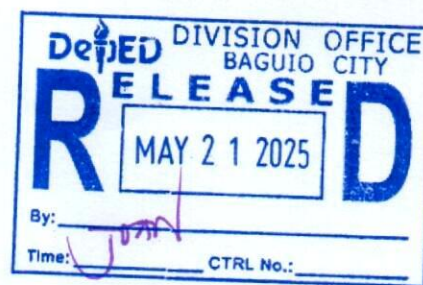




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 20, 2025

DIVISION MEMORANDUM

No. 312-2025

SUBMISSION OF REQUIREMENTS FOR THE PROCESSING OF STUDENT
INCENTIVES (ACADEMIC EXCELLENCE AWARD, SCHOOL PAPER STAFFERS,
AND SPORTS ACHIEVERS FOR THE SCHOOL YEAR 2024 - 2025)

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

1. In line with LSB Resolution No. 13, s. 2019 and LSB Resolution No. 17, s. 2024, A Resolution for The Guidelines on The Provision of Student Incentives for Deserving Elementary and Secondary Learners in The Schools Division of Baguio City Funded Under the General Fund of The City, this Office hereby directs all school heads to submit the following required documents for the processing of student's incentives:

TYPE OF INCENTIVE	CONDITION	REQUIREMENT
1. Academic Excellence Award	First and second learners in each grade level achieved the highest unrounded general averages.	1. Certification (individual) from the school head that the learner achieved the highest GWA. 2. Certification (summary list) from the school head the learners have met the conditions and requirements provided under LSB Resolution No. 13, s. 2019.
2. School Paper Staffers	Recipient must be the Editor-in-Chief, Asst. Editor in Chief and Managing Editors in Elementary School, Junior High and Senior High of the School Paper.	1. Certification from the school head indicating the assignment of the learner/recipient. 2. Certification (summary list) from the school head the learners have met the conditions and requirements provided under LSB Resolution No. 17, s. 2024.
3. Sports Achievers (Individual and Group events)	Recipient/s must be a gold medalist in the Palarong Pambansa for SY 2024-2025	1. Certification from the School Head indicating the name of the sport event of the recipient 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.

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

2. Required documents must be submitted to Ms. Mary Ann Kidwas at the Personnel Unit on or before June 30, 2025. Please contact this number 09202127495 for any queries.
3. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent



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

Sample (Summary List)

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 2024-2025:

1. ACADEMIC EXCELLENCE AWARDS

GRADE LEVEL	NAME OF LEARNERS	GEN. WEIGHTED AVERAGE
A. FIRST HIGHEST		
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. SECOND HIGHEST		
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, Asst. Editor in Chief and MANAGING Editors in ES, JHS, SHS)

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 _____, 2025 at Baguio City, Philippines.

SCHOOL PRINCIPAL

