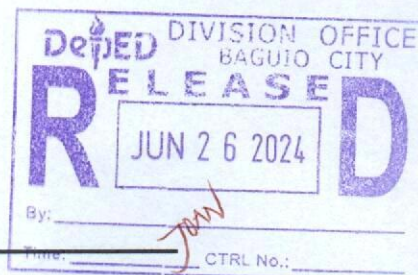




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



June 25, 2024

DIVISION MEMORANDUM  
 No. **354-2024**

**SUBMISSION OF REQUIREMENTS FOR THE PROCESSING OF STUDENT INCENTIVES: ACADEMIC EXCELLENCE AWARD, SCHOOL PAPER STAFFERS, AND SPORTS ACHIEVERS FOR THE SCHOOL YEAR 2023-2024**

To: Public Schools District Supervisors  
 Public School Heads  
 All Others Concerned


1. In line with LSB No. 13, s. 2019, a resolution providing guidelines on the provision of student incentives for deserving learners in this Schools Division, this Office hereby directs all school heads to submit the following required documents for the processing of student incentives:

TYPE OF INCENTIVE	CONDITION	REQUIREMENT
1. Academic Excellence Award	The first and second learners in each grade level who achieved the highest unrounded general averages.	<ol style="list-style-type: none"> <li>1. Certification (individual) from the school head that the learner achieved the highest GWA.</li> <li>2. Certification (summary list) from the school head that the learners have met the conditions and requirements provided under LSB Resolution No. 13, s. 2019.</li> </ol>
2. School Paper Staffers	Recipient must be the Editor-in-Chief (ES & JHS), Asst. Editor-in-Chief (JHS) and Managing Director (JHS) of the school paper	<ol style="list-style-type: none"> <li>1. Certification from the school head indicating the assignment of the learner/recipient</li> <li>2. Certification (summary list) from the school head that the learners have met the conditions and requirements provided under LSB Resolution No. 13, s. 2019.</li> </ol>
3. Sports Achievers (Individual and Group events) ***The requirement for this incentive must be submitted within 2 days after the Palarong Pambansa	Recipient/s must be a gold medalist in the Palarong Pambansa for SY 2023-2024	<ol style="list-style-type: none"> <li>1. Certification from the School Head indicating the name of the sport event of the recipient</li> <li>2. Certification (summary list) from the school head that the learners have met the conditions and requirements provided under LSB Resolution No. 13, s. 2019.</li> </ol>

**NOTE: For requirement no. 2, use the template attached to this memorandum.**

2. Required documents must be submitted to Ms. Judy Paran at the Personnel Unit on or before June 28, 2024.

3. For information, guidance and strict compliance.

  
**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

OSDS/AS/nde







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

### CERTIFICATION

This is to certify that the following learners of \_\_\_\_\_ (Name of School) \_\_\_\_\_ have met the conditions and requirements provided under Local School Board Resolution No. 13, s. 2019, and are therefore entitled to the Cash Incentives for SY 2023-2024:

#### 1. ACADEMIC EXCELLENCE AWARDS

GRADE LEVEL	NAME OF LEARNERS	GEN. WEIGHTED AVERAGE
<b>A. FIRST HIGHEST</b>		
GRADE 1/ GRADE 7		
GRADE 2/ GRADE 8		
GRADE 3/ GRADE 9		
GRADE 4/ GRADE 10		
GRADE 5/ GRADE 11		
GRADE 6/ GRADE 12		
<b>B. SECOND HIGHEST</b>		
GRADE 1/ GRADE 7		
GRADE 2/ GRADE 8		
GRADE 3/ GRADE 9		
GRADE 4/ GRADE 10		
GRADE 5/ GRADE 11		
GRADE 6/ GRADE 12		

#### 2. SCHOOL PAPER STAFFERS

NAME OF LEARNER	GRADE LEVEL	NAME OF SCHOOL PAPER	ASSIGNMENT (Editor-in-Chief – ES and JHS; Asst. Editor-in-chief – JHS only Managing Director – JHS only)

#### 3. SPORT ACHIEVERS (Palarong Pambansa Gold Medalist – Individual/Group)

NAME OF LEARNER	GRADE LEVEL	NAME OF THE SPORTS EVENT

This certification is being issued to support their claims for student cash incentives for the aforementioned school year.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at Baguio City, Philippines.

\_\_\_\_\_  
SCHOOL PRINCIPAL