

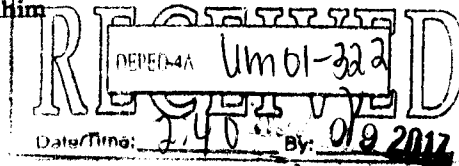


Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DepEd Region IV-A
RECORDS SECTION



MEMORANDUM

**TO: Regional Secretary, ARMM
All Regional Directors
All Education Support Services Division Chiefs
All School Governance and Operations Division Chiefs**

SUBJECT: ADDITIONAL GUIDELINES ON THE IMPLEMENTATION OF GAWAD SIKLAB

DATE: November 6, 2017

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The Youth Formation Division (YFD) recently launched the program entitled **"GAWAD SIKLAB"**: Search for Outstanding Supreme Pupil Government and Supreme Student Government under the Incentive and Awards Program of the Department.

The overall objective is to recognize, reward and motivate student leaders, teachers and administrators of all public schools in the country in terms of programs, projects and activities initiated that help their schools and communities.

In connection with this, please be informed that **all expenses relative to this activity** including travelling expenses of the participants for the National Interview and Formation Program **shall be charged to school MOOE/local funds**, subject to the usual accounting and auditing rules and regulations.

For more details, please coordinate with Mr. Christian Rivero of YFD at (02) 637-98 14/ 0995-150-8042 or send email to blss.yfd@deped.gov.ph.

For immediate dissemination and compliance.

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
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Republic of the Philippines
Department of Education

03 NOV 2017

DepEd MEMORANDUM
No. **187**, s. 2017

**GAWAD SIKLAB: SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT
AND SUPREME STUDENT GOVERNMENT**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary, Secondary and Senior High Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services (BLSS)-Youth Formation Division (YFD), announces the launching of **Gawad Siklab: Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**.
2. *Siklab* is a Filipino word meaning *spark, ignite or kindle*. DepEd believes that the flame from the torch, that symbolizes the quest for knowledge, starts with a spark.
3. The Award aims to ignite the burning passion of student-leaders in serving their school through the SPG and SSG. It kindles the spirit of the learners, teachers, administrators and other stakeholders of DepEd to be part of nation-building. Specifically, it aims to:
 - a. recognize the programs of the SPG and SSG that created impact and addressed the issues and challenges in their schools or communities;
 - b. inspire and encourage student-leaders and teacher-advisers of all public schools nationwide to implement and develop programs/projects that will help their schools and communities; and
 - c. acknowledge and honor the idea of solidarity by recognizing groups instead of individuals.
4. The Award shall officially commence on **November 6, 2017** and shall end through an awarding ceremony on **December 15, 2017**.
5. The Award is open to SPG and SSG in all public schools.

6. The Award has the following categories:

- a. *Maka-Diyos*
(Belief and Traditions) - aims to recognize outstanding projects that promote the culture of peace, respect, and love despite the multi-cultural population of the school community.
- b. *Maka-Tao*
(Human Development, Health, and Well-being) - aims to recognize outstanding projects that address human development, health, and well-being of the school community.
- c. *Makakalikasan*
(Environment and Disaster Risk Reduction Management) - aims to recognize outstanding projects that promote biodiversity and ecological awareness, environmental protection, conservation, and preservation, disaster risk reduction management and climate change adaptation, disaster prevention, rescue operations, and rehabilitation.
- d. *Makabansa*
(Heritage, Culture, Nationalism, Patriotism and Volunteerism) - aims to recognize outstanding projects that promote Filipino culture and values of nationalism, patriotism, and volunteerism, and demonstrate the pride and exercise of the rights and responsibilities of being a Filipino.
- e. Drug Prevention Program - a special category supporting one of the 10-Point Agenda of the Secretary of Education and the current administration that addresses the problem on drugs. The category wishes to recognize projects, programs and activities on drug education.


7. The following documents are enclosed for reference:

- a. *Siklab* Form 1 - Primer;
- b. *Siklab* Form 2 - Application Form;
- c. *Siklab* Form 3 - Operating Guidelines;
- d. *Siklab* Form 4 - Score Sheet;
- e. *Siklab* Form 5 - Awards Committee Composition; and
- f. *Siklab* Form 6 - Timetable of Activities.

8. Travel expenses of the participants for the National Interview and Formation Program shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

9. For more information contact the **Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD)**, Department of Education (DepEd) Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814 or through mobile phone no. 0921-623-5743; or email at blss.yfd@deped.gov.ph or christianmarx.rivero08@gmail.com.

10. Immediate dissemination and compliance of this Memorandum is directed.



ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-In-Charge

Encl.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

AWARDS
CONTESTS
DRUG EDUCATION
FORMS
LEARNERS
PROGRAMS
PROJECTS
SCHOOLS

I. Nature of the Award

SIKLAB is a Filipino word which means to spark, ignite or kindle. We believe that each advocacy starts with a spark that leads to flame symbolizing the quest for knowledge, and the ultimate goal to serve, lead, and inspire the youth. The award aims to ignite the burning passion of student-leaders in serving their school through the SPG and SSG. It kindles the spirit of the students, teachers, administrators and other stakeholders of the Department of Education to be part of Nation-building.

II. Objectives

The Awards overall objective is to recognize, reward and motivate student leaders, teachers and administrators of all public schools all over the country with programs, projects and performances that help their schools and community. Specifically, it aims to;

- Recognize the programs of the SPG and SSG that created an impact and addressed the issues and challenges in their school or community.
- Inspire and encourage student leaders and teacher-advisers of all public schools all over the country to implement and develop programs that will help their schools and communities.
- Acknowledge and honor the idea of solidarity by recognizing the group instead of one individual.

III. Who can join

The Awards is open to all SPG and SSG for S.Y. 2017 – 2018 in all public schools. The project entry may be:

1. Implemented for the last three years,
2. Recently concluded project, or
3. An on-going project
4. The project shall be under in any five categories of this Awards.

IV. Categories

The Awards has five categories to identify the focus of the project. The categories represent the four (4) core values of the Department of Education the Maka-Diyos, Maka-Tao, Makakalikasan, and Makabansa; and a Special category for Drug Prevention Program which is part of the 10-point agenda of the Secretary of Education and the current administration. Schools will select one category that best represent their entry project.



Maka-Diyos
(Belief and Traditions)
Culture of peace, respect,
and love despite
multicultural population



Maka-Tao
(Human Development,
Health and Well-being)



Makakalikasan
(Environment and
Disaster Risk Reduction
Management)



Makabansa
(Heritage, Culture and
Nationalism)
Pride of being a Filipino



**Drug Prevention
Program**
(Drug Education)

V. Search Process

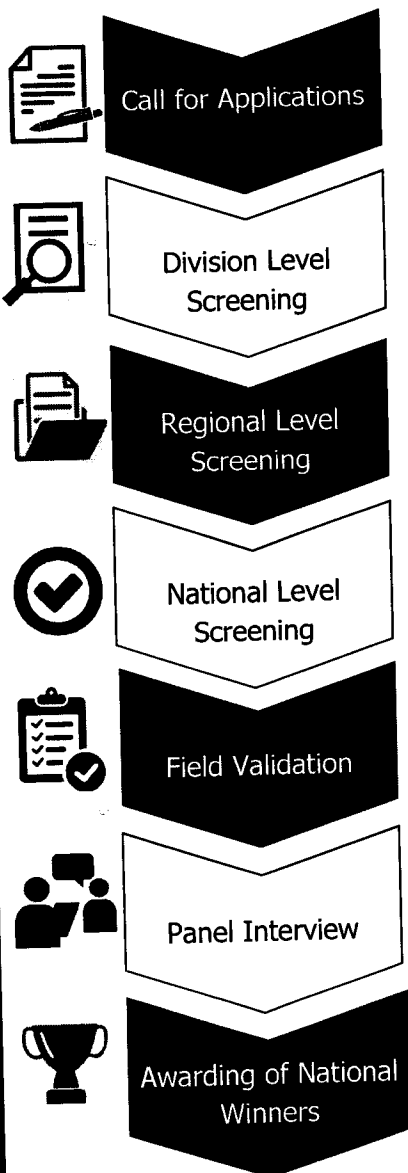
The SSG and SPG of the schools shall compete per category starting from the Division to the National Level. The organization will compete with other schools under the same category.

Division Level: The Division Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

Regional Level: The Regional Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

National Level: Only the top four (4) SPG and SSG per category shall be attending the National Screening.

VI. Search Flow



The 10 winning SPG and SSG will receive Php **30,000.00** and a plaque of recognition

VII. Criteria

Impact of the Project	30 %
Teamwork on Implementing Projects	25%
Creativity and Innovation	25%
Effective Use of Resources	20%

VIII. General Rules and Guidelines

- Accomplish the Official GAWAD SIKLAB Application Form.
- Use white, short bond (8.5x 11 in.) paper for the attachment of all supporting documents.
- Do not attach other documents that are not required for submission.
- Lack or non-compliance to the requirements will result to automatic disqualification.**
- The organizer reserves the rights to modify or amend the rules of the awards or waive compliance therewith at their sole discretion if such steps are in accordance with the purpose of the search and awards scheme.
- All decision of the awards committee and Panel of Judges are final and irrevocable.
- All material submitted to the awards committee automatically become property of the Youth Formation Division (YFD) of the Department of Education.

