



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



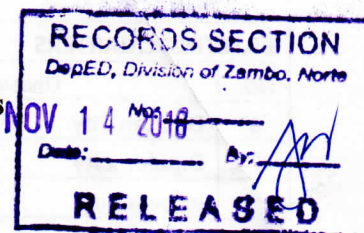
MEMORANDUM

To : **Public Schools District Supervisors**
School Heads of Elementary and Secondary Schools
All Concerned

From : **Office of the Schools Division Superintendent**

Subject : **Search for Outstanding Supreme Pupil Government (SPG) and**
Supreme Student Government (SSG) Organization

Date : November 12, 2018



1. Pursuant to the DepEd Office of the Undersecretary for Administration (OUA) Memorandum No. 09-1118-0027 dated November 5, 2018 entitled *Call for Application to the Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)*, the Division through its Youth Formation Division will conduct the Division Level Screening for Search for Outstanding SPG and SSG.
2. Eligibility requirements and mechanics of the said search competition are herein enclosed for your reference and guidance.
3. All schools in the thirty-five (35) districts are encouraged to send entry to the district. Public schools district supervisors together with his/her members will schedule for District selection process before November 23, 2018 following the given mechanics from central office.
4. The district awards committee shall submit the applications with committee endorsement for Division screening to the Focal secretariat - Division Youth Formation Coordinator (YFC) **not later than November 23, 2018, 5:00 pm.**
5. For queries, you may contact Division Youth Formation Coordinators:
Cluster 1 Laisa Madel N. Malacat – 0916-958-9270
Cluster 2 & Joseph L. Pantoja - 0917-142-2344
Cluster 4 & 5 Ethyl Kimberly B. Salut - 0916-959-0394
6. For guidance and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

04A MEMO 09 - 1118 - 0027
MEMORANDUM
05 November 2018

For: **Regional Directors**
Education Support Services Division Chiefs
School Government and Operations Division Chiefs

Subject: **CALL FOR APPLICATION TO THE SEARCH FOR**
OUTSTANDING SUPREME PUPIL GOVERNMENT (SPG) AND
SUPREME STUDENT GOVERNMENT (SSG)

The Youth Formation Division (YFD) will be launching its Awards and Incentives Program entitled **Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**.

The award aims to recognize the accomplishments of student leaders and teacher-advisers in their respective institutions and communities through their SPG and SSG.

Specifically, it aims to:

- recognize the programs of the SPG and SSG that created an impact and addressed the issues and challenges in their school or community;
- inspire and encourage student-leaders and teacher-advisers of all public schools nationwide to implement and develop programs / projects that will help their schools and communities; and
- acknowledge and honor the idea of solidarity by recognizing groups instead of one individual.

A. ELIGIBILITY REQUIREMENTS

The Award is open to all SPG and SSG for S.Y. 2017-2018 in all public schools.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



The project entry must either be:

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

B. CATEGORIES

The Award has five (5) 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.

The Award has the following categories:

a. Maka-Diyos (Belief and traditions)

The “Maka-Diyos” Category aims to recognize outstanding projects of SPG/SSG that promote the culture of peace, respect, and love despite the multi-cultural population of the school community.

b. Maka-Tao (Human Development, Health, and Well-being)

The “Maka-Tao” Category aims to recognize outstanding projects that address human development, health, and well-being of the school community.

c. Makakalikasan (Environment and Disaster Risk Reduction Management)

The “Makakalikasan” Category aims to recognize outstanding projects of SPG/SSG in promoting biodiversity and ecological awareness, environmental protection, conservation and preservation programs. This category also wishes to recognize projects, programs and activities on disaster risk reduction management and climate change adaptation; Programs on disaster prevention, rescue operation and rehabilitation. Cultural population of the school community.

d. Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)

The “Makabansa” Category aims to recognize outstanding projects of SPG/SSG on promoting Filipino Culture, Values and Nationalism, Patriotism and Volunteerism. The category includes projects, programs and activities



that demonstrate pride of being a Filipino and exercise the rights and responsibilities of being a Filipino.

e. Drug Prevention Program

This special category supports one of the 10-Point Agenda of the Secretary of Education and the current administration on addressing the problem on drugs. The category wishes to recognize projects, programs and activities on drug education.

C. SEARCH PROCESS

The SPG and SSG 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.

1. Division Level: The Division Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG);
2. Regional Level: The Regional Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG);
3. National Level: Only the top five (5) SPG and SSG per category shall be attending the National Screening.

D. PRIZE

The 10 winning SPG and SSG will receive Php 10, 000.00 and a plaque of recognition.

E. APPLICATION DEADLINES

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 by 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)

The following documents are enclosed for reference:

- Enclosure 1 - Search Form 1 – Primer
- Enclosure 2 - Search Form 2 – Application Form
- Enclosure 3 - Search Form 3 – Operation guidelines

For more details, please coordinate to Youth Formation Division at telephone no. (02) 637-9814 or via email blss.yfd@deped.gov.ph

For immediate and appropriate action.


