



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 10 2021

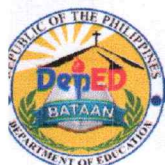
**DIVISION MEMORANDUM**

No. 079, s. 2021

**GAWAD SIKLAB: SEARCH FOR OUTSTANDING PROGRAM IMPLEMENTERS,  
STUDENT LEADERS, TEACHER-ADVISERS, AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Others Concerned

1. Pursuant to **OUA MEMO 00-0321-0042** and **OUA Memo 00-0321-0087**, this Office informs the field the conduct of **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Teacher-Advisers, and School Heads** which will commence on **March 08, 2021** and shall end through a national awarding ceremony on **May 27, 2021**.
2. This activity aims to recognize the accomplishments and important contributions of the learners, teachers, administrators, and other stakeholders, of DepEd.
3. 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), and Barkada Kontra Droga (BKD).
4. Further, recommended participants/categories are indicated in Annex A. (**List of Categories for Gawad Siklab**). Likewise, the following are enclosed for reference: Enclosure 1 (**Application and Endorsement Forms**), Enclosure 2 (**Operating Guidelines**), Enclosure 3 (**Criteria and Score Sheet per Category**), Enclosure 4 (**Awards Selection Committee Composition**), and Enclosure 5 (**Timetable of Activities**).
5. The coverage/scope of Gawad Siklab 2021 are accomplishments from **October 2020 to February 2021**.



“WE MOULD HEROES”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



ISO 9001: 2015 CERTIFIED

6. Interested applicants can submit the required documents either on a hard copy or soft copy on or before March 17, 2021. Soft copies will be submitted in a PDF Format to be sent through this e-mail: [depedbataan.youthformationsection@deped.gov.ph](mailto:depedbataan.youthformationsection@deped.gov.ph) with the proper subject format: **Gawad Siklab – Category – Name of Applicant – School** e.g. Gawad Siklab – SSG Best Implementer (Maka-Tao) – Juan Dela Cruz – Rosario National High School
7. Travel expenses incurred by participants and selection committee members for the said event will be charged to local funds, subject to usual accounting and auditing rules and regulations.
8. For questions and concerns, please contact **Ms. Francez Paulene C. Tabije**, Project Development Officer/Division Youth Formation Coordinator, through 0947-150-4110 or message through the Official Facebook page of SDO Bataan - Youth Formation Section at <https://www.facebook.com/yfpbataan/>.
9. Immediate dissemination of this Memorandum is desired.

  
**ROMEO M. ALIP, PHD, CESO V**  
Schools Division Superintendent

SC15/03-09-2021

Encl:

As stated

Reference:

(OUA Memo 00-0321-0042)

To be indicated in the Perpetual Index

Under the following subjects:

SUPREME PUPIL GOVERNMENT (SPG)  
SUPREME STUDENT GOVERNMENT (SSG)  
STUDENT GOVERNMENT PROGRAM (SGP)  
YOUTH FOR ENVIRONMENT IN SCHOOLS-ORGANIZATION (YES-O)  
BARKADA KONTRA DROGA (BKD)  
GULAYAN SA PAARALAN PROGRAM (GPP)  
TEACHER-ADVISERS  
YOUTH FORMATION PROGRAM



## Annex A:

### LIST OF CATEGORIES FOR GAWAD SIKLAB

Categories	No. of Winners
<b><i>Student Government Awards on Elem. and High School</i></b>	<b>14</b>
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
<b><i>National Greening Awards (YES-O and GPP) for Elem and High School</i></b>	<b>13</b>
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 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place, 2 consolations)	5
<b><i>Barkada Kontra Droga (BKD) High School level only</i></b>	<b>8</b>
Best BKD Implementers (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place, 2 consolations)	5
Most Outstanding BKD Student Leader	1
Most Outstanding BKD Teacher –Adviser	1
School Head Recognition Award	1
<b>Grand Total</b>	<b>35</b>



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To authenticate this document,  
please scan the QR Code



