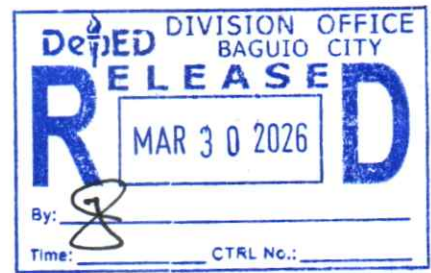




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



March 27, 2026

OFFICE MEMORANDUM

No. **034,2026**

**SUBMISSION OF COMMENTS AND DRAFT POSITION PAPER ON PROPOSED
AMENDMENTS TO ACADEMIC AND SPECIAL PROGRAM INCENTIVES
FOR LEARNERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Legal Officer

1. In our continuous effort to promote academic excellence and recognize the diverse talents of our learners, the City Government of Baguio, in coordination with this Office, is currently reviewing the existing guidelines and ordinances pertaining to **Academic and Special Program Incentives** for qualified elementary and secondary school learners.
2. In view of the technical details of these amendments, the above-mentioned officials are hereby directed to review the attached Local School Board Resolutions and submit comments and observations regarding its feasibility, criteria, and implementation process.
3. Furthermore, each office concerned must provide a consolidated draft position paper highlighting recommended revisions, inclusions, or deletions to ensure that the proposed ordinance effectively serves the interests of our learners.
4. All inputs must be submitted to the Office of the Schools Division Superintendent on or before **May 4, 2026**.
5. For information, guidance, and compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



LOCAL SCHOOLS BOARD RESOLUTION No. 13
 (Series of 2019)

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

WHEREAS, City Ordinance Numbered 110-88 entitled “Baguio City Public High School Students Incentive Fund Ordinance which was unanimously approved by the City Council in its regular session of 11 December 1988 was amended by the following ordinances, to wit:

1. Ordinance Numbered 03, series 1990 (An Ordinance Amending Ordinance No. 110-88 to Provide That Any Student Who Qualified to be Granted the Incentive Allowance Provided Therein Shall Receive Only One and the Biggest Grant To Avoid Double or Multiple Enjoyment of the Incentive Allowance) ;
2. Ordinance Numbered 63, series of 1992 (Amending Ordinance No. 110-88, as Amended To Flesh Out Item No. 9 for “Student Incentive Award” Thereby Appropriating P600,000.00
3. Ordinance Numbered 001, series of 1993 (Amending Section 1 of Ordinance No. 63 series of 1992, Amending Section 2, Paragraph 6 of City Ordinance No. 110-88; and;
4. Ordinance Numbered 019 series of 2001 (Amending Section 1 of Ordinance Numbered 001, series of 1993)

WHEREAS, Republic Act No. 10533 otherwise known as the Enhanced Basic Education Act of 2013 as approved into law on 15 May 2013. The enhanced basic education program encompasses at least one (1) year of kindergarten education, six (6) years of elementary education, and six (6) years of secondary education – four years of junior high school and two (2) year of senior high school education.

WHEREAS, with the implementation of the K-12 Program and with more special programs in the Public Junior High Schools, including the identification of additional incentives to deserving public school learners, various comments, suggestions, and recommendations from concerned School Heads, Officials and other stakeholders of the Schools Division of Baguio City have been received.

WHEREAS, to unify and clarify issues relative to the learner’s incentives, the following incentives and its corresponding guidelines and requirements shall be as follows:

TYPE OF INCENTIVE	COVERAGE	CONDITIONS	REQUIREMENTS	MONTHLY ALLOWANCE
1. ACADEMIC EXCELLENCE AWARD				
a. FIRST HIGHEST	Grade 7-12	garnered the highest unrounded general weighted average	certification of School Head that student garnered the highest GWA	P 400.00
	Grade 1-6			
b. SECOND HIGHEST	Grade 7-12	garnered the second highest unrounded general weighted average	certification of School Head on the that student garnered the second highest GWA	300.00
	Grade 1-6			

(Handwritten signatures and initials in blue ink)



LOCAL SCHOOLS BOARD RESOLUTION No. 13
 (Series of 2019)

