



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

February 17, 2025

DIVISION MEMORANDUM

No. 86, s. 2025

MONITORING AND EVALUATION OF YOUTH FORMATION PROGRAMS, AND PROVISION OF TECHNICAL ASSISTANCE IN THE CONDUCT OF LEARNER GOVERNMENT CAMPAIGNS AND ELECTIONS IN SCHOOLS

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/District In-Charge
 Public and Private Elementary and Secondary School Heads
 All others concerned.

1. This office, through the School Governance and Operations Division-Youth Formation Unit shall conduct its annual monitoring and evaluation of the Implemented Youth Formation Programs within the schools and provision of technical assistance in the conduct of Learner Government Campaigns and Elections in School.
2. The monitoring and evaluation shall cover the Leadership Government Programs imbued with the core values of the Department of Education- (1) *Maka-Diyos*, (2) *Maka-Tao*, (3) *Makakalikasan*, (4) *Makabansa* and the special program on (5) *Drug Prevention*.
3. The following are the schools to be visited:

Date of Visit	District	Name of School
February 18, 2025	Diadi	Diadi NHS
		Diadi ES
		Nagsabaran ES
	Bagabag I	Bagabag NHS
		Bagabag CS
		Murong NHS
		Murong ES
		Paniki HS
	Bagabag II	Tuao High School
		Tuao South Elementary School
February 19, 2025	Villaverde District	Bintawan NHS
		Bintawan North ES
		Bintawan South ES
		Villaverde Central School
	Solano II District	Uddiawan NHS
		Uddiawan ES



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		Solano North ES
		Solano South CS
February 20, 2025	Bayombong II	Casat NHS
		Casat ES
		La Torre ES
		Masoc ES
		Bonfal NHS
		Bonfal Pilot CS
		Quezon District
		Runruno NHS
		Runruno ES
		Dumaliguia ES
		Darubba ES
		Quezon CS
		Quezon NHS
	Darubba ES	
February 21, 2025	Western Kayapa District	Kayapa HS
		Kayapa CS
	Eastern Kayapa District	Pingkian CS
		Sta. Cruz Pingkian HS
		San Fabian ES
		Baan ES

4. In view of the foregoing, all identified Public Elementary and Secondary Schools are advised to prepare the listed documents below for the on-site monitoring and evaluation activity.

- a) 2024 YFP Accomplished Activity Reports
- b) 2025 General Plan of Action

5. Travel and other miscellaneous expenses to be incurred during the conduct of the monitoring and evaluation will be charged against Division MOOE or any local funds available subject to the usual accounting and auditing rules and regulations.

6. For relevant queries, you may contact Project Development Officers I-Division Youth Formation Coordinators, Marc Henrick R. Nicanor, 0955-891-4479 or at marchenrick.nicanor@deped.gov.ph and Christian Lloyd T. Vicente, 0955-129-6045 or at christianlloyd.vicente@deped.gov.ph

7. For information, guidance and compliance.

ORLANDO T. MANUEL Ph.D., CESO V
 Schools Division Superintendent

Handwritten initials and signature



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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.

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): _____

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: _____



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YOUTH FORMATION PROGRAM (YFP)				
Monitoring and Evaluation Tool				
SCHOOL:	SCHOOL ID:			
SCHOOL HEAD:	SELG/SSLG ADVISER:			
DISTRICT:	SELG/SSLG PRESIDENT:			
CONTACT NO.:	DATE:			
STUDENT GOVERNMENT TYPE:				
<input type="checkbox"/> SUPREME ELEMENTARY		<input type="checkbox"/> SUPREME SECONDARY		
LEARNER GOVERNMENT (SELG)		LEARNER GOVERNMENT (SSLG)		

		Evident	Not Evident	Remarks
1	Annual Implementation Plan/Action Plan aligned to DO No. 49, s. 2011			
2	DepEd Core Values in the SELG/SSLG Action Plan			
	a. MAKADIYOS			
	b. MAKATAO			
	c. MAKAKALIKASAN			
	d. MAKABANSA			
	e. DRUG PREVENTION PROGRAM			
3	MOV's of the conducted School Learner Formation Programs			
	a. Proposals			
	b. Minutes of the meeting			
	c. Resolution			
	d. Financial report			
	e. Terminal/Narrative/Accomplishment report			

Monitored by:

Conformed:

Noted by:

MARC HENRICK R. NICANOR
 Project Development Officer I

 SELG/SSLG President

 Teacher-Adviser/School Head



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