## 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)

☐ Maka-Diyos (Belief and Tradition) – School☐ Maka-Tao (Human Development, Health, Well-Being) -School☐ Makakalikasan(Environment and Disaster Risk Reducation Management) - School☐ Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism) - School☐ Most Outstanding Student Leader☐ Most Outstanding Teacher-Adviser☐ 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)

☐ Most Outstanding YES-O Implementer – School☐ Most Outstanding YES-O Student Leader☐ Most Outstanding YES-O Teacher Adviser☐ School Head Recognition Award for YES-O☐ 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)

☐ Best BKD Implementer - School☐ Most Outstanding BKD Student Leader☐ Most Outstanding BKD Teacher Adviser☐ 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

### 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:

<b>No.</b>	<b>Category</b>	<b>Name of Nominee</b>
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.

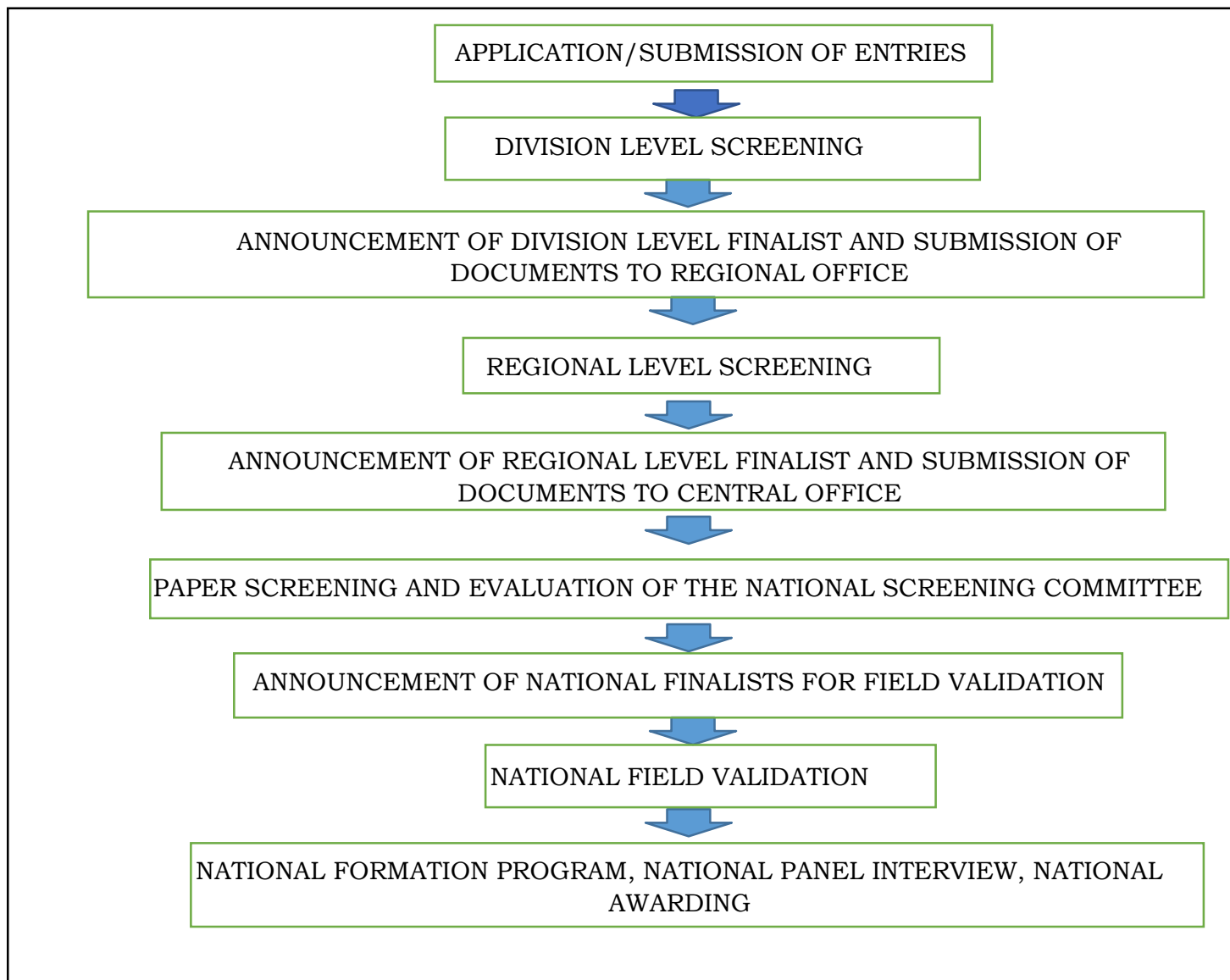
Thank you.

