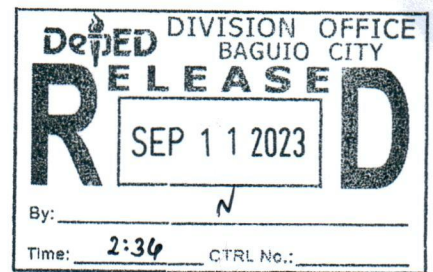




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



11 September 2023

DIVISION MEMORANDUM
No. **359-2023**

**GAWAD LINGAP PROGRAM FOR PUBLIC SCHOOL LEARNERS:
CALL FOR APPLICANTS FOR SCHOOL YEAR 2023-2024**

- To : CID and SGOD Chief Education Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Public SELG / SSLG Teacher-Advisers
All Others Concerned
1. Pursuant to Executive Order No. 95, s. 2022 entitled "*Implementing Rules and Regulations of City of baguio Ordinance Numbered 07 s. 2022 or an ordinance institutionalizing the Gawad Lingap Program in the City of Baguio for Public Elementary and Secondary Students*, the Schools Division of Baguio City announces the call for Public Kto12 learner-applicants who are really in need of financial assistance to support their schooling through *Gawad Lingap Program*.
 2. The following documents are enclosed for reference:
 - a. Enclosure No. 1 – Qualifications and Guidelines for qualified scholars
 - b. Enclosure No. 2 – Documentary Requirements Needed
 - c. Enclosure No. 3 – Process Flow
 - d. Enclosure No. 4 – Application Form
 3. Submission of school pre-screened applications to School Governance and Operations Division – Youth Formation will be **ON OR BEFORE OCTOBER 20, 2023 ONLY**. Documents submitted after the deadline will not be entertained.
 4. For further information, questions, or concerns, please contact *Ms. Augie Perl A. Simangan*, Project Development Officer I of SGOD-Youth Formation through 0917-170-8990 or message on Facebook at *DepEd Tayo-Youth Formation – Baguio City*.
 5. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FAGULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



QUALIFICATIONS AND GUIDELINES OF SCHOLARS

I. *Qualifications of Applicants:*

1. Must be enrolled for the ensuing Academic Year in any **public school** within 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, incur more than 5% of absences of the total school days per academic year, and had failing grade lower than 75 will be automatically removed from the roll of beneficiaries.



DOCUMENTARY REQUIREMENTS

Documentary Requirements:

1. Accomplished application form
2. Essay prepared by the applicant, narrating the family's background, which may be in the vernacular language most preferred by the applicant
3. Photocopy of Report Card (SF9 / Form 138) from SY 2022-2023
4. Certificate of Enrollment for SY 2023-2024
5. Certification from the Office of the City Social Welfare and Development (OCSWDO), through their unit offices, that the applicant belongs to indigent family/household
6. Endorsement Letter from the School Head
- 7.

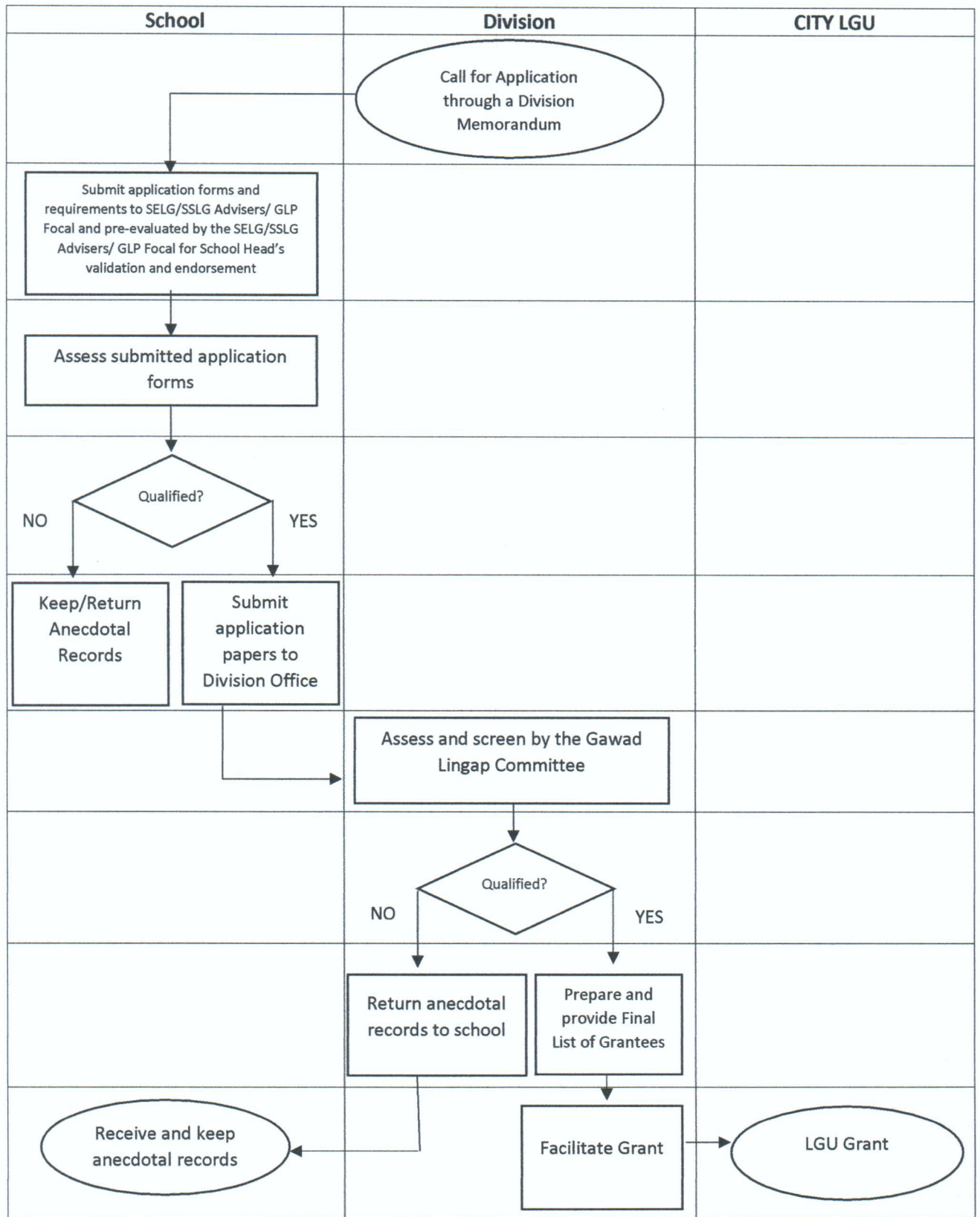
**Submit all documentary requirements to the School's SELG/ SSLG Adviser / GLP Focal then the School will submit it to the Division Office (SGOD-YF)*

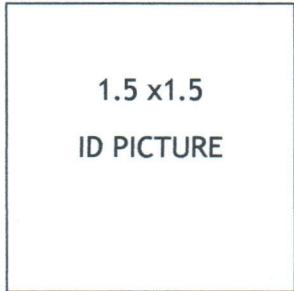
Other Requirements needed for the issuance of Certificate of Indigency at CSWDO:

- Barangay Residency Certificate
- Original and Photocopy of Cedula (City Hall - One Stop Shop)
- Certificate of Non-Property (City Hall Assessor's Office)
- Certificate of Low Income (BIR)
 - Barangay Low Income (Barangay)
 - Affidavit of Low Income
- Endorsement letter from the school head (School)



Process Flow





APPLICATION FORM

TO BE FILLED UP BY THE APPLICANT

Please write LEGIBLY

I. APPLICANT'S INFORMATION

Name _____

Surname

First Name

Middle Name

Name of School: _____

Learner's Reference Number: _____ General Average: _____

Date of Birth: _____ Age: _____ Sex: _____

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; indicate NONE if none): _____

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		

BROTHER AND SISTERS *(Please attach additional sheet if necessary)*

Total number 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)			

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



ESSAY ON THE APPLICANT'S FAMILY BACKGROUND:

*****TO BE FILLED UP BY THE APPLICANT**

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

Empty space for the applicant's essay.

