



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off, Baguio City  
Fax: (074) 446-6738



DIVISION MEMORANDUM

No.39, s. 2018

**Beggang ti Bag-iw: Search for Outstanding SPG/SSG and School Clubs**

To: **All Public Schools District Supervisor**  
**Public Elementary and Secondary School Heads**  
**SPG/SSG Advisers**  
**Club Advisers**  
**Others Concerned**

1. The Schools Governance and Operations Division (SGOD) through the Youth Formation Coordinators (YFC) will be launching its awards and incentive program to all youth organizations in the division. The program will be known as *Beggang ti Bag-iw: Search for Outstanding SPG/SSG and School Clubs*.
2. The program aims to recognize the outstanding accomplishments of different youth organizations operating within the division.
3. The search will start on 17 January 2018 and will end on 16 February 2018, announcement of winners will be on 27 February 2018. The winners of the recently concluded *Gawad Siklab* will also follow after the activity. Please be guided with the following schedule of activities.

January 17-Feb. 16, 2018	Call for application
February 19-23, 2018	Paper assessment
February 26, 2018	Planning for the awarding ceremony
February 27, 2018	Announcement of winners cum Gawad Siklab awarding

4. Please see *Enclosure 1* of this Memorandum for details of the search and for the assessment tool that will be used to select the winners of this search.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**FEDERICO P. MARTIN, EdD, CESO VI**  
Schools Division Superintendent



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Enclosure 1 to Division Memorandum 39, s. 2018

**Rationale:**

*Beggang* is a kankana-ey term which means source of a flame; it is where a fire starts. When a *Beggang* is separated from other *Beggang*, the heat and light that it produces will be gone and it turns back to a charcoal. We want our students to shine in their own potential. We believe that the leadership knowledge and skills of leaders' starts in school, it is where the leadership journey of a leader begins. If all schools come together, they will create a heat that will ignite the burning passion of youth leaders and it will produce a light that will make student leaders in Baguio City stand out. Thus, this search aims to set all student government organization on fire, and to come together to significantly make an impact on the lives of the millennial generation.

**Objectives**

The program generally aims to award and/or recognize the outstanding accomplishments of Supreme Pupil and Supreme Student Government organizations and teacher-adviser and different school clubs.

**Eligibility Requirement**

Level	Supreme Pupil/Student Government	School Clubs
Elementary	All public schools' SPG/SSG organization operating within the school year	All duly recognized school clubs operating within the division
Secondary		

**Categories**

Level	Supreme Pupil/Student Government Organization and Adviser	School Clubs and Adviser
Elementary	Small, medium, large	1 outstanding club and 1 adviser
Secondary	Small, medium, large	1 outstanding club and 1 adviser



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### Search Process

All Supreme Pupil/Student Government can automatically submit their documents to the Youth Formation Coordinators (YFC) on or before February 16, 2017 (Friday), while school clubs needs to be endorsed by the mother organization to join the search (**ONLY ONE CLUB PER SCHOOL** can join).

January 17-Feb. 16, 2018	Call for application
February 19-23, 2018	Paper assessment
February 26, 2018	Planning for the awarding ceremony
February 27, 2018	Announcement of winners cum Gawad Siklab awarding

### Packaging

1. All documents submitted must be in original copy; photocopy of pictures/documentation will not be accepted.
2. Please use long bond paper with corresponding colored soft bind:

Category	Elementary	Secondary
Small	Light blue	Dark red
Medium	Light yellow	Dark violet
Large	Light orange	Dark Green
<b>School club</b>	Pink	White

3. All schools with entries must prepare a 3 minutes video presentation on the highlight of their organization's accomplishment that will be viewed during the awarding.

**SUPREME PUPIL/STUDENT GOVERNMENT ASSESSMENT TOOL**

	<b>Rubrics</b>	<b>Means of verification</b>	<b>Maximum Points</b>	<b>Points Given</b>
	<b>Supreme Student Government Performance</b>			
Planned the organization's programs, projects and activities based on DO. 49, s. 2014 (10/10)	<p>(13) 10 out of 10 mandated PPAs were included in the action plan</p> <p>(10) 8- 9 mandated PPAs were included in the action plan</p> <p>(8) 6-7 mandated PPAs were included in the action plan</p> <p>(5) 5-4 mandated PPAs were included in the action plan</p> <p>(3) 1-3 mandated PPAs were included in the action plan</p>	Action Plan (Number of PPAs included in the action plan over number of required PPAs)	13	
Implemented all planned programs, projects and activities	<p>(30) 92%-100% of planned PPAs were implemented</p> <p>(25) 80%-91% of planned PPAs were implemented</p> <p>(20) 60%-79% of planned PPAs were implemented</p> <p>(15) 40%-59% of planned PPAs were implemented</p> <p>(10) 10%-39% of planned PPAs were implemented</p> <p>(12) The organization was able to engaged the students, teachers, administrators, parents, barangay official/community and other external stakeholders in their activities</p> <p>(8) The organization was able to engaged the students, teachers, administrators, parents in their activities</p> <p>(4) The organization was able to engaged the students, teachers, administrators in their activities</p> <p>(2) The organization was able to engaged the students in their activities</p>	Accomplishment reports, proposal and documentation (Number of implemented activities over number of planned activities)	30	
Teamwork and partnership		Confirmed invitation letter from external stake holders, program paper, project proposal showing the names of the stakeholders or other related document	12	
<b>Exemplary projects</b>				
Led activities that upholds the core value "MAKA-DIYOS". Activities that promote the culture of peace, respect and love despite the multi-cultural population of the community	<p>(5) implemented one MAKA-DIYOS activity in coordination with different school clubs, teachers, administrators parents, and barangay official/community</p> <p>(3) implemented one MAKA-DIYOS activity in coordination with different school clubs, teachers and administrators</p> <p>(1) implemented one MAKA-DIYOS activity in coordination with different school club</p>	Narrative report of the implemented activity/ies and project proposal	5	
Led activities that upholds the core value "MAKATAO". Activities that address human development, health and well-being of the school community	<p>(5) implemented one MAKATAO activity in coordination with different school clubs, teachers, administrators, parents, and barangay official/community</p> <p>(3) implemented one MAKATAO activity in coordination with different school clubs, teachers and administrators</p> <p>(1) implemented one MAKATAO activity in coordination with different school club</p>	Narrative report of the implemented activity/ies and project proposal	5	

<p>Led activities that upholds the core value "MAKAKALIKASAN". Activities promoting biodiversity and ecological awareness, environmental protection, conservation and preservation.</p>	<p>(5) implemented one MAKAKALIKASAN activity in coordination with different school clubs, teachers, administrators, parents, and barangay official/community (3) implemented one MAKAKALIKASAN activity in coordination with different school clubs, teachers and administrators (1) implemented one MAKAKALIKASAN activity in coordination with different school club (5) implemented one MAKABANSA activity in coordination with different school clubs, teachers, administrators, parents, and barangay official/community (3) implemented one MAKABANSA activity in coordination with different school clubs, teachers and administrators (1) implemented one MAKABANSA activity in coordination with different school club</p>	<p>Narrative report of the implemented activity/ies and project proposal</p>	<p>5</p>
<p>Led activities that upholds the core value "MAKABANSA". Activities promoting Filipino culture, values, Nationalism, Patriotism and Volunteerism. Activities that demonstrate pride of being a Filipino and exercise the rights and responsibilities of being a Filipino.</p>	<p>(1) implemented one MAKABANSA activity in coordination with different school club (10) 92%-100% liquidation reports and was posted in bulletin board or website (8) 92%-100% liquidation reports (5) 70%-91% liquidation reports and was posted in bulletin board (3) 80%-91% liquidation reports (1) 50%-79% liquidation reports</p>	<p>Narrative report of the implemented activity/ies and project proposal</p>	<p>5</p>
<p>Management of Resources</p>	<p>(10) 92%-100% liquidation reports and was posted in bulletin board or website (8) 92%-100% liquidation reports (5) 70%-91% liquidation reports and was posted in bulletin board (3) 80%-91% liquidation reports (1) 50%-79% liquidation reports</p>	<p>Financial report of treasurer and auditor, receipts/ liquidation reports (Number of activities over number of liquidation reports)</p>	<p>10</p>
<p>Transparency of financial reports</p>	<p>(10) 8 regular meeting were conducted (8) 7 regular meeting were conducted (6) 6 regular meeting were conducted (4) 5 regular meeting were conducted (2) 4 regular meeting were conducted (1) 1-3 regular meeting were conducted</p>	<p>Secretary's minutes of meeting noted by the adviser</p>	<p>10</p>
<p>Organizational Development</p>	<p>(5) Evaluated/accredited atleast 3 school clubs (3) Evaluated/accredited atleast 2 school clubs (1) Evaluated/accredited atleast 1 school club</p>	<p>Certificate issued to the club for the current school year</p>	<p>5</p>
<p>Plus factor</p>	<p>(1) Recommended one (1) policy that is being adopted in school level</p>	<p>School Memorandum</p>	<p>1</p>

**ASSESSMENT TOOL FOR SCHOOL CLUB**

	Rubrics	Means of verification	Maximum Points	Points Given
<b>Club Performance</b>				
Planned the organization's programs, projects and activities	(12) Activities was planned based on the organization's mandate, aligned in the mother organization's action plan and based on the needs of the school/community (7) Activities was planned based on the organization's mandate, aligned in the mother organization's action plan (3) Activities was planned based on the organization's mandate	Document showing the club's mandate, club's action plan vis -a- vis SPG/SSG action plan and school's needs analysis (whichever is available)	12	
Implemented all planned programs, projects and activities	(28) 92%-100% of planned PPAs were implemented (23) 80%-91% of planned PPAs were implemented (18) 60%-79% of planned PPAs were implemented (13) 40%-59% of planned PPAs were implemented (8) 10%-39% of planned PPAs were implemented (20) Projects/programs implemented is beneficial to members, non-members, teachers, administrator and community (people outside the school) (15) Projects/programs implemented is beneficial to members, non-members, teachers, administrator (10) Projects/programs implemented is beneficial to members, non-members (5) Projects/programs implemented is beneficial to members	Accomplishment reports, proposal and documentation (Number of accomplished activity over number of planned activity)	28	
Impact of projects/programs	(12) Projects implemented maybe continued by the next set of officers (10) (8) Atleast one project was implemented year round (5) Atleast one project was implemented once	Compilation of projects/programs showing the level of impact or level of engagement of stakeholders	20	
Sustainability of the projects implemented	(10) The club was able to engaged the students, teachers, administrators, parents, barangay official/community and other external stakeholders in their activities (7) The club was able to engaged the students, teachers, administrators, parents in their activities (4) The club was able to engaged the students, teachers, administrators in their activities (2) The club was able to engaged the students in their activities	Confirmed invitation letter from external stake holders, program paper, project proposal showing the names of the stakeholders or other related document	12	
Teamwork and partnership			10	

Transparency of financial reports	<p>(10) 92%-100% liquidation reports</p> <p>(8) 80%-91% liquidation reports</p> <p>60%-79% liquidation reports</p> <p>59% liquidation reports</p> <p>liquidation reports</p>	<p>(6)</p> <p>(4) 40%-</p> <p>(2) 10%-39%</p> <p>Financial report of treasurer and auditor, receipts/ liquidation reports (Number of activities over number of liquidation reports)</p>	10	
Organizational development- Conducted monthly meetings to plan activities	<p>(5) 8 regular meeting were conducted</p> <p>(4) 7 regular meeting were conducted</p> <p>(3) 6 regular meeting were conducted</p> <p>(2) 5 regular meeting were conducted</p> <p>(1) 1-4 regular meeting were conducted</p>	<p>Secretary's minutes of meeting noted by the adviser</p>	5	