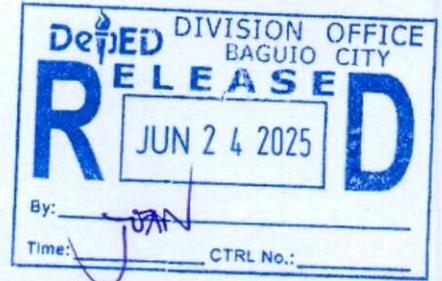




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



24 June 2025

DIVISION MEMORANDUM

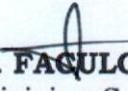
No. 369-2025

CALL FOR APPLICANTS FOR THE GAWAD LINGAP PROGRAM (GLP) FOR SCHOOL YEAR 2025-2026

To: SGOD and CID Chief Education Supervisors
Education Program Supervisor, SGOD
All Public School District Supervisors
Education Program Supervisors
Public and Private School Heads
SELG/SSLG Advisers
School Gawad Lingap Focals
Others concerned

1. Pursuant to City Ordinance Numbered 59 Series of 2024 "Amending the provisions of Ordinance Numbered 07, s. 2022 [an ordinance institutionalizing the Gawad Lingap Program (GLP) in the City of Baguio for Public Elementary and Secondary Students and providing funds hereof]. The Schools Division of Baguio City announces the call for Public and Private Kinder to Grade 12 indigent learner-applicants.
2. Gawad Lingap Program aims to assist Baguio City indigent learners who need financial assistance to support their daily expenses in school.
3. Submission of school-prescreened applications to the Schools Division Office of Baguio City – SGOD Youth Formation will be **ON OR BEFORE AUGUST 15, 2025 only. Documents submitted after the deadline will not be entertained.**
4. To avoid misinterpretation and erroneous errors, aside from the hard copy, may we request all interested applicants to enter their details through the link provided: **(OPTIONAL)**
<https://bit.ly/GLP-SY2025-2025>
5. The following documents are enclosed for reference:
 - a. Enclosure No. 1 – City Ordinance 59, s. 2024
(Guide for the qualification & guidelines)
 - b. Enclosure No. 2 – Documentary Requirements

- c. Enclosure No. 3 – Grant Procedure / Process Flow
 - d. Enclosure No. 4 – Application Form
 - e. Enclosure No. 5 – Timeline of GLP for SY 2025-2026
6. For further information, queries and concerns, please contact *Ms. Augie Simangan and Arlani Buccat*, Project Development Officer I – Youth Formation through 074 442 7819 or message on Official Facebook page at *DepEd Tayo – Youth Formation – Baguio City*.
7. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent



EXECUTIVE ORDER NO. 95, SERIES OF 2022.

**IMPLEMENTING RULES AND REGULATIONS OF CITY OF BAGUIO
ORDINANCE NUMBERED 07 (SERIES OF 2022) OR
AN ORDINANCE INSTITUTIONALIZING
THE GAWAD LINGAP PROGRAM (GLP)
IN THE CITY OF BAGUIO FOR
PUBLIC ELEMENTARY AND SECONDARY STUDENTS,
AND PROVIDING FUNDS HEREOF**

Page | 1

To effectively implement the provisions of COB Numbered 07 (Series of 2022), the Office of the City Mayor, following Section 12 of the above-named Ordinance, and pursuant to the powers vested in therein, hereby issues, adopts and promulgates the following rules and regulations.

RULE I:

TITLE, DECLARATION OF POLICY, OBJECTIVES, AND APPLICATION

Section 1. Title. This shall be known as the Implementing Rules and Regulations (IRR) of "Baguio City *Gawad Lingap* Program of 2021".

Section 2. Declaration of Policy. It is the policy of the City Government of Baguio to make education accessible and affordable to all – Education for All (EFA). With this policy, no student shall be forced to drop-out from school due to financial constraints. Also, it is the vision of the City Government to drastically reduce incidents of students in the elementary and secondary levels dropping out from school and missing out on education opportunities.

Section 3. Objectives. This program generally aims to address the issues that arose from the Citizens Satisfaction Index Survey (2017) for education services of the Department of Education. Specifically, it aims to assist Baguio City learners who are in need of financial assistance to support their daily expenses in school.

