



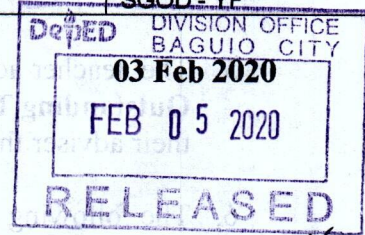
**GENERAL QUALITY FORM
MEMORANDUM**



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Name of Office:
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DIVISION MEMORANDUM

No. 98, s. 2020



**CALL FOR PAPERS: 2020 BEGGANG TI BAG-IW
SEARCH FOR OUTSTANDING SPG/SSG AND SCHOOL CLUBS**

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

1. Pursuant to DepEd Order No. 49, s. 2011 or the Mandated Programs, Projects and Activities of the Supreme Student Government, one of the organizational support mechanisms that the Department of Education shall provide at all levels is the conduct of recognition and awards programs and activities for outstanding student government organizations, officers, and advisers through division, regional, and national led initiatives.
2. Anent to this, this Office through the School Governance and Operations Division – Youth Formation calls for application for the third *Beggang ti Bag-iw*. It is a local search in the Division that recognizes outstanding SPG, SSG and School Clubs.
3. The program generally aims to recognize the outstanding accomplishments of the different youth organizations operating within the Division.
4. Aligned with the previous conduct of the program, the guidelines are as follows:
 - a. Schools (elementary and secondary) will be categorized based on their school enrolment except for the school clubs:

Level	School Category	Number of Enrolment	Color Code for Soft Binding
Elementary (SPG)	Small	less than 440	Orange
	Medium	441-950	White
	Large	951-and above	Brown
	School Club	N/A	Violet
Secondary (SSG)	Small	less than 440	Red
	Medium	441-950	Blue
	Large	951-and above	Green
	School Club	N/A	Yellow

- b. All SPG, SSG, and School Clubs are required to submit a three-minute Audio Visual Presentation (AVP) saved in a compact disc showcasing the organization's accomplishments for the School Year together with their entries.
- c. Refer to Enclosure No. 1 and 2 of this memorandum for the assessment tool of SPG/SSG and school club, respectively that will be used for the search.
- d. All documents must be submitted in A4 size bond paper, original copy (strictly no photocopies), except for the General Plan of Actions (GPOA). The GPOA can be scanned and be printed in A4 size bond paper. Applicants must use tabbing for easier assessment of documents.
- e. Please note that late papers/entries will not be included in the paper assessment proper.



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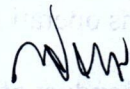


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- 5. The teacher-advisers of the winning youth organizations will also be recognized as **Outstanding Teacher-Adviser**. It is understood that with the time, effort, and guidance of their adviser that made an impact on the winning organization.
- 6. The following schedule of activities are to be observed:

Date	Activity
February 5 to March 5, 2020	Call for Applications
March 9 to 13, 2020	Paper Assessment and Screening Proper
As needed	Validation
March 31, 2020 (Tuesday) 8:30 to 11:30 A.M.	Awarding Proper

- 7. A separate Division Memorandum shall be released at a later date for the awarding proper.
- 8. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

Level	Category	Number of Participants	Order of Ranking
Elementary (SEI)	Small	1-100	1-100
	Medium	101-200	1-100
	Large	201-300	1-100
Secondary (SII)	Small	1-100	1-100
	Medium	101-200	1-100
	Large	201-300	1-100

SGOD/YFC/acb



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Enclosure No. 1 to Division Memorandum No. _____, s. 2020

SPG/SSG Assessment Tool

SUPREME 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						



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		1	<p>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</p>						
SSG-Initiated Programs, Projects and Activities (PPA) that support DepEd's Four Core Values	20%	5	<p>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</p>	Accomplishment reports, proposal and documentation					
		4	<p>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</p>						
		3	<p>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</p>						
		2	<p>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</p>						



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		1	<p>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</p>						
Community Involvement	20%	5	<p>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</p>	Registration/ Attendance, Confirmed Communication letters or MOA, Accomplishment reports, proposal, documentation (from construction to usage, if physical project), financial report, whichever is applicable					
		4	<p>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</p>						
		3	<p>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</p>						
		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</p>						



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			were involved T- Within the rating period						
		1	Q- At least 1 project, program or activity was planned 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						
SSG Mandated Activities	35%	5	Q- 100% of the SSG mandated activities has been duly implemented. E- With accomplishment reports. T- Within the rating period.	Compilation of projects/programs narrative report arranged based on the action plan					
		4	Q- 80-99% of the SSG mandated activities has been implemented E- With accomplishment reports. T- Within the rating period.						
		3	Q- 70-79% of the SSG mandated activities has been implemented E- With accomplishment reports. T- Within the rating period.						
		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						



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



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		4	<p>Q- The organization conducted at 7 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 organization conducted 6 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 organization conducted 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>					
		1	<p>Q- The organization conducted 4 meetings and below to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.</p>					
Support to Division Fed Activities	5%	5	<p>Q- Attended/Participated in 100% of all Div Fed Activities E- In compliance to Div Memos T- Within the rating period.</p>	Attendance, narrative reports (if applicable)				
		4	<p>Q- Attended/Participated in 80-99% of all Div Fed Activities E- In compliance to Div Memos T- Within the rating period.</p>					



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		3	Q- Attended/Participated in 70-79% of all Div Fed Activities E- In compliance to Div Memos T- Within the rating period.						
		2	Q- Attended/Participated in 60-69% of all Div Fed Activities E- In compliance to Div Memos T- Within the rating period.						
		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.						
		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.						



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Enclosure No. 2 to Division Memorandum No. _____, s. 2020

School Clubs Assessment Tool

CRITERIA	WEIGHT	PTS	PERFORMANCE INDICATOR	MOV	Quality	Effectiveness	Timelines	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						
		1	Q- Prepared a General Plan of Action Plan with 4 or more missing parts						



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			E- Based on the organization's mandate T- Submitted 2 days late						
Programs/ Activities (PAs) Implemented	20%	5	Q- Implemented 6 or more PAs E- Effectively with accomplishment reports and documentation T- Within the rating period	Accomplishment reports, proposal and documentation (Number of accomplished activity over number of planned activity)					
		4	Q- Implemented 5 PAs E- Effectively with accomplishment reports and documentaion T- Within the rating period						
		3	Q- Implemented 4 PAs E- Effectively with accomplishment reports and documentaion T- Within the rating period						
		2	Q- Implemented 3 PAs E- Effectively with accomplishment reports and documentaion T- Within the rating period						
		1	Q- Implemented 2 PAs E- Effectively with accomplishment reports and documentaion T- Within the rating period						
Exemplary Project	15%	5	Q- At least 1exemplary 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,					



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		4	<p>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</p>						
		3	<p>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</p>						
		2	<p>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</p>						
		1	<p>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</p>						
Teamwork/ Partnership	15%	5	<p>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</p>	Compilation of projects/programs showing the level of engagement of stakeholders, attendance sheets					
		4	<p>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</p>						
		3	<p>Q- At least one accomplished PAP engaged members, non-members and teachers. E- Aligned to the club's GPOA</p>						



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



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			E- Aligned to GPOA T-At least 2 times within the rating period.						
		1	Q- The club's bulletin board meets 1 of the following: creative, informative, interactive, displays the club's accomplishments, contains financial reports, updated monthly. E- Aligned to GPOA T-At least once 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.						
		1	Q- 50-59% of the implemented activity was accompanied with financial reports. E- Aligned to GPOA.						



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			T- Within the rating period.						
Organizational development	5%	5	Q- The club conducted at least more than 5 meetings to followup/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.	Secretary's minutes of meeting with documentation noted by the adviser and attendance sheets.					
		4	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.						
		3	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.						
		2	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.						
		1	Q- The club conducted at least 2 meetings to follow up/update club GPOA's developments and accomplishments. E- With minutes of meeting and documentation. T- Within the rating period.						
Support to mandated SSG	20%	5	Q- The club participated in 90-100% of the mandated SSG activities.	Certificate of participation,					



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activities			E- Aligned to club and school SSG GPOA. T- Within the rating period.	copies of attendance sheets.					
		4	Q- The club participated in 70-80 % of the mandated SSG activities. E- Aligned to club and school SSG GPOA. T- Within the rating period.						
		3	Q- The club participated in 50-60% of the mandated SSG activities. E- Aligned to club and school SSG GPOA. T- Within the rating period.						
		2	Q- The club participated in 30-40% of the mandated SSG activities. E- Aligned to club and school SSG GPOA. T- Within the rating period.						
		1	Q- The club participated in 10-30% of the mandated SSG activities. E- Aligned to club and school SSG GPOA. T- Within the rating period.						
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	Conducted at least one fund raising activity	Accomplishment report with documentation, with report of total fund collected					
		5pts	Authored a school policy/ resolution that benefits the	School Memo					



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			studentry adopted by the school.						
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