



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

March 8, 2021

DIVISION MEMORANDUM  
No. 092 s. 2021

**GAWAD SIKLAB: Search for Outstanding Program Implementers, Student Leaders, Teacher-Advisers and School Heads  
Division Level**

To: All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to OUA Memo 00-0321-0042 dated March 3, 2021, 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, Teacher-Advisers, School Heads, and Regional and Division Youth Formation Coordinators** this year.
2. In line with this, the Division of City Schools- Tagbilaran City announces the **Gawad Siklab: Search for Outstanding Program Implementers, Student Leaders, Teacher-Advisers and School Heads Division Level**.
3. All interested **Supreme Pupil/Student Government** Implementers, Student Leaders and SPG/SSG Teacher Advisers, **Youth for Environment in Schools Organization (YES-O)** Implementers, Student Leaders and YES-O Teacher-Advisers, **Barkada Kontra Droga (BKD)** Implementers, Student Leaders, BKD Teacher-Advisers and **School Heads** shall submit the required documents attached in this memo to the Division Level Screening Committee Secretariat, Joermelyne Pasilbas at this email address: [joermelyne.pasilbas@deped.gov.ph](mailto:joermelyne.pasilbas@deped.gov.ph) on or before March 17, 2021.
4. Please read attached communication for your reference.
5. For widest dissemination and information to all concerned.

**JOSEPH IRWIN A. LAGURA, Ph. D.**  
Schools Division Superintendent

JIAL/MKP/SGOD/BCL/jpp2021





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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**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:



Scan this QR Code to view  
Videos and Magazines  
of Major Programs



**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](mailto:blss.yfd@deped.gov.ph) .

For immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



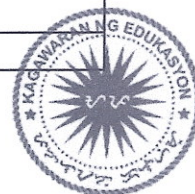
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**Annex A:**

**LIST OF CATEGORIES FOR GAWAD SIKLAB**

<b>Categories</b>	<b>No. of Winners</b>
<b><i>Student Government Awards on Elem. and High School</i></b>	<b>14</b>
SSG & SPG Best Implementers (Maka-Diyos)	2
Best Implementers (Makakalikasan)	2
Best Implementers (Maka-Tao)	2
Best Implementers (Makabansa)	2
Most Outstanding Student leader	2
Most Outstanding Teacher – Adviser	2
School Head Recognition Award	2
<b><i>National Greening Awards (YES-O and GPP) for Elem and High School</i></b>	<b>13</b>
Most Outstanding YES-O Implementers	2
Most Outstanding YES-O Student Leader	2
Most Outstanding YES-O Teacher – Adviser	2
School Head Recognition Award	2
Gulayan Sa Paaralan Program Best Implementer (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place, 2 consolations)	5
<b><i>Barkada Kontra Droga (BKD) High School level only</i></b>	<b>8</b>
Best BKD Implementers (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place, 2 consolations)	5
Most Outstanding BKD Student Leader	1
Most Outstanding BKD Teacher –Adviser	1
School Head Recognition Award	1
<b><i>Youth Formation Coordinators Award</i></b>	<b>6</b>
Most Outstanding Division YFC (small, medium, large/very large division category)	3
Most Outstanding Regional Coordinator	1
Most Innovative PPAs Award (Regional level)	1
Most Active Social Media Award (small, medium, large/very large division category)	3
<b>Grand Total</b>	<b>41</b>



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**ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS**



**FORM 1**  
*Application*  
*Form for*  
*SSG/SPG*

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

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

**PROFILE**

Name of Nominee: \_\_\_\_\_  
 Address of the School (if applicable): \_\_\_\_\_  
 Telephone/ Fax Number/CP Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 School Population (if applicable): \_\_\_\_\_

*CONTACT PERSON DATA (if applicable)*

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

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

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)

<input type="checkbox"/>	Maka-Diyos (Belief and Tradition) – School
<input type="checkbox"/>	Maka-Tao (Human Development, Health, Well-Being) -School
<input type="checkbox"/>	Makakalikasan(Environment and Disaster Risk Reducation Management) - School
<input type="checkbox"/>	Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism) - School
<input type="checkbox"/>	Most Outstanding Student Leader
<input type="checkbox"/>	Most Outstanding Teacher-Adviser
<input type="checkbox"/>	Recognition Award for School Head

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

**ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS**



**FORM 2**  
Application  
Form for  
YES-O/GPP

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

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

**PROFILE**

Name of Nominee:  
 Address of the School (if applicable):  
 Telephone/ Fax Number/CP Number:  
 Email Address:  
 School Population (if applicable):

*CONTACT PERSON DATA (if applicable)*

Full Name:  

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

 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)

