



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 5, 2023

REGIONAL MEMORANDUM

No. **556**, s. 2023

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OASOPS-2023-05-13 dated May 31, 2023 from Dr. Dexter A. Galban, Assistant Secretary for Operations and Nenneth Esplana-Alama, Director IV, Bureau of Learner Support Services (BLSS) providing the guidelines and the tolls in the conduct of Monitoring and Evaluation during the Learner Government Elections from the school, division, and regional levels.

2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:
LPG ELECTIONS MONITORING TEMPLATES

ESSD-SPPS-EAD



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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

OM-OASOPS-2023-05-12

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 OUOPS 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

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 LFD, via email at blss.yfd@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 SSLG

Number of Candidates: _____

Election Period: _____

Campaign Materials Used:

Fliers Posters

Social Media Post

Others (please specify): _____

Has there been any disqualification of a candidate?

Yes Reasons: _____

No

Number of Polling Precinct: _____

Polling Precinct Station/s: _____

Total Number of Qualified Voters: _____

Total Number of Actual Voters: _____

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

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
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LEARNER GOVERNMENT (LG) COMEA MONITORING TOOL

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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: _____ 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 (DFSELG/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:

Noted by:

Learner Formation Coordinator

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 (blss.yfd@deped.gov.ph).

I. Monitoring Tool

Region: _____ Date Accomplished: _____
 School Year: _____
 Date of Election: _____
 Time of Election: _____

Mode of Election
 Manual Blended
 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