



November 27, 2018

DIVISION MEMORANDUM
No. 841 S. 2018

**CORRIGENDUM TO MEMORANDUM NO. 810 s. 2018 CALL FOR
APPLICATION TO THE SEARCH FOR OUTSTANDING
SUPREME PUPIL GOVERNMENT (SPG) AND
SUPREME STUDENT GOVERNMENT (SSG)
TEACHER ADVISER**

To: Assistant Schools Division Superintendents
CID/SGOD Chiefs
PSDS/DISTRICT OICs
Elementary/Secondary School Heads

1. For the information and guidance of all concerned, deadline of submission for the application to the search for outstanding SSG/SPG Teacher Adviser is extended until **December 3, 2018**.
2. Kindly see attached enclosures for the documents required.
Enclosure 1 – Nomination Package
Enclosure 2 – Operating Guidelines
Enclosure 3 – Timeline of Search Process
3. For details, please coordinate with your Youth Formation Coordinators at 0943-05854772/0932-2947184 and send in your entries to samanthapaz@yahoo.com.
3. Immediate and wide dissemination of this memorandum is desired.

FR:

RHEA MAR A. ANGTUD, ED.D., CESO VI
School Division Superintendent

Information Trunk line: (032) 520-3216 – 520-3217; SDS Office: (032) 255-6405; ASDS Apao: (032) 2364628
HR Section: 0933-5196548 / 0906-6886101; Accounting Section: (032) 254-2632; Disbursing Section: (032) 255-4401
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ESTER A. FUTALAN, Ed.D.
Assistant Schools Division Superintendent

Republic of the Philippines
 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**

(2x2 Picture)

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"> • 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 	Photocopy General resolution per major activity Minutes of the meeting during the general planning Summary only, no attached receipts M & E Reports List of accredited school organizations Photocopy Photocopy Maximum of three pages per activity 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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 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**

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

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

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**SEARCH FOR THE
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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
	Excellence in Student - Pupil Governance
	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
	Networking, Linkages and Collaboration
	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
	Experience as an SPG/SSG Adviser
	➤ Designation/certification as an SPG/SSG Adviser from the School Head
	Training, seminar, workshop attended related to student government
	➤ Photocopy of the certificate of the highest level of training/seminar/workshop attended
	Awards and recognition related to student government
	➤ Photocopy of the certificate of the highest level award/recognition obtained
	Project proposal of the flagship/innovative program or project
	➤ Project Proposal/Design,
	➤ Program of works,
	➤ Project Completion Report,
	➤ Financial Reports,
	➤ Communication to Involved Stakeholders,
	➤ MOA/MOU with Involved Stakeholders,

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

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

OPERATING GUIDELINES FOR THE SEARCH FOR OUTSTANDING SPG AND SSG TEACHER-ADVISERS

I. SCHOOL LEVEL

- a. Teacher-advisers vying for the Awards must have met the basic qualifications
 - i. Must be the current teacher-adviser of the SPG or SSG who have served at least two (2) terms / years
 - ii. Must have a Very Satisfactory rating in the IPCRF for two (2) consecutive School Years
- b. Qualified teacher-advisers must be nominated by the School Head
- c. The school head shall endorse the nomination together with the supporting documents to the Public Schools District Supervisor/ Cluster Head:
 - i. Duly-accomplished Application Form
 - ii. Letter endorsement by the Principal
 - iii. Template for all MOVs for each Criteria
- d. All documents must be presented for validation at the District/ Cluster Level

II. DISTRICT/ CLUSTER LEVEL (If deemed necessary)

- a. The District Selection Committee shall be composed of the following:
 - Chairperson: Public Schools District Supervisor/ Cluster Head
 - Members: Four (4) members as designated by the PSDS/ Cluster Head
 - Secretariat: Project Development Officer I (Youth Formation Coordinator)
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall immediately convene the District Selection Committee after the deadline of submission.
- e. The District Committee shall evaluate all nominations submitted.
- f. The District Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The District Committee shall submit to the Office of the Schools Division Superintendent the result of the Search.
- h. The Public School District Supervisor/ Cluster Head shall endorse one (1) District nominee for SPG and one (1) District nominee for SSG including their pertinent documents to the Division Selection Committee.

III. DIVISION LEVEL

- a. The Division Selection Committee shall be composed of the following:
 - Chairperson: Chief, School Governance & Operations Division
 - Members: SEPS, Social Mobilization & Networking
SEPS, Monitoring & Evaluation
SEPS, Human Resource Training & Development
President, Division Federation PTA
 - Secretariat: Project Development Officer I (Youth Formation Coordinator)
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.