Section 4. Application. This IRR shall apply to students enrolled in any public elementary or secondary schools in the City of Baguio.

RULE II:

QUALIFICATIONS AND GUIDELINES OF SCHOLARS

Section 5. Qualifications Scholars. In order to ensure equal and equitable access to the benefits provided by the Program, scholars must have the following qualifications:

- a. Must be enrolled for the ensuing Academic Year in any public school within the Schools Division of Baguio City;
- b. Must belong to families certified as indigent by the City Social Welfare and Development Office;
- c. Applicants must not have an existing stipend and/or scholarship grant from any agency, company and/or individual, regardless of the amount being received, at the time of their application;



- 12
- d. Applicants must not have intention to enroll in schools outside Baguio City; and
 - e. The joint annual income of scholars' parents, parent, or legal guardian, as the case may be, must not exceed ONE HUNDRED FIFTY THOUSAND PESOS (PhP150,000.00).

Section 6. Guidelines for qualified scholars. Qualified scholars, if accepted into the program, shall be guided by the following criteria in order to remain as program beneficiaries, to wit:

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

RULE III:

DOCUMENTARY REQUIREMENTS, PROCEDURES, PROGRAM MONITORING AND EVALUATION

Section 7. Documentary Requirements. Applicants together with their parents and/or guardians shall secure the following documentary requirements to be considered in the screening process:

- a. Letter of Intent to apply for the program;
- b. Certification from the Office of the City Social Welfare and Development (OCSWDO), through their unit offices, that the applicant belongs to indigent family/household;
- c. Accomplished application form;
- d. Endorsement Letter from the School Head; and
- e. Essay prepared by the applicant, narrating the family's background, which may be in the vernacular language most preferred by the applicant.

Section 8. Procedures. The determination of short list of qualified scholars considered as beneficiaries of the program shall under the screening process as codified under the matrix attached here as Annex "A", to wit:

1. Screening

Step 1. Letter of intent and application will be pre-evaluated by the School Principal



where the student is enrolled, before endorsing the same to the Gawad Lingap Committee;

Step 2. Assessment/ evaluation of documents submitted will done for short listing;

Step 3. Posting short list of possible grantees;

Step 4. Applicants will be scheduled for interview together with their parents and/or guardian;

Step 5. Deliberation of the Gawad Lingap Committee; and thereafter

Step 6. Announcement of qualified students

2. **Awarding.** Awarding of 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 the child's monthly attendance report from the school, and forward the same to the Youth Formation Officer.

Section 9. Program Monitoring and Evaluation. The grantee's evaluation and assessment shall be conducted at the end of every academic year.

RULE IV:

CREATION AND COMPOSITION OF THE GAWAD LINGAP COMMITTEE

Section 10. Creation and 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 (GLP) is hereby created, and shall be composed of:

Chairperson: City Mayor

Co-Chairpersons: Schools Division Superintendent, Baguio City

Secretariat: Youth Formation Officer, Department of Education (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 Office (CSWDO)



President, Federation of Parents and Teachers Associations
(FPTA), Baguio City

**RULE V:
FUNCTIONS OF THE GAWAD LINGAP COMMITTEE (GLC)**

Section 11. Functions. The Gawad Lingap Committee (GLC) shall perform the following functions to ensure the effective implementation of this Ordinance:

- a. Formulate policies and guidelines for the initial screening/award of the grant;
- b. Establish procedures and methods in the selection of recipients;
- c. Lead in the operation of the program from planning to execution;
- d. Draft guidelines and rubrics for recommending approval of applicants;
- e. Ensure the drafting and issuance of SDO, DepEd Baguio City Division Memorandum on matters of youth educational financial assistance;
- f. Accept, screen and interview applicants;
- g. Recommend to the Sangguniang Panlungsod for the increase of the grant being given to students;
- h. Identify and include other members in the Committee with the concurrence of all members;
- i. Provide final list of beneficiaries; and
- j. Hear and adjudicate on complaints and other issues regarding the program.

