

Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

March 6, 2021


DIVISION MEMORANDUM

No. 61, s. 2021

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

To : **All Public Schools District Supervisors  
Public School Heads  
SPG/SSG/School Clubs Teacher-Advisers  
Others Concerned**

1. Pursuant to OUA MEMO 00-0321-0042, the Department of Education (DepEd), through the Bureau of Learners Support Services - Youth Formation Division (BLSS-YFD) will launch the **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Supreme Student/Pupil Government (SSG/SPG) Teacher-Advisers, School Heads, and Regional and Division Youth Formation Coordinators this year.**
2. As part of nation-building, this activity aims to recognize the accomplishments and important contributions of the learners, teachers, administrators, and other stakeholders of DepEd. The Activity will officially commence on 08 March 2021 and shall end through a national awarding ceremony on 27 May 2021.
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), Barkada Kontra Droga (BKD), and Regional and Division Youth Formation Coordinators.
4. Kindly refer to Annex A for the list of recommended participants/categories. Further, 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  
Enclosure 5: Timetable of Activities
5. Immediate and wide dissemination of this Memorandum is desired.

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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**Annex A:**

**LIST OF CATEGORIES FOR GAWAD SIKLAB**

<b>Categories</b>	<b>No. of Winners</b>
<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	5



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consolations)	
<b>Barkada Kontra Droga (BKD) High School level only</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>Youth Formation Coordinators Award</b>	<b>6</b>
Most Outstanding Division YFC (small, medium, large/ very large division category)	3
Most Outstanding Regional Coordinator	1
Most Innovative PPAs Award (Regional level)	1
Most Active Social Media Award (small, medium, large/ very large division category)	3
<b>Grand Total</b>	<b>41</b>

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**ENCLOSURE 1: APPLICATION AND EDORSEMENT**

Region:  
Division:



**FORM 1** Application Form for SSG/SPG

<b>PROFILE</b>	
Name of Nominee:	
Address of the School (if applicable):	
Telephone/ Fax Number/CP Number:	
Email Address:	
School Population (if applicable):	
<b>CONTACT PERSON DATA (if applicable)</b>	
Full Name:	
Surname First Name Middle Name Name Extension (Jr, Sr, III)	
Home Address:	
Date of Birth:	
Position in the Organization:	
Contact Number:	
<b>PROJECT PROFILE</b>	
Project Title:	
Brief Description (2 sentences):	
Project Launch Date:	
Category (Please Check one only)	
<input type="checkbox"/>	Maka-Diyos (Belief and Tradition) – School
<input type="checkbox"/>	Maka-Tao (Human Development, Health, Well-Being) -School
<input type="checkbox"/>	Makakalikahan(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

Version 2021-02-09

Full Name	
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 Guidelines as Pastahan Program Implementer - School	



## 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

Name of Nominee

Version 2021-02-09

Address of the School (if applicable)	
Telephone / Fax Number / CP Number	
Email Address	
School Position (if applicable)	
DATE OF PERSON DATA COLLECTION	
Full Name	
Surname First Name Middle Name Name Extension (if any)	
Home Address	
Date of Birth	
Position in the Organization	
Contact Number	
PROJECT PROFILE	
Project Title	
Brief Description (2 sentences)	
Project Launch Date	
Category (Please Check one only)	
<input type="checkbox"/>	Best BKD Implementer - School
<input type="checkbox"/>	Most Outstanding BKD Student Leader
<input type="checkbox"/>	Most Outstanding BKD Teacher Adviser
<input type="checkbox"/>	School Head Recognition BKD Award

**ENCLOSURE 1: APPLICATION AND EDORSEMENT**



Region:  
Division:

**FORM 3**  
*Application Form for BKD*

<b>PROFILE</b>	
Name of Nominee:	
Address of the School (if applicable):	
Telephone/ Fax Number/CP Number:	
Email Address:	
School Population (if applicable):	
<b>CONTACT PERSON DATA <i>(if applicable)</i></b>	
Full Name:  Surname First Name Middle Name Name Extension (Jr, Sr, III)	
Home Address:	
Date of Birth:	
Position in the Organization:	
Contact Number:	
<b>PROJECT PROFILE</b>	
Project Title:	
Brief Description (2 sentences):	
Project Launch Date:	
Category (Please Check one only)	
<input type="checkbox"/>	Best BKD Implementer - School
<input type="checkbox"/>	Most Outstanding BKD Student Leader
<input type="checkbox"/>	Most Outstanding BKD Teacher Adviser
<input type="checkbox"/>	School Head Recognition BKD Award



I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and prosecution for perjury. Further, I subscribe and agree that the Department of Education have the sole prerogative to select the winners, and that their decision is final and executory.