<input type="checkbox"/>	Most Outstanding YES-O Implementer – School
<input type="checkbox"/>	Most Outstanding YES-O Student Leader
<input type="checkbox"/>	Most Outstanding YES-O Teacher Adviser
<input type="checkbox"/>	School Head Recognition Award for YES-O
<input type="checkbox"/>	Most Outstanding Gulayan sa Paaralan Program Implementer - School

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

**ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS**



**FORM 3**  
*Application  
 Form for BKD*

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

**PROFILE**

Name of Nominee: \_\_\_\_\_  
 Address of the School (if applicable): \_\_\_\_\_  
 Telephone/ Fax Number/CP Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 School Population (if applicable): \_\_\_\_\_

**CONTACT PERSON DATA (if applicable)**

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

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

 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)

<input type="checkbox"/>	Best BKD Implementer - School
<input type="checkbox"/>	Most Outstanding BKD Student Leader
<input type="checkbox"/>	Most Outstanding BKD Teacher Adviser
<input type="checkbox"/>	School Head Recognition BKD Award

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

**ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS**



**FORM 4**  
*Application  
 Form for  
 RYFC/DYFC*

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

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

**CONTACT PERSON DATA**

Full Name:

Surname	First Name	Middle Name	Name Extension (Jr, Sr, III)

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Position in the Organization: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**PROJECT PROFILE *(if applicable)***

Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CATEGORY**

Date Coverage: \_\_\_\_\_

Category (Please Check one only)

<input type="checkbox"/>	Most Outstanding Division Coordinator
<input type="checkbox"/>	Most Outstanding Regional Coordinator
<input type="checkbox"/>	Best Practice Implementer
<input type="checkbox"/>	Most Social Media Award

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

## ENCLOSURE 1: APPLICATION AND EDORSEMENT FORMS

### 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 (if applicable)

### NOTE:

1. **Advisers should be the one who will sign and pass the entry/ application form to the Division Office in lieu of the student leader/s.**
2. **Non-compliance to the Search Requirements will result to automatic disqualification.**

**LETTER HEAD OF OFFICE**

**FORM 5**  
*Endorsement  
Form for  
SDO/RO*

Date

**LOPE B. SANTOS III**

Executive Assistant IV, OIC-Director IV  
Bureau of Learner Support Services  
DepEd Complex, Meralco Ave., Pasig City

**SUJECT: ENDORSEMENT OF THE REGIONAL/ DIVISION NOMINEES FOR GAWAD  
SIKLAB 2021**

Dear **Director Santos**:

Good day!

After thorough evaluation, may we respectfully endorse the following regional/division nominees for the Gawad Siklab for the following categories, to wit:

<b>No.</b>	<b>Category</b>	<b>Name of Nominee</b>
1	e.g. Makatao-School	e.g. Makati NHS
2	e.g. Recognition Award for School Head (SSG/SPG)	e.g. Juana dela Cruz
3		
4		

Attached are the copy of the submitted documents by the nominees and vetted score sheets by the Selection Committee.

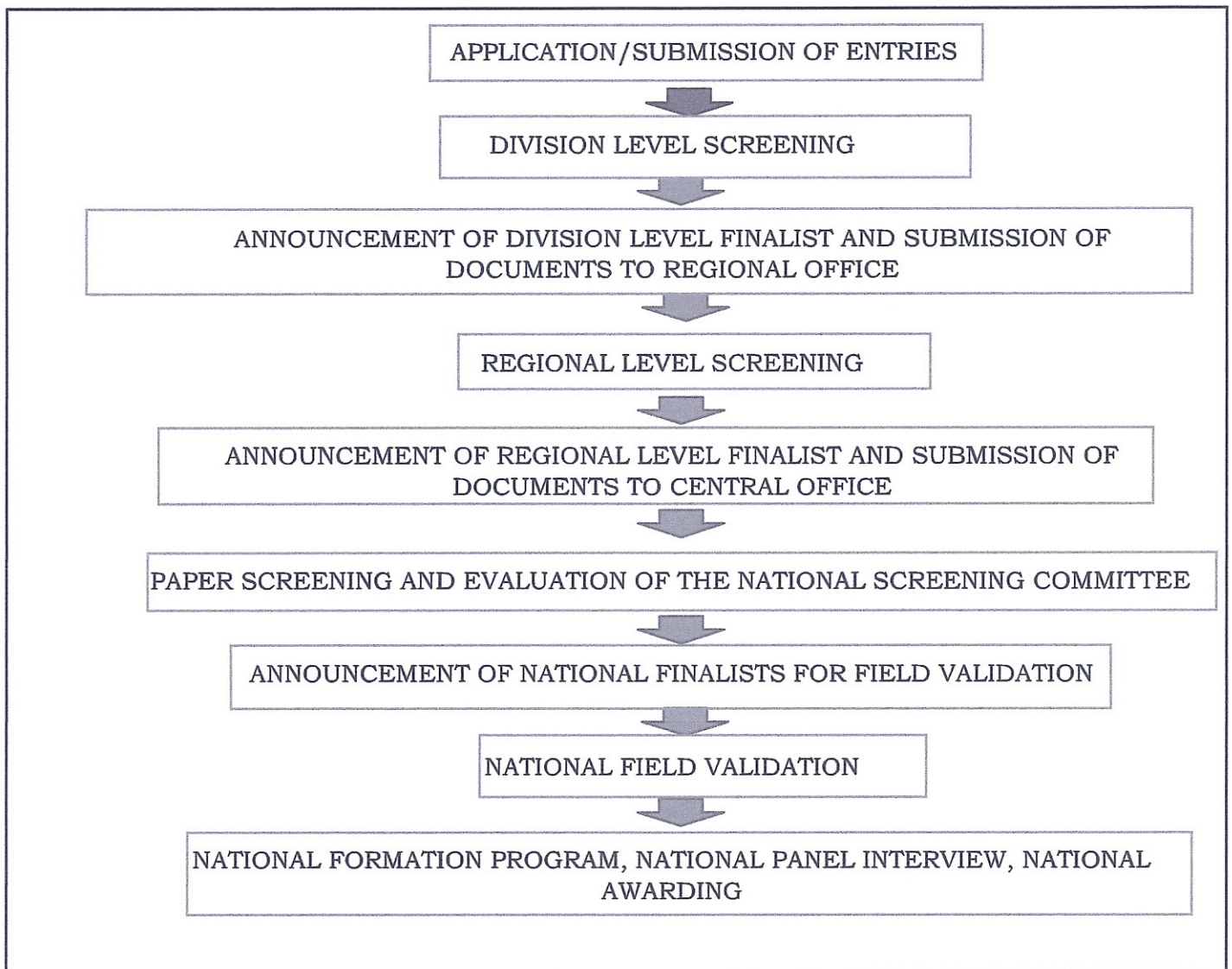
Thank you.