Section 12. Appropriations. Funds needed for its implementation shall be sourced from the General Fund of the Local Government of Baguio City under the Schools Division Office (SDO) with a total amount at least P2, 000,000.00 for every year and may be increased with the recommendation of the SDO thru the Gawad Lingap Committee. The amount shall be appropriated for the following:

Number of Scholars:	300
Number of Months:	10
Allowance per month (Secondary, Gr 7-12)	PHP1,000.00
Allowance per month (Elementary: K-Gr6)	PHP500.00
Total	PHP2,000,000.00



**RULE VI:
FINAL PROVISIONS**

Section 13. Separability Clause. If any provision or section of this IRR, or the application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

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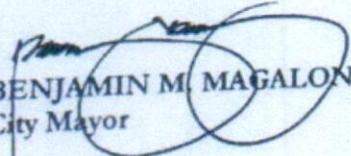
Section 14. Amendment. The Gawad Lingap Chairperson, through a majority vote, embodied in a Resolution to that effect, may amend a portion or portions of this IRR.

Section 15. Repealing Clause. All prior Executive Orders, Administrative Orders, Rules and Regulations, or part/s thereof that are inconsistent with the provisions of the IRR are hereby repealed or modified accordingly.

Section 16. Effectivity Clause. This IRR shall take effect in accordance with the provisions of Republic Act No. 7160, also known as the Local Government Code of 1991, as amended.

This Implementing Rules and Regulations (IRR) of City Ordinance Numbered 07, Series of 2022 otherwise known as *The Baguio City Gawad Lingap Program of 2021* is hereby approved by the undersigned, Chairperson of the Gawad Lingap Committee and City Mayor, Baguio City, Philippines.

Done this 15th day of August 2022 in Baguio City, Philippines.


BENJAMIN M. MAGALONG
City Mayor



Republic of the Philippines
City of Baguio
SANGGUNIANG PANLUNGSOD
(CITY COUNCIL)

REGULAR SESSION HELD ON 28 OCTOBER 2024

PRESENT:

Hon. Jose M. Molintas, *Acting City Vice-Mayor and Temporary Presiding Officer*;
Hon. Arthur L. Allad-iw, *Member*;
Hon. Betty Lourdes F. Tabanda, *Member*;
Hon. Leandro B. Yangot Jr., *Member*;
Hon. Isabelo B. Cosalan Jr., *Member*;
Hon. Maria Mylen Victoria G. Yaranon, *Member*;
Hon. Elmer O. Datuin, *Member*;
Hon. Peter C. Fianza, *Member*;
Hon. Vladimir D. Cayabas, *Member*;
Hon. Fred L. Bagbagen, *Member*;
Hon. Rocky M. Aliping, *Ex-Officio Member (President, Liga ng mga Barangay, Baguio City Chapter)*;
Hon. John Rhey L. Mananeng, *Ex-Officio Member (President, Pederasyon ng mga Sangguniang Kabataan, Baguio City Chapter)*; and
Hon. Maximo H. Edwin Jr., *Ex-Officio Member (Indigenous Peoples Mandatory Representative)*.

ABSENT:

Hon. Faustino A. Olowan, *City Vice-Mayor (on leave)*; and
Hon. Lilia A. Fariñas, *Member (on leave)*.

Authored by Hon. Vladimir D. Cayabas.

ORDINANCE Numbered 59
(Series of 2024)

AMENDING THE PROVISIONS OF ORDINANCE NUMBERED 07, SERIES OF 2022 [AN ORDINANCE INSTITUTIONALIZING THE *GAWAD LINGAP* PROGRAM (GLP) IN THE CITY OF BAGUIO FOR PUBLIC ELEMENTARY AND SECONDARY STUDENTS, AND PROVIDING FUNDS HEREOF].

Explanatory Note

The *Sangguniang Panlungsod* (City Council) of Baguio through Ordinance Numbered 07, Series of 2022 was able to extend its support through the *Gawad Lingap* Program (GLP) in the City of Baguio for public elementary and secondary students.

Expanding the provisions of the said Ordinance will further improve the support of the City and widen its coverage for efficient implementation.

NOW, THEREFORE, upon recommendation of the City Vice-Mayor, Hon. Olowan, and on motion of Hon. Mananeng, Hon. Cayabas, Hon. Fariñas and Hon. Edwin Jr., duly seconded,

BE IT ORDAINED BY THE *SANGGUNIANG PANLUNGSOD* (CITY COUNCIL) IN SESSION ASSEMBLED THAT:

SECTION 1. The title of Ordinance Numbered 07, Series of 2022 is hereby amended to read now as follows:

"AN ORDINANCE INSTITUTIONALIZING THE GAWAD LINGAP PROGRAM (GLP) IN THE CITY OF BAGUIO FOR QUALIFIED KINDERGARTEN, ELEMENTARY, JUNIOR HIGH, SENIOR HIGH STUDENTS, DEFINING ITS PURPOSE, AND PROVIDING FUNDS HEREOF."

SECTION 2. The provisions of Ordinance Numbered 07, Series of 2022 are hereby amended to read now as follows:

"SECTION 1. TITLE. – This Ordinance shall be known as the "Baguio City Expanded Gawad Lingap Program".

"SECTION 2. DECLARATION OF POLICY. – It is the policy of the City Government of Baguio to make education accessible and affordable to all. It shall promote 'Education for All' so that no student shall be forced to drop out of school due to their family's financial constraints in line with the vision of the city government to reduce the drop-out cases among the public elementary and secondary students in the City of Baguio.

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"SECTION 3. OBJECTIVES. – This program generally aims to address the issues identified in the Citizens Satisfaction Index Survey (2017) under Education Services of the Department of Education. Specifically, it aims to assist Baguio City learners who are in need of financial assistance to support their daily expenses in school.

"SECTION 4. SCOPE AND APPLICATION. – The educational assistance program shall apply to residents of the City of Baguio and students who are officially enrolled in any basic education level composed of Kindergarten, Elementary School (Grades 1 to 6), Junior High School (Grades 7 to 10), and Senior High School (Grades 11 to 12) within the City of Baguio.

"SECTION 5. QUALIFICATIONS AND GUIDELINES OF SCHOLARS. – The qualifications necessary to comply with the program are the following:

- "1. Must be enrolled for the current School Year in any public or private school within the City of Baguio;
- "2. Must belong to indigent families;
- "3. Applicants must not have an existing stipend and/or scholarship grant from any agency, company and/or individual regardless of the amount being received; and
- "4. Joint annual income of parents must not exceed P150,000.00.

"The guidelines for qualified students are:

- "1. Qualified students must not incur five percent (5%) absences of the total number of school days;
- "2. Qualified students must have passing remarks in all subjects in every grading period;
- "3. Qualified students must be actively involved in all curricular and co-curricular activities of the Department of Education and the City Government of Baguio; and
- "4. Qualified students who wish to transfer schools to other divisions will be automatically removed from the roll.

"SECTION 6. DOCUMENTARY REQUIREMENTS. – Applicants together with their parents and/or guardians shall secure the following documentary requirements to be considered in the screening process:

- "1. Letter of intent to apply for the program;
- "2. Certification from the City Social Welfare and Development Office (CSWDO) through unit offices that the applicant belongs to an indigent family;
- "3. Accomplished application form;
- "4. Endorsement letter from the School Head/Principal; and
- "5. Essay on the applicant's family background (applicants may use vernacular language).

"SECTION 7. PROCEDURES. – The identification of final scholars under this Ordinance shall undergo the following process:

"1. Screening

- "Step 1. Letter of intent and application will be pre-evaluated by the Head/Principal of the school where the student is enrolled before endorsing it to the Gawad Lingap Committee;
- "Step 2. Documents submitted will be assessed and evaluated for shortlisting;
- "Step 3. Posting a short list of possible grantees;
- "Step 4. Applicants will be scheduled for interview together with their parents and/or guardian;
- "Step 5. Deliberation of the Gawad Lingap Committee; and
- "Step 6. Announcement of qualified students.



"2. Awarding

"All qualified students will be notified through their school principals and are mandated to attend orientation on the program grant and signing of the contract.

"3. School Year Monitoring

"Students will be monitored by the Youth Formation Coordinator and will be instructed to submit monthly attendance reports.

"SECTION 8. PROGRAM MONITORING AND EVALUATION. – At the end of the school year, grantees will be undergoing evaluation to test the impact of the project on them. Selected grantees will also undergo focus group discussion to assess the program in relation to their daily schooling and to their motivation to continue and eventually finish their education.

"SECTION 9. CREATION AND COMPOSITION OF THE GAWAD LINGAP COMMITTEE. – In order to effectively implement this Ordinance specifically on the screening and awarding of financial assistance to eligible students, the Gawad Lingap Committee (GLC) is hereby created and composed of the following:

- Chairperson : - City Mayor
- Co-Chairperson : - Schools Division Superintendent, Baguio City
- Secretariat : - Youth Formation Officer, Department of Education (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 Office (CSWDO)
- President, Federation of Parents and Teachers Associations (FPTA), Baguio City

"SECTION 10. FUNCTIONS OF THE GAWAD LINGAP COMMITTEE (GLC). – The Gawad Lingap Committee (GLC) shall perform the following functions to ensure the effective implementation of this Ordinance:

- "a. To formulate policies and guidelines for the initial screening/award of the grant;
- "b. To establish processes, procedures, and methods in the selection of qualified recipients;
- "c. To lead in the operation of the program from planning to execution;
- "d. To draft guidelines and rubrics for recommending approval of applicants;
- "e. To ensure the drafting and issuance of Schools Division Office, Department of Education, Baguio City Division Memorandum on matters of youth educational financial assistance;
- "f. To accept, screen, and interview applicants;
- "g. To make recommendations to the Sangguniang Panlungsod (City Council) of Baguio to ensure effective implementation of the program;
- "h. May identify and include other members in the Committee if essentially needed based on exigency with the concurrence of all members;
- "i. To provide the final list of beneficiaries; and
- "j. To hear and adjudicate complaints and other issues regarding the program.

"SECTION 11. APPROPRIATIONS. – This Ordinance shall be funded under the General Fund of the City Government of Baguio under the Schools Division Office (SDO) with a total amount of **₱5,300,000.00**. **The target number of beneficiaries per School Year is at least six hundred (600) with the following Matrix of Monthly allowances for ten (10) school months in one (1) year:**

Kindergarten: P500.00
Grades 1 to 6: P750.00
Junior High: P1,000.00
Senior High: P1,200.00

"Matrix

<u>Kindergarten</u>	<u>P500.00/mo. x 10 mos.</u>	<u>P5,000.00 x 100 grantees</u>	<u>P500,000.00</u>
<u>Grades 1 to 6</u>	<u>P750.00/mo. x 10 mos.</u>	<u>P7,500.00 x 200 grantees</u>	<u>P1,500,000.00</u>
<u>Junior High</u>	<u>P1,000.00/mo. x 10 mos.</u>	<u>P10,000.00 x 150 grantees</u>	<u>P1,500,000.00</u>
<u>Senior High</u>	<u>P1,200.00/mo. x 10 mos.</u>	<u>P12,000.00 x 150 grantees</u>	<u>P1,800,000.00</u>

"SECTION 11.a. While this program prioritizes those indigent students enrolled in public schools, but not totally exclude those equally qualified learners who are enrolled in private learning institutions. A maximum of 25% of the total number of grantees can be allocated to qualified learners enrolled in private schools within the City of Baguio.

"SECTION 11.b. In order to accommodate more beneficiaries, a family can only avail one slot or one beneficiary per family.

"SECTION 12. FORMULATION OF IMPLEMENTING RULES AND REGULATIONS. – The formulation of Implementing Rules and Regulations of this Ordinance shall be done by the Schools Division Office, Department of Education, Baguio City in close coordination with the Gawad Lingap Committee (GLC) in Section 9 hereof within thirty (30) days after its approval.

"SECTION 13. SEPARABILITY CLAUSE. – If any provision or section of this Ordinance, or the application thereof to any person or circumstance is held invalid, the other provisions or sections of this Ordinance and the application of such circumstance shall not be affected thereby.

"SECTION 14. REPEALING CLAUSE. – All prior Ordinances, Executive Orders, Administrative Orders, Rules and Regulations, or part/s thereof that are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

"SECTION 15. EFFECTIVITY CLAUSE. – This Ordinance shall take effect in accordance with the provisions of Republic Act No. 7160, also known as the Local Government Code of 1991, as amended."

SECTION 2. This Ordinance shall take effect in accordance with the provisions of Republic Act No. 7160, also known as the Local Government Code of 1991, as amended.

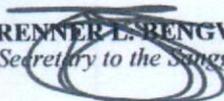
Passed.

Hon. Cayabas, Hon. Aliping and Hon. Edwin Jr. were out of the Session Hall during the deliberation and voting on the matter.

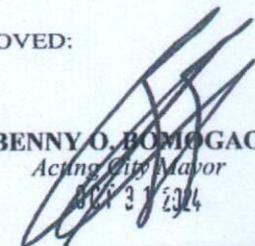
CERTIFIED CORRECT:


JOSE M. MOLINTAS
 Acting City Vice-Mayor and
 Temporary Presiding Officer
 OCT 31 2024

Attested:


BRENNER L. BENGWAYAN
 Secretary to the Sanggunian

APPROVED:


BENNY O. BOMOGAO
 Acting City Mayor
 OCT 31 2024


 ROGERT F. LAOLAWI


 JONATHAN M. FONTANOS


 FELISA D. RIOTOC

Enclosure No. 2. Documentary Requirements

Gawad Lingap Program (GLP)

Documentary Requirements:

	Letter of intent to apply for the GLP addressed to the Gawad Lingap Committee
	Fully-Accomplished application form
	Essay on the applicant's family background
	Photocopy of Report Card (SF9 / Form 138) from SY 2024-2025
	Certification from the CSWDO that the applicant belongs to <i>indigent group of families</i>
	Certificate of Enrollment for SY 2025-2026 (<i>School</i>)
	Endorsement letter from the School Head (<i>School</i>)

***FOR PUBLIC SCHOOL APPLICANT:** Submit complete documentary requirements to the School's SELG/SSLG Adviser or Gawad Lingap Program Focal then the school will submit it to the Division Office (SGOD-YF) on or before the deadline.

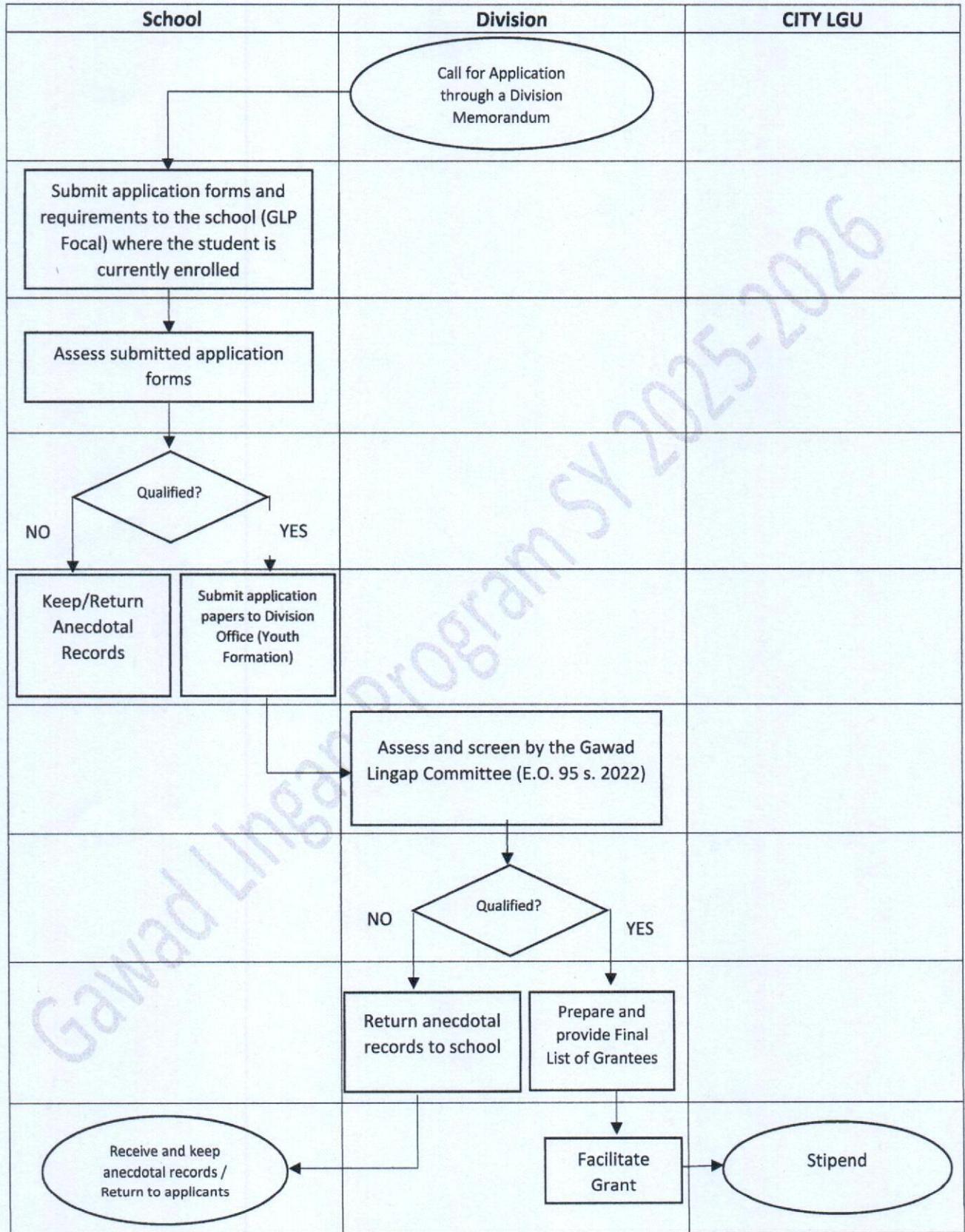
***FOR PRIVATE SCHOOL APPLICANTS:** Submit complete documentary requirements to the Division Office (SGOD-YF) on or before the deadline.