In witness hereof, I am executing and signing this statement voluntarily and without compulsion.

Signature Over Printed Name

Version 2021-02-09

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.

## 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.**

## ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

### SEARCH FLOW

APPLICATION/SUBMISSION OF ENTRIES

DIVISION LEVEL SCREENING

ANNOUNCEMENT OF DIVISION LEVEL FINALIST AND SUBMISSION OF DOCUMENTS TO REGIONAL OFFICE

REGIONAL LEVEL SCREENING

ANNOUNCEMENT OF REGIONAL LEVEL FINALIST AND SUBMISSION OF DOCUMENTS TO CENTRAL OFFICE

No.	Category	Name of Activities
1		PAPER SCREENING AND EVALUATION OF THE NATIONAL SCREENING COMMITTEE
2		ANNOUNCEMENT OF NATIONAL FINALISTS FOR FIELD VALIDATION
3		NATIONAL FIELD VALIDATION
4		

NATIONAL FORMATION PROGRAM, NATIONAL PANEL INTERVIEW, NATIONAL AWARDING

### 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

## LETTER HEAD OF OFFICE

Date

**LOPE B. SANTOS III**  
**Executive Assistant IV, OIC-Director IV**  
**Bureau of Learner Support Services**  
**DepEd Complex, Meralco Ave., Pasig City**

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

Dear **Director Santos**:

Good day!

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

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

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

Thank you.

Sincerely yours,

*Name and Signature of RD/SDS*

## ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

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**

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

### **IV. NATIONAL LEVEL**

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

**ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB**

6. The National Search Screening Committee shall have final deliberation and will select the 48-total number of national winners from the different categories.

7. The winners shall be awarded and will receive cash prize and a plaque of recognition.

**8. The non- winning schools will receive a certificate as National Finalists.**

<p>5. LEARNING OR IMPLEMENTING PROJECT (50%)</p>	<p>Medium size – 4 yrs</p> <p>10 yrs</p> <p>Completed year-long</p>	<p>Medium size – 4 yrs</p> <p>Completed year-long</p> <p>10 yrs</p> <p>Completed year-long</p>	<p>Large size – 5 yrs</p> <p>Completed year-long</p> <p>10 yrs</p> <p>Completed year-long</p>	<p>Large size – 5 yrs</p> <p>Completed year-long</p> <p>10 yrs</p> <p>Completed year-long</p>
<p>6. THE NATIONAL SEARCH SCREENING COMMITTEE SHALL HAVE FINAL DELIBERATION AND WILL SELECT THE 48-TOTAL NUMBER OF NATIONAL WINNERS FROM THE DIFFERENT CATEGORIES.</p>	<p>7. THE WINNERS SHALL BE AWARDED AND WILL RECEIVE CASH PRIZE AND A PLAQUE OF RECOGNITION.</p>	<p><b>8. THE NON- WINNING SCHOOLS WILL RECEIVE A CERTIFICATE AS NATIONAL FINALISTS.</b></p>		
<p>7. THE WINNERS SHALL BE AWARDED AND WILL RECEIVE CASH PRIZE AND A PLAQUE OF RECOGNITION.</p>	<p>8. THE NON- WINNING SCHOOLS WILL RECEIVE A CERTIFICATE AS NATIONAL FINALISTS.</p>			
<p>8. THE NON- WINNING SCHOOLS WILL RECEIVE A CERTIFICATE AS NATIONAL FINALISTS.</p>				
<p>RECORD DIVISION</p>	<p>NAME OF MONITOR</p>			

BEST IMPLEMENTER  
 SCORESHEET FOR 2022  
 CATEGORY 3: CREATING AND SUSTAINING A CULTURE OF LEARNING



**ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY  
SCORESHEET FOR SPG/SSG  
BEST IMPLEMENTER**



NAME OF NOMINEE:					
REGION/ DIVISION:					
<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>					



**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>					

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

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  
SCORE SHEET FOR SPG/SSG TEACHER - ADVISER**



<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>15</b>	
<i>a. Implementation of all mandated PPAs</i>	<b>10</b>	
<i>b. Governance – 5 points</i>	<b>5</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>10</b>	
<i>a. Involvement in community/civic/organizations/ associations</i>	<b>5</b>	
<i>b. Involvement in outreach/extension programs/activities Outreach/Extension programs/activities initiated where nominee served as:  Proponent/Chair = 1.00 Member = 0.50</i>	<b>5</b>	
<b>1.3. Experience</b>	<b>5</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>10</b>	

