



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300



October 23, 2019

DIVISION MEMORANDUM

No. 92, s. 2019

DIVISION SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT (SPG), SUPREME STUDENT GOVERNMENT (SSG) AND TEACHER-ADVISERS

To: Public Schools District Supervisors/DICs
Secondary and Elementary School Heads/Principals/TICs
District Youth Formation Program Coordinators
All Others Concerned

1. Pursuant to Unnumbered DepEd Memorandum dated November 5, 2018, *Re: Call for Application to the Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)*, the Schools Division Office of Isabela through the Schools Governance and Operations Division will conduct Division Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG).
2. The search aims to recognize the accomplishments of the student-leaders and teacher-advisers in their respective institutions through their SPG and SSG. Specifically, it aims to (1) recognize programs of the SPG and SSG that created impact and addressed the issues and challenges in their respective school community; (2) inspire and encourage student-leaders and teacher-advisers; (3) acknowledge and honor the idea of solidarity by recognizing groups instead of one individual.
3. The search is open to all SPG and SSG for S. Y. 2019-2020 in all public schools of the Division. The project entry must either be (1) implemented for the last three years; (2) recently concluded project; and (3) the project shall be under any of the five categories to wit;
 - a. Makadiyos (Belief and Traditions)
 - b. Makatao (Human Development, Health and Well-being)
 - c. Makakalikasan (Environment and Disaster Risk Reduction Management)
 - d. Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)
 - e. Drug Prevention Program (Special Category)
4. The schools will select one category that best represent their entry project. The entries from SPG and SSG of the schools shall compete per category.
5. Likewise, the search is open to all teacher-advisers of all public schools in SDO-Isabela.



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Secretariat	Project Development Officer I, Youth Formation Unit	Charles R. Balsita, Jr. Normando R. Orias
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10. Enclosures to this memorandum are the following:

- Enclosure No. 1 – General Rules & Guidelines
- Enclosure No. 2 – SPG & SPG Application
- Enclosure No. 3 – Teacher-Advisers Application
- Enclosure No. 4 – SPG & SSG Criteria for Judging
- Enclosure No. 5 – Teacher-Adviser Criteria for Judging

11. For information, guidance and wide dissemination.


MADELYN L. MACALLING, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: Unnumbered DepEd Memorandum dated November 05, 2018 re: Call for
Application to the Search for Outstanding Supreme Pupil Government (SPG) and
Supreme Student Government (SSG)

To be indicated in the Perpetual Index
Under the following subjects:

ACTIVITIES	PROGRAM	STUDENT/PUPILS	SEARCH
	TEACHERS		





Enclosure No. 1 to the Division Memorandum No. __ S. 2019

**DIVISION SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT (SPG),
SUPREME STUDENT GOVERNMENT (SSG) AND TEACHER-ADVISERS**

General Rules & Guidelines

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 in the Division with programs, projects and performances that help their schools and community. Specifically, it aims to;

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

III. Who can join?

The award is open to all SPG and SSG for S.Y. 2018-2019 in all public school within the Division. 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