Sincerely yours,

\_\_\_\_\_  
*Name and Signature of RD/SDS*



**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

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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 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) 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

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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**

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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.**

**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

<b>NAME OF NOMINEE:</b>					
<b>REGION/ DIVISION:</b>					
<b>CRITERIA</b>					<b>PARTICIPANT'S POINTS</b>
<b>1. IMPACT OF THE PROJECT (30%)</b>					
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 – <b>15 pts</b>	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. – <b>10 pts</b>	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. - <b>5 pts</b>		
b. Frequency of the Project Implementation (Maximum of 10 points)	Conducted Year-round – <b>10 pts</b>	Conducted Weekly – <b>8 pts</b>	Conducted Monthly – <b>6 pts</b>	Conducted per quarter or once – <b>4 pts</b>	
c. Level of Impact (Maximum of 5 points)	Regional-wide - <b>5 pts</b>	Division-wide – <b>4 pts</b>	Barangay-wide – <b>3 pts</b>	School-wide – <b>2 pts</b>	
<b>2. TEAMWORK ON IMPLEMENTING PROJECTS (25%)</b>					
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 - <b>15 pts</b>	The SPG/SSG was able to engage the students, teachers, administrators, parents in implementing the project – <b>10 pts</b>	The SPG/SSG was able to engage the students, teachers and administrators in implementing the project – <b>5 pts</b>		
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 – <b>10 pts</b>	The teachers and students were involved during the planning and implementation of the project – <b>8 pts</b>	Only the students planned and implemented the project – <b>6 pts</b>		
<b>3. CREATIVITY AND INNOVATION OF THE PROJECT (25%)</b>					
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 – <b>10 pts</b>	The project was unique although somewhat patterned/adopted from other organization or DepEd mandated programs, projects and activities of the SPG/SSG – <b>5 pts</b>			
b. Introduction of Innovative Solutions (Maximum of 10 points)	The SPG/SSG introduced highly innovative solution to the problem – <b>10 pts</b>	The SPG/SSG introduced innovative solution to the problem although somewhat usual to the other organizations – <b>5 pts</b>			



**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

CRITERIA					PARTICIPANT'S POINTS
c. Use of Local Materials (Maximum of 5 points)	The SPG/SSG used local material in their project – <b>5 pts</b>				
<b>4. EFFECTIVE USE OF RESOURCES – (20 %)</b>					
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 - <b>10 pts</b>	The SPG/SSG was able to partner with private organizations for the project implementation - <b>8 pts</b>	The SPG/SSG was able to partner with the barangay officials/committee for the project implementation – <b>6 pts</b>	The SPG/SSG was able to partner with other clubs inside the school for the project implementation - <b>4 pts</b>	
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. – <b>10 pts</b>	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers, adviser and school head. - <b>8 pts</b>	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers and advisers. - <b>6 pts</b>	The SPG/SSG provided/submitted records of budget to the teacher-adviser - <b>4 pts</b>	
<b>TOTAL POINTS</b>					