ALAIN DEL B. PASCUA
 Undersecretary



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

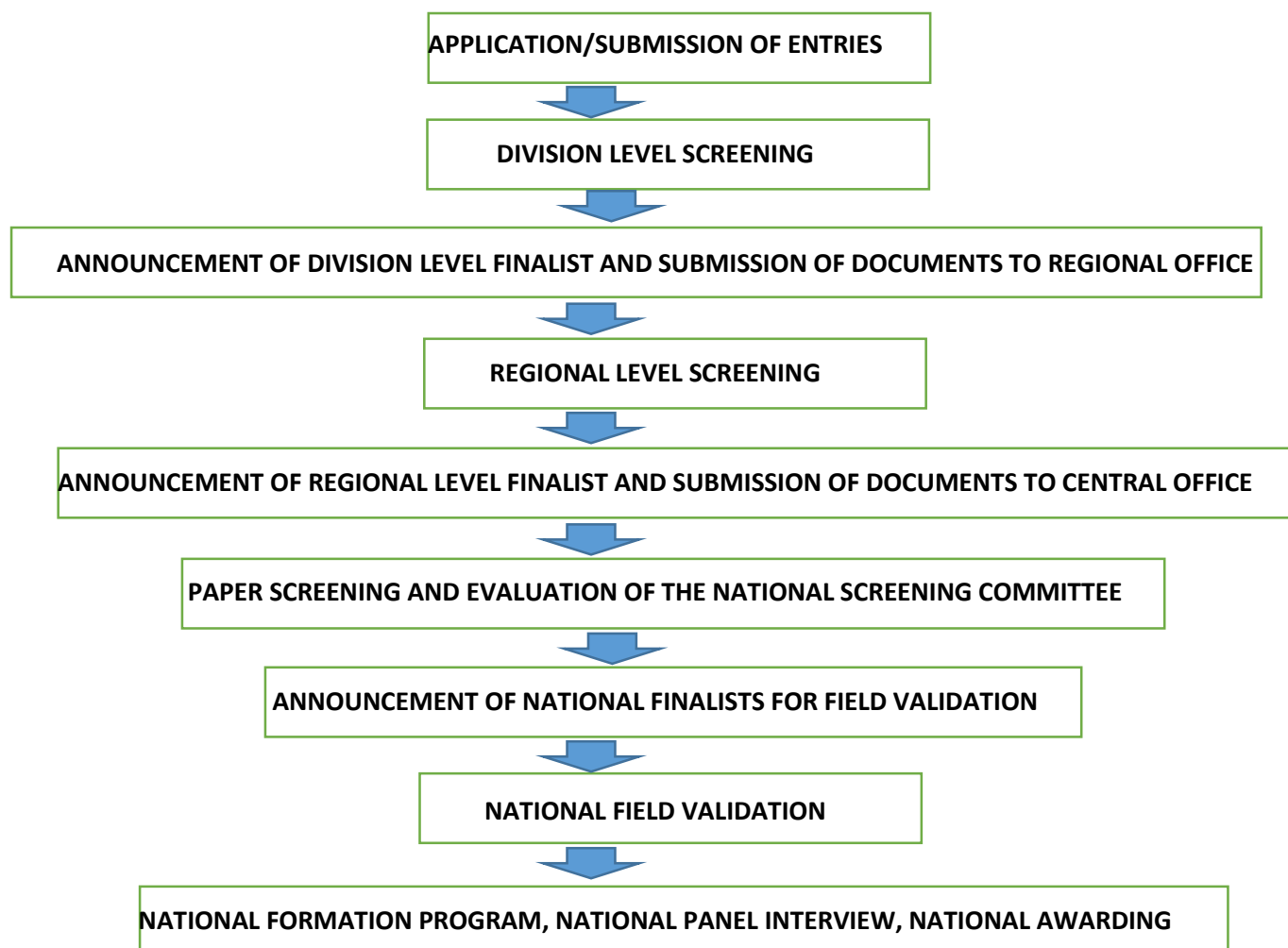
The SSG and SPG of the schools shall compete per category starting from the Division to the National Level. The organization will compete with other schools under the same category.

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)
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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)

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: _____

**FORM
NO. 2**
*Application
Form*

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)

☐ Maka-Diyos (Belief and Tradition)

☐ Maka-Tao (Human Development, Health, Well-Being)

☐ Makakalikasan (Environment and Disaster Risk Reduction Management)

☐ Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)

☐ Drug Prevention Program

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.

