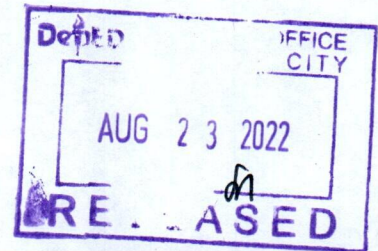




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



22 August 2022

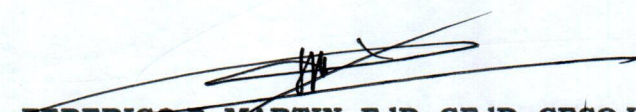
DIVISION MEMORANDUM

No. **375** s. 2022

**Gawad Lingap Program for Public Learners
CALL FOR APPLICANTS for School Year 2022-2023**

To : CID and SGOD Chief Education Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Public SPG / SSG Advisers
All Others Concerned

1. Pursuant to Executive Order No. 95, s. 2022, *The Baguio City Gawad Lingap Program of 2021* and Relative to Division Memorandum No. 220, s. 2020 – Tracking of Learners in Need of Financial Support and with the endeavor of the Division Office to aide financial constraints of public learners in their schooling with continuous partnership to external stakeholders for scholarship programs, this Office announces the call for public Kto 12 learner-applicants who are really in need of financial assistance to support their schooling through *Gawad Lingap*.
2. For more information, please refer to the following Enclosures:
 - a. Enclosure No. 1 – Qualifications and Guidelines of Scholars
 - b. Enclosure No. 2 – Documentary Requirements and Procedure
 - c. Enclosure No. 3 – Composition of the Gawad Lingap Committee
 - d. Enclosure No. 4 – Process Flow
 - e. Enclosure No. 5 – Application Form
3. Submission of school pre-screened applications to School Governance and Operations Division – Youth Formation will be **ON OR BEFORE September 12, 2022 ONLY**. Documents submitted after the deadline will not be entertained.
4. For more information, queries, and concerns, please contact *Ms. Augie Perl Simangan*, Division Youth Formation Coordinator at 09171708990.
5. Immediate and wide dissemination of this Memorandum is desired.


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

SGOD/YF/apas/082222

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QUALIFICATIONS AND GUIDELINES OF SCHOLARS

I. Qualifications of Applicants:

1. Must be enrolled for the ensuing Academic Year in any public school withing the Schools Division of Baguio City.
2. Must belong to families certified as indigent by the City Social Welfare and Development Office;
3. Applicants must not have existing stipend and/or scholarship grant from any agency, company and/or individual, regardless of the amount being received, at the time of their applications;
4. Applicants must not have intention to enroll in schools outside Baguio City; and
5. The joint annual income of parents, parent, or legal guardian, as the case may be, must not exceed ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00).

II. Guidelines for qualified scholars:

1. The student must not incur absences equivalent to 5% of the total school days per academic year;
2. Must have passing remarks in all subjects in every grading period;
3. Must be actively involved in curricular and co-curricular activities of DepEd and City Government of Baguio; and
4. Qualified applicants who wish to transfer schools in another School Division will be automatically removed from the roll of beneficiaries.



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DOCUMENTARY REQUIREMENTS AND PROCEDURE

I. **Documentary Requirements:**

1. Letter of intent to apply for the program;
2. Certification from the Office of the City Social Welfare and Development (OCSWDO), through their unit offices, that the applicant belongs to indigent family/household;
3. Accomplished application form;
4. **Endorsement Letter from the School Head;** and
5. Essay prepared by the applicant, narrating the family's background, which may be in the vernacular language most preferred by the applicant.