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**SIGNATURE OVER PRINTED NAME OF THE EVALUATOR**

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**DESIGNATION AND DATE**

<b>NAME OF NOMINEE:</b>		
<b>REGION/DIVISION:</b>		
<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>PARTICIPANT'S POINTS</b>
<b>1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE</b>	<b><u>30</u></b>	
<b>1.1. Organizational Leadership</b>	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		
<b>1.2. Networking, Linkages and Collaboration</b>	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		
<b>1.3. Experience</b>	5	
The candidate has been SPG/SSG adviser for at least two (2) terms		
<b>2. EMBODIMENT OF DEPED CORE VALUES</b>	<b><u>40</u></b>	
<b>2.1 Maka-Diyos</b>	10	
Upholds/Respects beliefs and faith		
Manifests moral standard		
Right conduct, Honesty, Involvement in religious/spiritual activities		
<b>2.2 Makatao</b>	10	
Charity/Kindness		
Empathy and Sympathy		
Compassion		
Human Dignity and Equality		
Multi-culturalism		

**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
<b>2.3 Makakalikasan</b>	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>		
<b>2.4 Makabansa</b>	10	
<i>Takes pride in being a Filipino</i> <i>Resiliency in times of need/crisis</i> <i>Obedience to existing rules and regulations</i> <i>Community Service Involvement</i> <i>Promotes and patronizes local products, services and practices</i>		
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b><u>30</u></b>	
<b>3.1. Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy</b>	5	
<b>3.2. Awards and Recognitions Related to School Governance and Leadership Advocacy</b>	5	
<b>3.3 Leadership Initiative and Advocacy</b>	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)		
<b>3.4 Educational Attainment and Professional Growth</b> <i>Doctorate Degree (5 points)</i> <i>Doctorate Degree CAR (4)</i> <i>Master's Degree (3 points)</i> <i>Master's Degree CAR (2 points)</i> <i>At least 18 earned MA units (1 point)</i>	5	
<b>TOTAL</b>	<b><u>100</u></b>	

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**SIGNATURE OVER PRINTED NAME OF THE EVALUATOR**

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**DESIGNATION AND DATE**

**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

<b>NAME OF NOMINEE:</b>		
<b>REGION/DIVISION:</b>		
<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>PARTICIPANT'S POINTS</b>
<b>1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE</b>	<b><u>30</u></b>	
<b>1.1. Organizational Leadership</b>	<b><u>15</u></b>	
<i>a. Implementation of all mandated PPAs</i>	<b><u>10</u></b>	
<i>b. Governance – 5 points</i>	<b><u>5</u></b>	
(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		
<b>1.2. Networking, Linkages and Collaboration</b>	<b><u>10</u></b>	
<i>a. Involvement in community/ civic/ organizations/ associations</i>	<b><u>5</u></b>	
<i>b. Involvement in outreach/ extension programs/ activities</i> <i>Outreach/ Extension programs/ activities initiated where nominee served as:</i> <i>Proponent/ Chair = 1.00</i> <i>Member = 0.50</i>	<b><u>5</u></b>	
<b>1.3. Experience</b>	<b><u>5</u></b>	
<i>The candidate has been SPG/ SSG adviser for at least two (2) terms</i>		
<b>2. EMBODIMENT OF DEPED CORE VALUES</b>	<b><u>40</u></b>	
<b>2.1 Maka-Diyos</b>	<b><u>10</u></b>	
<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>		
<b>2.2 Makatao</b>	<b><u>10</u></b>	
<i>Charity/ Kindness</i> <i>Empathy and Sympathy</i> <i>Compassion</i> <i>Human Dignity and Equality</i> <i>Multi-culturalism</i>		
<b>2.3 Makakalikasan</b>	<b><u>10</u></b>	
<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**

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>PARTICIPANT'S POINTS</b>
<b>2.4 Makabansa</b>	<i>10</i>	
<i>Takes pride in being a Filipino</i> <i>Resiliency in times of need/crisis</i> <i>Obedience to existing rules and regulations</i> <i>Community Service Involvement</i> <i>Promotes and patronizes local products, services and practices</i>		
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b><u>30</u></b>	
<b>3.1. Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy</b>	<i>5</i>	
<b>3.2. Awards and Recognitions Related to School Governance and Leadership Advocacy</b>	<i>10</i>	
<b>3.3 Leadership Initiative and Advocacy</b>	<i>15</i>	
<b>TOTAL</b>	<b><u>100</u></b>	

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**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

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

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# ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY



## SCORE SHEET FOR GPP BEST IMPLEMENTER

<b>NAME OF NOMINEE:</b>			
<b>REGION/DIVISION:</b>			
<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>		<b>PARTICIPANT'S POINTS</b>
<b>A. Crop Integration</b>			<b>20</b>
• 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>B. Crop Production System</b>			<b>30</b>
• 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	
<b>C. Product Utilization</b>			<b>20</b>
<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		
<ul style="list-style-type: none"><li>% of schoolchildren supported for maintenance</li></ul>		10	
40 to 50	10		
25 to 39	7		
1 to 24	3		
<b>D. Sustainability</b>			<b>20</b>
<ul style="list-style-type: none"><li>Presence of sustainability plan (document)</li></ul>		5	
<ul style="list-style-type: none"><li>Setting aside seed production area for next planting operation</li></ul>		8	
<ul style="list-style-type: none"><li>Voluntary involvement of parent/teacher to provide succeeding plant material and labor for the project</li></ul>		7	
<b>E. Land Resource Space Utilization</b>			<b>10</b>
<ul style="list-style-type: none"><li>% utilization of school area suitable for gardening</li></ul>		10	
80 – 100% utilization (estimate)	10		
60 – 79% utilization (estimate)	6		
30 – 59% utilization (estimate)	3		
<b>Grand Total</b>		<b>100</b>	<b>100</b>

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**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY****NAME OF NOMINEE:** \_\_\_\_\_**REGION/DIVISION:** \_\_\_\_\_

<b>School Category (1 Elementary &amp; 1 Secondary)</b>	<b>Maximum Points</b>	<b>Participant's Points</b>
<b>School inside a Garden (SIGA) - 20points</b>		
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	
<b>Awareness and Outreach Programs – 25points</b>		
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	
<b>Solid Waste Management, Entrepreneurship and Energy Conservation – 20points</b>		
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	
<b>Gulayan sa Paaralan (GPP) – 20points</b>		
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	
<b>Partnership and Linkages – 15points</b>		
Involvement of the community and local government unit/s	10points	
Established partnership with Non-Government Organization/s and/or Civic Society Organization/s	5points	
<b>TOTAL</b>	<b>100points</b>	

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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
<b>Organizational Leadership – 35 points</b>		
Implementation of all mandated Programs, Projects and Activities (PPAs) <ul style="list-style-type: none"> <li>1-50% of the mandated PPAs – 10points</li> <li>51-75% of the mandated PPAs – 15points</li> <li>76-100% of the mandated PPAs – 20points</li> </ul>	20points	
Governance: <ol style="list-style-type: none"> <li>Calendar of Annual Proposed Activities (CAPA)</li> <li>Certificate of Registration</li> <li>Registration Form</li> <li>Membership Forms</li> <li>Accomplishment Report (AAR)</li> <li>Activity Completion</li> <li>Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator</li> <li>Five-Year Targets</li> <li>Financial Reports</li> </ol> <ul style="list-style-type: none"> <li>1-3 accomplished documents – 5points</li> <li>4-6 accomplished documents – 10points</li> <li>7-9 accomplished documents – 15points</li> </ul>	15points	
<b>Networking, Linkages and Collaboration – 40 points</b>		
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	
<b>Embodiment the core value “Maka-Kalikasan” – 25 points</b>		
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	
<b>TOTAL</b>	<b>100points</b>	

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**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

<b>SCORE SHEET FOR OUTSTANDING YES-O TEACHER-ADVISER</b>
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NAME OF NOMINEE: \_\_\_\_\_

REGION/DIVISION: \_\_\_\_\_

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
<b>Assistance to YES-O – 40 points</b>		
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	
<b>Networking, Linkages and Collaboration – 30 points</b>		
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	
<b>Embodiment the core value “Maka-Kalikasan” – 30 points</b>		
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	
<b>TOTAL</b>	<b>100points</b>	

