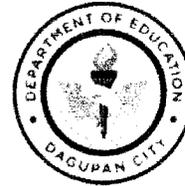


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum No. 378 series 2018

RELEASE
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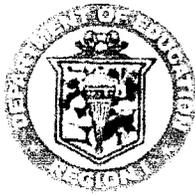
To: Public Schools District Supervisor
All Public and Elementary School Heads
SSG and SPG Teacher-Advisers
All Others Concerned

From: Office of the Schools Division Superintendent

Subject: SEARCH FOR THE OUTSTANDING SUPREME PUPIL GOVERNMENT
(SPG) AND SUPREME STUDENT GOVERNMENT (SSG) TEACHER-
ADVISER

Date: November 14, 2018

1. Pursuant to the DepEd OUA Memorandum 09-1118-0028 dated November 5, 2018, the Youth Formation Division of the Central Office will be launching its Awards and Incentive entitled: **Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**.
2. The award aims to recognize the accomplishments and important contributions of the teachers-advisers in their respective institutions and communities through their SPG and SSG. Specifically, it aims to recognize the qualities of the Teacher-Advisers in terms of:
 - a. Excellence in managing the Student Government Program
 - b. Embodiment of DepEd Core Values; and
 - c. Outstanding accomplishment
3. The award is open to all SPG and SSG for S.Y. 2018-2019 in all public schools. The Project entry must either be (1) implemented for the last three years; (2) recently concluded project; and (4) the project shall be under any of the categories to wit:
 - a. Maka- Diyos (Beliefs and Traditions)
 - b. Maka-Tao (Human Development, Health and Well-being)
 - c. Makakalikasan (Environmental and Disaster Risk Reduction Management)
 - d. Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)
 - e. Drug Prevention Program (Special Category)
4. The award has two categories: one (1) for SPG Teacher-Adviser and one (1) for SSG Teacher-Adviser. Schools will select one nominee for each category. The SPG and SSG Teacher-Advisers of the schools shall compete per category starting from the Division to the National Level. The SPG and SSG Teacher-Advisers will compete with other schools under the same category.



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5. The winning teacher-advisers will receive a cash prize of THIRTY THOUSAND PESOS (PHP 30,000.00) and a plaque of recognition
6. The District Level Screening Committee shall be composed of the following:

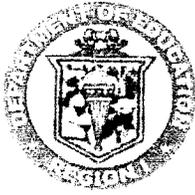
Chair:	Public School District Supervisor/Cluster Head
Members:	Four (4) members as designated by the PSDS/Cluster Head
Secretariat:	Project Development Officer 1 (Youth Formation)

The Division Level Screening Committee shall be composed of the following:

Chair	Chief, School Governance and Operations Division	Maria Linda R. Ventenilla
Vice Chair	Education Program Supervisor	Dr. Marissa O. Perez
Members:	SEPS, Social Mobilization and Networking	Dr. Vladimir C. Parayno Dr. Haydee C. Maiquez
	SEPS, Monitoring and Networking	Isagani D. Rosario
	SEPS, Human Resource Development Division	Dr. Mitchellene V. Rivo Diana Irish J. Solis
	President, Division Federated PTA	Imelda Q. Gonzales
Secretariat:	Project Development Officer 1, (Youth Formation)	Bethany Venice S. Bautista Gilliane Jessa Sable

7. The District Screening Committee shall start the search in their respective areas on **November 14-22, 2018**. The PSDS/Cluster Head shall endorse one (1) District nominee for SPG and one (1) District nominee for SSG including their pertinent documents to the Division Selection Committee. All nominations and attachments should be submitted to the **Youth Formation Unit of SGOD until NOVEMBER 23, 2018, 5:00 P.M.**
8. The following documents are enclosed for reference:

- Attachment 1: Nomination Form
- Attachment 2: List of documents to be attached
- Attachment 3: Template 1: Programs, Projects and Activities
- Attachment 4: Omnibus Certification of Authenticity and Veracity of Documents
- Attachment 5: Operating Guidelines for the Search for Outstanding SPG and SSG Teacher-Advisers
- Attachment 6: Paper Assessment Rubrics
- Attachment 7: Search for Outstanding SPG and SSG Teacher-Advisers Scoresheet.
- Attachment 8: Search for Outstanding SPG and SSG Teacher-Advisers Timeline of Activities.



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9. For queries, contact the Youth Formation Program Coordinator at 0929 8929046.
10. Immediate and wide dissemination of this memorandum is desired.

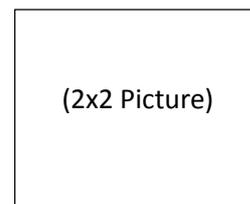
FOR AND IN THE ABSENCE OF:

DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

LMS
DR. LOURDES D. SERVITO, CESE
Assistant Schools Division Superintendent *LD*

Republic of the Philippines
 Department of Education
 Bureau of Learners Support Services
 Youth Formation Division
 DepEd Complex, Meralco Avenue, Pasig City

**SEARCH FOR THE
 OUTSTANDING SPG
 AND SSG TEACHER-
 ADVISERS**



NOMINATION FORM

Supreme Pupil Government Supreme Student Government

I. ADVISER'S BASIC PROFILE			
NAME			
	First Name	Last Name	MI
DATE OF BIRTH			
	Month	Date	Year
CONTACT NUMBER			
YEARS IN SERVICE			
IPCRF RATING			
	SY 2016-2017		SY 2017-2018
II. ADVISER'S ORGANIZATIONAL PROFILE			
SCHOOL			
DISTRICT			
DIVISION			
REGION			
III. ADVISORSHIP EXPERIENCE			
NAME OF SCHOOL		SCHOOL YEAR	

I hereby certify upon my honor that all facts and information indicated herein about the nominee are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and prosecution for perjury.

In witness hereof, I am executing and signing this statement voluntarily and without compulsion.

 Nominator's Signature

Nominated by:
 Name: _____
 Designation: _____
 Contact Number: _____

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Attach the following documents:

No.	Document	Description
1	Excellence in Student - Pupil Governance a. Implementation of all ten (10) Mandated PPAs b. Governance	Use attached template 1
	<ul style="list-style-type: none"> • General Plan of Action 	Photocopy
	<ul style="list-style-type: none"> • Resolutions 	General resolution per major activity
	<ul style="list-style-type: none"> • Minutes of the Meeting 	Minutes of the meeting during the general planning
	<ul style="list-style-type: none"> • Financial Reports 	Summary only, no attached receipts
	<ul style="list-style-type: none"> • Activity Completion/ Evaluation Reports 	M & E Reports
	<ul style="list-style-type: none"> • List of School Clubs/Organizations 	List of accredited school organizations
	<ul style="list-style-type: none"> • Project Proposals/ Activity Design 	Photocopy
	<ul style="list-style-type: none"> • Communication Letters 	Photocopy
	<ul style="list-style-type: none"> • Accomplishment/Narrative/ Terminal Report 	Maximum of three pages per activity
	<ul style="list-style-type: none"> • Election Reports 	Comprehensive Evaluation of Student Government Election (CESGE) duly received by the Division
2	Networking, Linkages and Collaboration	
	a. Involvement in community/civic organizations/association ➤ Designation/certification of membership in organization/association	<ul style="list-style-type: none"> ➤ Only the highest level obtained shall be credited with the corresponding point/s. ➤ Make sure all documents or photocopies are clear and legible
	b. Involvement in outreach/extension programs/activities ➤ Certification as proponent/chair/participant of the extension service/outreach program/activity, ➤ Narrative report and documentation of the activity/program	<ul style="list-style-type: none"> ➤ Make sure all documents or photocopies are clear and legible ➤ One page only
3	Experience as an SPG/SSG Adviser ➤ Designation/Certification as an SPG/SSG Adviser from the School Head	<ul style="list-style-type: none"> ➤ Photocopy
4	Trainings, seminars, workshop attended related to Student Government	Attach photocopy of highest level attended
5	Awards and recognition	Attach photocopy of highest level obtained
6	Flagship/innovative program or project ➤ Project Proposal/Design, ➤ Program of works, ➤ Project Completion Report,	The flagship project pertains to an exemplary project/program of the SPG/SSG. This project/program is the most outstanding undertaking of the SPG/SSG which is

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	<ul style="list-style-type: none"> ➤ Financial Reports, ➤ Communication to Involved Stakeholders, ➤ MOA/MOU with Involved Stakeholders, ➤ AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders. 	<p>meaningful and has impact to the students and stakeholders of the SPG/SSG. The submitted MOVs must clearly show the project/program impact and implementation. This program/project should not be one of the ten mandated PPAs PRESENTED in criteria number one.</p>
7	Certificate of resource speakership in leadership	Attach photocopy of highest level served as a resource speaker
8	Educational attainment and professional growth <ul style="list-style-type: none"> ➤ Official Transcript of Records 	Attach photocopy

Note: Use A4 size bond paper for all documents to be submitted

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Youth Formation Division
DepEd Complex, Meralco Avenue, Pasig City

**SEARCH FOR THE
OUTSTANDING SPG
AND SSG TEACHER-
ADVISERS**

Template 1: Programs, Projects and Activities

PPA No. _____

Project Title:

Date of Implementation:

Objective:

Brief Description

Photo Documentation

*Note: 1 page only per Activity.

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SEARCH FOR THE OUTSTANDING SPG AND SSG TEACHER- ADVISERS

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

The District Screening Committee
 The Division Screening Committee

Sir/Madam:

Pursuant to DepEd Memorandum No. __, s. 2018 entitled “_____”, the undersigned nominee hereby respectfully submits his/her nomination form supported by the following documents:

Put a check mark	Document
	Excellence in Student - Pupil Governance
	a. Implementation of all ten (10) Mandated PPAs
	b. Governance
	• General Plan of Action
	• Resolutions
	• Minutes of the Meeting
	• Financial Reports
	• Activity Completion/ Evaluation Reports
	• List of School Clubs/Organizations
	• Project Proposals/ Activity Design
	• Communication Letters
	• Accomplishment/Narrative/ Terminal Report
	• Election Reports
	Networking, Linkages and Collaboration
	a. Involvement in community/civic organizations/association
	➤ Photocopy of the certification of membership in organization/association
	b. Involvement in outreach/extension programs/activities
	➤ Certification as proponent/chair/participant of the extension service/outreach program/activity,
	➤ Narrative report with documentation of the activity/program
	Experience as an SPG/SSG Adviser
	➤ Designation/certification as an SPG/SSG Adviser from the School Head
	Training, seminar, workshop attended related to student government
	➤ Photocopy of the certificate of the highest level of training/seminar/workshop attended
	Awards and recognition related to student government
	➤ Photocopy of the certificate of the highest level award/recognition obtained
	Project proposal of the flagship/innovative program or project
	➤ Project Proposal/Design,
	➤ Program of works,
	➤ Project Completion Report,
	➤ Financial Reports,
	➤ Communication to Involved Stakeholders,
	➤ MOA/MOU with Involved Stakeholders,

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	➤ AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders.
	Resource speakership in leadership ➤ Photocopy of certificate of resource speakership in leadership
	Educational attainment and professional growth ➤ Photocopy of OTR

The undersigned assumes full responsibility and accountability on the validity and authenticity of the foregoing documents submitted and commits that any violation will automatically disqualify the undersigned from the selection process.

Very truly yours, _____
 (Signature over printed name)

BEFORE ME, a Notary Public for and in the City/Municipality of _____, Philippines this _____ personally appeared _____ with his/her Community Tax Certificate No. _____ issued at _____ on _____ known to me and to me known to be the same person who executed the foregoing instrument and he/she acknowledged to me that the same is his/her own free and voluntary act and deed.

Doc. No. _____:
 Page No. _____:
 Book No. _____:

OPERATING GUIDELINES FOR THE SEARCH FOR OUTSTANDING SPG AND SSG TEACHER-ADVISERS

I. SCHOOL LEVEL

- a. Teacher-advisers vying for the Awards must have met the basic qualifications
 - i. Must be the current teacher-adviser of the SPG or SSG who have served at least two (2) terms / years
 - ii. Must have a Very Satisfactory rating in the IPCRF for two (2) consecutive School Years
- b. Qualified teacher-advisers must be nominated by the School Head
- c. The school head shall endorse the nomination together with the supporting documents to the Public Schools District Supervisor/ Cluster Head:
 - i. Duly-accomplished Application Form
 - ii. Letter endorsement by the Principal
 - iii. Template for all MOVs for each Criteria
- d. All documents must be presented for validation at the District/ Cluster Level

II. DISTRICT/ CLUSTER LEVEL (If deemed necessary)

- a. The District Selection Committee shall be composed of the following:
 - Chairperson: Public Schools District Supervisor/ Cluster Head
 - Members: Four (4) members as designated by the PSDS/ Cluster Head
 - Secretariat: Project Development Officer I (Youth Formation Coordinator)
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall immediately convene the District Selection Committee after the deadline of submission.
- e. The District Committee shall evaluate all nominations submitted.
- f. The District Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The District Committee shall submit to the Office of the Schools Division Superintendent the result of the Search.
- h. The Public School District Supervisor/ Cluster Head shall endorse one (1) District nominee for SPG and one (1) District nominee for SSG including their pertinent documents to the Division Selection Committee.

III. DIVISION LEVEL

- a. The Division Selection Committee shall be composed of the following:
 - Chairperson: Chief, School Governance & Operations Division
 - Members: SEPS, Social Mobilization & Networking
SEPS, Monitoring & Evaluation
SEPS, Human Resource Training & Development
President, Division Federation PTA
 - Secretariat: Project Development Officer I (Youth Formation Coordinator)
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.

- d. The Chairperson shall convene the Division Selection Committee three (3) days after the deadline of submission.
- e. The Division Committee shall evaluate all nominations submitted.
- f. The Division Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The Division Committee shall submit to the Office of the Schools Division Superintendent the result of the Search including.
- h. The Schools Division Superintendent shall endorse one (1) Division nominee for SPG and one (1) Division nominee for SSG including their pertinent documents to the Regional Selection Committee

IV. REGIONAL LEVEL

- a. The Regional Selection Committee shall be composed of the following:
 - Chairperson: Chief, Education Support Services Division
 - Members: Chief, Field Technical Assistance Division / Representative
Chief, Human Resource Dev't. Division / Representative
Chief, Policy Planning & Research Division / Representative
Chief, Quality Assurance Division / Representative
 - Secretariat: Project Development Officer IV (ESSD) / Regional Youth Formation Coordinator
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall convene the Regional Selection Committee three (3) days after the deadline of submission.
- e. The Regional Committee shall evaluate all nominations submitted.
- f. The Regional Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The Regional Committee shall submit to the Office of the Regional Director the result of the Search.
- h. The Regional Director shall endorse one (1) Regional nominee for SPG and one (1) Regional nominee for SSG including their pertinent documents to the National Selection Committee.