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

Signature Over Printed Name

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**

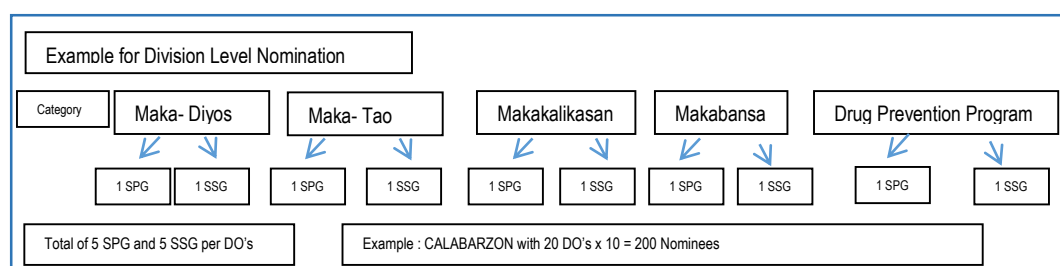
**OPERATING
GUIDELINES**

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

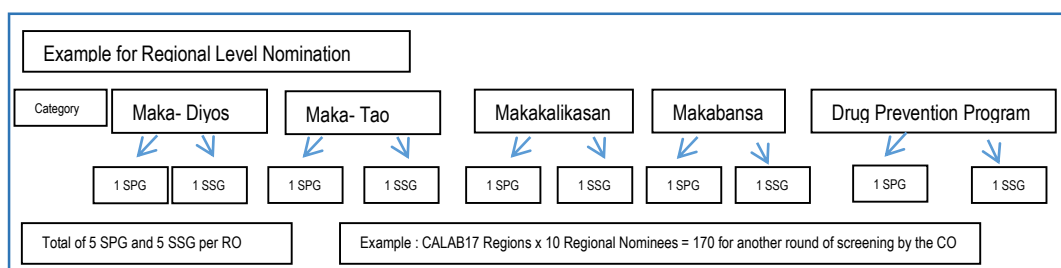
1. The SGOD Chief shall serve as the Chair of the Awards Committee in Division Level together with Education Program Supervisor for Araling Panlipunan or SGOD Education Supervisor as indicated in the **Form No. 5** or the composition of the screening committee. They shall be in-charge of the preparation, 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

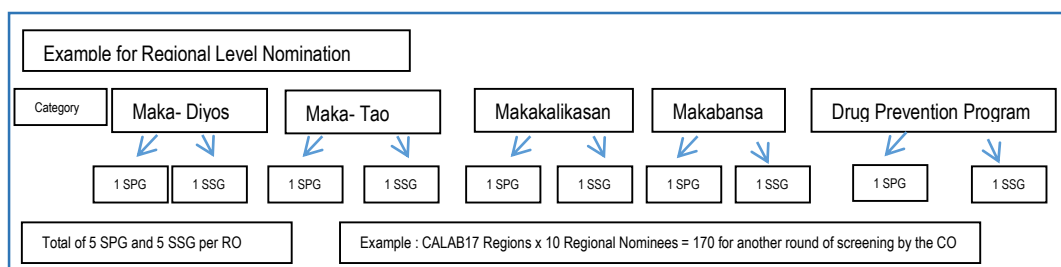
1. The EESD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator (YFC)** and **Education Program Supervisor(EPS)** from **Curriculum and Learning Management Division (CLMD)** as indicated in **FORM NO.5**. They shall be in-charge of the 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> <i>1. General Plan of Action</i> <i>2. Resolutions</i> <i>3. Minutes of the Meeting</i> <i>4. Financial Reports</i> <i>5. Activity Completion /Evaluation Reports</i> <i>6. List of School Clubs/Organizations</i> <i>7. Project Proposals</i> <i>8. Communication Letters</i> <i>9. Accomplishment Report</i> <i>10. Election Reports</i>	
1.2. Networking, Linkages and Collaboration	10
<i>a. Involvement in community/civic/organizations/ associations</i>	5

<i>b. Involvement in outreach/extension programs/activities</i> <i>Outreach/Extension programs/activities initiated where nominee served as:</i> <i>Proponent/Chair = 1.00</i> <i>Member = 0.50</i>	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
<i>Upholds/Respects beliefs and faith</i> <i>Manifests moral standard</i> <i>Right conduct</i> <i>Honesty</i> <i>Involvement in religious/spiritual activities</i>	
2.2 Makatao	10
<i>Charity/Kindness</i> <i>Empathy and Sympathy</i> <i>Compassion</i> <i>Human Dignity and Equality</i> <i>Multi-culturalism</i>	
2.3 Makakalikasan	10
<i>Cleanliness and Orderliness</i> <i>Proper Waste Management</i> <i>Energy Conservation</i> <i>Environmental Protection and Preservation</i> <i>Wise use of resources</i>	
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
3.3.1 Flagship/Innovative Program or Project (10 points)	
3.3.2 Resource Speakership related to School Governance and Leadership Advocacy (5 points)	
3.4 Educational Attainment and Professional Growth <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>	5
TOTAL	<u>100</u>