



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



November 5, 2020

DIVISION MEMORANDUM

No. 182 s. 2020

2020 DIVISION SEARCH FOR THE MOST OUTSTANDING SUPREME STUDENT / PUPIL GOVERNMENT AND ADVISER

TO: The Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
Schools Governance and Operations Division Chief
Public Schools District Supervisors
School Heads and Principals
SSG / SPG Advisers
This Division

1. Pursuant to Regional Memorandum No. 460 re: 2020 Regional Search for the Most Outstanding Supreme Student / Pupil Government which aims to ignite the burning passion of the student-leaders in serving their school through the SSG and SPG, all secondary and elementary public schools of this Division are encourage to join the:
2020 DIVISION SEARCH FOR THE MOST OUTSTANDING SUPREME STUDENT / PUPIL GOVERNMENT AND ADVISER
2. There will be five (5) categories that each participant for the Most Outstanding SSG and SPG can select from:
 - a. Maka-Diyos
 - b. Maka-Tao
 - c. Maka-Bansa
 - d. Makakalikasan
 - e. Drug Prevention Program

The participants for the Most Outstanding SSG and SPG Adviser however is another category where they need to prepare MOV's embedded in AVP that shows the four (4) core values.


3. The deadline for submission of the entry is on **November 16, 2020**, Monday at the Youth Formation Division (Human Resource Training and Development Office).





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4. The Screening Committee will officially announce the Finalists on November 18, 2020, Tuesday.
5. Prizes amounting to **Php 1,000.00** per category will be given to the Division Finalists who will represent the SDO to the Regional Level.
6. Take note that the **ATTACHMENTS, GUIDELINES, CRITERIA FOR JUDGING**, and all other provisions stipulated in the Regional Memorandum No. 460, Series of 2020 “*Regional Search for the Most Outstanding Supreme Student / Pupil Government and Adviser*” will **SUBSTANTIALLY BE THE SAME** for this Division Memorandum.
7. The Division Level Screening Committee will be composed of the following:
Chair: SGOD Chief
Members: SEPS, SocMob SEPS, M&E SEPS, HRD, Div. Federation PTA
Secretariat: PDO I
8. For your guidance and compliance.
9. Wide and immediate dissemination of this Memorandum is hereby advised.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Enclosures/Attachments:

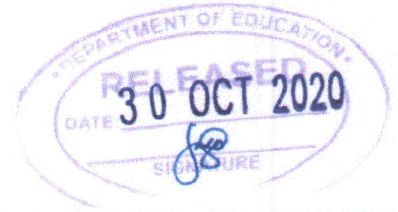
- Regional Memorandum 406
- Attachment 1 – Nomination Form
- Attachment 2 – List of Documents to be attached
- Attachment 3 – Template for the PAPs
- Attachment 4 – Omnibus Certification of Authenticity and Veracity of Documents

KLG/jgp
11/5/2020





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October 30, 2020

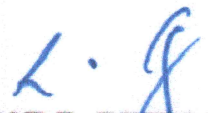
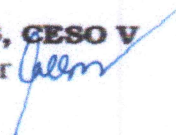
REGIONAL MEMORANDUM

No. 460, s. 2020

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
This Region

**2020 REGIONAL SEARCH FOR THE MOST OUTSTANDING SUPREME
STUDENT/PUPIL GOVERNMENT AND ADVISER**

1. In preparation for the upcoming 2020 National Search for the Most Outstanding Supreme Student /Pupil Government and Adviser, the Education Support Services Division through the Youth Formation Program initiates the conduct of the 2020 Regional Search for the Most Outstanding Supreme Student /Pupil Government and Adviser.
2. The Schools Division Office is given ample time, November 3- 19, 2020 to conduct the Division Search and validation and is expected to submit the Division level winners that shall serve as their entries to the Regional level search on or before November 20, 2020.
3. The Regional screening and virtual validation shall be on November 23 -30, 2020.
4. The Regional winners shall be notified and be given time to polish their 3-min AVP presentation in coordination with their division youth formation coordinators and ICT experts.
5. The final AVP of winners shall be submitted to the Regional Office between December 1-4, 2020.
6. Attached is the contest mechanics and guidelines for your reference.
7. For immediate and wide dissemination.