V. NATIONAL LEVEL

- a. The National Selection Committee shall be composed of the following:
 - Chairperson: Director, Bureau of Learners Support Services
 - Members: Chief, Youth Formation Division
Representative, Office of the Undersecretary for Admin
Representative, School Health & Nutrition Service
Representative, Disaster Risk Reduction Mgmt. Service
Representative, OUA Strand-Related Organization
Representative, National Youth Commission
 - Secretariat: Youth Formation Division Program Coordinator
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall convene the National Selection Committee three (3) days after the deadline of submission.

- e. The National Committee shall evaluate all nominations submitted.
 - i. Paper Assessment
 - 1. The National Committee shall assess the documentary requirements submitted.
 - ii. Validation
 - 1. The National Committee shall appoint the Members of the **Search for the Outstanding SPG and SSG Teacher-Advisers TWG (Criteria Writers)** as Members of the National Validation Team to conduct document validation and focus group discussions on all Regional nominees for each category.
 - 2. The National Validation Team shall visit the Official Stations of the nominees and conduct document validation and focus group discussions on areas to be validated.
 - 3. The National Validation Team shall submit to the National Selection Committee the result of the Field Validation.
 - iii. Interview & Formation Program
 - 1. The Regional nominees for each category shall participate in a National Interview and Formation Program to be facilitated by the National Selection Committee.
 - 2. All nominees shall attend a three-day Formation Program to be facilitated by the Youth Formation Division.
 - 3. All nominees shall undergo a Panel Interview by the members of the National Selection Committee.
 - 4. It is encouraged that the Division and Regional Offices may conduct their own validation and interview.
- f. The Chairperson of the National Selection Committee shall convene the Committee Members for the Final Deliberation of Winners.
- g. The Committee shall submit to the Office of the DepEd Secretary the result of the Search for Official Declaration.
- h. Winners will be announced and awarded during the Awards and Recognition Night to be organized and facilitated by the Youth Formation Division and will be announced in a succeeding DepEd Memorandum.

PAPER ASSESSMENT RUBRICS

1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE - 50%

1.1. Organizational Leadership - 35 pts

Criteria	Indicator	Maximum Point/s	Score
a. Implementation of all mandated PPAs - 20 pts		20	
PPA 1	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 2	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 3	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 4	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 5	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 6	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 7	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 8	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 9	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
PPA 10	(2.0 pts) Implemented three to four activities (1.0 pt) Implemented one to two activities		
b. Governance - 15 points		15	
1. Genral Plan of Action 2. Resolutions 3. Minutes of the Meeting 4. Financial Reports 5. Activity Completion /Evaluation Reports 6. List of School Clubs/Organizations 7. Project Proposals 8. Communication Letters 9. Accomplishment Report 10. Election Reports	(15.0 pts) All indicators were met/present (13.5 pts) Nine indicators were met/present (12.0 pts) Eight indicators were met/present (10.5 pts) Seven indicators were met/present (9.0 pts) Six indicators were met/present (7.5pts) Five indicators were met/present (6.0 pts) Four indicators were met/present (4.5 pts) Three indicators were met/present (3.0 pts) Two indicators were met/present (1.5 pts) One indicator was met/present		
1.2. Networking, Linkages and Collaboration - 10 points		10	
a. Involvement in community/civic/organiza tions/associations	(5 pts) Leadership in two organizations/associations (4 pts) Leadership in one organization/association (3 pts) Membership in 3 organizations/associations (2 pts) Membership in 2 organizations/associations (1 pts) Membership in 1 organizations/associations		

b. Involvement in outreach/extension programs/activities (maximum of 5 points)	(1 pt) One point for every chairmanship /co-chairmanship 0.5 for Every membership (0.5 pt)		
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1.3. Experience (5 points) 5

The candidate has been SPG/SSG adviser for at least two (2) terms	(5.0 pts) candidate has been SPG/SSG adviser for five terms or more (3.75 pts) candidate has been SPG/SSG adviser for four terms (2.50 pts) candidate has been SPG/SSG adviser for three terms (1.25 pts) candidate has been SPG/SSG adviser for two terms		
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2. OUTSTANDING ACCOMPLISHMENTS (30%)

2.1. Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy (5points)	International-5 points National-4points Regional-3 points Division-2 points District/Cluster-1 point		
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2.2. Awards and Recognitions Related to School Governance and Leadership Advocacy (5points)	International-5 points National-4points Regional-3 points Division-2 points District/Cluster-1 point		
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2.3. Leadership Initiative and Advocacy (15 points)

2.3.1 Flagship/Innovative Program/Project(10 points)

a. EFFECT OF THE PROJECT

1.Project Proposal/Design, 2. Program of works, 3. Project Completion Report, 4. Financial Reports, 5.Communication to Involved Stakeholders, 6. MOA/MOU with Involved Stakeholders, 7. AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders.	(3 pts) 75 % and above of the target is achieved (2 pts) 50 -74 % of the target is achieved (1 pt) Below 49% of the target is achieved		
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B. Project concept and Implementation-5points

<p>1. Originality of the project concept. 2. Utilization of localized materials/resources. 3. Variety of awareness platforms/media. 4. Innovative strategies in project implementation. 5. Creativity in the execution.</p>	<p>(5 pts) Project exhibits all five indicators (4 pts) Project exhibits four indicators (3 pts) Project exhibits three indicators (2 pts) Project exhibits two indicators (1 pt) Project exhibits one indicators</p>		
<p>2.3.2. RESOURCE SPEAKERSHIP RELATED TO SCHOOL GOVERNANCE AND LEADERSHIP ADVOCACY (5 points)</p>	<p>(5 pts) International (4 pts) National (3 pts) Regional (2 pts) Division (1 pts) District/Cluster</p>		
<p>2.4. EDUCATIONAL ATTAINMENT AND PROFESSIONAL GROWTH (5points)</p>	<p>(5 pts) Doctorate Degree (4 pts) Doctorate Degree (Completed Academic Requirements Only) (3 pts) Master's Degree (2 pts) Master's Degree (Completed Academic Requirements Only) (1 pts) At least 18 Earned Master's Units</p>		

PHASE II (INTERVIEW)

EMBODIMENT OF DEPED CORE VALUES - 20%

Maka-Diyos

<p>1. Upholds/Respects beliefs and faith 2. Manifests moral standard 3. Right conduct 4. Honesty 5. Involvement in religious/spiritual activities. (Testimonies from superior, peer, learners and external)</p>	<p>(10) Manifest all indicators (8) Manifests 4 Indicators (6) Manifests 3 Indicators (4) Manifests 2 Indicators (2) Manifests 1 Indicator1</p>		
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Maka-Tao

<ul style="list-style-type: none"> (1) Charity/Kindness (2) Empathy and Sympathy (3) Compassion (4) Human Dignity and Equality (5) Multi-culturalism 	<ul style="list-style-type: none"> (10) Manifest all indicators (8) Manifests 4 Indicators (6) Manifests 3 Indicators (4) Manifests 2 Indicators (2) Manifests 1 Indicator1 		
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Makakalikasan

<ul style="list-style-type: none"> (1) Cleanliness and Orderliness (2) Proper Waste Management (3) Energy Conservation (4) Environmental Protection and Preservation (5) Wise use of resources 	<ul style="list-style-type: none"> (10) Manifest all indicators (8) Manifests 4 Indicators (6) Manifests 3 Indicators (4) Manifests 2 Indicators (2) Manifests 1 Indicator1 		
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Maka-Bansa

<ul style="list-style-type: none"> (1) Takes pride in being a Filipino (2) Resiliency in times of need/crisis (3) Obedience to existing rules and regulations (4) Community Service Involvement (5) Promotes and patronizes local products, services and practices 	<ul style="list-style-type: none"> (10) Manifest all indicators (8) Manifests 4 Indicators (6) Manifests 3 Indicators (4) Manifests 2 Indicators (2) Manifests 1 Indicator1 		
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Note:

Man hours can be converted to cash (1 hr= 37.50php)

Communications as required

SEARCH FOR OUTSTANDING SPG AND SSG TEACHER-ADVISERS

SCORE SHEET

1. Excellence in Student/Pupil Governance - 30%						
1.1. Organizational Leadership - 15%						
a.	Implementation of All Mandated PPAs (10 pts.)	Number of Activities				POINTS
	Mandated PPAs (based on DO 49 s. 2011)	1 to 2 = 0.50 point		3 to 4 = 1.00 point		
	a.1. Organize the participation of students and volunteers in the annual Brigada Eskwela.					
	a.2. Lead/participate in the National Greening Program (NGP) and other environment-related activities.					
	a.3. Conduct activities and awareness campaigns to encourage parents to enlist their five-year old children to kindergarten.					
	a.4. Conduct book and toy drive and other school supplies for donation to schools.					
	a.5. Conduct activities to prevent students from dropping out of schools.					
	a.6. Conduct English speaking campaigns and reading tutorial services.					
	a.7. Conduct activities to support Anti-Drug Education and Campaigns.					
	a.8. Assist in insuring that the school is smoke/tobacco free place.					
	a.9. Lead students in organizing activities which start during Teacher's Month Campaign.					
a.10. Encourage support and participation of students in recognized co-curricular clubs/organizations and activities.						
b.	Governance (5 pts.)					
	b.1. General Plan of Action	All indicators – 5.00	7 indicators – 3.50	4 indicators – 2.00	1 indicator – 0.50	
	b.2. Resolutions					
	b.3. Minutes of the Meeting	9 indicators – 4.50	6 indicators – 3.00	3 indicators – 1.50		
	b.4. Financial Reports					
	b.5. Activity Completion /Evaluation Reports	8 indicators – 4.00	5 indicators – 2.50	2 indicators – 1.00		
	b.6. List of School Clubs/Organizations					
	b.7. Project Proposals					
	b.8. Communication Letters					
	b.9. Accomplishment Report					
	b.10. Election Reports					
1.2. Networking, Linkages and Collaboration - 10 points						
a.	Involvement in community / civic / organizations / associations = 5 points	Leadership in 2 organizations/ associations = 5 pts	Leadership in 1 organizations/ associations = 4 pts	Membership in 3 organizations/ associations = 3 pts	Membership in 2 organizations /associations = 2 pts	POINTS
				Membership in 1 organization /association = 1 pt		
b.	Involvement in outreach/extension programs/activities = 5 points Outreach/Extension programs/activities initiated where nominee served as: Proponent/Chair = 1.00 Member = 0.50	5 times involved: 5.00 pts / 2.50 pts	4 times involved: 4.00 pts / 2.00 pts	3 times involved: 3.00 pts / 1.50 pts	2 times involved: 2.00 / 1.00 pts 1 time involved: 1.00 / 0.50 pts	
1.3. Experience (5 points)						
	The candidate has been SPG/SSG adviser for at least two (2) terms	5 terms – 5.00 pts	4 terms – 3.75 pts	3 terms – 2.50 pts	2 terms – 1.25 pts	POINTS
2. EMBODIMENT OF DEPED CORE VALUES - 40%						
2.1	MAKA-DIYOS – 10 PTS.					POINTS
	(1) Upholds/Respects beliefs and faith	Manifest all Indicators – 10 points	Manifests 4 Indicators – 8 points	Manifests 3 Indicators – 6 points	Manifests 2 Indicators – 4 points	
	(2) Manifests moral standard					
	(3) Right conduct					
	(4) Honesty					
(5) Involvement in religious/spiritual activities	Manifests 1 Indicator – 2 points					
2.2	MAKATAO – 10 PTS.					POINTS
	(1) Charity/Kindness	Manifest all Indicators – 10 points	Manifests 4 Indicators – 8 points	Manifests 3 Indicators – 6 points	Manifests 2 Indicators – 4 points	
	(2) Empathy and Sympathy					
	(3) Compassion					
	(4) Human Dignity and Equality					
(5) Multi-culturalism	Manifests 1 Indicator – 2 points					

2.3	MAKAKALIKASAN – 10 PTS.					POINTS
	(1) Cleanliness and Orderliness (2) Proper Waste Management (3) Energy Conservation (4) Environmental Protection and Preservation (5) Wise use of resources	Manifest all Indicators – 10 points	Manifests 4 Indicators – 8 points	Manifests 3 Indicators – 6 points	Manifests 2 Indicators – 4 points Manifests 1 Indicator – 2 points	
2.4	MAKABANSA – 10 PTS.					POINTS
	(1) Takes pride in being a Filipino (2) Resiliency in times of need/crisis (3) Obedience to existing rules and regulations (4) Community Service Involvement (5) Promotes and patronizes local products, services	Manifest all Indicators – 10 points	Manifests 4 Indicators – 8 points	Manifests 3 Indicators – 6 points	Manifests 2 Indicators – 4 points Manifests 1 Indicator – 2 points	
3. OUTSTANDING ACCOMPLISHMENTS (30 POINTS)						
3.1.	Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy (5points)	International-5 points National-4points Regional-3 points Division-2 points District/Cluster-1 point				POINTS
3.2.	Awards and Recognitions Related to School Governance and Leadership Advocacy (5points)	International-5 points National-4 points Regional-3 points Division-2points District/Cluster-1point				
3.3.	Leadership Initiative and Advocacy (15 points)					
3.3.1	FLAGSHIP/INNOVATIVE PROGRAM OR PROJECT (10 points)					
	MOVs: 1. Project Proposal/Design 2. Program of works 3. Project Completion Report 4. Financial Reports 5. Communication to Involved Stakeholders 6. MOA/MOU with Involved Stakeholders 7. AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from Criteria:					
	A. Impact-5 points					POINTS
	Effect of the Project (Quality)-3points Level of Implementation-2points	90 % and above of the target is achieved - 5 pts	80 -89 % of the target is achieved - 4 pts	70 - 79 % of the target is achieved - 3 pts	60 - 69 % of the target is achieved - 2 pts 59 % and below of the target is achieved - 1 pt.	
	B. Project and Implementation-5points					POINTS
	1. Originality of the project concept. 2. Utilization of localized materials/resources. 3. Variety of awareness platforms/media. 4. Innovative strategies in project implementation. 5. Creativity in the execution.	Project exhibits all five indicators – 5 pts.	Project exhibits four indicators – 4 pts.	Project exhibits three indicators – 3 pts.	Project exhibits two indicators – 2 pts. Project exhibits one indicators – 1 pt.	
3.3.2.	RESOURCE SPEAKERSHIP RELATED TO SCHOOL GOVERNANCE AND LEADERSHIP ADVOCACY (5 points)	International-5 points National-4 points Regional-3 points Division-2points District/Cluster-1point Doctorate Degree – 5points				
3.4	EDUCATIONAL ATTAINMENT AND PROFESSIONAL GROWTH (5points)	Doctorate Degree (Completed Academic Requirements Only)-4 points Master’s Degree-3 points Master’s Degree (Completed Academic Requirements Only)-2 points At least 18 Earned M.A. Units-1point				
TOTAL POINTS:						

Evaluated by:

**SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT AND
SUPREME STUDENT GOVERNMENT TEACHER-ADVISERS**

Timeline of Activities:

DATE	ACTIVITY	FOCAL UNIT
November 13-23, 2018	Application/Submission of Entries (Division Level)	Division Office (SGOD)
November 26-28, 2018	Division Level Screening by the Division Search Committee	Division Office (SGOD)
November 29-30, 2018	Announcement of Division Level Finalists and Submission of Documents to the Regional Office	Division Office (SGOD)
December 3-5, 2018	Regional Level Screening	Regional Office (ESSD)
December 6-7, 2018	Announcement of Regional Finalists and Submission of Documents to the Central Office	Regional Office (ESSD)
December 10-12, 2018	Paper Screening and Evaluation of the National Screening Committee	Central Office (YFD)
December 13, 2018	Announcement of National Finalists for Field Validation	Central Office (YFD)
December 14-18, 2018	National Field Validation	Central Office (YFD)
December 27-29, 2018	National Formation Program	Central Office (YFD)
	National Panel Interview	Central Office (YFD)
	National Awarding	Central Office (YFD)

I. Nature of the Award

The outstanding SSG/SPG is an annual recognition program that develops knowledge of leadership skills, styles and qualities. The award aims to ignite the burning passion of student-leaders in serving their school through the SSG and SPG. It kindles the spirit of the students, teachers, administrators and other stakeholders of the Department to be part of the National Building.

II. Objectives

The Awards overall objective is to recognize, reward and motivate students-leaders, teachers and administrators of all public schools all over the country with programs, projects and performances that help their schools and community. Specifically, it aims to;

- Recognize the programs of the SSG and SPG that created an impact and addressed the issues and challenges in their school and community.
- Inspire and encourage student-leaders and teacher-advisers of all public schools all over the country to implement and develop programs that will help their schools and communities.
- Acknowledge and honor the idea of solidarity by recognizing the group instead of one individual.

III. Who can join?

The awards is open to all SPG and SSG for S.Y. 2018-2019 in all public school. The project entry may be:

1. implemented for the last three years;
2. recently concluded projects or an on-going project; and
3. the project shall be under in any five categories of this Awards.

IV. Categories

The Awards has five categories to identify the focus of the project. The categories represent the four (4) core values of the Department of Education the Maka-Diyos, Maka-Tao, Makakalikasan, and Makabansa; and a Special category for Drug Prevention Program which is part of the 10-point agenda of the Secretary of Education and the current administration. Schools will select one category that best represent their entry project.

MAKA-DIYOS (Belief and traditions)

Culture of peace, respect, and love despite multicultural population

MAKA-TAO (Human Development)

Health and Well-being

MAKAKALIKASAN (Environment and Disaster Risk Reduction Management)

MAKABANSA (Heritage, Culture and Nationalism)

Pride of being a Filipino

DRUG PREVENTION PROGRAM (Drug Education)

V. Search Process

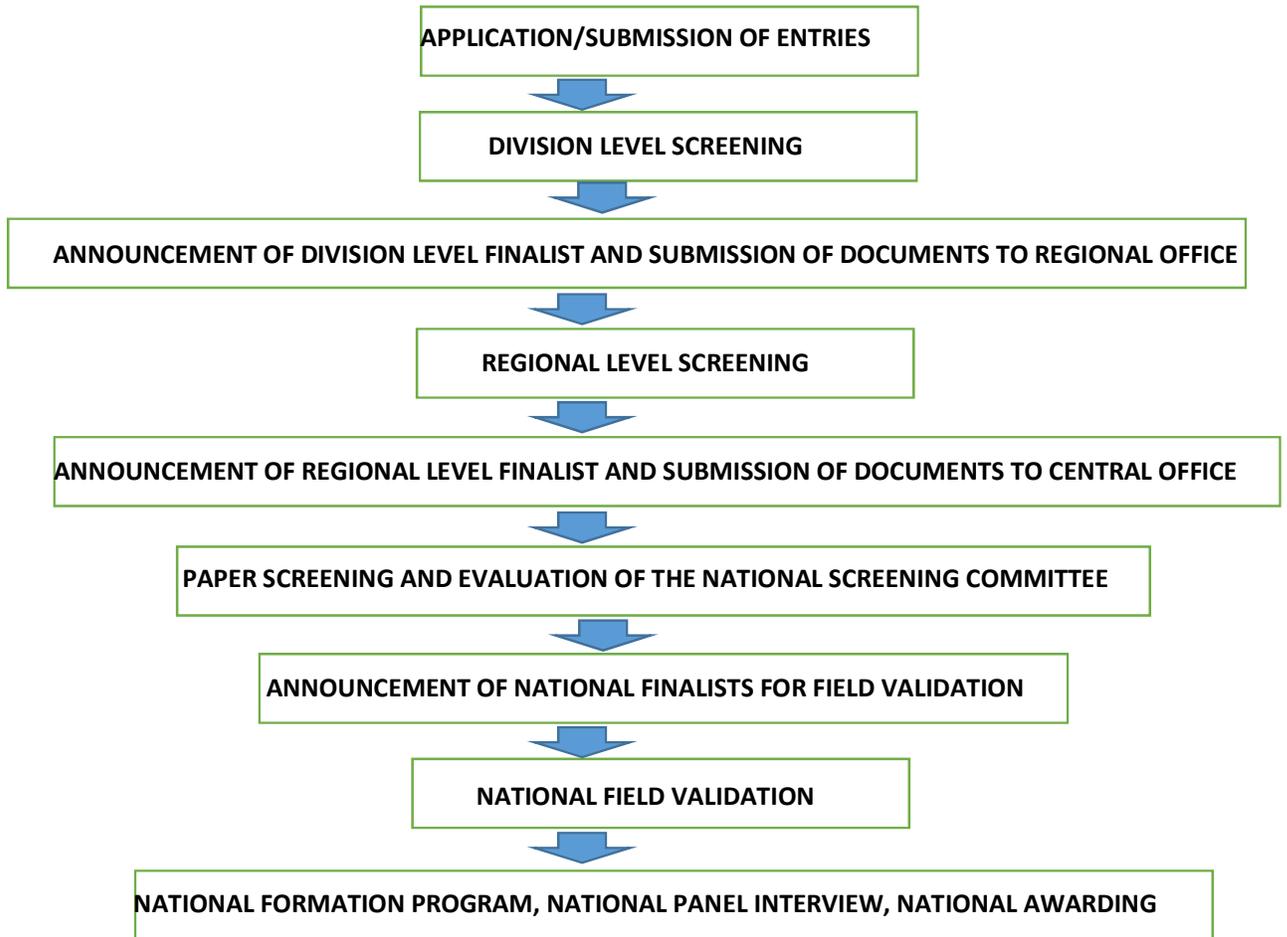
The SSG and SPG of the schools shall compete per category starting from the Division to the National Level. The organization will compete with other schools under the same category.

Division Level: The Division Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

Regional Level: The Regional Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

National Level: Only the top five (5) SPG and SSG per category shall be attending the National Screening.

VI. Search Flow



•The 10 winning SPG and SSG will receive PhP 10, 000.00 and a plaque of recognition

VII. Criteria

Impact of the Project	- 30%
Teamwork on Implementing Projects	- 25%
Creativity and Innovation	- 25%
Effective Use of Resources	- 20%
	100%

VIII. General Rules and Guidelines

1. Accomplish the Official OUTSTANDING SSG/SPG Form.
2. Use white, short bond (8.5x11 in.) paper for the attachment of all supporting documents.
3. Do not attach other documents that are not required for submission.
4. **Lack or non-compliance to the requirements will result to automatic disqualification.**
5. The organizer reserves the rights to modify or amend the rules of the awards or waive compliance therewith at their sole discretion if such steps are in accordance with the purpose of the search and awards scheme.
6. All decision of the awards committee and Panel of Judges are final and irrevocable.
7. All materials submitted to the awards committee automatically become property of the Youth Formation Division (YFD) of the Department of Education.

IX. Important Dates

DATE	ACTIVITY	FOCAL UNIT
November 13-23, 2018	Application/Submission of Entries (Division Level)	Division Office (SGOD)
November 26-28, 2018	Division Level Screening by the Division Search Committee	Division Office (SGOD)
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December 14-18, 2018	National Field Validation	Central Office (YFD)
December 27-29, 2018	National Formation Program	Central Office (YFD)
	National Panel Interview	Central Office (YFD)
	National Awarding	Central Office (YFD)

X. Contact Details

Telephone No.: (02) 637-9814
 Email add: blss.yfd@deped.gov.ph

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

DedEd Complex, Meralco avenue, Pasig City

Region: _____

Division: _____

Name of the School: _____



ORGANIZATIONAL PROFILE				
Name of SPG/SSG:				
Address of the School:				
Name of the Adviser:				
Telephone/ Fax Number/CP Number:				
Email Address:				
School Population:				
CONTACT PERSON DATA				
Full Name:				
	Surname	First Name	Middle Name	Nickname
Home Address:				
Date of Birth:				
Position in the Organization:				
Contact Number:				
PROJECT PROFILE				
Project Title:				
Brief Description (2 sentences):				
Project Launch Date:				
Category (Please Check one only)				
<input type="checkbox"/>	Maka-Diyos (Belief and Tradition)			
<input type="checkbox"/>	Maka-Tao (Human Development, Health, Well-Being)			
<input type="checkbox"/>	Makakalikasan (Environment and Disaster Risk Reducation Management)			
<input type="checkbox"/>	Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)			
<input type="checkbox"/>	Drug Prevention Program			
<p>I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and prosecution for perjury. Further, I subscribe and agree that the Department of Education have the sole prerogative to select the winners, and that their decision is final and executory.</p> <p>In witness hereof, I am executing and signing this statement voluntarily and without compulsion.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Over Printed Name</p>				

THIS FORM IS NOT FOR SALE AND MAY BE REPRODUCED

ATTACHMENTS:

Please use a separate sheet

A. Essay (Maximum Number of Pages: 5):

1. Describe your project entry (Limit to 500 words and in one page)
2. How does the project address the problem of the school/ community? (Limit the answer to 300 words and half page.)
3. Who and how many are the beneficiaries of the project? How did they benefit from the project? (Limit the answer to 300 words and half page.)
4. What is the impact of the project to the stakeholders? (Limit the answer to 500 words and in one page.)
5. Who are involved and what are their role to the project? (Limit to the answer to 300 words and half page.)
6. How does the project promote the idea of teamwork and solidarity among its stakeholders? (Limit to the answer to 300 words and half page.)
7. What innovation did the team introduce in implementing the project? (Limit to the answer to 300 words and half page.)
8. How were the team able to fund the project? (Limit to the answer to 300 words and half page.)

B. Photo Documentation (Maximum Number of Pages: 2)

C. List of Officers

NOTE:

1. Adviser should be the one who will sign and pass the entry/ application form to the Division Office
2. Non-compliance to the Search Requirements will result to automatic disqualification.

Republic of the Philippines
Department of Education
Bureau of Learners Support Services
Youth Formation Division
DepEd Complex, Meralco Avenue, Pasig City

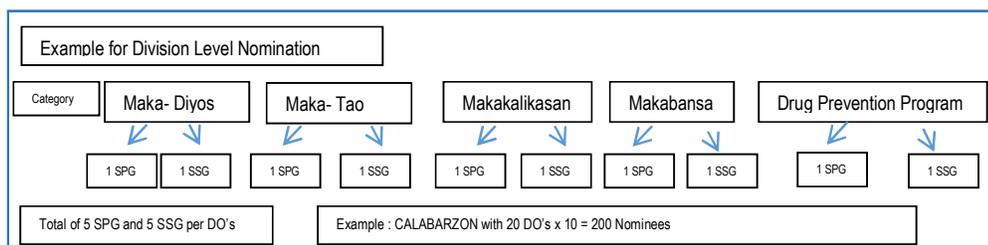
**FORM
NO. 3**
**OPERATING
GUIDELINES**

I. SCHOOL LEVEL

1. All SPG and SSG of public schools with an on-going project may join the search.
2. The Teacher- Adviser of the school SPG/SSG shall submit the Application **Form No. 2** to their respective Division Office through the **School Governance and Operation Division (SGOD)** Office.
3. Deadline of Submission of the application form is **November 23, 2018**.

II. DIVISION LEVEL

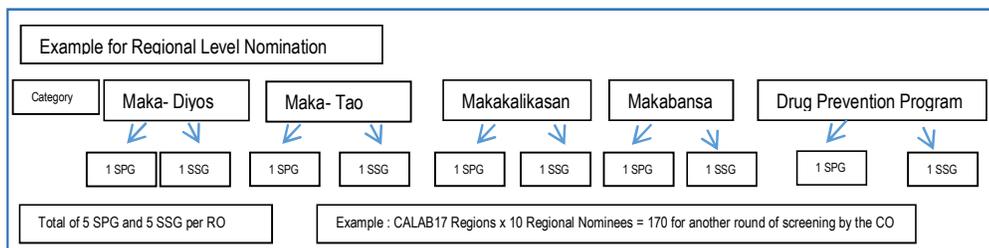
1. The SGOD Chief shall serve as the Chair of the Awards Committee in Division Level together with Education Program Supervisor for Araling Panlipunan or SGOD Education Supervisor as indicated in the **Form No. 5** or the composition of the screening committee. They shall be in-charge of the preparation, implementation and documentation of the DepEd Division Search for Outstanding SPG/ SSG Organization.
2. The Division Office shall receive the application forms of the participating schools. They shall notify the participating schools if all the requirements were met.
3. The Division Office shall conduct the paper **screening and evaluation** of the submitted documents using the given criteria.
4. The Division Screening Committee shall use the score sheet provided by the Central Office or **FORM NO. 4**.
5. The Division Screening Committee may invite other stakeholders in the paper screening. (City councilor in-charge of youth development program)
6. The Division Screening Committee will select maximum of two finalists per category, one SPG and one SSG division nominees.