II. **Procedures:**

1. **Screening.**

- Step 1.* Letter of intent and application will be pre-evaluated by the SPG/SSG Adviser and evaluated by the School Head where the student is enrolled, before endorsing the same to the Gawad Lingap Committee;
- Step 2.* Assessment/evaluation of documents submitted will be done for short listing;
- Step 3.* Posting short list of possible grantees;
- Step 4.* Deliberation of the Gawad Lingap Committee; and thereafter
- Step 5.* Announcement of qualified students

2. **Awarding.**

Awarding of the qualified students will be notified through their respective school principals, and thereafter be required to attend an orientation program that coincides with the execution of Contract;

3. **Annual monitoring.**

The students' performance throughout the academic year shall be monitored by the Youth Formation Coordinator. The students' parents/guardian shall request a copy of child's monthly attendance report from the school, and forward the same to the Youth Formation Officer.

III. **Program Monitoring and Evaluation.**

The grantees' evaluation and assessment shall be conducted at the end of every academic year.



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COMPOSITION OF THE GAWAD LINGAP COMMITTEE

For the orderly and efficient implementation of the Program, specifically on the screening and awarding of financial assistance to eligible students, the Gawad Lingap Committee is hereby created, and shall composed of:

- Chairperson: City Mayor
- Vice-Chairperson: Schools Division Superintendent, Baguio City
- Secretariat: Youth Formation Coordinator, DepEd Baguio City
- Members: School Governance and Operations Division Chief
Education Supervisor (SGOD-CES), DepEd Baguio City
School Governance and Operations Division – Education Program Supervisor (SGOD-EPS), DepEd Baguio City
Local Youth Development Officer, City Social Welfare and Development Officer (CSWDO)
President, Federation of Parents and Teachers Associations (FPTA), Baguio City



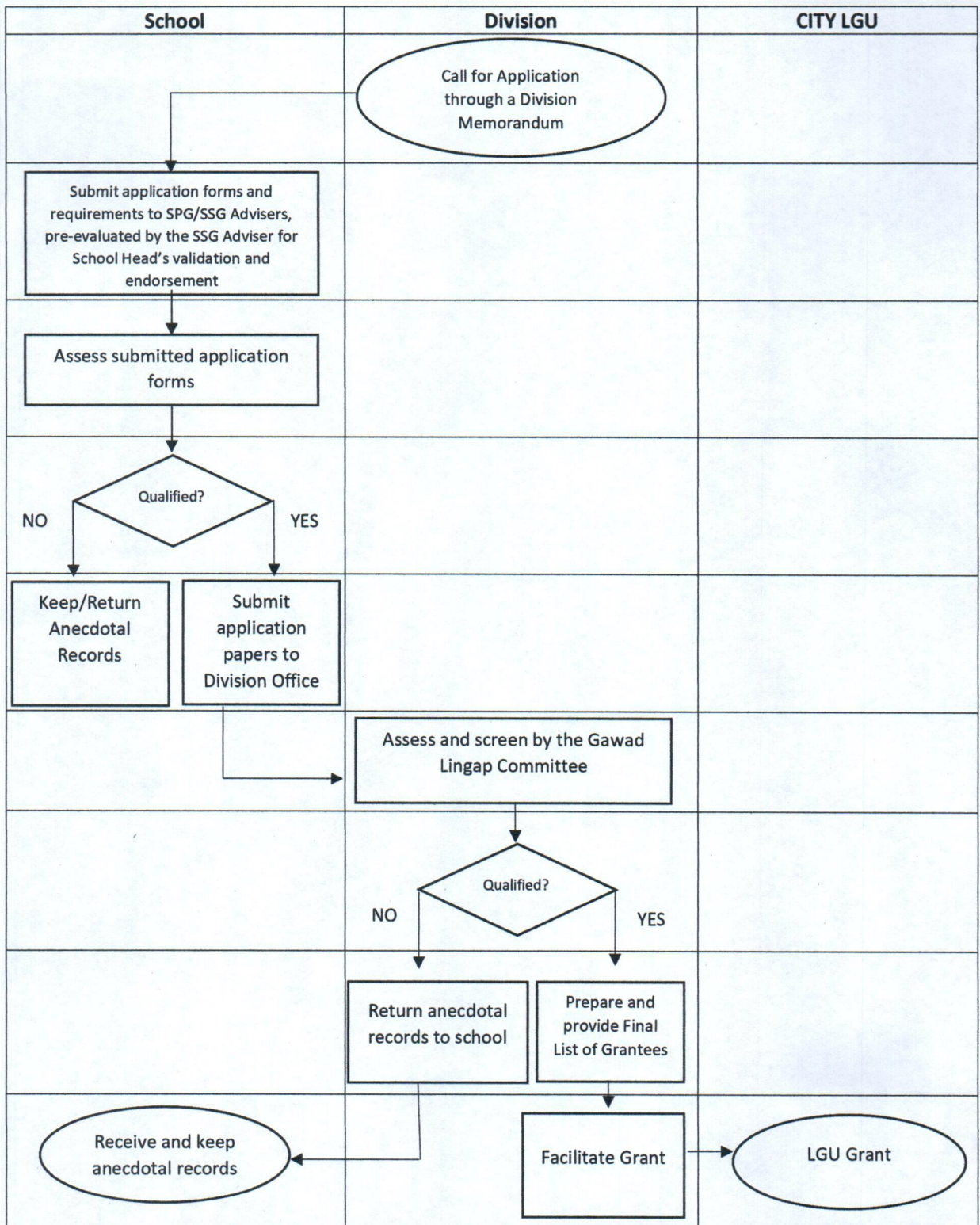
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Process Flow

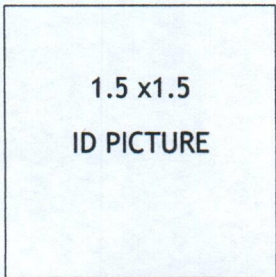


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APPLICATION FORM

I. APPLICANT'S INFORMATION

Name

Surname _____ First Name _____ Middle Name _____

Name of School: _____

Learner's Reference Number: _____ General Average: _____

Date of Birth: _____ Age: _____ Gender: _____

E-mail Address: _____

Contact Number: _____

Address in Baguio City: _____

Residing at:

Boarding House Parents' House Relative's House Others (specify) _____

Existing Scholarship/s if any: _____

II. FAMILY BACKGROUND:

Status of Parents:

Living Together Separated Single Parent Father Deceased Mother Deceased

	FATHER	MOTHER
Name		
Age		
Permanent Home Address		
Mobile Number		
Occupation/Position		
Company		
Business Address		
Average Monthly Income		
Annual Add'l Income (allowances, per diem, bonuses)		
Number of years in service		
Work Status (Contract of Service, Permanent)		
Educational attainment		
Reasons for being unemployed		



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BROTHER AND SISTERS (Please attach additional sheet if necessary)

Total # of Sibling/s: ____ Number of Working Sibling/s: ____ Number of Studying Sibling/s: ____

Relation	SIBLING 1	SIBLING 2	SIBLING 3
Name			
Age			
Civil Status			
Permanent Home Address			
Mobile Number			
Occupation/Year or Grade level			
Employer			
Business Address/School Enrolled			
Average Monthly Income			
Annual Add'l Income (allowances, per diem, bonuses)			
Number of years in service			
Work Status (Contract of Service, Permanent)			
Educational attainment			
Living with the family? (Yes/No)			
School Fees per year (if student)			

Do you have other relative/s who help out in your finances? YES NO

If yes, Name/s:

What is their relation to you? _____

How much money do they send monthly on the average? _____

I hereby certify that the above information is true and correct. Any misrepresentation of facts will render this form invalid, and will immediately disqualify my application. I also allow DepEd- Baguio City and Baguio Pines Lions Club to use the said information for legitimate purpose for the sponsorship and allow the processing of such information by authorized personnel.

Student's signature above printed name

Date submitted

Other requirements:

____ Latest Income Tax Return of BOTH Parents or Affidavit of Non-filing Income Tax Return

____ Certification from the Barangay that the family belong to indigent group of families



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ESSAY ON THE APPLICANT'S FAMILY BACKGROUND:

Why do you deserve this Sponsorship Program? You may use vernacular language. Use the back portion of this page if you need additional space.

[Empty rectangular box for writing the essay]



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