



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



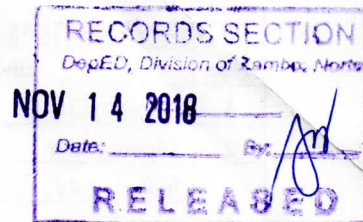
MEMORANDUM

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

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

Subject : **Conduct of District and Division Level Screening for Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Advisers**

Date : November 12, 2018



1. Pursuant to the DepEd Office of the Undersecretary for Administration (OUA) Memorandum No. 09-1118-0028 dated November 5, 2018 entitled *Call for Application to the Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG) Teacher-Advisers*, the Division through its Youth Formation Division will conduct the Division Level Screening for Search for Outstanding SPG and SSG Teacher-advisers.
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 09-1118-0028
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) TEACHER-ADVISERS**

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) Teacher-Advisers**.

The award aims to recognize the accomplishments and important contributions of the teacher-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:

- excellence in managing the Student Government Programs;
- embodiment of DepEd Core Values; and
- outstanding accomplishments.

A. ELIGIBILITY REQUIREMENTS

The Award is open to all current SPG and SSG Teacher-Advisers in public schools.

B. CATEGORIES

The Award has two (2) categories: one (1) for SPG Teacher-Adviser and one (1) for SSG Teacher-Adviser. Schools will select one nominee for each category.

C. SEARCH PROCESS

The SPG and SSG Teacher-Advisers 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.

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 @depedtayo



1. District/Cluster Level: The District/Cluster Awards Committee shall be selecting one nominee per category (1 SPG and 1 SSG);
2. Division Level: The Division Awards Committee shall be selecting one nominee per category (1 SPG and 1 SSG);
3. Regional Level: The Regional Awards Committee shall be selecting one nominee per category (1 SPG and 1 SSG);
4. National Level: Only one (1) SPG and one (1) SSG Teacher-Advisers shall be declared as winners.

D. PRIZE

The winning teacher-advisers will receive a cash prize of THIRTY THOUSAND PESOS (Php 30,000.00) and a plaque of recognition.

E. APPLICATION DEADLINES

DATE	ACTIVITY	FOCAL UNIT
November 13-23, 2018	Nomination and 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)

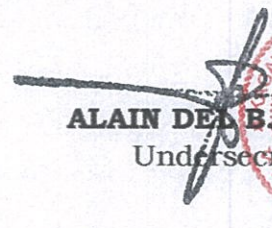



The following documents are enclosed for reference:

- Enclosure 1 – Nomination Package
- Enclosure 2 – Operating Guidelines
- Enclosure 3 – Paper Assessment Rubrics
- Enclosure 4 – Score Sheet
- Enclosure 5 – Timeline of the Search Process

For more details, please coordinate with the 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



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

(2x2 Picture)

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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SEARCH FOR THE OUTSTANDING SPG AND SSG TEACHER- ADVISERS

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	➤ 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	➤ 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	➤ 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. 	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.
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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**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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ADVISERS**

	➤ 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
a. Implementation of all mandated PPAs - 20 pts	
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

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
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1.2. Networking, Linkages and Collaboration - 10 points

a. Involvement in community/civic/organizations/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 pt) 0.5 for Every membership

1.3. Experience (5 points)

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) (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
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

2.3. Leadership Initiative and Advocacy (15 points)

2.3.1 Flagship/Innovative Program/Project(10 points)

a. EFFECT OF THE PROJECT

<p>1. Project Proposal/Design,</p> <p>2. Program of works,</p> <p>3. Project Completion Report,</p> <p>4. Financial Reports,</p> <p>5. Communication to Involved Stakeholders,</p> <p>6. MOA/MOU with Involved Stakeholders,</p> <p>7. AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders.</p>	<p>(3 pts) 75 % and above of the target is achieved</p> <p>(2 pts) 50 -74 % of the target is achieved</p> <p>(1 pt) Below 49% of the target is achieved</p>
B. Project concept and Implementation-5points	
<p>1. Originality of the project concept.</p> <p>2. Utilization of localized materials/resources.</p> <p>3. Variety of awareness platforms/media.</p> <p>4. Innovative strategies in project implementation.</p> <p>5. Creativity in the execution.</p>	<p>(5 pts) Project exhibits all five indicators</p> <p>(4 pts) Project exhibits four indicators</p> <p>(3 pts) Project exhibits three indicators</p> <p>(2 pts) Project exhibits two indicators</p> <p>(1 pt) Project exhibits one indicators</p>
2.3.2. RESOURCE SPEAKERSHIP RELATED TO SCHOOL GOVERNANCE AND LEADERSHIP ADVOCACY (5 points)	<p>(5 pts) International</p> <p>(4 pts) National</p> <p>(3 pts) Regional</p> <p>(2 pts) Division</p> <p>(1 pts) District/Cluster</p>

2.4. EDUCATIONAL ATTAINMENT AND PROFESSIONAL GROWTH (5points)	(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
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PHASE II (INTERVIEW)

EMBODIMENT OF DEPED CORE VALUES - 20%

Maka-Diyos

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)	 (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-Tao

(1) Charity/Kindness (2) Empathy and Sympathy (3) Compassion (4) Human Dignity and Equality (5) Multi-culturalism	 (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

(1) Cleanliness and Orderliness (2) Proper Waste Management (3) Energy Conservation (4) Environmental Protection and Preservation (5) Wise use of resources	 (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

(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	(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



Maximum Point/s	Score
20	
15	

5

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[illegible]

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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.)					
	Mandated PPAs (based on DO 49 s. 2011)	Number of Activities				POINTS
		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 msoke/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						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 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)						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		
2. EMBODIMENT OF DEPED CORE VALUES – 40%							
2.1	MAKA-DIYOS – 10 PTS.						POINTS
	(1) Upholds/Respects beliefs and faith (2) Manifests moral standard (3) Right conduct (4) Honesty (5) Involvement in religious/spiritual activities	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		
2.2	MAKATAO – 10 PTS.						POINTS
	(1) Charity/Kindness (2) Empathy and Sympathy (3) Compassion (4) Human Dignity and Equality (5) Multi-culturalism	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		
2.3	MAKAKALIKASAN – 10 PTS.						POINTS
	(1) Cleanliness and Orderliness (2) Proper Waste Management (3) Energy Conservation (4) Environmental Protection and Preservation	Manifest all Indicators – 10 points	Manifests 4 Indicators – 8 points	Manifests 3 Indicators – 6 points	Manifests 2 Indicators – 4 points Manifests 1 Indicator – 2		

	(5) Wise use of resources				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)					
	MOV: 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 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)