7. Each Division shall nominate maximum of ten (10) Division Finalists to the Regional Office for the Regional Level Screening.
8. The Division Finalists shall receive a certificate of recognition from the Division Office, all non-winning schools shall receive certificate of participation.
9. The Division Screening Committee shall send the documents of the Division Finalists to the Regional Office through the **Education Supports Services Division (EESD)** after two working days.

III. REGIONAL LEVEL

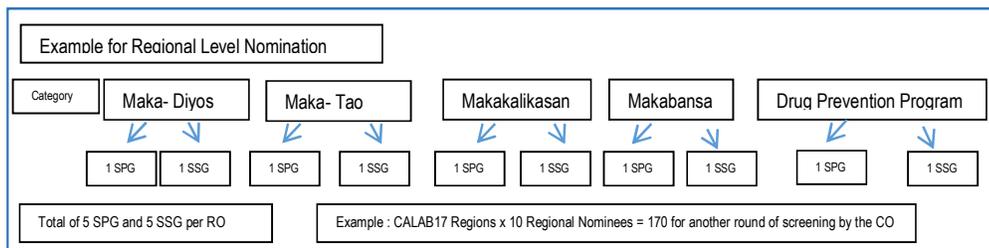
1. The EESD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator (YFC)** and **Education Program Supervisor(EPS)** from **Curriculum and Learning Management Division (CLMD)** as indicated in **FORM NO.5**. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional Search for Outstanding SPG/ SSG Organization.
2. The Regional Office shall conduct another round of **paper screening and evaluation of submitted documents** from the Division Office.
3. All documents will be evaluated by the Regional Awards Committee using the same criteria given by the Central Office.
4. The Division Finalists shall be evaluated by the Regional Screening Committee using the same criteria. The scores gained during division level screening will be back to zero.
5. The Regional Screening Committee shall select one (1) Regional Finalist for SPG and one (1) for SSG per category.
6. Each region shall come up with a maximum of ten (10) nominees to the National Level. Five (5) SPG and five(5) SSG for another screening to the National Screening Committee.



7. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all non-winning schools will receive certificate of participation.
8. The Regional Screening Committee shall send the documents of the National Search for Outstanding SSG Leader and Adviser Screening Committee in the Central Office after two working days.

IV. NATIONAL LEVEL

1. The Youth Formation Division under the Bureau of Learner Support Services in the Central Office shall be in-charge in the overall implementation of the DepEd **SEARCH FOR OUTSTANDING SPG/SSG ORGANIZATION**. They shall also serve as the National Search Screening Committee with members from different related offices from the Central Office.
2. The National Search Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.
3. TOP 40 (20 SPG and 20 SSG) or TOP 4 of each category shall be selected by the National Search Screening Committee. The TOP 40 organizations shall be recognized as National Finalists.
4. The National Search Screening Committee shall constitute a validating team that will validate all entries of the National Finalists. The National Search Screening Committee will be coordinating with the ESSD and SGOD during the validation.
5. The National Finalists shall be invited to the Central Office for the **project presentation and panel interview**.
6. The National Search Screening Committee shall have final deliberation and will select the TOP 2 per category, 10 for SPG and 10 for SSG.



7. The TOP 10 SPG and SSG shall be awarded as the **OUTSTANDING SPG/SSG ORGANIZATION** winners and will receive P30,000.00 each and a plaque of recognition.
8. The non- winning schools will receive a certificate as National Finalists.

CRITERIA FOR JUDGING					
1. IMPACT OF THE PROJECT (30%)					POINTS
a. Addresses the problem of the school/community (Maximum of 15 points)	The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project – 15 pts	The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings, etc. – 10 pts	The SPG/SSG was able to identify a specific problem of the school and provide solution that is relevant but did not hit the problem of the school. - 5 pts		
b. Frequency of the Project Implementation (Maximum of 10 points)	Conducted Year-round – 10 pts	Conducted Weekly – 8 pts	Conducted Monthly – 6 pts	Conducted per quarter or once – 4 pts	
c. Level of Impact (Maximum of 5 points)	Regional-wide - 5 pts	Division-wide – 4 pts	Barangay-wide – 3 pts	School-wide – 2 pts	
2. TEAMWORK ON IMPLEMENTING PROJECTS (25%)					
a. Engaged Stakeholders (Maximum of 15 points)	The SPG/SSG was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project - 15 pts	The SPG/SSG was able to engage the students, teachers, administrators, parents in implementing the project – 10 pts	The SPG/SSG was able to engage the students, teachers and administrators in implementing the project – 5 pts		

b. Involvement of the school (Maximum of 10 points)	The school officials, teachers and students were involved during the planning and implementation of the project – 10 pts	The teachers and students were involved during the planning and implementation of the project – 8 pts	Only the students planned and implemented the project – 6 pts		
3. CREATIVITY AND INNOVATION OF THE PROJECT (25%)					
a. Uniqueness of the project (Maximum of 10 points)	The project idea was new, unique and goes beyond the mandated programs, projects and activities of the SPG/SSG – 10 pts	The project was unique although somewhat patterned/adopted from other organization or DepEd mandated programs, projects and activities of the SPG/SSG – 5 pts			
b. Introduction of Innovative Solutions (Maximum of 10 points)	The SPG/SSG introduced highly innovative solution to the problem – 10 pts	The SPG/SSG introduced innovative solution to the problem although somewhat usual to the other organizations – 5 pts			
c. Use of Local Materials (Maximum of 5 points)	The SPG/SSG used local material in their project – 5 pts				
4. EFFECTIVE USE OF RESOURCES – (20 %)					
a. Partnership with other organizations (Maximum of 10 points)	The SPG/SSG was able to partner with regional or division office for the project implementation - 10 pts	The SPG/SSG was able to partner with private organizations for the project implementation - 8 pts	The SPG/SSG was able to partner with the barangay officials/committee for the project implementation – 6 pts	The SPG/SSG was able to partner with other clubs inside the school for the project implementation - 4 pts	
b. Accountability and Transparency (Maximum of 10 points)	The SPG/SSG provided/submitted disbursement and liquidation report to the studentry through a	The SPG/SSG provided/submitted disbursement and liquidation report to the	The SPG/SSG provided/submitted disbursement and liquidation report to the	The SPG/SSG provided/submitted records of budget to the teacher-adviser - 4 pts	

	financial report posted in Bulletin Boards/website. - 10 pts	SSG Officers, adviser and school head. - 8 pts	SSG Officers and advisers. - 6 pts		
TOTAL POINTS					

SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

DESIGNATION AND DATE

COMPOSITION OF THE SCREENING COMMITTEES OUTSTANDING SPG/SSG TEACHER-ADVISER

DISTRICT LEVEL SCREENING COMMITTEE	
Chair:	Public School District Supervisor/ Cluster Head
Members:	Four (4) members as designated by the PSDS/ Cluster Head
Secretariat:	Project Development Officer I (Youth Formation)

DIVISION LEVEL SCREENING COMMITTEE	
Chair:	Chief, School Governance and Operations Division (SGOD)
Members:	SEPS, Social Mobilization & Networking
	SEPS, Monitoring and Evaluation
	SEPS, Human Resource Development Division
	President, Division Federation PTA
Secretariat:	Project Development Officer I (Youth Formation)

REGIONAL LEVEL SCREENING COMMITTEE	
Chair:	Chief, Education Support Services Division
Members:	Chief, Field Technical Assistance Division/ Representative
	Chief, Human Resource Development Division/ Representative
	Chief, Policy Planning & Research Division/ Representative
	Chief, Quality Assurance Division Representatives
Secretariat:	Project Development Officer IV

NATIONAL LEVEL SCREENING COMMITTEE	
Chair:	Director, Bureau of Learner Support Services
Members:	Chief, Youth Formation Division
	Representative, Office of the Undersecretary for Administration
	Representative, School Health & Nutrition Service
	Representative, Disaster Risk Reduction Management Service
	Representative, OUA Strand-Related Organization
	Representative, National Youth Commission
Secretariat:	Youth Formation Division Program Coordinator

GENERAL GUIDELINES

1. Each screening committee shall follow the prescribed SEARCH FOR OUTSTANDING SPG/SSG TEACHER-ADVISER Screening Committee composition.
2. The Chair shall lead the Screening Committee (SC), the Chair must be present in all scheduled screenings related to the Search.
3. The SC must have the chair present and a quorum to proceed with the screening sessions.
4. The Secretariat shall arrange all the documents of the applicants, and other logistical requirements needed by the SC,
5. The Secretariat shall record the Minutes of the Meeting (MOM) of the SC and shall consolidate the results of the evaluation.
6. The Secretariat shall prepare the List of Shortlisted Applicants (LSA) and their documents which shall be forwarded to the Regional Office/National Office.

OUTSTANDING SPG/SSG

DIVISION LEVEL SCREENING COMMITTEE	
Chair:	Chief, School Governance and Operations Division (SGOD)
Members:	Education Program Supervisor (EPS) for Araling Panlipunan
	SEPS, Social Mobilization & Networking
	SEPS, Monitoring and Evaluation
	SEPS, Human Resource Development Division
Secretariat:	Project Development Officer I (Youth Formation)

REGIONAL LEVEL SCREENING COMMITTEE	
Chair:	Chief, Education Support Services Division
Members:	Education Program Supervisor (EPS) from CLMD
	PDOII/PDOIV of Special Programs and Projects Unit
	Education Program Supervisor of Quality Assurance Division
	Education Program Specialist II of Human Resource Development Division
Secretariat:	Regional Youth Formation Division

NATIONAL LEVEL SCREENING COMMITTEE	
Chair:	Director, Bureau of Learner Support Services
Members:	Chief, Youth Formation Division
	Representative, School Effectiveness Division
	Representative, Bureau of Learning Delivery/ Bureau of Curriculum Development
	Representative, External Partnership Service/ Field Expert
Secretariat:	Youth Formation Division

GENERAL GUIDELINES

1. Each screening committee shall follow the prescribed SEARCH FOR OUTSTANDING SPG/SSG ORGANIZATION Screening Committee composition.
2. The Chair shall lead the Screening Committee (SC), the Chair must be present in all scheduled screenings related to the Search.
3. The SC must have the chair present and a quorum to proceed with the screening sessions.
4. The Secretariat shall arrange all the documents of the applicants, and other logistical requirements needed by the SC,
5. The Secretariat shall record the Minutes of the Meeting (MOM) of the SC and shall consolidate the results of the evaluation.
6. The Secretariat shall prepare the List of Shortlisted Applicants (LSA) and their documents which shall be forwarded to the Regional Office/National Office.

SUMMARY OF THE CRITERIA FOR JUDGING

CRITERIA	CORRESPONDING POINTS
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	<u>30</u>
1.1. Organizational Leadership	15
<i>a. Implementation of all mandated PPAs</i>	10
<i>b. Governance – 5 points</i>	5
<i>(Refer to DO 47 s. 2014)</i> 1. <i>General Plan of Action</i> 2. <i>Resolutions</i> 3. <i>Minutes of the Meeting</i> 4. <i>Financial Reports</i> 5. <i>Activity Completion /Evaluation Reports</i> 6. <i>List of School Clubs/Organizations</i> 7. <i>Project Proposals</i> 8. <i>Communication Letters</i> 9. <i>Accomplishment Report</i> 10. <i>Election Reports</i>	
1.2. Networking, Linkages and Collaboration	10
<i>a. Involvement in community/civic/organizations/ associations</i>	5

<p><i>b. Involvement in outreach/extension programs/activities</i></p> <p><i>Outreach/Extension programs/activities initiated where nominee served as:</i></p> <p><i>Proponent/Chair = 1.00</i> <i>Member = 0.50</i></p>	5
1.3. Experience	5
<i>The candidate has been SPG/SSG adviser for at least two (2) terms</i>	
2. EMBODIMENT OF DEPED CORE VALUES	<u>40</u>
2.1 Maka-Diyos	10
<p><i>Upholds/Respects beliefs and faith</i></p> <p><i>Manifests moral standard</i></p> <p><i>Right conduct</i></p> <p><i>Honesty</i></p> <p><i>Involvement in religious/spiritual activities</i></p>	
2.2 Makatao	10
<p><i>Charity/Kindness</i></p> <p><i>Empathy and Sympathy</i></p> <p><i>Compassion</i></p> <p><i>Human Dignity and Equality</i></p> <p><i>Multi-culturalism</i></p>	
2.3 Makakalikasan	10
<p><i>Cleanliness and Orderliness</i></p> <p><i>Proper Waste Management</i></p> <p><i>Energy Conservation</i></p> <p><i>Environmental Protection and Preservation</i></p> <p><i>Wise use of resources</i></p>	
2.4 Makabansa	10
<i>Takes pride in being a Filipino</i>	

<i>Resiliency in times of need/crisis</i> <i>Obedience to existing rules and regulations</i> <i>Community Service Involvement</i> <i>Promotes and patronizes local products, services and practices</i>	
3. OUTSTANDING ACCOMPLISHMENTS	<u>30</u>
3.1. Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy	5
3.2. Awards and Recognitions Related to School Governance and Leadership Advocacy	5
3.3 Leadership Initiative and Advocacy	15
<i>3.3.1 Flagship/Innovative Program or Project (10 points)</i>	
<i>3.3.2 Resource Speakership related to School Governance and Leadership Advocacy (5 points)</i>	
3.4 Educational Attainment and Professional Growth	5
<i>Doctorate Degree (5 points)</i>	
<i>Doctorate Degree CAR (4)</i>	
<i>Master's Degree (3 points)</i>	
<i>Master's Degree CAR (2 points)</i>	
<i>At least 18 earned MA units (1 point)</i>	
TOTAL	<u>100</u>