
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: SDO Angeles City

November 21, 2018

DIVISION  
No. 544  
MEMORANDUM  
S. 2018

**RELEASED**  
NOV 22 2018  
By [Signature]  
DepED Angeles City  
Division of City Schools

**CALL FOR APPLICATION TO THE SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG) AND SPG/SSG TEACHER-ADVISERS**

To : Chiefs, CID and SGOD  
EPS-SGOD  
SGOD-YFP  
Public Schools District Supervisors  
Heads, Public Elementary and Secondary Schools  
SPG and SSG Teacher-Advisers

1. In reference to OUA Memoranda 09-1118-0027 and 09-1118-0027 dated November 5, 2018 from Undersecretary Alain Del B. Pascua, the Youth Formation Division (YFD) of the Department of Education-Central Office has launched its Awards and Incentives Program entitled Search for Outstanding Supreme Pupil Government and Supreme Student Government (SSG) and SPG/SSG Teacher-Advisers.
2. The award aims to recognize the accomplishments of student leaders and contributions of the teacher-advisers in their respective institutions and communities through their SPG and SG.
3. The search is open to all SPG and SSG for SY 2017-2018 in all public schools. The project entry may either be:
  - a) Implementation for the last three (3) years
  - b) Recently concluded or on-going project
  - c) Project shall be under in any five (5) categories namely: Maka-Diyos (Belief and traditions), Maka-Tao (Human Development, Health and Well-being), Maka-kalikasan (Environment and DRRM), Maka-bansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism) and Drug Prevention Program.
4. The Division Level Screening Committees shall be composed of the following:

DIVISION LEVEL SCREENING COMMITTEE		
Chair:	Chief-SGOD	Lyn V. Lansangan
Members:	EPS-SGOD	Edgar L. Manabat
	SEPS-SocMob	Aiza G. Lugtu
	SEPS-SMM&E	Glenn P. Sarmiento
	SEPS-HRD	Arcely G. Garcia
Secretariat:	PDO-YFC	Clarisa A. Lagman Melanie S. Salunga

**"SMILES BRIGHT, SERVES RIGHT"**

5. The Division Level Screening Committee shall be selecting two (2) nominees per category (1 SPG and 1 SSG). Schools will select one (1) nominee for each category.

CATEGORY	NOMINEES		TOTAL
	SPG	SSG	
Teacher-Adviser	1	1	2
Student Government Program			
Maka-Diyos	1	1	2
Maka-Tao	1	1	2
Maka-kalikasan	1	1	2
Maka-Bansa	1	1	2
Drug Prevention Program	1	1	2

6. Submit the accomplished application forms with supporting documents to SGOD-Youth Formation Program on or before November 27, 2018.

7. Attached are the following for your perusal:

SPG/SSG	SPG/SSG TEACHER-ADVISERS
Form 2 – Application Form	Attachment 1 - Nomination Form Attachment 2 - Search for the Outstanding SPG/SSG Teacher-Advisers documents needed Attachment 3 - Template 1: Programs, Projects and Activities Attachment 4 - Omnibus Certification of Authenticity and Veracity of Documents

8. Immediate and wide dissemination of the content of this Memorandum is earnestly desired.

LEILANI SAMSON CUNANAN, CESO VI

Schools Division Superintendent

cal/sgod/yfp



Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

DedEd Complex, Meralco avenue, Pasig City

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Name of the School: \_\_\_\_\_

**FORM  
NO. 2**  
*Application  
Form*

**ORGANIZATIONAL PROFILE**

Name of SPG/SSG: \_\_\_\_\_

Address of the School: \_\_\_\_\_

Name of the Adviser: \_\_\_\_\_

Telephone/ Fax Number/CP Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Population: \_\_\_\_\_

**CONTACT PERSON DATA**

Full Name: \_\_\_\_\_

Surname

First Name

Middle Name

Nickname

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 (Belief and Tradition)

☐ Maka-Tao (Human Development, Health, Well-Being)

☐ Makakalikasan (Environment and Disaster Risk Reduction Management)

☐ Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)

☐ Drug Prevention Program

I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best 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 Department of Education 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

**THIS FORM IS NOT FOR SALE AND MAY BE REPRODUCED**

**ATTACHMENTS:**

Please use a separate sheet

**A. Essay** (Maximum Number of Pages: 5):

1. Describe your project entry (Limit to 500 words and in one page)
2. How does the project address the problem of the school/ community? (Limit the answer to 300 words and half page.)
3. Who and how many are the beneficiaries of the project? How did they benefit from the project? (Limit the answer to 300 words and half page.)
4. What is the impact of the project to the stakeholders? (Limit the answer to 500 words and in one page.)
5. Who are involved and what are their role to the project? (Limit to the answer to 300 words and half page.)
6. How does the project promote the idea of teamwork and solidarity among its stakeholders? (Limit to the answer to 300 words and half page.)
7. What innovation did the team introduce in implementing the project? (Limit to the answer to 300 words and half page.)
8. How were the team able to fund the project? (Limit to the answer to 300 words and half page.)

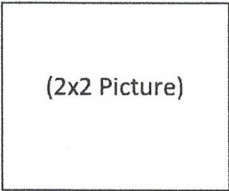
**B. Photo Documentation** (Maximum Number of Pages: 2)**C. List of Officers****NOTE:**

1. Adviser should be the one who will sign and pass the entry/ application form to the Division Office
2. Non-compliance to the Search Requirements will result to automatic disqualification.



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Department of Education  
Bureau of Learners Support Services  
Youth Formation Division  
DepEd Complex, Meralco Avenue, Pasig City

SEARCH FOR THE  
OUTSTANDING SPG  
AND SSG TEACHER-  
ADVISERS



NOMINATION FORM

Supreme Pupil Government ☐ Supreme Student Government ☐

I. ADVISER'S BASIC PROFILE			
NAME			
	First Name	Last Name	MI
DATE OF BIRTH			
	Month	Date	Year
CONTACT NUMBER			
YEARS IN SERVICE			
IPCRF RATING			
	SY 2016-2017		SY 2017-2018
II. ADVISER'S ORGANIZATIONAL PROFILE			
SCHOOL			
DISTRICT			
DIVISION			
REGION			
III. ADVISORSHIP EXPERIENCE			
NAME OF SCHOOL		SCHOOL YEAR	

I hereby certify upon my honor that all facts and information indicated herein about the nominee are true and correct to the best 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.

In witness hereof, I am executing and signing this statement voluntarily and without compulsion.

\_\_\_\_\_  
Nominator's Signature

Nominated by:  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

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## SEARCH FOR THE OUTSTANDING SPG AND SSG TEACHER- ADVISERS

Attach the following documents:

No.	Document	Description
1	Excellence in Student - Pupil Governance a. Implementation of all ten (10) Mandated PPAs b. Governance	Use attached template 1
	<ul style="list-style-type: none"> <li>General Plan of Action</li> </ul>	Photocopy
	<ul style="list-style-type: none"> <li>Resolutions</li> </ul>	General resolution per major activity
	<ul style="list-style-type: none"> <li>Minutes of the Meeting</li> </ul>	Minutes of the meeting during the general planning
	<ul style="list-style-type: none"> <li>Financial Reports</li> </ul>	Summary only, no attached receipts
	<ul style="list-style-type: none"> <li>Activity Completion/ Evaluation Reports</li> </ul>	M & E Reports
	<ul style="list-style-type: none"> <li>List of School Clubs/Organizations</li> </ul>	List of accredited school organizations
	<ul style="list-style-type: none"> <li>Project Proposals/ Activity Design</li> </ul>	Photocopy
	<ul style="list-style-type: none"> <li>Communication Letters</li> </ul>	Photocopy
	<ul style="list-style-type: none"> <li>Accomplishment/Narrative/ Terminal Report</li> </ul>	Maximum of three pages per activity
	<ul style="list-style-type: none"> <li>Election Reports</li> </ul>	Comprehensive Evaluation of Student Government Election (CESGE) duly received by the Division
2	Networking, Linkages and Collaboration	
	a. Involvement in community/civic organizations/association ➤ Designation/certification of membership in organization/association	➤ Only the highest level obtained shall be credited with the corresponding point/s. ➤ Make sure all documents or photocopies are clear and legible
	b. Involvement in outreach/extension programs/activities ➤ Certification as proponent/chair/ participant of the extension service/outreach program/activity, ➤ Narrative report and documentation of the activity/program	➤ Make sure all documents or photocopies are clear and legible  ➤ One page only
3	Experience as an SPG/SSG Adviser ➤ Designation/Certification as an SPG/SSG Adviser from the School Head	➤ Photocopy
4	Trainings, seminars, workshop attended related to Student Government	Attach photocopy of highest level attended
5	Awards and recognition	Attach photocopy of highest level obtained
6	Flagship/innovative program or project ➤ Project Proposal/Design, ➤ Program of works, ➤ Project Completion Report,	The flagship project pertains to an exemplary project/program of the SPG/SSG. This project/program is the most outstanding undertaking of the SPG/SSG which is

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ADVISERS**

	<ul style="list-style-type: none"><li>➤ Financial Reports,</li><li>➤ Communication to Involved Stakeholders,</li><li>➤ MOA/MOU with Involved Stakeholders,</li><li>➤ AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders.</li></ul>	meaningful and has impact to the students and stakeholders of the SPG/SSG. The submitted MOVs must clearly show the project/program impact and implementation. <b>This program/project should not be one of the ten mandated PPAs PRESENTED in criteria number one.</b>
7	Certificate of resource speakership in leadership	Attach photocopy of highest level served as a resource speaker
8	Educational attainment and professional growth <ul style="list-style-type: none"><li>➤ Official Transcript of Records</li></ul>	Attach photocopy

**Note: Use A4 size bond paper for all documents to be submitted**

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## SEARCH FOR THE OUTSTANDING SPG AND SSG TEACHER- ADVISERS

## Template 1: Programs, Projects and Activities

PPA No. \_\_\_\_\_

Project Title:

Date of Implementation:

Objective:

### Brief Description

## Photo Documentation

\*Note: 1 page only per Activity.



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**SEARCH FOR THE  
 OUTSTANDING SPG  
 AND SSG TEACHER-  
 ADVISERS**

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

The District Screening Committee  
 The Division Screening Committee

Sir/Madam:

Pursuant to DepEd Memorandum No. \_\_, s. 2018 entitled “\_\_\_\_\_”, the undersigned nominee hereby respectfully submits his/her nomination form supported by the following documents:

Put a check mark	Document
	<b>Excellence in Student - Pupil Governance</b>
	a. Implementation of all ten (10) Mandated PPAs
	b. Governance
	• General Plan of Action
	• Resolutions
	• Minutes of the Meeting
	• Financial Reports
	• Activity Completion/ Evaluation Reports
	• List of School Clubs/Organizations
	• Project Proposals/ Activity Design
	• Communication Letters
	• Accomplishment/Narrative/ Terminal Report
	• Election Reports
	<b>Networking, Linkages and Collaboration</b>
	a. Involvement in community/civic organizations/association
	➤ Photocopy of the certification of membership in organization/association
	b. Involvement in outreach/extension programs/activities
	➤ Certification as proponent/chair/participant of the extension service/outreach program/activity,
	➤ Narrative report with documentation of the activity/program
	<b>Experience as an SPG/SSG Adviser</b>
	➤ Designation/certification as an SPG/SSG Adviser from the School Head
	<b>Training, seminar, workshop attended related to student government</b>
	➤ Photocopy of the certificate of the highest level of training/seminar/workshop attended
	<b>Awards and recognition related to student government</b>
	➤ Photocopy of the certificate of the highest level award/recognition obtained
	<b>Project proposal of the flagship/innovative program or project</b>
	➤ Project Proposal/Design,
	➤ Program of works,
	➤ Project Completion Report,
	➤ Financial Reports,
	➤ Communication to Involved Stakeholders,
	➤ MOA/MOU with Involved Stakeholders,

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	➤ AVP Presentation (not more than 5 mins.) showing project planning, development of program, implementation and feedback from stakeholders.
	<b>Resource speakership in leadership</b> ➤ Photocopy of certificate of resource speakership in leadership
	<b>Educational attainment and professional growth</b> ➤ Photocopy of OTR

The undersigned assumes full responsibility and accountability on the validity and authenticity of the foregoing documents submitted and commits that any violation will automatically disqualify the undersigned from the selection process.

Very truly yours, \_\_\_\_\_  
(Signature over printed name)

BEFORE ME, a Notary Public for and in the City/Municipality of \_\_\_\_\_,  
Philippines this \_\_\_\_\_ personally appeared  
\_\_\_\_\_ with his/her Community Tax Certificate No.  
\_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_ known to me and to me known to be the same person who  
executed the foregoing instrument and he/she acknowledged to me that the same is his/her  
own free and voluntary act and deed.

Doc. No. \_\_\_\_\_:

Page No. \_\_\_\_\_:

Book No. \_\_\_\_\_: