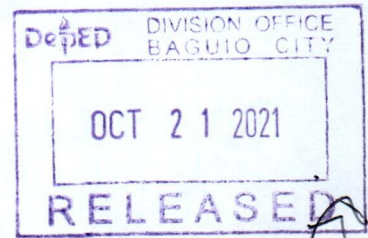




Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



21 October 2021

DIVISION MEMORANDUM

No. **278**, s. 2021

**CALL FOR PAPERS: 4<sup>th</sup> BEGGANG TI BAG-IW  
 SEARCH FOR OUTSTANDING SPG/SSG AND SCHOOL CLUBS**

To : All Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 Supreme Pupil Government (SPG) Advisers  
 Supreme Student Government (SSG) Advisers  
 School Club Advisers  
 All 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 activities.
2. Anent to this, this Office through the School Governance and Operations Division – Youth Formation calls for application for the fourth *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. Coverage period for the evaluation of programs, projects and activities (PPAs) shall be **from October 2020 to June 2021**.
5. 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	NO. 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) showcasing the organization's accomplishments for the School Year together with their entries. Send AVP at [youthformationbaguio@gmail.com](mailto:youthformationbaguio@gmail.com)
  - c. Refer to *Enclosure 1 and 2* of this Memorandum for the assessment tool of SPG, SSG and School Clubs, 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 Action (GPOA).
    - 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.
6. The teacher-advisers of the winning youth organizations will also be recognized as **Outstanding Teacher-Adviser**. The time, effort, and guidance of their Advisers that made an impact on the winning the organization amid the pandemic.
  7. The following schedule of activities are to be observed:

DATE	ACTIVITY
October 22 to November 19, 2021	Call for Applications
November 22 to 26, 2021	Paper Assessment and Screening Proper
As needed	Validation
December 1, 2021 (Wednesday) 9:00 AM to 12:00 PM Via Zoom virtual platform	Awarding Proper

8. A separate Division Memorandum shall be released at as later date for the awarding proper.
9. For more information, questions, and concerns on this subject, kindly contact Mr. Samuel F. Bab-anga / Ms. Augie Perl Simangan, Youth Formation Coordinators through (074) 619-3492.
10. Immediate and wide dissemination of this Memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
 Schools Division Superintendent



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**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

<b>QUALITY FORMS</b>	Document Code: QF-SGOD-YF-002 Revision: 00 Effectivity date: 11-25-2020
<b>Title: Beggang ti Bag-iw: Search for Outstanding Supreme Pupil Government and Supreme Student Government</b>	Name of Office: <b>SCHOOL GOVERNANCE AND OPERATIONS DIVISION – YOUTH FORMATION</b>

**SUPREME PUPIL AND STUDENT GOVERNMENT ASSESSMENT TOOL**

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



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		1	<p><b>E</b> – Included 4-5 mandated PAPs and at least 2 initiated PAPs in line with the 4 Core values.</p> <p><b>T</b> – Submitted 1 day late</p> <p><b>Q</b> – Prepared a General Action Plan with 4 or more missing parts</p> <p><b>E</b> – Included less than 4 mandated PAPs and at least 1 initiated PAPs in line with the 4 Core values.</p> <p><b>T</b> – Submitted 2 or more days late</p>					
<b>SSG – Initiated Programs, Projects and Activities (PPA) that support DepEd’s 4 Core Values</b>	20%	5	<p><b>Q</b> – Implemented more than 1 PPA for each of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa.</p> <p><b>E</b> – Effectively with accomplishment reports and documentations</p> <p><b>T</b> – Within the rating period</p> <p><b>Q</b> – Implemented at least 1 PPA for each of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa.</p> <p><b>E</b> – Effectively with accomplishment reports and documentations</p>	Accomplishment reports, proposal and documentation				
4								



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		3	<p><b>T</b> – Within the rating period  <b>Q</b> – Implemented at least 1 PPA in 3 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa.  <b>E</b> – Effectively with accomplishment reports and documentations</p> <p><b>T</b> – Within the rating period  <b>Q</b> – Implemented at least 1 PPA in 2 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa.  <b>E</b> – Effectively with accomplishment reports and documentations</p> <p><b>T</b> – Within the rating period  <b>Q</b> – Implemented at least 1 PPA in 1 of the core values: Maka-Diyos, Makatao, Makakalikasan and Makabansa.  <b>E</b> – Effectively with accomplishment reports and documentations  <b>T</b> – Within the rating period</p>								
<b>Community Involvement</b>	20%	5	<p><b>Q</b> – More than 5 project, program or activity was implemented with the help</p>	Registration/ Attendance, Confirmed							









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		2	<b>Q</b> – At least 2 project, program or activity was participated with the help of 1 of the ff. PTA, barangay officials and other stakeholders. <b>E</b> – PTA/barangay officials and/other stakeholders were involved <b>T</b> – Within the rating period							
		1	<b>Q</b> – At least 1 project, program or activity was planned to be implemented with the help of PTA, barangay officials and other stakeholders. <b>E</b> – PTA/barangay officials and/other stakeholders were involved <b>T</b> – Within the rating period							
<b>SSG Mandated Activities</b>	35%	5	<b>Q</b> – 100% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period	4	<b>Q</b> – 80-99% of the SSG mandated activities has been duly implemented.	Compilation of projects/programs showing the level of impact or level engagement of stakeholders with assessment tool.				