Sincerely yours,

\_\_\_\_\_  
*Name and Signature of RD/SDS*

## 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**

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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 ESSD 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 4: AWARDS SELECTION COMMITTEE COMPOSITION**

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### **COMPOSITION OF THE SCREENING COMMITTEE FOR GAWAD SIKLAB**

The composition of the screening committee is composed of members of the Department of Education (DepEd) and External Partners with direct involvement in the program.

<b>DIVISION LEVEL SCREENING COMMITTEE</b>	
<b>Chair:</b>	Chief, School Governance and Operations Division (SGOD)
<b>Members:</b>	Education Program Supervisor (EPS)
	SEPS, Social Mobilization & Networking
	SEPS, Monitoring and Evaluation
	SEPS, Human Resource Development Division
	External Partner/s involved in the program
<b>Secretariat:</b>	Project Development Officer I (Youth Formation)

<b>REGIONAL LEVEL SCREENING COMMITTEE</b>	
<b>Chair:</b>	Chief, Education Support Services Division
<b>Members:</b>	Education Program Supervisor (EPS) from CLMD
	PDOII/PDOIV of Special Programs and Projects Unit
	Education Program Supervisor of Quality Assurance Division
	Education Program Specialist II of Human Resource Development Division
	External Partner/s involved in the program
<b>Secretariat:</b>	Regional Youth Formation Division

<b>NATIONAL LEVEL SCREENING COMMITTEE</b>	
<b>Chair:</b>	Director, Bureau of Learner Support Services
<b>Members:</b>	Chief, Youth Formation Division
	Chief, Schools Support Division
	Chief, School Health Division
	Representative, Disaster Risk Reduction and Management Service
	Representative from External Partner/s involved in each program (BKD, GPP, YES-O, SSG/SPG)
<b>Secretariat:</b>	Youth Formation Division

**ENCLOSURE 5: TIMETABLE OF ACTIVITIES****GAWAD SIKLAB  
Event Schedule**

<b>Date</b>	<b>Activity</b>	<b>Focal Units</b>
March 8-17, 2021	Application Period	Division Office (SGOD)
March 18-29, 2021	Division Level Screening (Division Search Committee)	Division Office (SGOD)
March 30-31, 2021	Announcement of Finalists and Submission of Documents to Regional Office	Regional Office (ESSD)
April 4-1, 2021	Regional Level Screening	Regional Office (ESSD)
April 16, 2021	o Announcement of Regional Finalists  o Submission of Documents to Central Office	Central Office (YFD)
April 19-23, 2021	Paper Screening and Evaluation (National Screening Committee)	Central Office (YFD)
April 23-7, 2021	National Field Validation and Panel Interview	Central Office (YFD)
May 10-13, 2021	Announcement of National Winners and Courier of Plaque	Central Office (YFD)
May 14-22, 2021	Video Recording and Submission of Winners with Plaque	Central Office (YFD media)
May 24 - 27, 2021	National Awarding via Zoom at DepEd Bulwagan	Central Office