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		

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	30	1. EXCELLENCE IN STUDENT LEADERSHIP
	15	1.1. Organizational Leadership
	10	a. Implementation of all mandated RPAs
	5	b. Governance – 5 points
		(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 6. List of School Clubs/Organizations 7. Project Proposals 8. Communication Letters 9. Accomplishment Report 10. Election Reports
	10	1.2. Networking, Linkage, and Collaboration
	5	a. Involvement in community/organizational associations
	5	b. Involvement in outreach/extension programs/activities Outreach/extension programs/activities initiated where nominee served as PropONENT/Chair = 1.00 Member = 0.50
	5	1.3. Experience
		The candidate has been SPQSSG adviser for at least two (2) terms
	40	2. EMBODIMENT OF DEPED CORE VALUES
	10	2.1. Make-Diyos

## ENCLOSURE 3: CRITERIA AND SCORE SHEET PER

NAME OF NOMINEE:		
REGION/DIVISION:		
CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
<b>1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE</b>	<b>30</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: Proponent/ Chair = 1.00 Member = 0.50	5	
<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>40</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	

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

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
<b>2.3 Makakalikasan</b>	10	
Cleanliness and Orderliness Proper Waste Management Energy Conservation Environmental Protection and Preservation Wise use of resources		
<b>2.4 Makabansa</b>	10	
Takes pride in being a Filipino Resiliency in times of need/crisis Obedience to existing rules and regulations Community Service Involvement Promotes and patronizes local products, services and practices		
<b>3. OUTSTANDING ACCOMPLISHMENTS</b>	<b>30</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> Doctorate Degree (5 points) Doctorate Degree CAR (4) Master's Degree (3 points) Master's Degree CAR (2 points) At least 18 earned MA units (1 point)	5	
<b>TOTAL</b>	<b>100</b>	

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Charity/Kindness Empathy and Sympathy Compassion Human Dignity and Equality Multi-culturalism		
<b>2.3 Makakalikasan</b>	10	
Cleanliness and Orderliness Proper Waste Management Energy Conservation Environmental Protection and Preservation Wise use of resources		

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

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

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


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

NAME OF NOMINEE:		
REGION/DIVISION:		
CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
<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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**CATEGORY  
SCORE SHEET FOR GPP BEST  
IMPLEMENTER**

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER

<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		

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

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
55 to 89	6	

1 to 54	4		
• % of schoolchildren supported for maintenance		10	
40 to 50	10		
25 to 39	7		
1 to 24	3		
<b>D. Sustainability</b>			<b>20</b>
• Presence of sustainability plan (document)		5	
• Setting aside seed production area for next planting operation		8	
• Voluntary involvement of parent/teacher to provide succeeding plant material and labor for the project		7	
<b>E. Land Resource Space Utilization</b>			<b>10</b>
• % utilization of school area suitable for gardening		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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IMPLEMENTER  
SCORE SHEET FOR YES-O-BEST  
REGIONALISM

NAME OF NOMINEE:

FACTORS IN CATEGORY AND SCORE SHEET PER CATEGORY

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

**NAME OF NOMINEE:**  
**REGION/DIVISION:**  
**SCORE SHEET FOR YES-O BEST IMPLEMENTER**

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
<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:

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

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>1. Calendar of Annual Proposed Activities (CAPA)</li> <li>2. Certificate of Registration</li> <li>3. Registration Form</li> <li>4. Membership Forms</li> <li>5. Accomplishment Report (AAR)</li> <li>6. Activity Completion</li> <li>7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator</li> <li>8. Five-Year Targets</li> <li>9. 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	



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

NAME OF NOMINEE:

REGION/DIVISION:

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

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: <ol style="list-style-type: none"> <li>1. Calendar of Annual Proposed Activities (CAPA)</li> <li>2. Certificate of Registration</li> <li>3. Registration Form</li> <li>4. Membership Forms</li> <li>5. Accomplishment Report (AAR)</li> <li>6. Activity Completion</li> <li>7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator</li> <li>8. Five-Year Targets</li> <li>9. Financial Reports</li> </ol> *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	

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TOTAL



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**

NAME OF NOMINEE:

REGION/DIVISION:

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

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>	

4. Parent-Teacher Association (PTA)

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REGIONAL DIVISION:  
BEST IMPLEMENTER  
SCORE SHEET FOR BICD  
PARTICIPANT  
1-2 POINTS  
MAXIMUM

NAME OF NOMINEE:

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

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

NAME OF NOMINEE:

REGION/DIVISION:

