



DIVISION MEMORANDUM

No. 009, s. 2019

**Call for Application for the 2019 *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) opens the application for the 2019 *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, as well as the outstanding performance of the Teacher-Advisers in the accomplishments of the organizations' mandates. It is also reiterated that this search is being conducted to prepare all SPG and SSG to the **2019 NATIONAL LEVEL SEARCH**.
3. All Supreme Pupil Government Organizations (SPGO) and Supreme Student Government Organizations (SSGO) for School Year 2018-2019 are eligible to apply to the said search. However, only duly RECOGNIZED school clubs are eligible to apply (Reference Division Memorandum No. 209, s. 2018). The mother organization (SPG/SSG) needs to conduct a school-based screening for school clubs that will be endorsed in the Division level.
4. There will be three categories for each level (elementary and secondary) namely: SMALL, MEDIUM and LARGE. Schools will be categorized based on their school enrolment.

Level	Category	School Enrolment	Color Code for soft binding
Elementary	Small- SPG	Less than 440	Orange
	Medium- SPG	441-950	White
	Large- SPG	951 and above	Brown
	School Club	Regardless of enrolment	Violet
Secondary	Small - SSG	Less than 440	Red
	Medium -SSG	441-950	Blue
	Large - SSG	951 and above	Green
	School Club	Regardless of enrolment	Yellow

5. The teacher-advisers of the winning SPGO and SSGO will also be recognized as OUTSTANDING TEACHER-ADVISER. It is assumed that the wining organization accomplished its mandates because of the guidance of their adviser.



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6. All applicants are to be guided with the following search activities:

Dates	Activity
January 28-Feb. 28, 2019	Call for application
March 1-5, 2019	Paper assessment
March 6-11, 2019	Field validation
March 12, 2019	Awarding ceremony

7. All documents must be submitted in original copy, STRICTLY NO PHOTOCOPIES. Applicants must use tabbing to easily assess the documents submitted.
8. Please see *Enclosure 1 and 2* of this Memorandum for the assessment tool that will be used for the search.
9. Immediate and wide dissemination of this Memorandum to all concerned is desired.

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

SUPREME PUPIL/STUDENT GOVERNMENT ASSESSMENT TOOL									
CRITERIA	WEIGHT	PTS	PERFORMANCE INDICATOR	MOV	Quality	Effectiveness	Timeliness	Rating	Score
General Plan of Action	10%	5	Q- Prepared a General Plan of Action with complete parts E- Included all 10 mandated PAPs, and at least 5 initiated PAPs in line w/ the 4 Core values. T- Submitted 2 days before due date	GPOA, with date of submission and list of officers					
		4	Q- Prepared a General Plan of Action Plan with 1 missing part E- Included 8-9 mandated PAPs, and at least 4 initiated PAPs in line w/ the 4 Core values T- Submitted 1 day before due date						
		3	Q- Prepared a General Plan of Action with 2 missing parts E- Included 6-7 mandated PAPs, and at least 3 initiated PAPs in line w/ the 4 Core values T- Submitted on due date						
		2	Q- Prepared a General Plan of Action with 3 missing parts E- Included 4-5 mandated PAPs, and at least 2 initiated PAPs in line w/ the 4 Core values. T- Submitted 1 day late						
		1	Q- Prepared a General Plan of Action Plan with 4 missing parts E- Included 1-3 mandated PAPs, and at least 1 initiated PAPs in line w/ the 4 Core values T- Submitted 2 days late						



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SSG-Initiated Programs, Projects and Activities (PPA) that support DepEd's Four Core Values	20%	5	Q- Implemented more than 1 PPA for each of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa. E- Effectively with accomplishment reports and documentation T- Within the rating period	Accomplishment reports, proposal and documentation					
		4	Q- Implemented at least 1 PPA for each of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa. E- Effectively with accomplishment reports and documentation T- Within the rating period						
		3	Q- Implemented at least 1 PPA in 3 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa. E- Effectively with accomplishment reports and documentation T- Within the rating period						
		2	Q- Implemented at least 1 PPA in 2 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa. E- Effectively with accomplishment reports and documentation T- Within the rating period						