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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
<b>Support to YES-O – 60points</b>		
Allotted funds from School MOOE to YES-O Programs, Projects and Activities (PPAs) <ul style="list-style-type: none"> <li>Allotted 1-25% funding to YES-O PPAs = 5 points</li> <li>Allotted 26-50% funding to YES-O PPAs = 15 points</li> <li>Allotted 51-100% funding to YES-O PPAs – 25points</li> </ul>	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"> <li>Included 1-25% of YES-O PPAs = 5 points</li> <li>Included 26-50% of YES-O PPAs = 10 points</li> <li>Included 51%-100% of YES-O PPAs – 20points</li> </ul>	20points	
Issued school policies for effective implementation of YES-O PPAs <ul style="list-style-type: none"> <li>1 policy = 5points</li> <li>2-3 policies = 10points</li> <li>more than 3 policies = 15points</li> </ul>	15points	
<b>Networking, Linkages and Collaboration – 20points</b>		
Forge MOA/MOU with private sector or government agency to support the implementation of YES-O PPAs <ul style="list-style-type: none"> <li>1-2 partner = 4 points</li> <li>3-4 partners = 8 points</li> <li>more than 4 partners = 10 points</li> </ul>	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"> <li>Participated 1-2 training/webinar/workshop = 3 points</li> <li>Participated 3-5 training/webinar/workshop = 6 points</li> <li>Participated more than 5 training/webinar/workshop = 10 points</li> </ul>	10points	
<b>Embodiment the core value “Maka-Kalikasan” – 20points</b>		
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	
<b>TOTAL</b>	<b>100points</b>	

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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	<b>10%</b>	
a. Activities / Timetable	10%	
2. Coverage and Scope of Implementation	<b>15%</b>	
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)	<b>30%</b>	
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	<b>20%</b>	
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	<b>20%</b>	
6. Monitoring and Evaluation Scheme	<b>5%</b>	
<b>TOTAL</b>	<b>100%</b>	

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**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY**

**NAME OF NOMINEE:** \_\_\_\_\_

**REGION/DIVISION:** \_\_\_\_\_

<b>CRITERIA</b>	<b>MAXIMUM RATING</b>	<b>PARTICIPANT'S POINTS</b>
<b>1. EXCELLENCE IN STUDENT/LEARNER GOVERNANCE</b>	<b>30%</b>	
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		
<b>2. Networking, Linkages and Collaboration</b>	<b>30%</b>	
a. Involvement in Community/Civic Association and Organization	10%	
b. Involvement in Outreach, extension programs/activities	20%	
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b>40%</b>	
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%	
<b>TOTAL</b>	<b>100%</b>	

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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
<b>1. Assistance extended to BKD Officers</b>	<b>30%</b>	
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%	
<b>2. NETWORKING, LINKAGES AND COLLABORATION</b>	<b>30%</b>	
Involvement in Outreach, extension programs/activities	20%	
Involvement in Community/Civic Organization	10%	
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b>40%</b>	
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 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)	5%	
<b>TOTAL</b>	<b>100%</b>	

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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
<b>1.Assistance extended to BKD Organization</b>	<b>40%</b>	
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%	
<b>2. NETWORKING, LINKAGES AND COLLABORATION</b>	<b>20%</b>	
Involvement in Outreach, extension programs/activities	15%	
Involvement in Community/Civic Organization	5%	
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b>40%</b>	
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 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)	5%	
<b>TOTAL</b>	<b>100</b>	

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## ENCLOSURE 4: AWARDS SELECTION COMMITTEE COMPOSITION

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### 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.

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

<b>REGIONAL LEVEL SCREENING COMMITTEE</b>	
<b>Chair:</b>	Chief, Education Support Services Division
<b>Members:</b>	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
<b>Secretariat:</b>	Regional Youth Formation Division

<b>NATIONAL LEVEL SCREENING COMMITTEE</b>	
<b>Chair:</b>	Director, Bureau of Learner Support Services
<b>Members:</b>	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)
<b>Secretariat:</b>	Youth Formation Division

## **ENCLOSURE 4: AWARDS SELECTION COMMITTEE COMPOSITION**

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### **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

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### 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	○ Announcement of Regional Finalists  ○ 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