FRANCIS CESAR B. BRIGAS, CESO V
Regional Director 

Encls.: As stated

Reference: Gawad Siklab 2017 DM; OUA Memo 09-1118-0027 (DM 2018) and DM on 2019 Search for the Most Outstanding SSG/SPG Organization and Adviser

**To be indicated in the Perpetual Index
under the following subjects:**

DIVISION/REGIONAL SEARCH

SPG

SSG

**ESS/ajc
10/30/2020**



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**REGIONAL/DIVISION SEARCH FOR OUTSTANDING SUPREME STUDENT /
PUPIL GOVERNMENT AND ADVISER 2020**

CONTEST MECHANICS AND GUIDELINES

I. Nature of the Award 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. 2017-2020 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.





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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).

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

VII. Criteria

Impact of the Project (with special emphasis on the Covid-19 pandemic situation)	30%
Teamwork on Implementing Projects	25%
Creativity and Innovation	25%
Effective Use of Resources	<u>20%</u>
	100%

VIII. General Rules and Guidelines

1. Accomplish the Official OUTSTANDING SSG/SPG Form.
2. Use white, A4 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.





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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	RESPONSIBLE PERSONS	UNIT
November 4-20, 2020	Application/Submission of Entries; Division Level Screening by the Division Search Committee Division Office (SGOD) ; Announcement of Division Level Finalists and Submission of Documents to the Regional Office Division Office	PDO 1/ Youth Formation Coordinators	SGOD
November 23-30, 2020	Regional Level Screening Regional Office;	PDO IV/ Regional Youth Formation Coordinator; Board of Judges	RO
December 1-4, 2020	Announcement of Regional Winners	Regional and Division PDOs	ESSD and SGOD
December 7-11, 2020	Preparation and Submission of final AVPs for the Virtual Awarding/Recognition of Partners	Regional and Division PDOs and Division Partnership Focal Persons	ESSD and SGOD
December 15, 2020	Virtual Regional Awarding and Recognition of Partners: Pahinungod sa mga Kabulig 2020	Regional and Division PDOs and Division Partnership Focal Persons	ESSD and SGOD

X. Contact Details

Cp #: 09058102870

Email ad: caraga@deped.gov.ph or adrilenemae.castanos@deped.gov.ph



Address: J.P. Rosales Avenue,
 Butuan City
 Trunkline No: (085) 342-8207





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Form # 2 Application Form

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

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

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.





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ATTACHMENTS: Please use a separate sheet A. Essay (Maximum Number of Pages: 5)

A. Essay

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

B. Photo Documentation

- Photo Documentation must be embedded in prepared AVP

- AVP must not exceed 3mins including introduction and acknowledgements
- AVP must be in a plug and play setting
- Video must be taken in landscape format
- Subtitles, voice over and labels may be used
- Background music and other video animations must be free from patent restriction
- Quality of video must not exceed 1080P

C. List of Officers

School Year	2017-2018
School Year	2018-2019
School Year	2019-2020



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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 on November 10, 2020.

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 are 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.

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.

Example for Division Level Nomination

Category	Entry (SSG)	Entry (SPG)
Maka- Diyos	1	1
Maka- Tao	1	1
Makakalikasan	1	1
Makabansa	1	1
Drug Prevention Program	1	1
Outstanding Adviser	1	1

7. Each Division shall nominate a maximum of ten (10) Division Finalists for students organization category and 2 Division Finalists for the Outstanding Adviser category to the Regional Office for the Regional Level Screening.





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8. The Division Finalists shall receive a certificate of recognition from the Division Office, all nonwinning 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 (ESSD) not later than November 20, 2020.

III. REGIONAL LEVEL

1. The ESSD 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).
2. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional Search for Outstanding SPG/ SSG Organization.
3. The Regional Office shall conduct another round of paper screening and evaluation of submitted documents from the Division Office.
4. All documents shall be evaluated by the Regional Awards Committee using the same criteria given by the Central Office.
5. The Division Finalists shall be evaluated by the Regional Screening Committee using the same criteria. The scores gained during division level screening will be revert to zero.
6. The Regional Screening Committee shall select one (1) Regional Finalist for SPG and one (1) for SSG per category.
7. 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.
8. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all nonwinning schools will receive certificate of participation.
9. The Regional Screening Committee shall send the documents of the National Search for Outstanding SSG Leader and Adviser to the Screening Committee of the Central Office .



