



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

22 March 2021

OFFICE MEMORANDUM

OM No. 005, s. 2021

DIVISION SCREENING OF THE GAWAD SIKLAB ENTRIES: SEARCH FOR OUTSTANDING PROGRAM IMPLEMENTERS, STUDENT LEADERS, TEACHER-ADVISERS AND SCHOOL HEADS

TO: OIC-Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
All Others Concerned

1. In relation to the **OUA Memorandum No. 00-0321-0042**, entitled "**Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Teacher-Advisers, School Heads, and Regional and Division Youth Formation Coordinators**", the School Governance and Operations Division through the Youth Formation Section will be conducting a screening of the entries submitted.

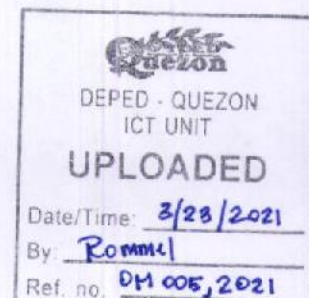
2. The following categories will undergo in the Division Level Screening on March 24, 2021, to wit:

Student Government Awards on Elementary and High School

- Most Outstanding Student Leader
- School Head Recognition Award

National Greening Awards (Yes-O and GPP) for Elementary and High School

- Most Outstanding Yes-O Implementers
- Most Outstanding Yes-O Student Leader
- Most Outstanding Yes-O Teacher Adviser
- School Head Recognition Award
- Gulayan sa Paaralan Program Best Implementer



DEPEDQUEZON-TM-SDS-04-010-004



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3. The following are requested to screen the entries for Gawad SIKLAB:

Student Government Awards for Elementary and High School

Chair	Elizabeth M. De Villa	Chief, School Governance and Operations Division
Members:	Walter F. Galarosa, PhD	EPS, Araling Panlipunan/ Multigrade Instruction
	Oscar R. Duma Jr.	SEPS, School Management, Monitoring and Evaluation Section
	Regina V. Marino, PhD	SEPS, Human Resource Training and Development Section
	Paul Clifford N. Marquez	SEPS, Social Mobilization and Networking Section

National Greening Awards (Yes-O) for Elementary and High School

Chair:	Elizabeth M. De Villa	Chief, School Governance and Operations Division
Members:	Carmel Ezel C. Orogo	Education Program Supervisor (Science)
	Oscar R. Duma Jr.	SEPS, School Management, Monitoring and Evaluation Section
	Regina V. Marino, PhD	SEPS, Human Resource Training and Development Section
	Paul Clifford N. Marquez	SEPS, Social Mobilization and Networking Section

National Greening Awards (Gulayan sa Paaralan) for Elementary and High School

Chair:	Elizabeth M. De Villa	Chief, School Governance and Operations Division
Members:	Carolina T. Zaracena	PSDS, In-Charge of EPP

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	Oscar R. Duma Jr.	SEPS, School Management, Monitoring and Evaluation Section
	Regina V. Marino, PhD	SEPS, Human Resource Training and Development Section
	Paul Clifford N. Marquez	SEPS, Social Mobilization and Networking Section

4. Attached herewith are the guidelines for screening lifted from OUA Memorandum No. 00-0321-0042.
5. Please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.
6. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

sgodlap03/22/21

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OUA MEMO 00-0321-0042

MEMORANDUM

03 March 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
All Others Concerned**

**Subject: GAWAD SIKLAB: SEARCH FOR OUSTANDING PROGRAM
IMPLEMENTERS, STUDENT LEADERS, TEACHER-ADVISERS,
SCHOOL HEADS, AND REGIONAL AND DIVISION YOUTH
FORMATION COORDINATORS**

The Department of Education (DepEd), through the Bureau of Learners Support Services - Youth Formation Division (BLSS-YFD) will launch the **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Supreme Student/Pupil Government (SSG/SPG) Teacher-Advisers, School Heads, and Regional and Division Youth Formation Coordinators** this year.

As part of nation-building, this activity aims to recognize the accomplishments and important contributions of the learners, teachers, administrators, and other stakeholders of DepEd. The Activity will officially commence on **08 March 2021** and shall end through a national awarding ceremony **on 27 May 2021**.

The said endeavor is open to all public schools, school heads, student leaders and teacher-advisers of Supreme Pupil Government (SPG) and Student Supreme Government (SSG), Youth for Environment in Schools-Organization (YES-O), Gulayan sa Paaralan Program (GPP), Barkada Kontra Droga (BKD), and Regional and Division Youth Formation Coordinators.

Kindly refer to Annex A for the list of recommended participants/categories. Further, the following are enclosed for reference:



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

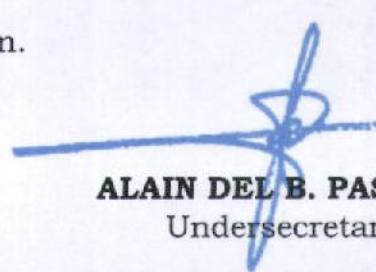
Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

- Enclosure 1: Application and Endorsement Forms
- Enclosure 2: Operating Guidelines
- Enclosure 3: Criteria and Score Sheet per Category
- Enclosure 4: Awards Selection Committee Composition
- Enclosure 5: Timetable of Activities

Travel expenses incurred by participants and selection committee members for the said event will be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For questions or concerns, please contact **Mr. Adolf P. Aguilar**, Chief, BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph .

For immediate and appropriate action.

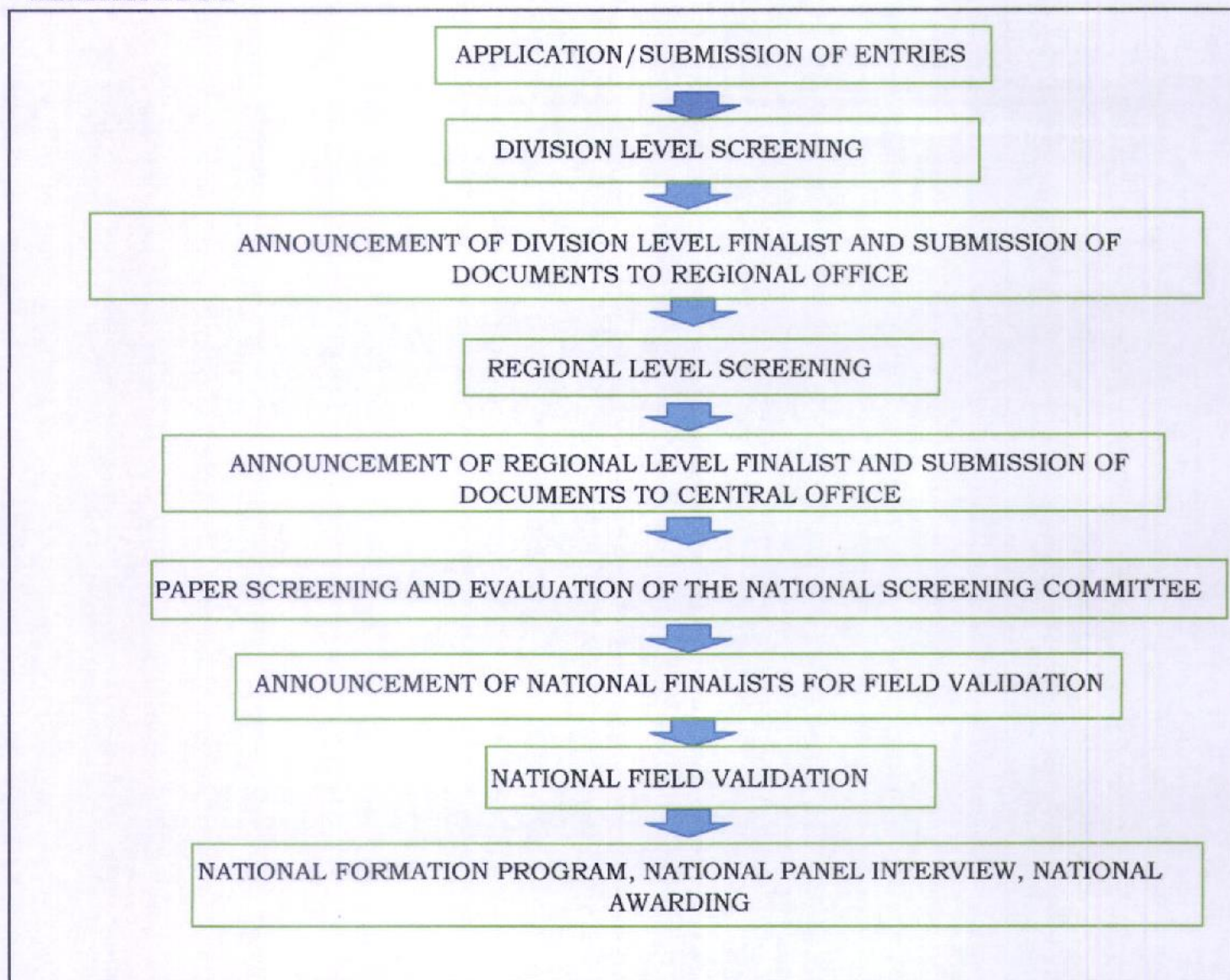

ALAIN DEL B. PASCUA
Undersecretary



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ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

