



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM
No. 016, s. 2025

JAN. 24, 2025

**SYNCHRONIZED ELECTIONS OF LEARNER GOVERNMENT PROGRAM
OFFICERS FOR THE SCHOOL YEAR 2025-2026**

To: Chief Education Program Specialist
Chief Administrative Officers
All Others Concerned

1. Pursuant to Division Memorandum 024, s. 2025 this office announces the conduct of a **Synchronized Election of Learner Government Program Officers in Schools for School Year 2024-2025** from January 27-31, 2025.
2. This activity aims to establish representatives of the student body at the school level in reinforcing the stability of the Learner Government Program (LGP), promoting good governance within the organization, and demonstrating leadership and management skills of the student leaders in the Bataan High School for the Arts.
3. The mode of election, with the approval of the School Director, can be done in any of the following:
 - a. Manual
 - b. Online
 - c. Digital Computerized
 - d. Appointment
4. To ensure the timely conduct of the said activity, the following indicative schedules are given:

ACTIVITY	TIMETABLE	PERSON-IN-CHARGE
Cascading of Information to Student	January 27	SSLG Adviser
Filing of Election Application Packet (EAP) or Appointment		Students and SSLG Adviser



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Application Packet (AAP)		
Evaluation of vis-a-vis Qualifications and Disqualifications	January 28	LG COMEA Adviser
Announcement of the Official List of Candidates		
Campaign Period	January 30	Student and SSLG Adviser
Forum/Debates	January 30	SSLG Adviser and/or LG COMEA Adviser
Elections	January 31	LG COMEA Adviser
Proclamation of Winners		LG COMEA Adviser
Oath Taking Ceremony		School Head/Director

5. The election should take place at 3:00 PM to avoid interruption or disruption of classes.
6. The Election Application Packet (EAP), which will be accomplished by the candidates to be filled by the SSLG Adviser, is comprised of the following:
 - a. Certificate of Candidacy (Election Application Form)
 - b. Introductory Profile for Secondary
 - c. Certificate of Good Academic Standing
 - d. Certificate of Good Moral Character
 - e. Parental Consent
7. The Appointment Application Packet (AAP), which will be accomplished by the BKD Adviser to be evaluated by the Selection Committee (LG



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COMECA Chairperson, Current SSLG Adviser and School Head), is comprised of the following:

- a. Appointment Application Form
- b. Certificate of Good Academic Standing
- c. Certificate of Good Moral Character
- d. Parental Consent

EAP and AAP can be downloaded through this link:

https://drive.google.com/drive/u/0/folders/1N_jsXe2h1lScrGGmxmvHtklUMe20tnvM.

8. All expenses incurred in conducting the Synchronized Elections of Learner Government Program Officers for School Year 2025-2026 shall be charged to School Maintenance and Officer Operating Expenses (MOOE) or other available funds subject to the usual accounting rules and regulations.
9. All procedures as stipulated in the Regional Memorandum No. 209, s. 2023, titled "*Interim Guidelines of the Learner Government Program for School Year 2023-2024*", will serve as a reference in conducting the election for SSLG/SELG.

LEARNER GOVERNMENT COMMISSION ON ELECTIONS AND APPOINTMENT	
LG COMEA ADVISER	MIA ARIANA P. TANCIONGO, PhD
MEMBERS	PEPITO HERNANDEZ
	MICHELLE COLLADO
	RENIELL H. ESCONDE
	ANGELA MATHILDA BANZON
DIGITAL/ONLINE FORMS	CHRISTIAN R. MANGALINDAN
	MELBOURNE LIM

10. Immediate dissemination of this Memorandum is desired.

MIA ARIANA P. TANCIONGO, MM, PhD
Director III