2. SPECIAL INCENTIVES

a. SPECIAL SCIENCE CLASS	Grade 7-10	students enrolled in the Science Class of Baguio City National Science High School	List of qualified students duly certified by School Head	500.00
b. SPECIAL PROGRAM FOR THE SPORTS	Grade 7-10	students enrolled in the Special Program Sports at Baguio City National High School	List of qualified students duly certified by School Head	400.00
c. SPECIAL PROGRAM FOR THE ARTS	Grade 7-10	students enrolled in the Special Program for the Arts at Baguio City National High School and Pines City National High School	List of qualified students duly certified by School Head	500.00
d. SPECIAL PROGRAM FOR JOURNALISM	Grade 7-10	students enrolled in the Special Program for Journalism at Baguio City National High School and Pines City National High School	List of qualified students duly certified by School Head	500.00
e. SPECIAL PROGRAM FOR FOREIGN LANGUAGE	Grade 7-10	students enrolled in the Special Program for Foreign Language at Irisan National High School	List of qualified students duly certified by School Head	500.00
3. SCHOOL PAPER STAFFERS	Junior High School and Elementary School	recipients must be the Editor-in-Chief, Asst. Editor in Chief and Managing Editors in the Junior High School of the School Paper. Editor in Chief only for the elementary Schools	Certification of School Heads	400.00

4. SPORTS ACHIEVERS

a. GOLD MEDALIST (Individual event)	member of the region's delegation to any national meet the previous year	recipient must be a gold medalist in the Palarong Pambansa of the current School Year	Certification from the School Head	400.00
b. GOLD MEDALIST (group event)		recipients must be a gold medalist in the Palarong Pambansa of the current School Year	Certification from the School Head	400.00
5. SCHOOL BAND MEMBERS	Junior High School	recipients must be members of the School Band	Certification of School Heads	400.00

SPECIAL GUIDELINES:

1. Should the learner garnered an academic award and at the same time enrolled in any of the Special Classes, she/he will be a recipient of the two (2) incentives
2. Grade 6 and Grade 10 academic excellence awardee will receive his/her will be included in the payroll in his/her Elementary School and Junior High School, respectively, regardless whether he/she will be enrolled in the private schools or outside Baguio City Division



LSB Resolution No. 13 s. 2019

NOW, THEREFORE, after thorough deliberation and discussion on the guidelines on the provision of student incentives for deserving elementary and secondary learners in the Schools Division of Baguio City and on motion, duly seconded

BE IT RESOLVED, that the above mentioned guidelines and policies be adopted and implemented and shall be the basis for the payment of student's incentives to qualified public school learners.

RESOLVED FURTHER, as it is hereby resolved that this Resolution shall be effective School Year 2019-2020 and years thereafter, subject to accounting and auditing rules and regulations. Let copies of this Resolution be furnished the City Treasurer, City Budget Officer and City Accountant for their information and ready reference.

UNANIMOUSLY APPROVED this 20th of December, 2019 at Baguio City, Philippines.

ALEX B. CABARRUBIAS
 City Treasurer
 (Member)

HON. VLADIMIR D. CAYABAS
 SP Committee on Education
 Member

ATTY. RONALD L. PEREZ
 President – PTA Federation
 Member

HON. LEVY LLOYD B. ORCALES
 SK Federation President Baguio City
 Member

MARIVIC M. GERVERO
 President – DepEd Non-Teaching
 Member

ORDERN V. CAYSO
 President – DepEd Teachers Assn.
 Member

I hereby certify to the correctness of the above quoted Local School Board Resolution No. 13 s. 2019

RACQUEL JANELLE S. TICGANGAY
 Board Secretary

ATTESTED:

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent
 Co-Chairperson, LSB

APPROVED:

HON. BENJAMIN B. MAGALONG
 City Mayor
 Chairperson, LSB



Republic of the Philippines
BAGUIO CITY LOCAL SCHOOLS BOARD
 #82 Military Cut-off Road, Baguio City, 2600
 Telefax: 442-7819



Local School Board Resolution No. 17
Series of 2024

A Resolution Amending the Local School Board Resolution No. 19, series 2019 titled "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"

WHEREAS, recognizing the importance of academic excellence and acknowledging the dedication and hard work of Baguio City public school learners in pursuit of their educational goals is essential;

WHEREAS, the commitment demonstrated by these learners reflects their perseverance, resilience, and passion for learning, contributing significantly to their personal growth and academic achievement;

WHEREAS, fostering a culture that values and celebrates academic excellence encourages all learners to strive for their fullest potential and sets a positive example for the entire community;

WHEREAS, expanding the coverage of special programs and academic incentives will further motivate students to achieve their educational goals and promote their holistic development;

WHEREAS, to the expanded coverage shall be as follows:

TYPE OF INCENTIVE	COVERAGE	CONDITIONS	REQUIREMENTS	MONTHLY ALLOWANCE
-------------------	----------	------------	--------------	-------------------

1. SPECIAL INCENTIVES

A. SPECIAL SCIENCE CLASS	Grade 7-10	Students enrolled in science class at any public secondary school under the Schools Division of Baguio City	List of qualified students duly certified by School Head	500.00
B. SPECIAL PROGRAM IN SPORTS	Grade 7-10	Students enrolled in the special program in sports at any public secondary school under the Schools Division of Baguio City	List of qualified students duly certified by School Head	400.00
C. SPECIAL PROGRAM IN THE ARTS	Grade 7-10	Students enrolled in the special program in the arts at any public secondary school under the Schools Division of Baguio City	List of qualified students duly certified by School Head	500.00

Contact Numbers (Area Code: 074):

SDS Office 442-7819
 Accounting Office 442-4326
 Budget Office 442-4326
 Front Desk Office 442-4326
 Planning & Research 446-6738

Supply Office 442-4393
 Alternative Learning System (ALS) 442-4393
 FVR Gym 246-0163
 Commission on Audit 424-1379

Email Address:

ALS als.baguio2600@gmail.com
 Planning & Research planresearchbaguio@gmail.com
 LRMDS depedbaguio.lmnds@gmail.com
 DepEd Baguio www.facebook.com/lrmnds_baguio
 depedbaguio2600@gmail.com
 www.facebook.com/depedbaguio






Republic of the Philippines
BAGUIO CITY LOCAL SCHOOLS BOARD
 #82 Military Cut-off Road, Baguio City, 2600
 Telefax: 442-7819



D. SPECIAL PROGRAM IN JOURNALISM	Grade 7-10	Students enrolled in the special program in journalism at any public secondary school under the Schools Division of Baguio City	List of qualified students duly certified by School Head	500.00
E. SPECIAL PROGRAM IN FOREIGN LANGUAGE	Grade 7-10	Students enrolled in the special program in foreign language at any public secondary school under the Schools Division of Baguio City	List of qualified students duly certified by School Head	500.00
2. SCHOOL PAPER STAFFERS	Senior High, Junior High and Elementary School	Recipients 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.	Certification of School Heads	400.00

RESOLVE AS IT IS HEREBY RESOLVED, that the coverage of special programs and academic incentives be expanded to underscore our commitment to providing inclusive educational opportunities and supporting the academic achievement of Baguio City learners.

UNANIMOUSLY APPROVED this 26th day of November 2024 at Baguio City, Philippines



ALEX B. CABARRUBIAS
 City Treasurer
 Member


SAMUEL F. BAB-ANGA
 Pres.- Non-Academic Personnel
 Member


PABLO B. GOMUAD
 Pres.- Parent Teachers Association
 Member


HON. VLADIMIR D. CAYABAS
 SP Committee for Education
 Member


NIXON C. ELAHE
 Pres.- Teachers Organization
 Member


HON. JOHN REY L. MANANENG
 SK Federation President
 Baguio City Councilor, Ex-officio
 Member

Contact Numbers (Area Code: 074):

SDS Office 442-7819
 Accounting Office 442-4326
 Budget Office 442-4326
 Front Desk Office 442-4326
 Planning & Research 446-6738

Supply Office 442-4393
 Alternative Learning System (ALS) 442-4393
 FVR Gym 246-0163
 Commission on Audit 424-1379

Email Address:

ALS als.baguio2600@gmail.com
 Planning & Research planresearchbaguio@gmail.com
 LRMS depedbaguio.lrms@gmail.com
 www.facebook.com/lrms_baguio
 DepEd Baguio depedbaguio@gmail.com
 www.facebook.com/depedbaguio





Republic of the Philippines
BAGUIO CITY LOCAL SCHOOLS BOARD
 #82 Military Cut-off Road, Baguio City, 2600
 Telefax: 442-7819



I hereby certify to the correctness of the above quoted Local School Board Resolution No. 17 s. 2024.


HONEYLETTE C. ENNGEG
 School Board Secretary

ATTESTED:


SORAYA T. FACULO, PhD, CESO VI
 Schools Division Superintendent

APPROVED:


HON. BENJAMIN B. MAGALONG
 City Mayor
 Chairperson, LSB

Contact Numbers (Area Code: 074):

SDS Office 442-7819
 Accounting Office 442-4326
 Budget Office 442-4326
 Front Desk Office 442-4326
 Planning & Research 446-6738

Supply Office 442-4393
 Alternative Learning System (ALS) 442-4393
 FVR Gym 346-0163
 Commission on Audit 424-1379

Email Address:

ALS als.baguio2600@gmail.com
 Planning & Research planresearchbaguio@gmail.com
 LRMDS depedbaguio.lrms@gmail.com
 www.facebook.com/lrms_baguio
 DepEd Baguio depedbaguicity@gmail.com
 www.facebook.com/depedbaguio