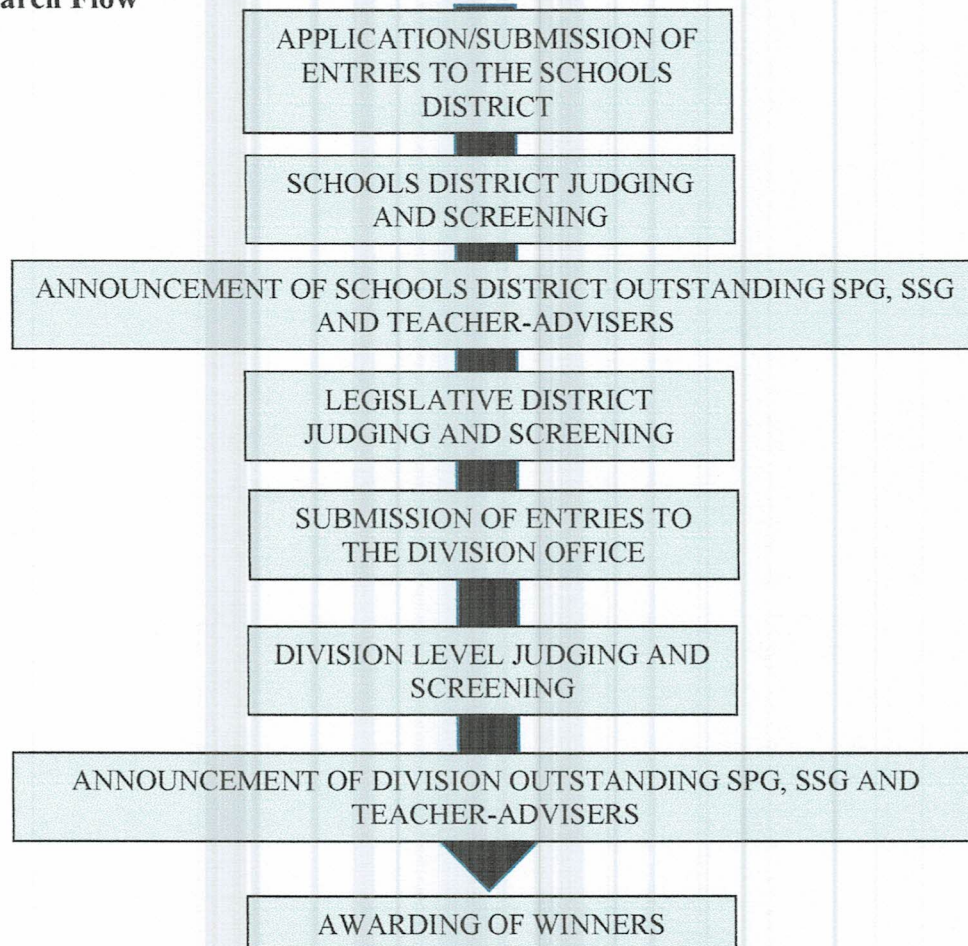
The Search has five categories to identify the focus of the project. The categories represent the four (4) core values of the Department of Education the Maka-Diyos, Maka-Tao, Makakalikasan, and Makabansa; and a Special category for Drug Prevention Program which is part of the 10-point agenda of the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

1. MAKADIYOS (Belief and traditions) Culture of peace, respect, and love despite multicultural population



2. MAKATAO (Human Development) Health and Well-being
3. MAKAKALIKASAN (Environment and Disaster Risk Reduction Management)
4. MAKABANSA (Heritage, Culture and Nationalism) Pride of being a Filipino
5. DRUG PREVENTION PROGRAM (Drug Education)

V. Search Flow



VI. Criteria

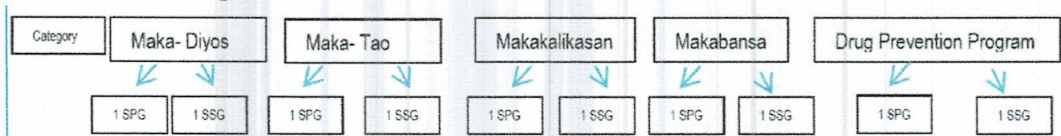
Criteria Impact of the Project	- 30%
Teamwork on Implementing Projects	- 25%
Creativity and Innovation	- 25%
Effective Use of Resources	- 20%
	100%

*Please see **Enclosure 4** SPG & SSG Entry Scoresheet for more details.*

VII. Rules & Guidelines

1. SPG and SSG shall accomplish the Official Outstanding SSG/SPG Form (Enclosure 2 Form No.1) and the attachments.
2. Teacher-advisers shall accomplish Nomination Form (Enclosure 2 Form No.1) and the attachments.

3. Use white, A4 (8.27''x 11.69'') bond paper for the attachment of all supporting documents.
4. Do not attach other documents that are not required for submission.
5. **Lack or non-compliance to the requirements will result to automatic disqualification.**
6. **Submission of entries beyond the said deadline will no longer be accepted.**
7. The Panelist will declare maximum of two Division champions per category, one SPG and one SSG division nominees. Moreover, they will affirm one Outstanding teacher-adviser.



8. 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.
9. All decision of the awards committee and Panel of Judges are final and irrevocable.

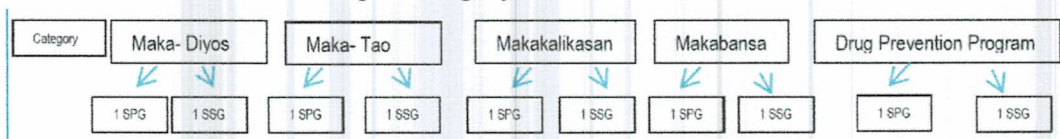
VIII. General Procedure

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 Form No. 1 (SPG & SSG Application Form) and the attachment to their respective Schools District Office.
3. Deadline of Submission of application form is November 8, 2019.

Schools District Level

1. The Schools District Office shall receive the application forms of the participating schools and teacher-adviser. They shall notify the participating schools if all the requirements were met.
2. The Schools District Screening Committee shall conduct the paper screening and evaluation of the submitted documents using the given criteria (Enclosure No. 4 & 5).
3. The Schools District Screening Committee may invite other stakeholders in the paper screening.
4. The Schools District Screening Committee will select maximum of two finalists, one SPG and one SSG teacher-adviser.
5. The Schools District Screening Committee will select maximum of two finalists per category, one SPG and one SSG.





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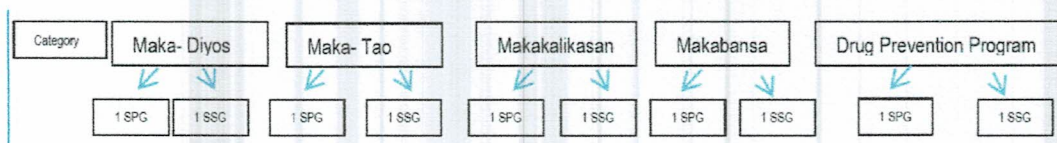
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Legislative District Level

1. The Legislative District Screening Committee shall conduct the paper screening and evaluation of the submitted documents using the given criteria (Enclosure No. 4 & 5).
2. The Legislative District Screening Committee will select maximum of two teacher-advisers, one SPG and one SSG.
3. The Legislative District Screening Committee will select maximum of two finalists per category, one SPG and one SSG.



IX. Important Dates

DATE	ACTIVITY	FOCAL UNIT
November 4-8, 2019	Application/Submission of Entries (Schools District Level)	Schools District
November 11-14, 2019	Schools District Screening and Judging.	Schools District
November 15, 2019	Submission of Entries (Legislative District Level)	Schools District
November 16-17, 2019	Legislative District Screening and Judging	Legislative District
November 18, 2019	Submission of Entries (Division Level)	Legislative District
November 25-28, 2019	Screening and Judging of the Division Search Committee	Division Office (SGOD)
November 29, 2019	Announcement of Outstanding SSG, SPG and Teacher-Adviser through a Division Memorandum	Division Office (SGOD)
To be announced	Awarding Ceremony	Division Office (SGOD)

X. Contact Details

Telephone No.: (078) 323 1961
 CP Nos.: 0905 517 4819
 0955 419 2992
 E-mail address: charles.balsita@deped.gov.ph
 normando.orias@deped.gov.ph



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Enclosure No. 2 to the Division Memorandum No. ___ S. 2019

School: _____
School ID: _____
Schools District Office: _____
Legislative District: _____

Form No. 1
SSG & SPG
Application Form

ORGANIZATIONAL PROFILE	
Name of SPG/SSG:	
Address of the School:	
Adviser:	
Contact Number:	
Email Address:	
School Population:	
PROJECT PROFILE	
Project Title:	
Brief Description (2 sentences):	
Project Launch Date:	
Category (Please check one only)	
<input type="checkbox"/>	MAKA-DIYOS (Belief and traditions)
<input type="checkbox"/>	MAKA-TAO (Human Development)
<input type="checkbox"/>	MAKAKALIKASAN (Environment and Disaster Risk Reduction Management)
<input type="checkbox"/>	MAKABANSA (Heritage, Culture and Nationalism) Pride of being a Filipino
<input type="checkbox"/>	DRUG PREVENTION PROGRAM (Drug Education)
<p>I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and prosecution for perjury. Further, I subscribe and agree that the Division have the sole prerogative to select the winners, and that their decision is final and executory.</p> <p>In witness hereof, I am executing and signing this statement voluntarily and without compulsion.</p> <p>_____ Signature Over Printed Name</p>	



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Search for the Outstanding SPG and SSG

Attachment 1
SSG & SPG
Application

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.



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Enclosure No. 3 to the Division Memorandum No. ___ S. 2019

Search for the Outstanding SPG and SSG Teacher-Advisers

Form 1
Teacher-Adviser
Application Form

(1x1 Picture)

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 2017-2018	SY 2018-2019	
II. ADVISER'S ORGANIZATIONAL PROFILE			
School			
School ID			
School Address			
Schools District Office			
Legislative District			
III. ADVISORSHIP EXPERIENCE			
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.

School Head Signature

School Head

Name: _____

Position: _____

Contact No.: _____



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Search for the Outstanding SPG and SSG Teacher-Advisers

Attachment 1
Teacher-Adviser
Application

Attach the following documents:

NO.	DOCUMENT	DESCRIPTION
1	Excellence in Student – Pupil Governance	
	a. Implementation of all ten (10) Mandated PPAs	Use attached template 1
	b. Governance	
	General Plan of Action	Photocopy
	Resolutions	General resolution per major activity
	Minutes of the Meeting	Minutes of the meeting during the general planning
	Financial Reports	Summary only, no attached receipts
	Activity Completion/ Evaluation Reports	Monitoring & Evaluation Report
	List of School Clubs/Organizations	List of accredited school organizations
	Project Proposals/ Activity Design	Photocopy
	Communication Letters	Photocopy
	Accomplishment/Narrative/ Terminal Report	Maximum of three pages per activity
	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	Only the highest level obtained shall be credited with the corresponding point/s.
	➤ Designation/certification of membership in organization/association	Make sure all documents or photocopies are clear and legible
	b. Involvement in outreach/extension programs/activities.	Make sure all documents or photocopies are clear and legible
	➤ Certification as proponent/chair/ participant of the extension service/outreach program/activity,	
	➤ Narrative report and documentation of the activity/program	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



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6	Flagship/innovative program or project <ul style="list-style-type: none"> ➤ Project Proposal/Design ➤ Program of works ➤ Project Completion Report ➤ 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>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 meaningful and has impact to the students and stakeholders of the SPG/SSG. The submitted MOVs must clearly show how 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 	Photocopy
9	Endorsement signed by the school head	Original Copy

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



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Template 1

Mandated 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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Enclosure No. 4 to the Division Memorandum No. S. 2019

Search for Outstanding Teacher-Adviser

CRITERIA FOR JUDGING

1. Impact of the Project

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 pt	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 School-	Barangay-wide – 3 pts	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	



(078) 323-0281
 (078) 323-2015



Solo Isabela

<https://deped-isabela.com.ph>

isabela@depd.gov.ph

Document Code: None

Rev.: None

As of: None



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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 pt		
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			



(078) 323-0281
 (078) 323-2015



Sdo Isabela

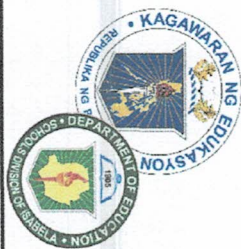
<https://deped-isabela.com.ph>

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As of: None



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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 studenty through a financial report posted in Bulletin Boards/website. - 10 pts	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers, adviser and school head. - 8 pts	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers and advisers. - 6 pts	The SPG/SSG provided/submitted records of budget to the teacher-adviser - 4 pts



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 (078) 323-2015



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isabela@deped.gov.ph

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Enclosure No. 5 to the Division Memorandum No. __ S. 2019

Search for Outstanding Teacher-Adviser CRITERIA FOR JUDGING

CRITERIA	CORRESPONDING POINTS
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	30
1.1. Organizational Leadership	15
a. Implementation of all mandated PPAs	10
b. Governance – 5 points	5
(Refer to DO 47 s. 2014)	
1. General 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	
1.2. Networking, Linkages and Collaboration	10
a. Involvement in community/civic/organizations/ associations.	5
b. Involvement in outreach/extension programs/activities Outreach/Extension programs/activities initiated where nominee served as:	5
Proponent/Chair = 1.00 Member = 0.50	
1.3. Experience	5
The candidate has been SPG/SSG adviser for at least two (2) terms	
2. EMBODIMENT OF DEPED CORE VALUES	40
2.1 Maka-Diyos	10
Upholds/Respects beliefs and faith	
Manifests moral standard	
Right conduct	
Honesty	
Involvement in religious/spiritual activities	
2.2 Makatao	10
Charity/Kindness	
Empathy and Sympathy	
Compassion	
Human Dignity and Equality	
Multi-culturalism	
2.3 Makakalikasan	10



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Cleanliness and Orderliness Proper Waste Management Energy Conservation Environmental Protection and Preservation Wise use of resources	
2.4 Makabansa	10
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	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)	10
3.3.2 Resource Speakership related to School Governance and Leadership Advocacy (5 points)	5
3.4 Educational Attainment and Professional Growth	5
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	100