SEARCH FLOW



I. SCHOOL LEVEL

1. All SPG and SSG/YES-O/GPP/BKD Student leaders, Teacher-advisers and School Heads of public schools with an on-going project may join the Search.
2. The Teacher-adviser of the school SPG/SSG shall submit the Application **Form No. 1-4 with attachment/MOV** to their respective Division Office through the **School Governance and Operation Division (SGOD)** Office.
3. Deadline of Submission of the application form is **17 March 2021**

II. DIVISION LEVEL

1. The SGOD Chief shall serve as the Chair of the Awards Committee in Division Level together with Education Program Supervisor for Araling Panlipunan or

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

SGOD Education Supervisor as indicated in the composition of the screening committee. They shall be in-charge of the preparation, implementation and documentation of the DepEd Division Search for Outstanding SPG/ SSG Organization. EPS for Science for the YES-O, MAPEH EPS for the BKD, TLE EPS for the GPP and HR head for the YFC coordinator Awards.

2. The Division Office shall receive the application forms of the participating schools. They shall notify the participating schools if all the requirements were met.
3. The Division Office shall conduct the paper **screening and evaluation** of the submitted documents using the given criteria.
4. The Division Screening Committee shall use the score sheet provided by the Central Office or **Form 5-12**.
5. The Division Screening Committee may invite other stakeholders in the paper screening. (City councilor in-charge of youth development program)
6. The Division Screening Committee will select maximum of two Finalists per category, division nominees one from elementary and one from high school.
7. Each Division shall nominate maximum of the 23 Division Finalists to the Regional Office for the Regional Level Screening.
8. The Division Finalists shall receive a certificate of recognition from the Division Office, all non-winning schools shall receive certificate of participation.
9. The Division Screening Committee shall send the documents of the Division Finalists to the Regional Office through the **Education Supports Services Division** (EESD) after two working days.

III. REGIONAL LEVEL

1. The EESD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator** (YFC) and **Education Program Supervisor** (EPS) from **Curriculum and Learning Management Division** (CLMD) as indicated in **FORM NO.5**. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional Search for Outstanding SPG/ SSG Organization.
2. The Regional Office shall conduct another round of **paper screening and evaluation of submitted documents** from the Division Office.

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

3. All documents will be evaluated by the Regional Search Committee using the same criteria given by the Central Office.
4. The Division Finalists shall be evaluated by the Regional Screening Committee using the same criteria. The scores gained during division level screening will be **back to zero**.
5. The Regional Screening Committee shall select one (1) for each category as Regional Finalist.
6. Each region shall come up with a maximum of 23 nominees to the National Level. One (1) for each category from elementary and high school level for another screening to the National Screening Committee.
7. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all non-winning schools will receive certificate of participation.
8. The Regional Screening Committee shall send the documents of the National Search for each category in the Central Office after two working days.

IV. NATIONAL LEVEL

1. The Youth Formation Division under the Bureau of Learner Support Services in the Central Office shall be in-charge in the overall implementation of the DepEd **GAWAD SIKLAB**. They shall also serve as the National Search Screening Committee with members from different related offices from the Central Office.
2. The National Search Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.
3. TOP 3 set of 23 of each category shall be selected by the National Search Screening Committee. The TOP 3 set of 23 organizations shall be recognized as National Finalists.
4. The National Search Screening Committee shall constitute a validating team that will validate all entries of the National Finalists. The National Search Screening Committee will be coordinating with the ESSD and SGOD during the validation.
5. The National Finalists shall be invited to the Central Office for the 3 minutes **project presentation and 10 minutes panel interview via zoom**.

ENCLOSURE 2: OPERATING GUIDELINES FOR GAWAD SIKLAB

6. The National Search Screening Committee shall have final deliberation and will select the 48-total number of national winners from the different categories.
7. The winners shall be awarded and will receive cash prize and a plaque of recognition.
- 8. The non- winning schools will receive a certificate as National Finalists.**