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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 (5pts.)	Division-wide (4 pts.)	Barangay-wide (3 pts.)	Schoolwide (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 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)		





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	the project (15 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	The SPG/SSG used local material in	The SPG/SSG used mixed	The SPG/SSG did not use any local		



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(Maximum of 5 points)	their project (5 pts.)	materials on their projects (3 pts.)	material in their project. (1 pt.)		
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 barangay officials /committees for the project implementation (6pts)	The SPG/SSG was able to partner with other clubs inside the school for the project implementation (4pts)	
b. Accountability and Transparency (Maximum of 10 points)	The SPG/SSG provided/ submitted disbursement and liquidation report to the studentry through a financial report posted in Bulletin Boards/website. (10 pts)	The SPG/SSG provided/submitted records of budget to the SSG Officers, Adviser and school head (8 pts)	The SPG/SSG provided/submitted records of budget to the SSG advisers and Adviser. (6 pts)	The SPG/SSG provided/ submitted records of budget to the teacher adviser (4 pts)	

TOTAL POINTS _____

 SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

 DESIGNATION AND DATE





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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





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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.

SUMMARY OF THE CRITERIA FOR JUDGING

CRITERIA	POINTS
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE 30	
1.1. Organizational Leadership (15 pts.)	
a. Implementation of all mandated PPAs (10)	
b. Governance (5 points) Refer to DO 47 s. 2014	5
<ul style="list-style-type: none"> • General Plan of Action • Resolutions • Minutes of the Meeting • Financial Reports • Activity Completion/Evaluation Reports • List of Schools Club/Organizations • Project Proposals • Communication Letters • Accomplishment Reports • Election Reports 	
1.2. Networking, Linkages and Collaboration (10 pts.)	
a. Involvement in community/civic/organizations/ associations	
b. Involvement in outreach/extension programs/activities	
c. Outreach/Extension programs/activities initiated where nominee served as:	
Proponent/chair = 1.0	
Member = 0.50	
5 1.3. Experience (5 pts.)	
The candidate has been SPG/SSG adviser for at least two (2) terms	
2. EMBODIMENT OF DEPED CORE VALUES 40	





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2.1 Maka-Diyos (10) <ul style="list-style-type: none"> • Upholds/Respects Beliefs and faith • Manifests moral standard • Right Conduct • Honesty • Involvement in religious/spiritual activities 	
2.2 Makatao (10) <ul style="list-style-type: none"> • Charity/Kindness • Empathy and Sympathy • Compassion Human Dignity and Equality • Multi-culturalism 	
2.3 Makakalikasan (10) <ul style="list-style-type: none"> • Cleanliness and Orderliness • Proper Waste Management • Energy Conservation • Environmental Protection and Preservation • Wise use of resources 	
2.4 Makabansa 10) <ul style="list-style-type: none"> • Takes pride in being a Filipino • Resiliency in times of need/crisis • Obedience to existing rules and regulations • Community Service Involvement • Promotes and patronizes local products, services and practices 	
3. OUTSTANDING ACCOMPLISHMENTS (30)	
3.1. Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy (5pts)	
3.2. Awards and Recognitions Related to School Governance and Leadership Advocacy (5 pts.)	
3.3 Leadership Initiative and Advocacy (15) <ul style="list-style-type: none"> • Flagship/Innovative Program or Project (10 points) • Resource Speakership related to School Governance and Leadership Advocacy (5 points) 	
3.4 Educational Attainment and Professional Growth Doctorate Degree (5 points) Doctorate Degree CAR (4) Master's Degree (3 points) Master's Degree CAR (2 points) At least 18 earned MA units (1 point)	
TOTAL POINTS (100 pts.)	

Note: Strictly 1 entry per category/SDO.



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 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 • 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 	Photocopy General resolution per major activity Minutes of the meeting during the general planning Summary only, no attached receipts M & E Reports List of accredited school organizations Photocopy Photocopy Maximum of three pages per activity 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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SEARCH FOR THE OUTSTANDING SPG AND SSG TEACHER- ADVISERS

	<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.

Republic of the Philippines
 Department of Education
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 DepEd Complex, Meralco Avenue, Pasig City

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. _____: