



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2021-03-111
DEPED MALAYBALAY CITY DIVISION
RELEASED 5:00 pm
DATE: MAR 10 2021
BY: [Signature]

Division Memorandum
No. 111 Series of 2021

TO : **Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
All Others Concerned**

FROM : **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE : **March 8, 2021**

SUBJECT : **GAWAD SIKLAB: SEARCH FOR OUTSTANDING PROGRAM IMPLEMENTERS,
STUDENT LEADERS, TEACHERS-ADVISERS, SCHOOL HEADS, AND REGIONAL
AND DIVISION YOUTH FORMATION COORDINATORS**

1. Relative to the attached OUA Memo 00-0321-0042 re: **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Teachers-Advisers, School Heads, and Regional and Division Youth Formation Coordinators**, this Office encouraged all public schools to send participants the said event.
2. Gawad Siklab is open to all public schools, school heads, student leaders and teacher-advisers of Supreme Pupil Government (SPG) and Supreme Student Government (SSG), Youth for Environment in Schools-Organization (YES-O), Gulayan sa Paaralan Program (GPP), Barkada Kontra Droga (BKD), and Regional and Division Youth Formation Coordinators.
3. Application must submitted on or before March 17, 2021, Attention: Lucilyn M. Cahucom, PDO 1
4. Queries relative to this can be relayed to Lucilyn M. Cahucom, PDO1 at 0955-125-9232.

Copy furnished:
Records Unit
SGOD/lmc





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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0042
MEMORANDUM
03 March 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
All Others Concerned**

**Subject: GAWAD SIKLAB: SEARCH FOR OUTSTANDING PROGRAM
IMPLEMENTERS, STUDENT LEADERS, TEACHER-ADVISERS,
SCHOOL HEADS, AND REGIONAL AND DIVISION YOUTH
FORMATION COORDINATORS**

The Department of Education (DepEd), through the Bureau of Learners Support Services - Youth Formation Division (BLSS-YFD) will launch the **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Supreme Student/Pupil Government (SSG/SPG) Teacher-Advisers, School Heads, and Regional and Division Youth Formation Coordinators** this year.

As part of nation-building, this activity aims to recognize the accomplishments and important contributions of the learners, teachers, administrators, and other stakeholders of DepEd. The Activity will officially commence on **08 March 2021** and shall end through a national awarding ceremony **on 27 May 2021**.

The said endeavor is open to all public schools, school heads, student leaders and teacher-advisers of Supreme Pupil Government (SPG) and Student Supreme Government (SSG), Youth for Environment in Schools-Organization (YES-O), Gulayan sa Paaralan Program (GPP), Barkada Kontra Droga (BKD), and Regional and Division Youth Formation Coordinators.

Kindly refer to Annex A for the list of recommended participants/categories. Further, the following are enclosed for reference:



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of Major Programs

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

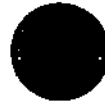
- Enclosure 1: Application and Endorsement Forms
- Enclosure 2: Operating Guidelines
- Enclosure 3: Criteria and Score Sheet per Category
- Enclosure 4: Awards Selection Committee Composition
- Enclosure 5: Timetable of Activities

Travel expenses incurred by participants and selection committee members for the said event will be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For questions or concerns, please contact **Mr. Adolf P. Aguilar**, Chief, BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

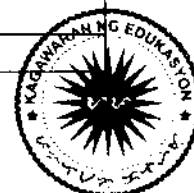


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Annex A:

LIST OF CATEGORIES FOR GAWAD SIKLAB

Categories	No. of Winners
Student Government Awards on Elem. and High School	14
SSG & SPG Best Implementers (Maka-Diyos)	2
Best Implementers (Makakalikasan)	2
Best Implementers (Maka-Tao)	2
Best Implementers (Makabansa)	2
Most Outstanding Student leader	2
Most Outstanding Teacher – Adviser	2
School Head Recognition Award	2
National Greening Awards (YES-O and GPP) for Elem and High School	13
Most Outstanding YES-O Implementers	2
Most Outstanding YES-O Student Leader	2
Most Outstanding YES-O Teacher – Adviser	2
School Head Recognition Award	2
Gulayan Sa Paaralan Program Best Implementer (1 st place, 2 nd place, 3 rd place, 2 consolations)	5
Barkada Kontra Droga (BKD) High School level only	8
Best BKD Implementers (1 st place, 2 nd place, 3 rd place, 2 consolations)	5
Most Outstanding BKD Student Leader	1
Most Outstanding BKD Teacher –Adviser	1
School Head Recognition Award	1
Youth Formation Coordinators Award	6
Most Outstanding Division YFC (small, medium, large/very large division category)	3
Most Outstanding Regional Coordinator	1
Most Innovative PPAs Award (Regional level)	1
Most Active Social Media Award (small, medium, large/very large division category)	3
Grand Total	41



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ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS



FORM 1
Application
Form for
SSG/SPG

Region: _____
 Division: _____

PROFILE

Name of Nominee:
 Address of the School (if applicable):
 Telephone/ Fax Number/CP Number:
 Email Address:
 School Population (if applicable):

CONTACT PERSON DATA (if applicable)

Full Name:

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)
---------	------------	-------------	------------------------------

 Home Address:
 Date of Birth:
 Position in the Organization:
 Contact Number:

PROJECT PROFILE

Project Title:
 Brief Description (2 sentences):
 Project Launch Date:
 Category (Please Check one only)

<input type="checkbox"/>	Maka-Diyos (Belief and Tradition) – School
<input type="checkbox"/>	Maka-Tao (Human Development, Health, Well-Being) -School
<input type="checkbox"/>	Makakalikasan(Environment and Disaster Risk Reducation Management) - School
<input type="checkbox"/>	Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism) - School
<input type="checkbox"/>	Most Outstanding Student Leader
<input type="checkbox"/>	Most Outstanding Teacher-Adviser
<input type="checkbox"/>	Recognition Award for School Head

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

ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS



FORM 2
 Application
 Form for
 YES-O/GPP

Region: _____

Division: _____

PROFILE

Name of Nominee: _____

Address of the School (if applicable): _____

Telephone/ Fax Number/CP Number: _____

Email Address: _____

School Population (if applicable): _____

CONTACT PERSON DATA (if applicable)

Full Name: _____

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)
---------	------------	-------------	------------------------------

Home Address: _____

Date of Birth: _____

Position in the Organization: _____

Contact Number: _____

PROJECT PROFILE

Project Title: _____

Brief Description (2 sentences): _____

Project Launch Date: _____

Category (Please Check one only)

- | | |
|--------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | Most Outstanding YES-O Implementer – School |
| <input type="checkbox"/> | Most Outstanding YES-O Student Leader |
| <input type="checkbox"/> | Most Outstanding YES-O Teacher Adviser |
| <input type="checkbox"/> | School Head Recognition Award for YES-O |
| <input type="checkbox"/> | Most Outstanding Gulayan sa Paaralan Program Implementer - School |

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

ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS



FORM 3
Application
Form for BKD

Region: _____
Division: _____

PROFILE

Name of Nominee: _____
Address of the School (if applicable): _____
Telephone/ Fax Number/CP Number: _____
Email Address: _____
School Population (if applicable): _____

CONTACT PERSON DATA (if applicable)

Full Name: _____

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

 Home Address: _____
 Date of Birth: _____
 Position in the Organization: _____
 Contact Number: _____

PROJECT PROFILE

Project Title: _____
 Brief Description (2 sentences): _____
 Project Launch Date: _____
 Category (Please Check one only)

<input type="checkbox"/>	Best BKD Implementer - School
<input type="checkbox"/>	Most Outstanding BKD Student Leader
<input type="checkbox"/>	Most Outstanding BKD Teacher Adviser
<input type="checkbox"/>	School Head Recognition BKD Award

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

ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS



FORM 4
*Application
 Form for
 RYFC/DYFC*

Region: _____

Division: _____

CONTACT PERSON DATA

Full Name: _____

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

Home Address: _____

Date of Birth: _____

Position in the Organization: _____

Contact Number: _____

PROJECT PROFILE *(if applicable)*

Project Title: _____

Brief Description: _____

CATEGORY

Date Coverage: _____

Category (Please Check one only)

- | | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Most Outstanding Division Coordinator |
| <input type="checkbox"/> | Most Outstanding Regional Coordinator |
| <input type="checkbox"/> | Best Practice Implementer |
| <input type="checkbox"/> | Most Social Media Award |

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

ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS

ATTACHMENTS:

Please use a separate sheet

A. Essay (Maximum Number of Pages 5):

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

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

C. List of Officers (If applicable)

NOTE:

1. **Advisers should be the one who will sign and pass the entry/ application form to the Division Office in lieu of the student leader/s.**
2. **Non-compliance to the Search Requirements will result to automatic disqualification.**

LETTER HEAD OF OFFICE

FORM 5
*Endorsement
Form for
SDO/RO*

Date

LOPE B. SANTOS III

Executive Assistant IV, OIC-Director IV
Bureau of Learner Support Services
DepEd Complex, Meralco Ave., Pasig City

**SUBJECT: ENDORSEMENT OF THE REGIONAL/ DIVISION NOMINEES FOR GAWAD
SIKLAB 2021**

Dear **Director Santos**:

Good day!

After thorough evaluation, may we respectfully endorse the following regional/division nominees for the Gawad Siklab for the following categories, to wit:

No.	Category	Name of Nominee
1	e.g. Makatao-School	e.g. Makati NHS
2	e.g. Recognition Award for School Head (SSG/SPG)	e.g. Juana dela Cruz
3		
4		

Attached are the copy of the submitted documents by the nominees and vetted score sheets by the Selection Committee.

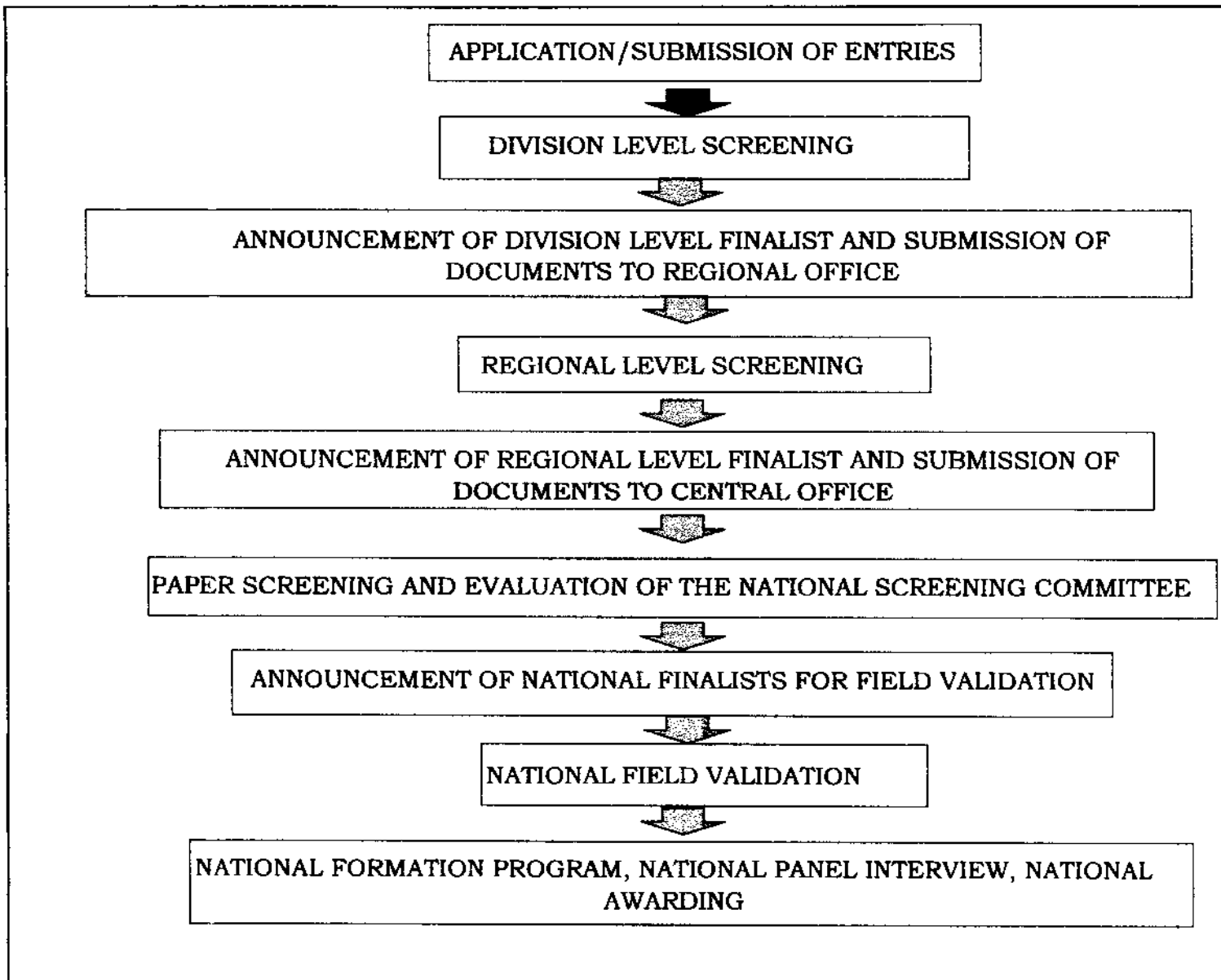
Thank you.

Sincerely yours,

Name and Signature of RD/SDS

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

SEARCH FLOW



I. SCHOOL LEVEL

1. All SPG and SSG/YES-O/GPP/BKD Student leaders, Teacher-advisers and School Heads 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. 1-4 with attachment/MOV** to their respective Division Office through the **School Governance and Operation Division (SGOD)** Office.
3. Deadline of Submission of the application form is **17 March 2021**

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

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

SGOD Education Supervisor as indicated in 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. EPS for Science for the YES-O, MAPEH EPS for the BKD, TLE EPS for the GPP and HR head for the YFC coordinator Awards.

2. The Division Office shall receive the application forms of the participating schools. They shall notify the participating schools if all the requirements were met.
3. The Division Office shall conduct the paper **screening and evaluation** of the submitted documents using the given criteria.
4. The Division Screening Committee shall use the score sheet provided by the Central Office or **Form 5-12**.
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, division nominees one from elementary and one from high school.
7. Each Division shall nominate maximum of the 23 Division Finalists to the Regional Office for the Regional Level Screening.
8. The Division Finalists shall receive a certificate of recognition from the Division Office, all non-winning schools shall receive certificate of participation.
9. The Division Screening Committee shall send the documents of the Division Finalists to the Regional Office through the **Education Supports Services Division (EESD)** after two working days.

III. REGIONAL LEVEL

1. The EESD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator (YFC)** and **Education Program Supervisor (EPS)** from **Curriculum and Learning Management Division (CLMD)** as indicated in **FORM NO.5**. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional Search for Outstanding SPG/ SSG Organization.
2. The Regional Office shall conduct another round of **paper screening and evaluation of submitted documents** from the Division Office.

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

3. All documents will be evaluated by the Regional Search Committee using the same criteria given by the Central Office.
4. The Division Finalists shall be evaluated by the Regional Screening Committee using the same criteria. The scores gained during division level screening will be **back to zero**.
5. The Regional Screening Committee shall select one (1) for each category as Regional Finalist.
6. Each region shall come up with a maximum of 23 nominees to the National Level. One (1) for each category from elementary and high school level for another screening to the National Screening Committee.
7. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all non-winning schools will receive certificate of participation.
8. The Regional Screening Committee shall send the documents of the National Search for each category in the Central Office after two working days.

IV. NATIONAL LEVEL

1. The Youth Formation Division under the Bureau of Learner Support Services in the Central Office shall be in-charge in the overall implementation of the DepEd **GAWAD SIKLAB**. They shall also serve as the National Search Screening Committee with members from different related offices from the Central Office.
2. The National Search Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.
3. TOP 3 set of 23 of each category shall be selected by the National Search Screening Committee. The TOP 3 set of 23 organizations shall be recognized as National Finalists.
4. The National Search Screening Committee shall constitute a validating team that will validate all entries of the National Finalists. The National Search Screening Committee will be coordinating with the ESSD and SGOD during the validation.
5. The National Finalists shall be invited to the Central Office for the 3 minutes **project presentation and 10 minutes panel interview via zoom**.

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

6. The National Search Screening Committee shall have final deliberation and will select the 48-total number of national winners from the different categories.
7. The winners shall be awarded and will receive cash prize and a plaque of recognition.
- 8. The non- winning schools will receive a certificate as National Finalists.**

SURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

NAME OF NOMINEE:

SCHOOL/ DIVISION:

CRITERIA					PARTICIPANT'S POINTS
1. IMPACT OF THE PROJECT (30%)					
Addresses the problem of the school/community (sum 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		
Frequency of the Project Implementation (sum of 10 points)	Conducted Year-round – 10 pts	Conducted Weekly – 8 pts	Conducted Monthly – 6 pts	Conducted per quarter or once – 4 pts	
Level of Impact (sum of 5 points)	Regional-wide - 5 pts	Division-wide – 4 pts	Barangay-wide – 3 pts	School-wide – 2 pts	
2. TEAMWORK ON IMPLEMENTING PROJECTS (25%)					
Engaged Stakeholders (sum 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		
Involvement of the school (sum 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%)					
Originality of the project (sum 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			
Introduction of Innovative Solutions (sum 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			

SURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA					PARTICIPANT'S POINTS
Use of Local Materials (sum of 5 points)	The SPG/SSG used local material in their project – 5 pts				
4. EFFECTIVE USE OF RESOURCES – (20 %)					
Partnership with other organizations (sum 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	
Accountability and Transparency (sum 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 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	
TOTAL POINTS					

SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

DESIGNATION AND DATE

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
SPG/SSG TEACHER -
ADVISER**

NAME OF NOMINEE:		
REGION/DIVISION:		
CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	30	
1.1. Organizational Leadership	15	
<i>a. Implementation of all mandated PPAs</i>	10	
<i>b. Governance – 5 points</i>	5	
<i>(Refer to DO 47 s. 2014)</i>		
<i>1. General Plan of Action</i>		
<i>2. Resolutions</i>		
<i>3. Minutes of the Meeting</i>		
<i>4. Financial Reports</i>		
<i>5. Activity Completion /Evaluation Reports</i>		
<i>6. List of School Clubs/Organizations</i>		
<i>7. Project Proposals</i>		
<i>8. Communication Letters</i>		
<i>9. Accomplishment Report</i>		
<i>10. Election Reports</i>		
1.2. Networking, Linkages and Collaboration	10	
<i>a. Involvement in community/civic/organizations/ associations</i>	5	
<i>b. Involvement in outreach/extension programs/activities</i>	5	
<i>Outreach/Extension programs/activities initiated where nominee served as:</i>		
<i>Proponent/Chair = 1.00</i>		
<i>Member = 0.50</i>		
1.3. Experience	5	
<i>The candidate has been SPG/SSG adviser for at least two (2) terms</i>		
2. EMBODIMENT OF DEPED CORE VALUES	40	
2.1 Maka-Diyos	10	
<i>Upholds/Respects beliefs and faith</i>		
<i>Manifests moral standard</i>		
<i>Right conduct, Honesty, Involvement in religious/spiritual activities</i>		
2.2 Makatao	10	
<i>Charity/Kindness</i>		
<i>Empathy and Sympathy</i>		
<i>Compassion</i>		
<i>Human Dignity and Equality</i>		
<i>Multi-culturalism</i>		

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
2.3 Makakalikasan	10	
<i>Cleanliness and Orderliness Proper Waste Management Energy Conservation Environmental Protection and Preservation Wise use of resources</i>		
2.4 Makabansa	10	
<i>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</i>		
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)		
3.3.2 Resource Speakership related to School Governance and Leadership Advocacy (5 points)		
3.4 Educational Attainment and Professional Growth <i>Doctorate Degree (5 points) Doctorate Degree CAR (4) Master's Degree (3 points) Master's Degree CAR (2 points) At least 18 earned MA units (1 point)</i>	5	
TOTAL	100	

SIGNATURE OVER PRINTED NAME OF THE EVALUATOR**DESIGNATION AND DATE**

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

NAME OF NOMINEE:		
REGION/DIVISION:		
CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	30	
1.1. Organizational Leadership	15	
<i>a. Implementation of all mandated PPAs</i>	10	
<i>b. Governance – 5 points</i>	5	
<i>(Refer to DO 47 s. 2014)</i>		
<i>1. General Plan of Action</i>		
<i>2. Resolutions</i>		
<i>3. Minutes of the Meeting</i>		
<i>4. Financial Reports</i>		
<i>5. Activity Completion / Evaluation Reports</i>		
<i>6. List of School Clubs/Organizations</i>		
<i>7. Project Proposals</i>		
<i>8. Communication Letters</i>		
<i>9. Accomplishment Report</i>		
<i>10. Election Reports</i>		
1.2. Networking, Linkages and Collaboration	10	
<i>a. Involvement in community/ civic/ organizations/ associations</i>	5	
<i>b. Involvement in outreach/ extension programs/ activities</i>	5	
<i>Outreach/ Extension programs/ activities initiated where nominee served as:</i>		
<i> Proponent/ Chair = 1.00</i>		
<i> Member = 0.50</i>		
1.3. Experience	5	
<i>The candidate has been SPG/SSG adviser for at least two (2) terms</i>		
2. EMBODIMENT OF DEPED CORE VALUES	40	
2.1 Maka-Diyos	10	
<i>Upholds/ Respects beliefs and faith</i>		
<i>Manifests moral standard</i>		
<i>Right conduct</i>		
<i>Honesty</i>		
<i>Involvement in religious/ spiritual activities</i>		
2.2 Makatao	10	
<i>Charity/ Kindness</i>		
<i>Empathy and Sympathy</i>		
<i>Compassion</i>		
<i>Human Dignity and Equality</i>		
<i>Multi-culturalism</i>		
2.3 Makakalikasan	10	
<i>Cleanliness and Orderliness</i>		
<i>Proper Waste Management</i>		
<i>Energy Conservation</i>		
<i>Environmental Protection and Preservation</i>		
<i>Wise use of resources</i>		

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
2.4 Makabansa	10	
<i>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</i>		
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	10	
3.3 Leadership Initiative and Advocacy	15	
TOTAL	100	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
SPG/SSG FOR SCHOOL
HEAD RECOGNITION
AWARDS**

NAME OF NOMINEE:		
REGION/DIVISION:		
CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
Support to SSG/SPG PPAs	60points	
Allotted funds from School MOOE to SSG/SPG Programs, Projects and Activities (PPAs) <ul style="list-style-type: none"> Allotted 1-25% funding to SSG/SPG PPAs = 5 points Allotted 26-50% funding to SSG/SPG PPAs = 15 points Allotted 51-100% funding to SSG/SPG PPAs – 25points 	25points	
Inclusion of SSG/SPG PPAs to School Improvement Plan (SIP) and Annual Improvement Plan (AIP) of the school. <ul style="list-style-type: none"> Included 1-25% of SSG/SPG PPAs = 5 points Included 26-50% of SSG/SPG PPAs = 10 points Included 51%-100% of SSG/SPG PPAs – 20points 	20points	
Issued school policies for effective implementation of SSG/SPG PPAs <ul style="list-style-type: none"> 1 policy = 5points 2-3 policies = 10points more than 3 policies = 15points 	15points	
Networking, Linkages and Collaboration	20points	
Forge MOA/MOU with private sector or government agency to support the implementation of SSG/SPG PPAs <ul style="list-style-type: none"> 1-2 partner = 4 points 3-4 partners = 8 points more than 4 partners = 10 points 	10points	
Participation to any trainings, webinars and workshops offered by DepEd and private sector <ul style="list-style-type: none"> Participated 1-2 training/webinar/workshop = 3 points Participated 3-5 training/webinar/workshop = 6 points Participated more than 5 training/webinar/workshop = 10 points 	10points	
Embodiment the core value – 20points	20points	
Maka-Diyos	5points	
Makatao	5points	
Makakalikasan	5points	
Makabansa	5points	
TOTAL	100points	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
GPP BEST
IMPLEMENTER**

NAME OF NOMINEE:			
REGION/DIVISION:			
CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
A. Crop Integration			20
• Fruit vegetables (productive)		5	
10 or more	5		
6 to 9	3.5		
1 to 5	2.5		
• Leafy Vegetables (productive)		5	
5 or more	5		
3 to 4	3.5		
1 to 2	2.5		
• Root Vegetables		4	
5 or more	4		
3 to 4	3		
1 to 2	2		
• Indigenous plant materials (vegetables)		3	
5 or more	3		
3 to 4	2		
1 to 2	1.5		
• Indigenous herbal plants		3	
5 or more	3		
3 to 4	2		
1 to 2	1.5		
B. Crop Production System			30
• Use of container vegetable and artistry		7.5	
10 or more various container	7.5		
6 to 9	6.5		
1 to 5	4		
• Gardening production			
Use of trellis		2	
Use of organic materials for mulch/fertilizer		3	
Quality/Quantity of production		2.5	
• Pest management			
Use of botanical plant to repel insect/pest		5	
Use of plant extract materials for pesticides		5	
Use of other proven pest control devices to control pest		5	
C. Product Utilization			20
<i>Note: Number of Nutritionally problematic children: _____</i>			
• % of nutritionally depressed school children supported under the gulayan		10	
90 to 100	10		

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
55 to 89	6		
1 to 54	4		
• % of schoolchildren supported for maintenance		10	
40 to 50	10		
25 to 39	7		
1 to 24	3		
D. Sustainability			20
• Presence of sustainability plan (document)		5	
• Setting aside seed production area for next planting operation		8	
• Voluntary involvement of parent/teacher to provide succeeding plant material and labor for the project		7	
E. Land Resource Space Utilization			10
• % utilization of school area suitable for gardening		10	
80 – 100% utilization (estimate)	10		
60 – 79% utilization (estimate)	6		
30 – 59% utilization (estimate)	3		
Grand Total		100	100

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

NAME OF NOMINEE: _____

REGION/DIVISION: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
School Inside a Garden (SIGA) - 20points		
Seed Bank and Nursery Establishment	5points	
Tree Planting, Growing and Caring	5points	
Native Endemic and Indigenous Trees Planted	5points	
A Nation Trees (ANT) Accounting and Reporting	5points	
Awareness and Outreach Programs – 25points		
Awareness Campaigns and Symposia on Environmental issues and actions	5points	
Environmental Camps	5points	
Film showing about environment related issues	2points	
Watershed Protection and Conservation	3points	
Clean-up drives	5points	
Adopt a river/ community/ forest	5points	
Solid Waste Management, Entrepreneurship and Energy Conservation – 20points		
Practicing 3Rs (Reduce, Reuse, Recycle)	5points	
Establishment of Materials Recovery Facility	5points	
Environmental Entrepreneurship	3points	
Advocated the practice of plastic free environment	5points	
Energy, Water and Power Supply Conservation	2points	
Gulayan sa Paaralan (GPP) – 20points		
Crop Integration (fruit, leafy vegetables, root vegetables, indigenous plants)	5points	
Use of organic fertilizer and/or pest control	3points	
Properly maintained compost pit and heap	2points	
Utilization of Garden Space	5points	
Utilization of Garden Produce (School Feeding)	5points	
Partnership and Linkages – 15points		
Involvement of the community and local government unit/s	10points	
Established partnership with Non-Government Organization/s and/or Civic Society Organization/s	5points	
TOTAL	100points	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
OUTSTANDING YES-O
STUDENT LEADER**

NAME OF NOMINEE: _____

Region/Division: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
Organizational Leadership – 35 points		
Implementation of all mandated Programs, Projects and Activities (PPAs) <ul style="list-style-type: none"> • 1-50% of the mandated PPAs – 10points • 51-75% of the mandated PPAs – 15points • 76-100% of the mandated PPAs – 20points 	20points	
Governance: <ol style="list-style-type: none"> 1. Calendar of Annual Proposed Activities (CAPA) 2. Certificate of Registration 3. Registration Form 4. Membership Forms 5. Accomplishment Report (AAR) 6. Activity Completion 7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator 8. Five-Year Targets 9. Financial Reports <ul style="list-style-type: none"> • 1-3 accomplished documents – 5points • 4-6 accomplished documents – 10points • 7-9 accomplished documents – 15points 	15points	
Networking, Linkages and Collaboration – 40 points		
Involvement in community/civic/ organizations/ associations	15points	
Involvement in outreach/ extension programs/ activities (Outreach/Extension programs/ activities initiated where nominee served as: Proponent/ Chair = 2.00 Member = 1.00 Volunteer = 1.00	10points	
Participation to any trainings, webinars and workshops offered by DepEd and private sector related to Environment Protection and Youth Engagement	15points	
Embodiment the core value "Maka-Kalikasan" – 25 points		
Practicing 3Rs (Reduce, Reuse, Recycle)	5points	
Environmental Protection and Preservation	5points	
Advocated the practice of not using single-used plastic	5points	
Energy, Water and Power Supply Conservation	5points	
Practicing vegetable gardening at home	5points	
TOTAL	100points	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
OUTSTANDING YES-O
TEACHER-ADVISER**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
Assistance to YES-O – 40 points		
Provision of Technical Assistance to YES-O officers to effectively implement all mandated Programs, Projects and Activities (PPAs)	20points	
Supervision to YES-O student officers to accomplish the following: 1. Calendar of Annual Proposed Activities (CAPA) 2. Certificate of Registration 3. Registration Form 4. Membership Forms 5. Accomplishment Report (AAR) 6. Activity Completion 7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator 8. Five-Year Targets 9. Financial Reports *1-3 accomplished documents – 10 points *4-6 accomplished documents – 15 points *7-9 accomplished documents – 20 points	20points	
Networking, Linkages and Collaboration – 30 points		
Involvement in community/civic/ organizations/ associations	10points	
Involvement in outreach/ extension programs/ activities (Outreach/Extension programs/ activities initiated where nominee served as: Proponent/ Chair = 2.00 Member = 1.00 Volunteer = 1.00	10points	
Participation to any trainings, webinars and workshops offered by DepEd and private sector related to Environment Protection and Youth Engagement	10points	
Embodiment the core value "Maka-Kalikasan" – 30 points		
Practicing 3Rs (Reduce, Reuse, Recycle) at home	5points	
Lead the environmental protection and preservation in the community	5points	
Advocated the practice of not using single-used plastic at home	5points	
Energy, Water and Power Supply Conservation	5points	
Practicing vegetable gardening at home	5points	
Lead outreach programs in the community (e.g. clean-up drive, tree planting)	5points	
TOTAL	100points	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
YES-O RECOGNITION
AWARD FOR SCHOOL
HEAD**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
Support to YES-O - 60points		
Allotted funds from School MOOE to YES-O Programs, Projects and Activities (PPAs) <ul style="list-style-type: none"> Allotted 1-25% funding to YES-O PPAs = 5 points Allotted 26-50% funding to YES-O PPAs = 15 points Allotted 51-100% funding to YES-O PPAs = 25points 	25points	
Inclusion of YES-O PPAs to School Improvement Plan (SIP) and Annual Improvement Plan (AIP) of the school. <ul style="list-style-type: none"> Included 1-25% of YES-O PPAs = 5 points Included 26-50% of YES-O PPAs = 10 points Included 51%-100% of YES-O PPAs = 20points 	20points	
Issued school policies for effective implementation of YES-O PPAs <ul style="list-style-type: none"> 1 policy = 5points 2-3 policies = 10points more than 3 policies = 15points 	15points	
Networking, Linkages and Collaboration - 20points		
Forge MOA/MOU with private sector or government agency to support the implementation of YES-O PPAs <ul style="list-style-type: none"> 1-2 partner = 4 points 3-4 partners = 8 points more than 4 partners = 10 points 	10points	
Participation to any trainings, webinars and workshops offered by DepEd and private sector related to Environment Protection and Youth Engagement <ul style="list-style-type: none"> Participated 1-2 training/webinar/workshop = 3 points Participated 3-5 training/webinar/workshop = 6 points Participated more than 5 training/webinar/workshop = 10 points 	10points	
Embodiment the core value "Maka-Kalikasan" - 20points		
Practicing 3Rs (Reduce, Reuse, Recycle) at home	5points	
Practicing vegetable gardening at home	5points	
Advocated the practice of not using single-used plastic	5points	
Participation environmental protection and preservation outreach programs	5points	
TOTAL	100points	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET
FOR BKD BEST
IMPLEMENTER**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. Functionality of the BKD Program on Drug Abuse Prevention in Secondary Schools	10%	
a. Activities / Timetable	10%	
2. Coverage and Scope of Implementation	15%	
a. School-wide implementation	10%	
b. Community involvement and partnership	5%	
3. Nature of Extent of Drug Abuse Prevention Activities / Projects Initiated / Implemented / Organized (indicate number and support with documents)	30%	
a. INFORMATION (Use of Mass-Media-Print, TV/ broadcast, films, slide presentation, exhibits, etc.)	10%	
b. EDUCATION (Integration of drug abuse prevention concepts and BKD components in classroom instruction, organizing seminar-workshops on drug abuse prevention, launching of BKD, seminars, capability building, etc.)	10%	
c. INTERVENTION (Provision of guidance and counseling services, peer counseling, referral services, assistance to student surrenderers if any, etc.)	5%	
d. ALTERNATIVES (Sports / Athletics, Cultural, Income-Generating, Arts and Crafts, Religious, Civic and other Recreational Activities)	5%	
4. Extent of Involvement of the Following in Terms of Providing Leadership and Support in Program Implementation	20%	
a. Students	5%	
b. Teachers	5%	
c. School Administrators	2%	
d. Parent-Teacher Association (PTA)	2%	
e. Socio-Civic / Religious Organizations	2%	
f. Government Officials / Agencies	2%	
g. Non-Government Officials / Agencies	2%	
5. Attainment of Objectives	20%	
6. Monitoring and Evaluation Scheme	5%	
TOTAL	100%	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
OUTSTANDING BKD
STUDENT OFFICER**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. EXCELLENCE IN STUDENT/LEARNER GOVERNANCE	30%	
a. Implementation of BKD PPAs on Drug Abuse Prevention	20%	
b. Governance	10%	
(Refer to DO 47 s. 2014)		
1. General Program of Action		
2. Resolutions		
3. Minutes of the Meeting		
4. Financial Reports		
5. Activity Completion/Evaluation Reports		
6. Communication Letters		
7. Accomplishment Reports		
2. Networking, Linkages and Collaboration	30%	
a. Involvement in Community/Civic Association and Organization	10%	
b. Involvement in Outreach, extension programs/activities	20%	
3. OUTSTANDING ACCOMPLISHMENTS	40%	
3.1 Training, Seminars and Workshop related to Drug Abuse Prevention Advocacy	10%	
3.2 Awards and Recognitions related to Drug Abuse Prevention Advocacy	10%	
3.3 Leadership Initiative and Advocacy (Flagship/Innovative Program/Project)	20%	
TOTAL	100%	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
OUTSTANDING BKD
TEACHER-ADVISER**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. Assistance extended to BKD Officers	30%	
1.1 Technical assistance for the BKD Officers on the implementation of the PPAs	20%	
1.2 Supervision to the BKD Officers to Accomplish the Pre and Post Activity Documents	10%	
2. NETWORKING, LINKAGES AND COLLABORATION	30%	
Involvement in Outreach, extension programs/activities	20%	
Involvement in Community/Civic Organization	10%	
3. OUTSTANDING ACCOMPLISHMENTS	40%	
3.1 Trainings/Seminar/Workshop Related to Drug Abuse Prevention Advocacy	15%	
3.2 Awards and Recognitions Related to Drug Abuse Prevention Advocacy	20%	
3.3 Educational Attainment and Professional Growth	5%	
a. Doctorate Degree (5)		
b. Completed Academic Requirements for Doctoral Degree (4)		
c. Master's Degree (3)		
d. Completed Academic Requirements for Master's Degree (2)		
e. Baccalaureate Degree (1)		
TOTAL	100%	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



**SCORE SHEET FOR
BKD RECOGNITION
AWARD FOR
SCHOOL HEAD**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. Assistance extended to BKD Organization	40%	
1.2 Fund support for Implementation the BKD PPAs	20%	
1.2 Provision for the BKD Center	10%	
1.3 Issued Memorandum/ Create Policies for the effective Implementation of BKD PPAs	10%	
2. NETWORKING, LINKAGES AND COLLABORATION	20%	
Involvement in Outreach, extension programs/activities	15%	
Involvement in Community/Civic Organization	5%	
3. OUTSTANDING ACCOMPLISHMENTS	40%	
3.1 Trainings/Seminar/Workshop Related to Drug Abuse Prevention Advocacy	15%	
3.2 Awards and Recognitions Related to Drug Abuse Prevention Advocacy	20%	
3.3 Educational Attainment and Professional Growth	5%	
a. Doctorate Degree (5)		
b. Completed Academic Requirements for Doctoral Degree (4)		
c. Master's Degree (3)		
d. Completed Academic Requirements for Master's Degree (2)		
e. Baccalaureate Degree (1)		
TOTAL	100	

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NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
1. Compliance to PPAs			20	
• 100% Accomplished PPAs		20		
• 75-99% Accomplished PPAs		15		
• 50-74% Accomplished PPAs		10		
• Below 50% Accomplished PPAs		5		
2. Compliance to Regional / YFD requirements			20	
Submission of required accomplishment report		10		
• On or before deadline	10			
• Beyond deadline	5			
Submission of Division Federation Officers		5		
• On or before deadline	5			
• Beyond deadline	2			
Compliance to Social Media Admin Request		5		
3. Participation with YFD activities			15	
• 100% attendance		15		
• 75-99% attendance		11		
• 50-74% attendance		7		
• Below 50% attendance		3		
4. Utilization of Program Support Fund from YFD			10	
• 80-100% utilization (estimate)		10		
• 50-79% utilization (estimate)		7		
• Below 49% utilization (estimate)		4		
5. Proposed or implemented special project (Programs out of the Annual Implementation Plan)			5	
• 2 or more activities		5		
• 1 activity		3		
6. Monitored of schools			10	
• 100% school		10		
• 75-99% schools		8		
• 50-74% schools		6		
• Below 50% schools		4		
7. Number of established partnerships with stakeholders			5	

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
• 2 or more partner stakeholders		5		
• 1 partner stakeholder		3		
8. Outstanding Accomplishment			15	
Training/Seminars/Workshop related to School Governance and Leadership Advocacy		3		
Awards / recognition related to school governance and leadership		2		
Leadership Initiative and Advocacy		5		
• Flagship/Innovative Program or Project	3			
• Resource Speakership related to School Governance and Leadership Advocacy	2			
Educational Attainment and Professional Growth		5		
• Doctorate Degree	5			
• Completed Academic Requirements for Doctoral Degree (4)	4			
• Master's Degree	3			
• Completed Academic Requirements for Master's Degree (2)	2			
• At least 18 earned MA units	1			
		TOTAL	100	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



SCORE SHEET FOR MOST OUTSTANDING REGIONAL YFC

NAME OF NOMINEE: _____

REGION: _____

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
1. Compliance to PPAs			25	
• 100% Accomplished PPAs		25		
• 75-99% Accomplished PPAs		20		
• 50-74% Accomplished PPAs		15		
• Below 50% Accomplished PPAs		10		
2. Compliance to YFD requirements			20	
Submission of required consolidated accomplishment report		10		
• On or before deadline	10			
• Beyond deadline	5			
Submission of Regional Federation Officers		4		
• On or before deadline	4			
• Beyond deadline	2			
Compliance to Social Media Admin Request		3		
Compliance to Youth Formation Coordinators contact list		3		
3. Participation with YFD activities			15	
• 100% attendance		15		
• 75-99% attendance		11		
• 50-74% attendance		7		
• Below 50% attendance		3		
4. Utilization of Program Support Fund from YFD			10	
• 80-100% utilization (estimate)		10		
• 50-79% utilization (estimate)		7		
• Below 49% utilization (estimate)		4		
5. Number of trainings provided for YFC			10	
• 3 or more training programs		10		
• 2 training programs		7		
• 1 training program		4		
6. Outstanding Accomplishment			15	
Training/Seminars/Workshop related to School Governance and Leadership Advocacy		3		
Awards / recognition related to school governance and leadership		2		
Leadership Initiative and Advocacy		5		
• Flagship/Innovative Program or Project	3			
• Resource Speakership related to School Governance and Leadership Advocacy	2			
Educational Attainment and Professional Growth		5		
• Doctorate Degree	5			
• Doctorate Degree CAR	4			

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
• Master's Degree	3			
• Master's Degree CAR	2			
• At least 18 earned MA units	1			
		TOTAL	100	

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ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



SCORE SHEET FOR MOST ACTIVE SOCIAL MEDIA ACCOUNT

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
1. Performance			25	
• Average reach video		10		
• More than 2,000 reached	10			
• 1500-1999 reached	8			
• 1000-1499 reached	6			
• 500-999 reached	4			
• 1-499 reached	2			
• Average reach photo		10		
• More than 2,000 reached	10			
• 1500-1999 reached	8			
• 1000-1499 reached	6			
• 500-999 reached	4			
• 1-499 reached	2			
• Average reach shared video		5		
• More than 2,000 reached	5			
• 1500-1999 reached	4			
• 1000-1499 reached	3			
• 500-999 reached	2			
• 1-499 reached	1			
2. Frequency of postings/sharing of materials and videos			25	
• 1 post everyday		25		
• 1 post every 2 days		20		
• 1 post every 3 days		15		
• 1 post every 4 days		10		
• 1 post every 5 days		5		
3. Total page followers			25	
• 1,000 above followers		25		
• 700-999 followers		20		
• 400-699 followers		15		
• 100-399 followers		10		
• Below 100 followers		5		
4. Total page likes			25	
• 1,000 above likes		25		
• 700-999 likes		20		
• 400-699 likes		15		
• 100-399 likes		10		
• Below 100 likes		5		
		TOTAL	100	

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

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**SCORE SHEET FOR
BEST PRACTICE
IMPLEMENTER**

NAME OF NOMINEE: _____

REGION/DIVISION: _____

CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
1. Implementation period		25	
• 2 years and more	25		
• 1 year	10		
2. Adoption by schools		25	
• 80-100%	25		
• 50-79%	15		
• Below 50%	10		
3. Issued policy, guidelines and standards		25	
4. Stakeholder's participation		25	
• 2 or more stakeholder	25		
• 1 stakeholder	15		

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DESIGNATION AND DATE

ENCLOSURE 4: AWARDS SELECTION COMMITTEE COMPOSITION

COMPOSITION OF THE SCREENING COMMITTEE FOR GAWAD SIKLAB

The composition of the screening committee is composed of members of the Department of Education (DepEd) and External Partners with direct involvement in the program.

DIVISION LEVEL SCREENING COMMITTEE	
Chair:	Chief, School Governance and Operations Division (SGOD)
Members:	Education Program Supervisor (EPS)
	SEPS, Social Mobilization & Networking
	SEPS, Monitoring and Evaluation
	SEPS, Human Resource Development Division
	External Partner/s involved in the program
Secretariat:	Project Development Officer I (Youth Formation)

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

NATIONAL LEVEL SCREENING COMMITTEE	
Chair:	Director, Bureau of Learner Support Services
Members:	Chief, Youth Formation Division
	Chief, Schools Support Division
	Chief, School Health Division
	Representative, Disaster Risk Reduction and Management Service
	Representative from External Partner/s involved in each program (BKD, GPP, YES-O, SSG/SPG)
Secretariat:	Youth Formation Division

ENCLOSURE 4: AWARDS SELECTION COMMITTEE COMPOSITION

GENERAL GUIDELINES FOR THE SCREENING COMMITTEE

1. Each screening committee shall follow the prescribed GAWAD SIKLAB 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.

ENCLOSURE 5: TIMETABLE OF ACTIVITIES**GAWAD SIKLAB
Event Schedule**

Date	Activity	Focal Units
March 8-17, 2021	Application Period	Division Office (SGOD)
March 18-29, 2021	Division Level Screening (Division Search Committee)	Division Office (SGOD)
March 30-31,2021	Announcement of Finalists and Submission of Documents to Regional Office	Regional Office (ESSD)
April 4-1,2021	Regional Level Screening	Regional Office (ESSD)
April 16,2021	o Announcement of Regional Finalists o Submission of Documents to Central Office	Central Office (YFD)
April 19-23 ,2021	Paper Screening and Evaluation (National Screening Committee)	Central Office (YFD)
April 23-7, 2021	National Field Validation and Panel Interview	Central Office (YFD)
May 10-13,2021	Announcement of National Winners and Courier of Plaque	Central Office (YFD)
May 14-22, 2021	Video Recording and Submission of Winners with Plaque	Central Office (YFD media)
May 24 - 27, 2021	National Awarding via Zoom at DepEd Bulwagan	Central Office

