPORT SERVICES
 School Health Division | School Sports Division | Youth Formation Division

DM-OASOPS-2023-05-E

MEMORANDUM

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

FROM : 
 DR. DEXTER A. GALBAN
 Assistant Secretary for Operations


 NENNETH ESPLANA-ALAMA
 Director IV, Bureau of Learner Support Services

SUBJECT : MONITORING AND EVALUATION OF THE LEARNER
 GOVERNMENT PROGRAM (LGP) ELECTIONS FOR SCHOOL
 YEAR 2023-2024

DATE : 31 May 2023

As stipulated in the unnumbered OASOPS Memorandum titled "Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024" dated 05 May 2023, the LGP elections from the school to the regional level are set to be conducted on the last quarter of SY 2022-2023.

To ensure continuous improvement in the policies being issued by the Department, it is imperative to monitor the compliance of schools in the mechanisms and standards of the guidelines, including the conduct and implementation of activities relative to the LGP elections.

In this regard, the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services-Learner Formation Division (BLSS-LFD), hereby requests all Schools Division Offices (SDOs) through their respective Learner

Room 505, 5/F Mabini Building, DepEd Complex, Alabang Avenue, Pasig City
 Telephone No. 8632-1368 E-mail: oasops@deped.gov.ph

FA-2023-05-01

Formation Coordinators (LFCs) / Project Development Officers (PDOs) to conduct field monitoring and evaluation during the said activity.

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

1. All ROs/SDOs shall release a regional/division memorandum to provide appropriate guidance to all schools. The memorandum shall include the number and list of schools to be monitored, mechanism, date of monitoring, deadline of submission of forms, among others.
2. The schools to be identified by the LFCs 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. Forms to be utilized during the monitoring and evaluation shall be Annex A for the schools, Annex B for the Schools Division Offices (SDOs), and Annex C for the Regional Offices (ROs).
4. All RLFCs shall consolidate the reports submitted by all SDOs and submit a regional summary to the Central Office, through the BLSS-LFD, via email on or before 15 August 2023.
5. During the field monitoring, all LFCs are advised to wear appropriate attire and adhere to all COVID-19 safety measures.
6. Expenses incurred during the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions, and concerns, please contact Mr. Rovin James F. Canja, Project Development Officer IV, Officer-in-Charge of the LED, via email at blss_rfv@deped.gov.ph.

Your support and cooperation will be highly appreciated.



Republic of the Philippines
Department of Education

LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

I. Monitoring Tool

Name of School: _____ School Year: _____ Date Accomplished: _____
 School ID: _____ Region/Division: _____
 LG COMEA Chief Commissioner: _____
 Designation: _____
 Date of Election: _____ Time of Election: _____
 Learner Government Category: SELG SSELG

Number of Candidates: _____
 Election Period: _____
 Campaign Materials Used:
 Flyers Posters
 Social Media Post
 Others (please specify): _____

Number of Polling Precinct: _____
 Polling Precinct Station/s: _____

Total Number of Qualified Voters: _____
 Total Number of Actual Voters: _____

Has there been any disqualification of a candidate?
 Yes. Reasons: _____
 No

Mode of Election:
 Manual Blended
 Digital Others (please specify): _____

Composition of the LG COMEA

LG COMEA Commissioners:

Commissioner on Screening and Validation
 Appointed
 Others (please specify): _____

Commissioner Appointment
 Appointed
 Others (please specify): _____

Commissioner on Electoral Board
 Appointed
 Others (please specify): _____

Commissioner on Grievance
 Appointed
 Others (please specify): _____

LG COMEA Permanent Committees:

Executive Committee
 Number of Members: _____

Appointment Committee
 Number of Members: _____

Screening and Validation Committee
 Number of Members: _____

Grievance Committee
 Number of Members: _____

Electoral Board Committee
 Number of Members: _____

Number of meetings conducted throughout the election and appointment process: _____

Number of violations committed throughout the election and appointment process: _____

Number of complaints filed throughout the election and appointment process: _____

II. Results

List of Elected/Appointed Officers for the Learner Government (SELG/SSLG)

Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations

Kindly note that recommendations shall be centered on the improvement of the issued policy.

Members of the LG COMEA:

LG COMEA Commissioner

LG COMEA Commissioner

Prepared by:

Validated by:

LG COMEA Commissioner

LG COMEA Commissioner

Approved by:

LG COMEA Chief Commissioner/School Head



Republic of the Philippines
Department of Education

LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

Data Privacy Notice: Data and information in this form are intended exclusively for the purpose of this activity. Serving other purpose not intended by the process owner is a violation of Data Privacy Act of 2002.

This monitoring tool shall be utilized and filled out by all Division Learner Formation Coordinators (DLFCs) in Schools Division Offices (SDOs) nationwide and must be submitted to their respective Regional Learner Formation Coordinator (RLFC) for consolidation. The deadline of the submission will be determined by their RLFC.