**SCORE SHEET FOR OUTSTANDING BKD STUDENT OFFICE**

<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%	
<i>(Refer to DO 47 s. 2014)</i>  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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e. Socio-Civic / Religious Organizations	2%	
f. Government Officials / Agencies	2%	
g. Non-Government Officials / Agencies	2%	
5. Attainment of Objectives	20%	
6. Monitoring and Evaluation Scheme	5%	
TOTAL	100%	

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CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. EXCELLENCE IN STUDENT LEARNERS GOVERNANCE	30%	
a. Implementation of BUD PEs 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 Report		
5. Activity Completion/Evaluation Reports		
6. Communication Letters		
7. Accomplishment Reports		
2. Networking, Linkages and Collaboration	30%	
a. Involvement in Community/Civic Association and Organization	10%	
b. Involvement in Outreach, Extension Program/Activities	20%	
3. OUTSTANDING ACCOMPLISHMENTS	40%	
3.1 Training, Seminars and Workshop related to Drug Abuse Prevention Advocacy	10%	
3.2 Awards and Recognitions related to Drug Abuse Prevention Advocacy	10%	
3.3 Leadership Initiative and Advocacy (Flagship/Innovative Program/Project)	20%	
TOTAL	100%	

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

**REGION/DIVISION:  
SCORE SHEET FOR  
OUTSTANDING BKD  
TEACHER-ADVISER**

**NAME OF NOMINEE:**

<b>CRITERIA</b>	<b>MAXIMUM RATING</b>	<b>PARTICIPAN T'S POINTS</b>
<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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REGION/DIVISION:

ENCLOSURE 3: CRITERIA AND SCORE SHEET PER  
CATEGORYSCORE SHEET FOR BKD  
RECOGNITION AWARD FOR  
SCHOOL HEAD

NAME OF NOMINEE:

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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**REGION/DIVISION:  
SCORE SHEET FOR MOST  
OUTSTANDING DIVISION  
YFC**

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

**NAME OF NOMINEE:**

CRITERIA	MAXIMUM POINTS			PARTICIPANT'S POINTS
1. Compliance to PPAs			<b>20</b>	
• 100% Accomplished PPAs		20		
• 75-99% Accomplished PPAs		15		
• 50-74% Accomplished PPAs		10		
• Below 50% Accomplished PPAs		5		
2. Compliance to Regional / YFD requirements			<b>20</b>	
Submission of required accomplishment report		10		
• On or before deadline	10			
• Beyond deadline	5			
Submission of Division Federation Officers		5		
• On or before deadline	5			
• Beyond deadline	2			
Compliance to Social Media Admin Request		5		
3. Participation with YFD activities			<b>15</b>	
• 100% attendance		15		
• 75-99% attendance		11		
• 50-74% attendance		7		
• Below 50% attendance		3		
4. Utilization of Program Support Fund from YFD			<b>10</b>	

• 80-100% utilization (estimate)		10	
• 50-79% utilization (estimate)		7	
• Below 49% utilization (estimate)		4	
5. Proposed or implemented special project (Programs out of the Annual Implementation Plan)			<b>5</b>
• 2 or more activities		5	
• 1 activity		3	
6. Monitored of schools			<b>10</b>
• 100% school		10	
• 75-99% schools		8	
• 50-74% schools		6	
• Below 50% schools		4	
7. Number of established partnerships with stakeholders			<b>5</b>

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

CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
• 2 or more partner stakeholders		5	
• 1 partner stakeholder		3	
8. Outstanding Accomplishment			<b>15</b>
Training/Seminars/Workshop related to School Governance and Leadership Advocacy		3	
Awards / recognition related to school governance and leadership		2	
Leadership Initiative and Advocacy		5	
• Flagship/Innovative Program or Project	3		
• Resource Speakership related to School Governance and Leadership Advocacy	2		

Educational Attainment and Professional Growth		5	
• Doctorate Degree	5		
• Completed Academic Requirements for Doctoral Degree (4)	4		
• Master's Degree	3		
• Completed Academic Requirements for Master's Degree (2)	2		
• At least 18 earned MA units	1		
		<b>TOTAL</b>	<b>100</b>

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NAME OF NOMINEE:

CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
1. Compliance to PPAs		<b>25</b>	
• 100% Accomplished PPAs		25	
• 75-99% Accomplished PPAs		20	
• 50-74% Accomplished PPAs		15	
• Below 50% Accomplished PPAs		10	
2. Compliance to YFD requirements		<b>20</b>	
Submission of required consolidated accomplishment report		10	
• On or before deadline	10		
• Beyond deadline	5		
Submission of Regional Federation Officers		4	
• On or before deadline	4		
• Beyond deadline	2		
Compliance to Social Media Admin Request		3	
Compliance to Youth Formation Coordinators contact list		3	
3. Participation with YFD activities		<b>15</b>	
• 100% attendance		15	
• 75-99% attendance		11	
• 50-74% attendance		7	
• Below 50% attendance		3	
4. Utilization of Program Support Fund from YFD		<b>10</b>	
• 80-100% utilization (estimate)		10	
• 50-79% utilization (estimate)		7	
• Below 49% utilization (estimate)		4	
5. Number of trainings provided for YFC		<b>10</b>	

• 3 or more training programs		10		
• 2 training programs		7		
• 1 training program		4		
6. Outstanding Accomplishment			<b>15</b>	
Training/Seminars/Workshop related to School Governance and Leadership Advocacy		3		
Awards / recognition related to school governance and leadership		2		
Leadership Initiative and Advocacy		5		
• Flagship/Innovative Program or Project	3			
• Resource Speakership related to School Governance and Leadership Advocacy	2			
Educational Attainment and Professional Growth		5		
• Doctorate Degree	5			
• Doctorate Degree CAR	4			

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

CRITERIA	MAXIMUM POINTS			PARTICIPAN T'S POINTS
• Master's Degree	3			
• Master's Degree CAR	2			
• At least 18 earned MA units	1			
		TOTAL	<b>100</b>	

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## ENCLOSURE 3: CRITERIA AND SCORE SHEET PER CATEGORY

REGION/DIVISION:  
SCORE SHEET FOR MOST  
ACTIVE SOCIAL MEDIA  
ACCOUNT

NAME OF NOMINEE:

CRITERIA	MAXIMUM POINTS		PARTICIPANT'S POINTS
1. Performance		<b>25</b>	
• Average reach video		10	
• More than 2,000 reached	10		
• 1500-1999 reached	8		
• 1000-1499 reached	6		
• 500-999 reached	4		
• 1-499 reached	2		
• Average reach photo		10	
• More than 2,000 reached	10		
• 1500-1999 reached	8		
• 1000-1499 reached	6		
• 500-999 reached	4		
• 1-499 reached	2		
• Average reach shared video		5	
• More than 2,000 reached	5		
• 1500-1999 reached	4		
• 1000-1499 reached	3		
• 500-999 reached	2		
• 1-499 reached	1		
2. Frequency of postings/sharing of materials and videos		<b>25</b>	
• 1 post everyday		25	
• 1 post every 2 days		20	
• 1 post every 3 days		15	

• 1 post every 4 days		10	
• 1 post every 5 days		5	
<b>3. Total page followers</b>			<b>25</b>
• 1,000 above followers		25	
• 700-999 followers		20	
• 400-699 followers		15	
• 100-399 followers		10	
• Below 100 followers		5	
<b>4. Total page likes</b>			<b>25</b>
• 1,000 above likes		25	
• 700-999 likes		20	
• 400-699 likes		15	
• 100-399 likes		10	
• Below 100 likes		5	
		<b>TOTAL</b>	<b>100</b>

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

**SIGNATURE OVER PRINTED NAME OF THE EVALUATOR**

**REGION/DIVISION:  
SCORE SHEET FOR BEST PRACTICE  
IMPLEMENTER  
SIGNATURE AND DATE**

**DE**

**NAME OF NOMINEE:**

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

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**ENCLOSURE 4: AWARDS SELECTION COMMITTEE COMPOSITION****COMPOSITION OF THE SCREENING COMMITTEE  
FOR GAWAD SIKLAB**

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

<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

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

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

NATIONAL LEVEL SCREENING COMMITTEE	
Chair:	Director, Bureau of Learning Support Services
Members:	Chief, Youth Formation Division
	Chief, Schools Support Division
	Chief, School Health Division

**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.

Regional Office (RSO)	Regional Level Screening	April 4-1, 2021
Central Office (YFO)	Submission of Documents to Central Office	April 16, 2021
Central Office (YFO)	Paper Screening and Evaluation (National Screening Committee)	April 19-23, 2021
Central Office (YFO)	National Field Validation and Panel Interview	April 23-7, 2021
Central Office (YFO)	Announcement of National Winners and Confer of Plaque	May 10-13, 2021
Central Office (YFO)	Video Recording and Submission of Winners with Plaque	May 14-22, 2021
Central Office	National Awarding via Zoom at DepEd Divisoria	May 24 - 27, 2021

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

<b>Date</b>	<b>Activity</b>	<b>Focal Units</b>
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	<ul style="list-style-type: none"><li>○ Announcement of Regional Finalists</li><li>○ Submission of Documents to Central Office</li></ul>	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