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			<b>E</b> – With accomplishment reports <b>T</b> – Within the rating period  <b>Q</b> – 70-79% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
		3	<b>Q</b> – 60-69% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
		2	<b>Q</b> – 50-59% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
		1	<b>Q</b> – 100% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
<b>Financial Reports</b>	5%	5	<b>Q</b> – 100% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period	Financial reports of treasurer and auditor with complete supporting documents				



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		4	<b>Q</b> – 80-99% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period	(receipts and liquidation reports included number of activities over number of liquidation reports)				
		3	<b>Q</b> – 70-79% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
		2	<b>Q</b> – 60-69% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
		1	<b>Q</b> – 50-59% of the SSG mandated activities has been duly implemented. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
<b>Organizational Development</b>	5%	5	<b>Q</b> – The club conducted 8 or more meetings to follow up/update club GPOA’s developments and accomplishments.	Secretary’s minutes of meeting with documentation				



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		4	<b>E</b> – With accomplishment reports <b>T</b> – Within the rating period  <b>Q</b> – The club conducted 7 or more meetings to follow up/update club GPOA’s developments and accomplishments.	noted by the adviser and attendance sheets.					
		3	<b>E</b> – With accomplishment reports <b>T</b> – Within the rating period  <b>Q</b> – The club conducted 6 or more meetings to follow up/update club GPOA’s developments and accomplishments.						
		2	<b>E</b> – With accomplishment reports <b>T</b> – Within the rating period  <b>Q</b> – The club conducted 5 or more meetings to follow up/update club GPOA’s developments and accomplishments.						



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		1	<b>Q</b> – The club conducted 4 or more meetings to follow up/update club GPOA’s developments and accomplishments. <b>E</b> – With accomplishment reports <b>T</b> – Within the rating period					
<b>Support to Division Federation Activities</b>	5%	5	<b>Q</b> – Attended/Participated in 100% of all Division Federation Activities <b>E</b> – In compliance to Division Memos <b>T</b> – Within the rating period	Attendance, narrative reports <i>(if applicable)</i>				
		4	<b>Q</b> – Attended/Participated in 80-99% of all Division Federation Activities <b>E</b> – In compliance to Division Memos <b>T</b> – Within the rating period					
		3	<b>Q</b> – Attended/Participated in 70-79% of all Division Federation Activities <b>E</b> – In compliance to Division Memos <b>T</b> – Within the rating period					



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		2	Q – Attended/Participated in 60-69% of all Division Federation Activities E – In compliance to Division Memos T – Within the rating period					
		1	Q – Attended/Participated in 59% and below of all Division Federation Activities E – In compliance to Division Memos T – Within the rating period					
<b>Plus Factor</b>	Direct to the total score	5pts		Accomplishment report with documentation and with report of total fund collection				
		5pts	Initiated/Written a school policy/resolution	Communication letters, deed of acceptance				
		5pts	Initiated a long-term project/program that can be passed on to the next set of SSG Officers.					



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<b>QUALITY FORMS</b>	Document Code: QF-SGOD-YF-003 Revision: 00 Effectivity date: 11-25-2020
Title: <b>Beggang ti Bag-iw: School Club Assessment Tool</b>	Name of Office: <b>SCHOOL GOVERNANCE AND OPERATIONS DIVISION – YOUTH FORMATION</b>

**SCHOOL CLUB ASSESSMENT TOOL**

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

22.6MB



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		3	<b>Q</b> – Prepared a General Plan of Action Plan with two missing part <b>E</b> – Based on the organization’s mandate, aligned to the mother organization’s action plan and based on the needs of the school/community <b>T</b> – Submitted on due date					
		2	<b>Q</b> – Prepared a General Plan of Action Plan with three missing part <b>E</b> – Based on the organization’s mandate, aligned to the mother organization’s action plan and based on the needs of the school/community <b>T</b> – Submitted 1 day late					
		1	<b>Q</b> – Prepared a General Plan of Action Plan with four missing part <b>E</b> – Based on the organization’s mandate, aligned to the mother					







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			organization's action plan and based on the needs of the school/community <b>T</b> - Submitted 2 days late					
<b>Programs/Activities (Pas) Implemented</b>	20%	5	<b>Q</b> - Implemented 6 or more PAS <b>E</b> - Effectively with accomplishment reports and documentation <b>T</b> - Within the rating period	Accomplishment reports, proposal and documentation (Number of accomplished activity over number of planned activity)				
		4	<b>Q</b> - Implemented 5 or more PAS <b>E</b> - Effectively with accomplishment reports and documentation <b>T</b> - Within the rating period					
		3	<b>Q</b> - Implemented 4 or more PAS <b>E</b> - Effectively with accomplishment reports and documentation <b>T</b> - Within the rating period					



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		2	<b>Q</b> – Implemented 3 or more PAs <b>E</b> – Effectively with accomplishment reports and documentation <b>T</b> – Within the rating period					
		1	<b>Q</b> – Implemented 2 or more PAs <b>E</b> – Effectively with accomplishment reports and documentation <b>T</b> – Within the rating period					
<b>Exemplary Project</b>	15%	5	<b>Q</b> – At least 1 exemplary project was completed/implemented and has already been benefited from by students and/or teachers <b>E</b> – Aligned to the club’s GPOA/mandate <b>T</b> – Within the rating period	Accomplishment reports, proposal and documentation				







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		4	<b>Q</b> – At least 1 exemplary project was completed/implemented and has already been benefited from by students and/or teachers for the next SY <b>E</b> – Aligned to the club’s GPOA/mandate <b>T</b> – Within the rating period						
		3	<b>Q</b> – At least 1 physical project is 80% in progress and may be completed before the school year ends. <b>E</b> – Aligned to the club’s GPOA/mandate <b>T</b> – Within the rating period						
		2	<b>Q</b> – At least 1 physical project is 50% in progress and may be completed before the school year ends. <b>E</b> – Aligned to the club’s GPOA/mandate						



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		1	T – Within the rating period  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					
<b>Teamwork/Partnership</b>	15%	5	Q – At least one accomplished PAP engaged members, non-members, teachers and 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					



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		3	<b>Q</b> – At least one accomplished PAP engaged members, non-members, teachers. <b>E</b> – Aligned to the club’s GPOA <b>T</b> – Within the rating period						
		2	<b>Q</b> – At least one accomplished PAP engaged members, non-members. <b>E</b> – Aligned to the club’s GPOA <b>T</b> – Within the rating period						
		1	<b>Q</b> – At least one accomplished PAP engaged members. <b>E</b> – Aligned to the club’s GPOA <b>T</b> – Within the rating period						



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







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		2	<p><b>T</b> - At least 3 times within the rating period.</p> <p><b>Q</b> - The school club raised the school's awareness about the activities/ services planned/implemented/conducted in accordance to the club's GPOA.</p> <p><b>E</b> - Aligned to GPOA</p> <p><b>T</b> - At least 2 times within the rating period.</p>						
		1	<p><b>Q</b> - 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><b>E</b> - Aligned to GPOA</p> <p><b>T</b> - At least once within the rating period.</p>						



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<b>Financial Reports</b>	5%	5	<b>Q</b> – 100% of the implemented activity was accompanied with financial reports. <b>E</b> – Aligned to GPOA <b>T</b> – Within the rating period	Financial report of treasurer and auditor with complete attachment (receipts, liquidation reports of activities over number of liquidation reports)					
		4	<b>Q</b> – 80-99% of the implemented activity was accompanied with financial reports. <b>E</b> – Aligned to GPOA <b>T</b> – Within the rating period						
		3	<b>Q</b> – 70-79% of the implemented activity was accompanied with financial reports. <b>E</b> – Aligned to GPOA <b>T</b> – Within the rating period						
		2	<b>Q</b> – 60-69% of the implemented activity was accompanied with financial reports. <b>E</b> – Aligned to GPOA <b>T</b> – Within the rating period						



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



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		3	<p><b>Q</b> – The club conducted at least 4 meetings to follow up/update club GPOA’s developments and accomplishments.  <b>E</b> – With minutes of meeting and documentation  <b>T</b> – Within the rating period</p>						
		2	<p><b>Q</b> – The club conducted at least 3 meetings to follow up/update club GPOA’s developments and accomplishments.  <b>E</b> – With minutes of meeting and documentation  <b>T</b> – Within the rating period</p>						
		1	<p><b>Q</b> – The club conducted at least 2 meetings to follow up/update club GPOA’s developments and accomplishments.  <b>E</b> – With minutes of meeting and documentation</p>						







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			T – Within the rating period						
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<b>Support to mandated SSG activities</b>	20%	5	<b>Q</b> – The club participated in 90-100% of the mandated SSG activities. <b>E</b> – Aligned to club and school SSG GPOA. <b>T</b> – Within the rating period	Certificate of participation, copies of attendance sheets.					
		4	<b>Q</b> – The club participated in 70-80% of the mandated SSG activities. <b>E</b> – Aligned to club and school SSG GPOA. <b>T</b> – Within the rating period						
		3	<b>Q</b> – The club participated in 50-60% of the mandated SSG activities. <b>E</b> – Aligned to club and school SSG GPOA. <b>T</b> – Within the rating period						
		2	<b>Q</b> – The club participated in 30-40% of the mandated SSG activities.						



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<b>Plus factor</b>	Direct to the total score	1	<b>E</b> - Aligned to club and school SSG GPOA. <b>T</b> - Within the rating period  <b>Q</b> - The club participated in 10-30% of the mandated SSG activities. <b>E</b> - Aligned to club and school SSG GPOA. <b>T</b> - Within the rating period					
		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 and with report of total fund collected				
		5pts	Authored a school policy/resolution that benefits the students' adopted by the school	School Memorandum				