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

Enclosure No. 3. Grant Procedure / Process Flow

Grant Procedure / Process Flow



Enclosure No. 4. Application Form

APPLICATION FORM

TO BE FILLED UP BY THE APPLICANT

1.5 x1.5
ID PICTURE

Please write LEGIBLY

I. APPLICANT'S INFORMATION

Name: _____
Surname First Name Middle Name

Name of School: _____

Learner's Reference Number: _____

Date of Birth: _____ Age: _____ Sex: _____

Contact Number of Applicant only (indicate N/A if none): _____

Address in Baguio City: _____

Residing at (please check):

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

Existing Scholarship/s (SPS, SPA, SPJ, FL, 4Ps, etc.)

(if any; indicate NONE if none): _____

II. FAMILY BACKGROUND:

Status of Parents (please check):

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		
Number of years in service		
Work Status (Contract of Service, Permanent, Job Order)		
Educational attainment		

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 <i>(N/A if not applicable)</i>			
Number of years in service			
Work Status (Contract of Service, Permanent, Job Order)			
Educational attainment			
Living with the family? (Yes/No)			

Do you have other relative/s who help 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, incomplete and not properly filled-up 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

PARENT/GUARDIAN'S signature above printed name

*please don't forget the online application through this link (<https://bit.ly/GLP-SY2025-2025>)

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.

Gawad Lingap Program SY 2025-2026

Enclosure No. 5. Timeline of GLP for SY 2025-2026

	PROCESSING TIME-FRAME	TARGET RELEASE DATE
June 24 to August 15, 2025	Call for Applicants	-
August 16 to September 21, 2025	Assessment and Validation of Documents	-
September 22 to 26, 2025	Release of Final List of Grantees for SY 2025-2026 through a Division Memorandum	September 29, 2025
SCHEDULE OF RELEASE OF STIPENDS FOR GLP GRANTEES OF SY 2025-2026		
1ST RELEASE	COVERAGE:	
BASIS: 1 ST GRADING GRADE	JUNE – SEPTEMBER 2025	OCTOBER 2025
2ND RELEASE		
BASIS: 1 ST & 2 ND GRADING GRADES	OCTOBER – DECEMBER 2025	JANUARY 2026
3RD RELEASE		
BASIS: 1 ST TO 4 TH GRADING GRADE	JANUARY – MARCH 2026	APRIL 2026