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		1	Q- Implemented at least 1 PPA in 1 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa. E- Effectively with accomplishment reports and documentation T- Within the rating period						
Community Involvement	20%	5	Q- More than 1 project, program or activity was implemented with the help of PTA, barangay officials, other stakeholders. E- PTA/ barangay officials and/other stakeholders were involved T- Within the rating period	Registration/ Attendance, Confirmed Communication letters or MOA, Accomplishment reports, proposal, documentation (from construction to usage, if physical project), financial report, whichever is applicable					
		4	Q- At least 1 project, program or activity was implemented with the help of PTA, barangay officials, other stakeholders. E- PTA/ barangay officials and/other stakeholders were involved T- Within the rating period						
		3	Q- At least 1 project, program or activity was participated in with the help of 2 of the ff: PTA, barangay officials, other stakeholders. E- PTA/ barangay officials and/other stakeholders were involved T- Within the rating period						



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		2	<p>Q- At least 1 project, program or activity was participated with the help of 1 of the ff: PTA, barangay officials, other stakeholders. E- PTA/ barangay officials and/other stakeholders were involved T- Within the rating period</p>						
		1	<p>Q- At least 1 project, program or activity was planed to be implemented with the help of PTA, barangay officials, other stakeholders. E- PTA/ barangay officials and/other stakeholders were involved T- Within the rating period</p>						
SSG Mandated Activities	35%	5	<p>Q- 100% of the SSG mandated activities has been duly implemented. E- With accomplishment reports. T- Within the rating period.</p>	Compilation of projects/programs narrative report arranged based on the action plan					
		4	<p>Q- 80-99% of the SSG mandated activities has been implemented E- With accomplishment reports. T- Within the rating period.</p>						
		3	<p>Q- 70-79% of the SSG mandated activities has been implemented E- With accomplishment reports. T- Within the rating period.</p>						



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		2	Q- 60-69% of the SSG mandated activities has been implemented E- With accomplishment reports. T- Within the rating period.						
		1	Q- 50-59% of the SSG mandated activities has been implemented E- With accomplishment reports. E- Aligned to GPOA. T- Within the rating period.						
Financial Reports	5%	5	Q- 100% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA. T- Within the rating period.	Financial report of treasurer and auditor, receipts/ liquidation reports (Number of activities over number of liquidation reports)					
		4	Q- 80-99% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA. T- Within the rating period.						
		3	Q- 70-79% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA. T- Within the rating period.						
		2	Q- 60-69% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA. T- Within the rating period.						



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		1	<p>Q- 50-59% of the implemented activity was accompanied with financial reports.</p> <p>E- Aligned to GPOA.</p> <p>T- Within the rating period.</p>						
Organizational development	5%	5	<p>Q- The organization conducted 8 or more meetings to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>	Secretary's minutes of meeting with documentation noted by the adviser and attendance sheets.					
		4	<p>Q- The organization conducted at 7 meetings to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>						
		3	<p>Q- The organization conducted 6 meetings to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>						
		2	<p>Q- The organization conducted 5 meetings to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>						



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		1	<p>Q- The organization conducted 4 meetings and below to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>						
Support to Division Fed Activities	5%	5	<p>Q- Attended/Participated in 100% of all Div. Fed Activities</p> <p>E- In compliance to Division Memos</p> <p>T- Within the rating period.</p>	Attendance, narrative reports (if applicable)					
		4	<p>Q- Attended/Participated in 80-99% of all Div. Fed Activities</p> <p>E- In compliance to Division Memos</p> <p>T- Within the rating period.</p>						
		3	<p>Q- Attended/Participated in 70-79% of all Div. Fed Activities</p> <p>E- In compliance to Division Memos</p> <p>T- Within the rating period.</p>						
		2	<p>Q- Attended/Participated in 60-69% of all Div. Fed Activities</p> <p>E- In compliance to Division Memos</p> <p>T- Within the rating period.</p>						



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		1	Q- Attended/Participated in 59% and below of all the Div. Fed Activities E- In compliance to Div. Memos T- Within the rating period.						
Plus factor	Direct to the total score								
		5pts	Initiated/ Written a school policy	School Memorandum					
		5pts	Initiated a long-term program that can be passed on to then next set of SSG officers.	Accomplishment report with documentation					



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Enclosure Number 2 to Division Memorandum No. _____, s. 2019

SCHOOL CLUB ASSESSMENT TOOL

CRITERIA	WEIGHT	PTS	PERFORMANCE INDICATOR	MOV	Quality	Effectiveness	Timeliness	Rating	Score
General Plan of Action	10%	5	Q- Prepared a General Plan of Action Plan with complete parts E- Based on the organization's mandate, aligned to the mother organization's action plan and based on the needs of the school/community T- Submitted 2 days before due date	GPOA, with date of submission and list of officers					
		4	Q- Prepared a General Plan of Action Plan with one missing part E- Based on the organization's mandate, aligned to the and based on the needs of the school/community T- Submitted 1 day before due date						
		3	Q- Prepared a General Plan of Action Plan with two missing parts E- Based on the organization's mandate, aligned to the and aligned with the mother org's action plan T- Submitted on due date						
		2	Q- Prepared a General Plan of Action Plan with 3 missing parts E- Based on the organization's mandate T- Submitted 1 day late						



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		1	<p>Q- Prepared a General Plan of Action Plan with 4 or more missing parts</p> <p>E- Based on the organization's mandate</p> <p>T- Submitted 2 days late</p>						
Programs/ Activities (PAs) Implemented	20%	5	<p>Q- Implemented 6 or more PAs</p> <p>E- Effectively with accomplishment reports and documentation</p> <p>T- Within the rating period</p>	Accomplishment reports, proposal and documentation (Number of accomplished activities over number of planned activity)					
		4	<p>Q- Implemented 5 PAs</p> <p>E- Effectively with accomplishment reports and documentation</p> <p>T- Within the rating period</p>						
		3	<p>Q- Implemented 4 PAs</p> <p>E- Effectively with accomplishment reports and documentation</p> <p>T- Within the rating period</p>						
		2	<p>Q- Implemented 3 PAs</p> <p>E- Effectively with accomplishment reports and documentation</p> <p>T- Within the rating period</p>						
		1	<p>Q- Implemented 2 PAs</p> <p>E- Effectively with accomplishment reports and documentation</p> <p>T- Within the rating period</p>						



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Exemplary Project	15%	5	Q- At least 1 exemplary project was completed/implemented and has already been benefited from by students and/or teachers E- aligned to the club's GPOA/ mandate T- Within the rating period	Accomplishment reports, proposal, documentation,					
		4	Q- At least 1 exemplary project was completed which may be benefited from by students and/or teachers for the next SY E- aligned to the club's GPOA/ mandate T- Within the rating period						
		3	Q- At least 1 physical project is 80% in progress and may be completed before the school year ends. E- aligned to the club's GPOA/ mandate T- Within the rating period						
		2	Q- At least 1 exemplary project is 50% in progress and may be completed before the school year ends. E- aligned to the club's GPOA/ mandate T- Within the rating period						
		1	Q- The creation and/or planning of at least 1 exemplary project is ongoing E- aligned to the club's GPOA/ mandate T- Within the rating period						



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Teamwork/ Partnership	15%	5	Q- At least one accomplished PAP engaged members, non-members, teachers, administrator and community (people outside the school) E- Aligned to the club's GPOA T- Within the rating period	Compilation of projects/programs showing the level of engagement of stakeholders, attendance sheets					
		4	Q- At least one accomplished PAP engaged members, non-members, teachers and administrator. E- Aligned to the club's GPOA T- Within the rating period						
		3	Q- At least one accomplished PAP engaged members, non-members and teachers. E- Aligned to the club's GPOA T- Within the rating period						
		2	Q- At least one accomplished PAPs engaged members and non-members. E- Aligned to the club's GPOA T- Within the rating period						
		1	Q- At least one accomplished PAPs engaged members. E- Aligned to the club's GPOA T- Within the rating period						



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Transparency	10%	5	<p>Q- The school club raised the school's awareness about the activities/services planned/implemented/conducted in accordance to the club's GPOA.</p> <p>E- With accomplishment report.</p> <p>T-At least 5 times within the rating period.</p>	Documentation with caption.					
		4	<p>Q- The school club raised the school's awareness about the activities/services planned/implemented/conducted in accordance to the club's GPOA.</p> <p>E- Aligned to GPOA</p> <p>T-At least 4 times within the rating period.</p>						
		3	<p>Q- The school club raised the school's awareness about the activities/services planned/implemented/conducted in accordance to the club's GPOA.</p> <p>E- Aligned to GPOA</p> <p>T-At least 3 times within the rating period.</p>						
		2	<p>Q- The school club raised the school's awareness about the activities/services planned/implemented/conducted in accordance to the club's GPOA.</p> <p>E- Aligned to GPOA</p> <p>T-At least 2 times within the rating period.</p>						



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		1	<p>Q- The club's bulletin board meets 1 of the following: creative, informative, interactive, displays the club's accomplishments, contains financial reports, updated monthly.</p> <p>E- Aligned to GPOA</p> <p>T- At least once within the rating period.</p>						
Financial Reports	5%	5	<p>Q- 100% of the implemented activity was accompanied with financial reports.</p> <p>E- Aligned to GPOA.</p> <p>T- Within the rating period.</p>	Financial report of treasurer and auditor, receipts/ liquidation reports (Number of activities over number of liquidation reports)					
		4	<p>Q- 80-99% of the implemented activity was accompanied with financial reports.</p> <p>E- Aligned to GPOA.</p> <p>T- Within the rating period.</p>						
		3	<p>Q- 70-79% of the implemented activity was accompanied with financial reports.</p> <p>E- Aligned to GPOA.</p> <p>T- Within the rating period.</p>						
		2	<p>Q- 60-69% of the implemented activity was accompanied with financial reports.</p> <p>E- Aligned to GPOA.</p> <p>T- Within the rating period.</p>						



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		1	<p>Q- 50-59% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA. T- Within the rating period.</p>						
Organizational development	5%	5	<p>Q- The club conducted at least more than 5 meetings to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.</p>	Secretary's minutes of meeting with documentation noted by the adviser and attendance sheets.					
		4	<p>Q- The club conducted at least 5 meetings to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.</p>						
		3	<p>Q- The club conducted at least 4 meetings to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.</p>						
		2	<p>Q- The club conducted at least 3 meetings to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.</p>						



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		1	<p>Q- The club conducted at least 2 meetings to follow up/update club GPOA's developments and accomplishments.</p> <p>E- With minutes of meeting and documentation.</p> <p>T- Within the rating period.</p>						
Support to mandated SSG activities	20%	5	<p>Q- The club participated in 90-100% of the mandated SSG activities.</p> <p>E- Aligned to club and school SSG GPOA.</p> <p>T- Within the rating period.</p>	Certificate of participation, copies of attendance sheets.					
		4	<p>Q- The club participated in 70-80 % of the mandated SSG activities.</p> <p>E- Aligned to club and school SSG GPOA.</p> <p>T- Within the rating period.</p>						
		3	<p>Q- The club participated in 50-60% of the mandated SSG activities.</p> <p>E- Aligned to club and school SSG GPOA.</p> <p>T- Within the rating period.</p>						
		2	<p>Q- The club participated in 30-40% of the mandated SSG activities.</p> <p>E- Aligned to club and school SSG GPOA.</p> <p>T- Within the rating period.</p>						
		1	<p>Q- The club participated in 10-30% of the mandated SSG activities.</p> <p>E- Aligned to club and school SSG GPOA.</p> <p>T- Within the rating period.</p>						



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Plus factor	Direct to the total score	5pts	The club has an approved constitution and by-laws.	Copy of the constitution and by laws.					
		5pts	Authored a school policy/ resolution that benefits the studentry adopted by the school.	School Memo					