- d. The Chairperson shall convene the Division Selection Committee three (3) days after the deadline of submission.
- e. The Division Committee shall evaluate all nominations submitted.
- f. The Division Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The Division Committee shall submit to the Office of the Schools Division Superintendent the result of the Search including.
- h. The Schools Division Superintendent shall endorse one (1) Division nominee for SPG and one (1) Division nominee for SSG including their pertinent documents to the Regional Selection Committee

IV. REGIONAL LEVEL

- a. The Regional Selection Committee shall be composed of the following:
 - Chairperson: Chief, Education Support Services Division
 - Members: Chief, Field Technical Assistance Division / Representative
Chief, Human Resource Dev't. Division / Representative
Chief, Policy Planning & Research Division / Representative
Chief, Quality Assurance Division / Representative
 - Secretariat: Project Development Officer IV (ESSD) / Regional Youth Formation Coordinator
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall convene the Regional Selection Committee three (3) days after the deadline of submission.
- e. The Regional Committee shall evaluate all nominations submitted.
- f. The Regional Committee may conduct Field Validation to verify the veracity of the entries submitted.
- g. The Regional Committee shall submit to the Office of the Regional Director the result of the Search.
- h. The Regional Director shall endorse one (1) Regional nominee for SPG and one (1) Regional nominee for SSG including their pertinent documents to the National Selection Committee.

V. NATIONAL LEVEL

- a. The National Selection Committee shall be composed of the following:
 - Chairperson: Director, Bureau of Learners Support Services
 - Members: Chief, Youth Formation Division
Representative, Office of the Undersecretary for Admin
Representative, School Health & Nutrition Service
Representative, Disaster Risk Reduction Mgmt. Service
Representative, OUA Strand-Related Organization
Representative, National Youth Commission
 - Secretariat: Youth Formation Division Program Coordinator
- b. The Secretariat shall receive all nominations.
- c. All documents must be presented for validation.
- d. The Chairperson shall convene the National Selection Committee three (3) days after the deadline of submission.

- e. The National Committee shall evaluate all nominations submitted.
 - i. Paper Assessment
 - 1. The National Committee shall assess the documentary requirements submitted.
 - ii. Validation
 - 1. The National Committee shall appoint the Members of the **Search for the Outstanding SPG and SSG Teacher-Advisers TWG (Criteria Writers)** as Members of the National Validation Team to conduct document validation and focus group discussions on all Regional nominees for each category.
 - 2. The National Validation Team shall visit the Official Stations of the nominees and conduct document validation and focus group discussions on areas to be validated.
 - 3. The National Validation Team shall submit to the National Selection Committee the result of the Field Validation.
 - iii. Interview & Formation Program
 - 1. The Regional nominees for each category shall participate in a National Interview and Formation Program to be facilitated by the National Selection Committee.
 - 2. All nominees shall attend a three-day Formation Program to be facilitated by the Youth Formation Division.
 - 3. All nominees shall undergo a Panel Interview by the members of the National Selection Committee.
 - 4. It is encouraged that the Division and Regional Offices may conduct their own validation and interview.
- f. The Chairperson of the National Selection Committee shall convene the Committee Members for the Final Deliberation of Winners.
- g. The Committee shall submit to the Office of the DepEd Secretary the result of the Search for Official Declaration.
- h. Winners will be announced and awarded during the Awards and Recognition Night to be organized and facilitated by the Youth Formation Division and will be announced in a succeeding DepEd Memorandum.

**SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT AND
SUPREME STUDENT GOVERNMENT TEACHER-ADVISERS**

Timeline of Activities:

DATE	ACTIVITY	FOCAL UNIT
November 13-23, 2018	Application/Submission of Entries (Division Level)	Division Office (SGOD)
November 26-28, 2018	Division Level Screening by the Division Search Committee	Division Office (SGOD)
November 29-30, 2018	Announcement of Division Level Finalists and Submission of Documents to the Regional Office	Division Office (SGOD)
December 3-5, 2018	Regional Level Screening	Regional Office (ESSD)
December 6-7, 2018	Announcement of Regional Finalists and Submission of Documents to the Central Office	Regional Office (ESSD)
December 10-12, 2018	Paper Screening and Evaluation of the National Screening Committee	Central Office (YFD)
December 13, 2018	Announcement of National Finalists for Field Validation	Central Office (YFD)
December 14-18, 2018	National Field Validation	Central Office (YFD)
December 27-29, 2018	National Formation Program	Central Office (YFD)
	National Panel Interview	Central Office (YFD)
	National Awarding	Central Office (YFD)