I. Monitoring Tool

Region/Division: _____ Date Accomplished: _____
 School Year: _____
 Date of Election: _____ Mode of Election
 Time of Election: _____ Manual Blended
 Digital Others (please specify): _____

II. Results

List of Division Federated Officers for the Learner Government (DFSELG/DFSSTG)

Division Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Division Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations

Summarize the recommendations submitted by the schools and provide some salient points from the monitoring and evaluation that was initiated during the conduct of school-based elections.

Prepared by:

Learner Formation Coordinator

Noted by:

SGOD Chief

Approved by:

Schools Division Superintendent



Republic of the Philippines
Department of Education

LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

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This monitoring tool shall be utilized and filled out by all Regional Learner Formation Coordinators (RLFCs) in the Regional Offices (ROs) nationwide and must be submitted to the Bureau of Learner Support Services, Learner Formation Division of the Central Office via email [rlfc@deped.gov.ph]

I. Monitoring Tool

Region: _____ Date Accomplished: _____
 School Year: _____ Mode of Election
 Date of Election: _____ Manual Blended
 Time of Election: _____ Digital Others (please specify): _____

II. Results

List of Regional Federated Officers for the Learner Government (RFSELG/RFSSLG)

Regional Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Regional Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations

Summarize the recommendations submitted by the Schools Division Offices and provide some salient points for the further improvement of the Interim Guidelines of the Learner Government Program.

Prepared by:

Learner Formation Coordinator

Noted by:

ESSD Chief

Approved by:

Regional Director



Republic of the Philippines
Department of Education

LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

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This monitoring tool shall be utilized and filled out by all schools nationwide and must be submitted to their respective Division Youth Formation Coordinator (YFC) for consolidation. The deadline of the submission will be determined by their Division YFC.

I. Monitoring Tool

Name of School: _____ School Year: _____ Date Accomplished: _____
 School ID: _____ Region/Division: _____
 LG COMEA Chief Commissioner: _____
 Designation: _____
 Date of Election: _____ Time of Election: _____
 Learner Government Category: SELG SSLG

Number of Candidates: _____ Number of Polling Precinct: _____
 Election Period: _____ Polling Precinct Station/s: _____
 Campaign Materials Used: _____
 Fliers Posters
 Social Media Post
 Others (please specify): _____
 Total Number of Qualified Voters: _____
 Total Number of Actual Voters: _____
 Has there been any disqualification of a candidate?
 Yes Reasons: _____
 No
 Mode of Election
 Manual Blended
 Digital Others (please specify): _____

Composition of the LG COMEA

LG COMEA Commissioners:

Commissioner on Screening and Validation

Appointed
 Others (please specify): _____

Commissioner on Electoral Board

Appointed
 Others (please specify): _____

Commissioner Appointment

Appointed
 Others (please specify): _____

Commissioner on Grievance

Appointed
 Others (please specify): _____

LG COMEA Permanent Committees:

Executive Committee

Number of Members: _____

Screening and Validation Committee

Number of Members: _____

Electoral Board Committee

Number of Members: _____

Appointment Committee

Number of Members: _____

Grievance Committee

Number of Members: _____

Number of meetings conducted throughout the election and appointment process: _____

Number of violations committed throughout the election and appointment process: _____

Number of complaints filed throughout the election and appointment process: _____

II. Results

List of Elected/Appointed Officers for the Learner Government (SELG/SSLG)

Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Grade level
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations

Kindly note that recommendations shall be centered on the improvement of the issued policy.

Members of the LG-COMEA:

LG-COMEA Commissioner

Prepared by:

LG-COMEA Commissioner

Approved by:

LG-COMEA Commissioner

Validated by:

LG-COMEA Commissioner

LG-COMEA Chief Commissioner/School Head



Republic of the Philippines
Department of Education

LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

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I. Monitoring Tool

Region/Division: _____ Date Accomplished: _____
 School Year: _____ Mode of Election
 Date of Election: _____ Manual Blended
 Time of Election: _____ Digital Others (please specify): _____

II. Results

List of Division Federated Officers for the Learner Government (DFSLG/DFSSLG)

Division Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Division Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	School
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations.

Summarize the recommendations submitted by the schools and provide some salient points from the monitoring and evaluation that was initiated during the conduct of school-based elections.

Prepared by:

Learner Formation Coordinator

Noted by:

SGOD Chief

Approved by:

Schools Division Superintendent



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LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

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I. Monitoring Tool

Region: _____ Date Accomplished: _____
 School Year: _____ Mode of Election: _____
 Date of Election: _____ Manual Blended
 Time of Election: _____ Digital Others (please specify): _____

II. Results

List of Regional Federated Officers for the Learner Government (RFSELG/RFSSLG)

Regional Federated Supreme Elementary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

Regional Federated Supreme Secondary Learner Government Officers for SY: 2023-2024

Position	Name of Learner	Division
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Public Information Officer		
Protocol Officer		

III. Recommendations

Summarize the recommendations submitted by the Schools Division Offices and provide some salient points for the further improvement of the Interim Guidelines of the Learner Government Program.

Prepared by:

Noted by:

Learner Formation Coordinator

ESSD Chief

Approved by:

Regional Director