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

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
AUG 07 2024
By: CHRISHA A. DUMALILI
Time: 12:50 pm CTRL No.:

06 August 2024

DIVISION MEMORANDUM
No. 434-2024

CALL FOR PAPERS for the 2nd DIVISION GAWAD SIKLAB: Search for Outstanding Learner Formation Program Implementers, Student Leaders, Teacher-Advisers, and School Club Organizations

To: SGOD and CID Chief Education Supervisors
Education Program Supervisor, SGOD
All Public School District Supervisors
Education Program Supervisors
Public School Heads
SELG/SSLG Advisers and Officers
School Club/Organization Coordinators
Others concerned

1. Relative to OUA MEMO 00-0321-0042 re: Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Supreme Elementary and Secondary Learner Government Teacher-Advisers, and School Club Organizations, this Office through School Governance and Operations Division – Youth Formation hereby informs the field on the screening and call for papers for the 2nd Division Gawad Siklab that will be help on September 28, 2024 at the Orchard Hotel, Baguio City.

2. The Gawad Siklab is derived from the Filipino work "Siklab" that means spark, ignite or kindle that translates the learner/youth formation programs, projects, and activities guiding the learners to become responsible agents of change and productive citizens embodied in the Filipino Core Values of Maka-Diyos, Maka-Tao, Makakalikasan at Makabansa. Thus, Gawad Siklab aims to recognize the outstanding performance, accomplishments and significant contributions of teacher-advisers, student leaders and school clubs/organizations in delivering accessible, safe and quality education for all.

3. Further, Gawad Siklab specifically aims to:

   - Recognize and appreciate the outstanding performance and accomplishments and significant contributions of teacher-advisers, coordinators and student leaders in implementing relevant and responsive learner/youth formation programs, projects, and activities contributing to the delivery of accessible and quality basic education for all ad learners' holistic development.

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- Encourage and motivate learner/youth program implementers to plan and implement significant learner/youth formation PPAs responsive to address the pressing issues concerning today's learners and;
- Sustain and promote high impact learner formation PPAs that lead learners to become agents of change and responsible citizens.

4. The Learner / Youth Formation Programs, Projects, and Activities implemented / accomplished from School Year 2023-2024 shall only be considered for the 2nd Division Gawad Siklab Search.

5. The said endeavor is open to all public schools, student leaders, teacher-advisers, and school club coordinators of the Supreme Elementary/Secondary Learner Government (SELG/SSLG).

6. The **DEADLINE OF SUBMISSION** of papers is on or before **September 6, 2024 at 5:00 PM only.** *Late submission will not be entertained.*

7. The following documents are enclosed for reference:

    - Enclosure 1. List of Categories
    - Enclosure 2. Application Forms
    - Enclosure 3. Operating Guidelines
    - Enclosure 4. Criteria and Score Sheet per Category
    - Enclosure 5. Awards Selection Committee Composition
    - Enclosure 6. Timetable of Activities

8. For questions or clarifications, please contact *Ms. Augie Perl Simangan & Ms. Arlani B. Buccat*, Youth Formation Coordinators through 0995 2006 361.

9. Wide and immediate dissemination of this Memorandum is desired.

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

Enclosure 1. List of Categories

CATEGORIES	No. OF WINNERS
SELG & SSLG Best Implementers:	
MakaDiyos	2 (1 Elem; 1 HS)
Makatao	2 (1 Elem; 1 HS)
Makakalikasan	2 (1 Elem; 1 HS)
Makabansa	2 (1 Elem; 1 HS)
YES-O	2 (1 Elem; 1 HS)
BKD (High School only)	1 (HS Only)
Most Outstanding Student Leaders:	
SELG, SSLG, YES-O, BKD	5 (SELG, SSLG, YES-O Elem, YES-O HS, BKS HS)
Most Outstanding Teacher-Adviser	
SELG, SSLG, YES-O, BKD	5 (SELG, SSLG, YES-O Elem, YES-O HS, BKS HS)
School Club Implementers	
Elementary	3
Secondary	3

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FORM 1
Application Form for ***SELG/SSLG***

Region:_____
Division:_____

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)***			
	Maka-Diyos Implementer		
	Maka-Tao Implementer		
	Makakalikasan Implementer		
	Makabansa Implementer		
	Most Outstanding SELG/SSLG Student Leader		
	Most Outstanding SELG/SSLG Teacher-Adviser		
	Most Outstanding School Club / Organization		

I hereby certify upon my honor that all facts and information indicated herein are true and correct to the 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 DepEd, SDO Baguio City, SGOD-YF 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

FORM 2
Application Form for ***YES-O***

Region:_____
Division:_____

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 Descripition (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		

I hereby certify upon my honor that all facts and information indicated herein are true and correct to the 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 DepEd, SDO Baguio City, SGOD-YF 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

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

Region:_____
Division:_____

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:			
Positionin the Organization:			
Contact Number:			
PROJECT PROFILE			
Project Title:			
Brief Descripition (2 sentences):			
Project Launch Date:			
Category (Please Check one only)			
	Best BKD Implementer - School		
	Most Outstanding BKD Student Leader		
	Most Outstanding BKD Teacher Adviser		
	School Head Recognition BKD Award		

I hereby certify upon my honor that all facts and information indicated herein are true and correct to the 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 DepEd, SDO Baguio City, SGOD-YF 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

Enclosure 3. Operating Guidelines

I. SCHOOL LEVEL

- All SELG, SSLG, YES-O, BKD, School Club/Organization Student Leaders, teacher-Advisers and Coordinators of public schools may join the Search.
- The Teacher-Adviser of the school SELG/SSLG shall submit the Application Form w/ attachment/MOVs to SDO Baguio City through the School Governance and Operations Division (SGOD) – Youth Formation Office.
- Deadline of Submission of the Application form is on September 6, 2024 at 5:00 PM only.

II. DIVISION OFFICE

- The SGOD Chief shall serve as the Chair of the Awards Committee in the Division together with the EPS of SGOD as indicated in the composition of the screening committee.
- The Records Section or Youth Formation shall receive the application forms of the participating schools.
- The Division Office shall conduct the paper screening and evaluation of the submitted documents using the given criteria.
- The Division Screening Committee shall use the score sheet provided by the Central Office.
- The Division Screening Committee will be the one in charge to select the winners based on averaging of total scores by the committee.
- The Division Screening Committee shall have final deliberation and will select the winners from the different categories.
- The winners shall be awarded and will receive prize and a plaque of recognition.
- The non-winning schools will receive a certificate of recognition.

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR SELG/SSLG & SCHOOL BEST IMPLEMENTER

NAME OF NOMINEE:					
SCHOOL:					
CRITERIA					**PARTICIPANT'S POINTS**
1. IMPACT OF THE PROJECT (30%)					
a. Addresses the problem of the school/community (Maximum of 15 points)	The SELG/SSLG/School Club was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project – **15 pts**	The SELG/SSLG/School Club was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings, etc. – **10 pts**	The SELG/SSLG/School Club 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. - **5 pts**		
b. Frequency of the Project Implementation (Maximum of 10 points)	Conducted Year-round – **10 pts**	Conducted Weekly – **8 pts**	Conducted Monthly – **6 pts**	Conducted per quarter or once – **4 pts**	
c. Level of Impact (Maximum of 5 points)	Division-wide - **5 pts**	Barangay-wide – **3 pts**	School-wide – **2 pts**		
2. TEAMWORK ON IMPLEMENTING PROJECTS (25%)					
a. Engaged Stakeholders (Maximum of 15 points)	The SELG/SSLG/School Club was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project - **15 pts**	The SELG/SSLG/School Club was able to engage the students, teachers, administrators, parents in implementing the project – **10 pts**	The SELG/SSLG/School Club was able to engage the students, teachers and administrators in implementing the project – **5 pts**		
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 – **10 pts**	The teachers and students were involved during the planning and implementation of the project – **8 pts**	Only the students planned and implemented the project – **6 pts**		
3. CREATIVITY AND INNOVATION OF THE PROJECT (25%)					
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 – **10 pts**	The project was unique although somewhat patterned/adopted from other organization or DepEd mandated programs, projects and activities of the SPG/SSG – **5 pts**			
b. Introduction of Innovative Solutions (Maximum of 10 points)	The SELG/SSLG/School Club introduced highly innovative solution to the problem – **10 pts**	The SELG/SSLG/School Club introduced innovative solution to the problem although somewhat usual to the other organizations – **5 pts**			

ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA					PARTICIPANT'S POINTS
c. Use of Local Materials (Maximum of 5 points)	The SELG/SSLG/School Club used local material in their project – **5 pts**				
4. EFFECTIVE USE OF RESOURCES – (20 %)					
a. Partnership with other organizations (Maximum of 10 points)	The SELG/SSLG/School Club was able to partner with regional or division office for the project implementation - **10 pts**	The SELG/SSLG/School Club was able to partner with private organizations for the project implementation - **8 pts**	The SELG/SSLG/School Club was able to partner with the barangay officials/committee for the project implementation – **6 pts**	The SELG/SSLG/School Club was able to partner with other clubs inside the school for the project implementation - **4 pts**	
b. Accountability and Transparency (Maximum of 10 points)	The SELG/SSLG/School Club provided/submitted disbursement and liquidation report to the studentry through a financial report posted in Bulletin Boards/website. – **10 pts**	The SELG/SSLG/School Club provided/submitted disbursement and liquidation report to the SSG Officers, adviser and school head. - **8 pts**	The SELG/SSLG/School Club provided/submitted disbursement and liquidation report to the SSG Officers and advisers. - **6 pts**	The SELG/SSLG/School Club provided/submitted records of budget to the teacher-adviser - **4 pts**	
				TOTAL POINTS	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR YES-O BEST IMPLEMENTER

NAME OF NOMINEE: _____
SCHOOL: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
School inside a Garden (SIGA) - 20points		
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	
Awareness and Outreach Programs – 25points		
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	
Solid Waste Management, Entrepreneurship and Energy Conservation – 20points		
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	
Gulayan sa Paaralan (GPP) – 20points		
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	
Partnership and Linkages – 15points		
Involvement of the community and local government unit/s	10points	
Established partnership with Non-Government Organization/s and/or Civic Society Organization/s	5points	
TOTAL	**100points**	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR BKD BEST IMPLEMENTER

NAME OF NOMINEE: _____

SCHOOL: _____

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%	
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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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR SELG/SSLG STUDENT LEADER

NAME OF NOMINEE:		
SCHOOL:		
CRITERIA	**MAXIMUM POINTS**	**PARTICIPANT'S POINTS**
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	**30**	
1.1. Organizational Leadership	*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*		
1.2. Networking, Linkages and Collaboration	*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*	
1.3. Experience	*5*	
The candidate has been SPG/ SSG adviser for at least two (2) terms		
2. EMBODIMENT OF DEPED CORE VALUES	**40**	
2.1 Maka-Diyos	*10*	
Upholds/ Respects beliefs and faith *Manifests moral standard* *Right conduct* *Honesty* *Involvement in religious/ spiritual activities*		
2.2 Makatao	*10*	
Charity/ Kindness *Empathy and Sympathy* *Compassion* *Human Dignity and Equality* *Multi-culturalism*		
2.3 Makakalikasan	*10*	
Cleanliness and Orderliness *Proper Waste Management* *Energy Conservation* *Environmental Protection and Preservation* *Wise use of resources*		

ENCLOSURE 4; CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
2.4 Makabansa	*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*		
3. OUTSTANDING ACCOMPLISHMENTS	**30**	
3.1. ***Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy***	*5*	
3.2. ***Awards and Recognitions Related to School Governance and Leadership Advocacy***	*10*	
3.3 Leadership Initiative and Advocacy	*15*	
TOTAL	**100**	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR OUTSTANDING YES-O STUDENT LEADER

NAME OF NOMINEE: _____

SCHOOL: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
Organizational Leadership – 35 points		
Implementation of all mandated Programs, Projects and Activities (PPAs) • 1-50% of the mandated PPAs – 10points • 51-75% of the mandated PPAs – 15points • 76-100% of the mandated PPAs – 20points	20points	
Governance: 1. Calendar of Annual Proposed Activities (CAPA) 2. Certificate of Registration 3. Registration Form 4. Membership Forms 5. Accomplishment Report (AAR) 6. Activity Completion 7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator 8. Five-Year Targets 9. Financial Reports • 1-3 accomplished documents – 5points • 4-6 accomplished documents – 10points • 7-9 accomplished documents – 15points	15points	
Networking, Linkages and Collaboration – 40 points		
Involvement in community/civic/ organizations/ associations	15points	
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	
Participation to any trainings, webinars and workshops offered by DepEd and private sector related to Environment Protection and Youth Engagement	15points	
Embodiment the core value "Maka-Kalikasan" – 25 points		
Practicing 3Rs (Reduce, Reuse, Recycle)	5points	
Environmental Protection and Preservation	5points	
Advocated the practice of not using single-used plastic	5points	
Energy, Water and Power Supply Conservation	5points	
Practicing vegetable gardening at home	5points	
TOTAL	**100points**	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR OUTSTANDING BKD STUDENT LEADER

NAME OF NOMINEE: _____

SCHOOL: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. EXCELLENCE IN STUDENT/LEARNER GOVERNANCE	**30%**	
a. Implementation of BKD PPAs 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 Reports 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 programs/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 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR SELG/SSLG TEACHER - ADVISER

NAME OF NOMINEE:		
SCHOOL:		
CRITERIA	**MAXIMUM POINTS**	**PARTICIPANT'S POINTS**
1. EXCELLENCE IN STUDENT/PUPIL GOVERNANCE	**30**	
1.1. Organizational Leadership	*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*		
1.2. Networking, Linkages and Collaboration	*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*	
1.3. Experience	*5*	
The candidate has been SPG/SSG adviser for at least two (2) terms		
2. EMBODIMENT OF DEPED CORE VALUES	**40**	
2.1 Maka-Diyos	*10*	
Upholds/Respects beliefs and faith *Manifests moral standard* *Right conduct, Honesty, Involvement in religious/spiritual activities*		
2.2 Makatao	*10*	
Charity/Kindness *Empathy and Sympathy* *Compassion* *Human Dignity and Equality* *Multi-culturalism*		

ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

CRITERIA	MAXIMUM POINTS	PARTICIPANT'S POINTS
2.3 Makakalikasan	*10*	
Cleanliness and Orderliness *Proper Waste Management* *Energy Conservation* *Environmental Protection and Preservation* *Wise use of resources*		
2.4 Makabansa	*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*		
3. OUTSTANDING ACCOMPLISHMENTS	**30**	
3.1. ***Trainings/Seminars/Workshops Related to School Governance and Leadership Advocacy***	*5*	
3.2. ***Awards and Recognitions Related to School Governance and Leadership Advocacy***	*5*	
3.3 Leadership Initiative and Advocacy	*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)		
3.4 Impact of Governance *To be validated to the SELG/SSLG/YES-O/BKD Officers by the YF*	*5*	
TOTAL	**100**	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR OUTSTANDING YES-O TEACHER-ADVISER

NAME OF NOMINEE: _____
SCHOOL: _____

School Category (1 Elementary & 1 Secondary)	Maximum Points	Participant's Points
Assistance to YES-O – 40 points		
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: 1. Calendar of Annual Proposed Activities (CAPA) 2. Certificate of Registration 3. Registration Form 4. Membership Forms 5. Accomplishment Report (AAR) 6. Activity Completion 7. Monitoring and Evaluation Form by Division/Regional YES-O Program Coordinator 8. Five-Year Targets 9. Financial Reports *1-3 accomplished documents – 10 points *4-6 accomplished documents – 15 points *7-9 accomplished documents – 20 points	20points	
Networking, Linkages and Collaboration – 30 points		
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	
Participation to any trainings, webinars and workshops offered by DepEd and private sector related to Environment Protection and Youth Engagement	10points	
Embodiment the core value "Maka-Kalikasan" – 30 points		
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	
TOTAL	**100points**	

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ENCLOSURE 4: CRITERIA AND SCORE SHEET PER CATEGORY

SCORE SHEET FOR OUTSTANDING BKD TEACHER-ADVISER

NAME OF NOMINEE: _____

SCHOOL: _____

CRITERIA	MAXIMUM RATING	PARTICIPANT'S POINTS
1. Assistance extended to BKD Officers	**30%**	
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%	
2. NETWORKING, LINKAGES AND COLLABORATION	**30%**	
Involvement in Outreach, extension programs/activities	20%	
Involvement in Community/Civic Organization	10%	
3. OUTSTANDING ACCOMPLISHMENTS	**40%**	
3.1 Trainings/Seminar/Workshop Related to Drug Abuse Prevention Advocacy	15%	
3.2 Awards and Recognitions Related to Drug Abuse Prevention Advocacy	20%	
3.2 Impact of Governance To be validated to the SELG/*SSLG/YES-O/BKD Officers by the YF*	5%	
TOTAL	**100%**	

SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

DESIGNATION AND DATE

ENCLOSURE 5: AWARDS SELECTION COMMITTEE COMPOSITION

COMPOSITION OF THE SCREENING COMMITTEE FOR DIVISON GAWAD SIKLAB

The composition of the screening committee is composed of the following members:

DIVISION SCREENING COMMITTEE	
Chair:	**Niño M. Tibangay** Chief, School Governance and Operations Division (SGOD)
Co-chair:	**Jerry C. Ymson** Education Program Supervisor (EPS)-SGOD
Members:	**Juliet D. Piok** SEPS, Social Mobilization & Networking
	Asuncion C. Saguid SEPS, Monitoring and Evaluation
	Virginia Alindayo Education Program Supervisor (EPS)-Science
	Lolita Manzano Education Program Supervisor (EPS)-MAPEH
Secretariat:	Project Development Officer I (Youth Formation)

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.

ENCLOSURE 6: TIMETABLE OF ACTIVITIES

2nd Division GAWAD SIKLAB

Event Schedule

Date	Activity	Focal Units
August 6 - Sept. 6, 2024	Submission of Entrries from the Public Schools	Division Office (SGOD)
Sept. 9-13, 2024	Paper Screening and Evaluation (Screening Committee)	Division Office (SGOD)
Sept. 16, 2024	Announcement of Winners	Division Office (SGOD)
Sept. 28, 2024	2nd Division Gawad Siklab Awarding Ceremony	Division Office (SGOD)