IX. Important Dates

- November 10, 2017 – Deadline of Application
- November 13 - 15, 2017 – Division Level Screening
- November 20 – 22 – Regional Level Screening
- November 27 - 30, 2017 – National Level Screening
- December 11 - 14, 2017 – National Finals Week and Panel Interview
- December 15, 2017 – Awarding Ceremony

X. Contact Details



(02) 637-9814



blss.yfd@deped.gov.ph
christianmarx.rivero08@gmail.com

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 roles 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 the answer in 300 words and half page).
7. What innovation did the team introduce in implementing the project? (Limit the answer to 300 words and half page).
8. How were the team able to fund the project? (Limit the answer to 300 words and half page)

B. Photo Documentation (Maximum Number of Pages: 2)

C. List of Officers

NOTE:

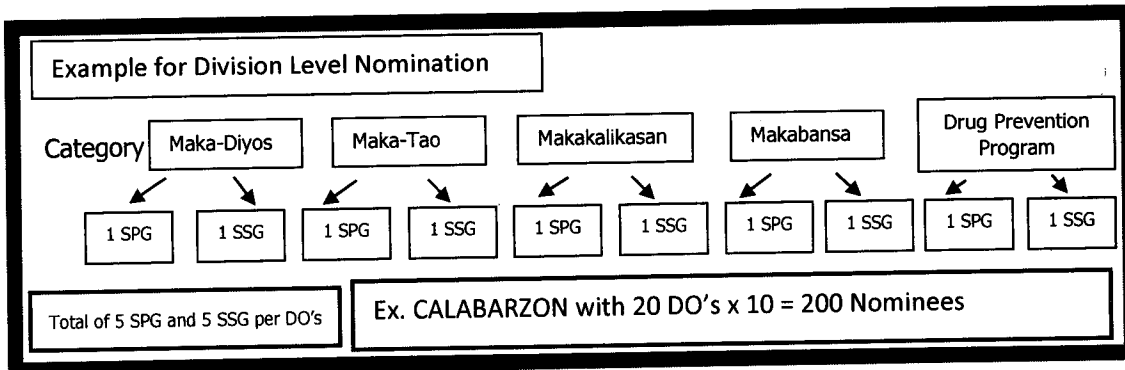
1. **Adviser should be the one who will sign and pass the entry/application form to the Division Office**
2. **Non-compliance to the Search Requirements will result to automatic disqualification.**

I. SCHOOL LEVEL

1. All SPG and SSG 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 or SIKLAB FORM No. 2 to their respective Division Office through the **School Governance and Operation Division (SGOD)** Office.
3. Deadline of submission of the application form is November 10, 2017.

II. DIVISION LEVEL

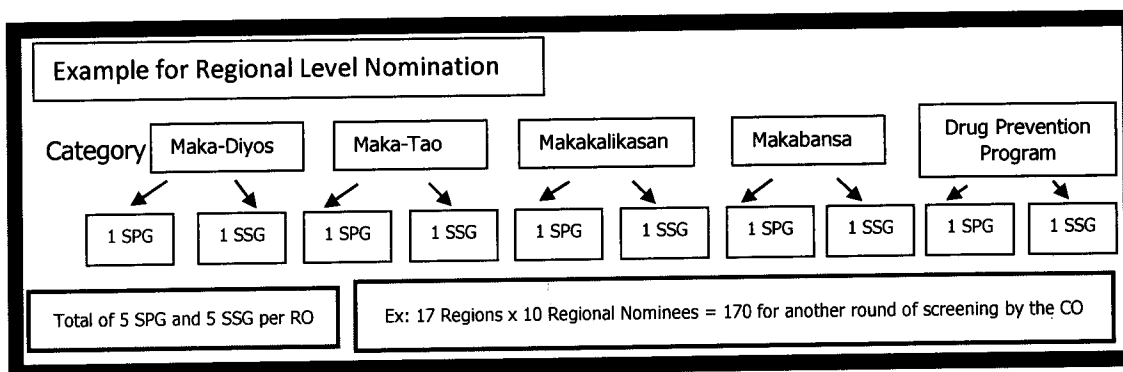
1. The SGOD Chief shall serve as Chair of the Awards Committee in Division Level together with Education Program Supervisor for Araling Panlipunan as indicated in the **SIKLAB FORM NO. 5** or the composition of the screening committee. They shall be in-charge of the preparation, implementation and documentation of the DepEd Division GAWAD SIKLAB.
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 **SIKLAB FORM NO. 4**.
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, one SPG and one SSG division nominees.



7. Each Division shall nominate maximum of ten (10) 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 will receive certificate of participation.
9. The Division Screening Committee shall send the documents of the Division Finalists to the Regional Office through the **Education Support Services Division (ESSD)** after two working days.

III. REGIONAL LEVEL

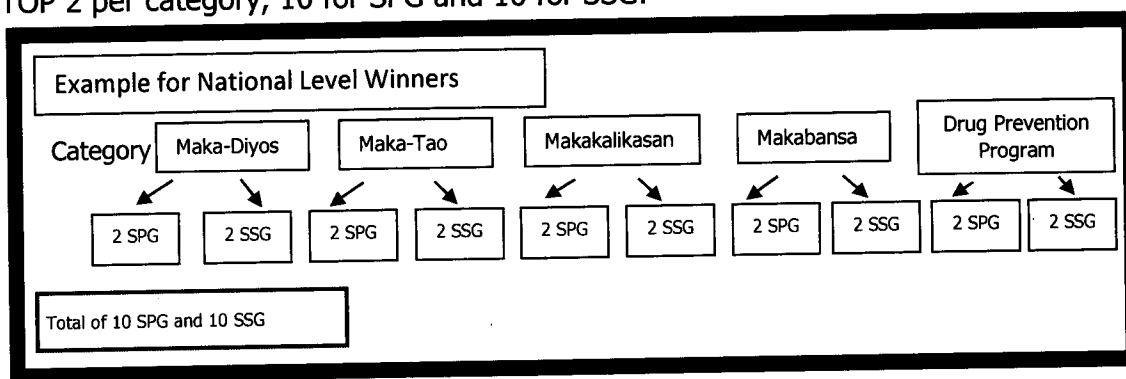
1. The ESSD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator (YFC) and Education Program Supervisor (EPS)** from **Curriculum and Learning Management Division (CLMD)** as indicated in **SIKLAB FORM NO. 5**. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional GAWAD SIKLAB.
2. The Regional Office shall conduct another round of **paper screening and evaluation of submitted documents** from the Division Office.
3. All documents will be evaluated by the Regional TOSS 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) Regional Finalist for SPG and one (1) for SSG per category.
6. Each Region shall come up with a maximum of ten (10) nominees to the National Level. Five (5) SPG and five (5) SSG for another screening to the National SIKLAB screening Committee.



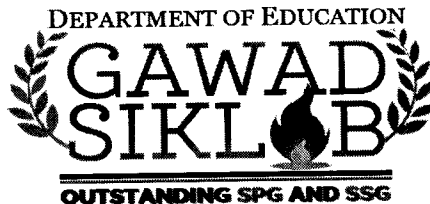
7. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all non-winning schools will receive certificate of participation.
8. The Regional Screening Committee shall send the documents of the National SIKLAB screening Committee in the Central Office after two working days.

IV. NATIONAL LEVEL

1. The **Youth Formation Division** under the Bureau of Learner and 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 SIKLAB Screening Committee with members from different related offices from the Central Office.
2. The National SIKLAB Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.
3. TOP 40 (20 SPG and 20 SSG) or TOP 4 of each category shall be selected by the National SIKLAB Screening Committee.. The TOP 40 organizations shall be recognized as National Finalists.
4. The National SIKLAB Screening Committee shall constitute a validating team that will validate all the entries of the National Finalists. The National SIKLAB 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 **project presentation and panel interview**.
6. The National SIKLAB Screening Committee shall have final deliberation and will select the TOP 2 per category, 10 for SPG and 10 for SSG.



7. The TOP 10 SPG and SSG shall be awarded as the **GAWAD SIKLAB** winners and will receive P30,000.00 each and a plaque of recognition.
8. The non-winning schools will receive a certificate as National Finalists.



CRITERIA FOR JUDGING

1. Impact of the Project 30 %

POINTS

a) Addresses the problem of the school/community (Maximum of 15 pts)	The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project – 15 pts	The SPG/SSG was able to identify and addressed a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings etc. – 10 pts	The SPG/SSG was able to identify a specific problem of the school and provide solution that is relevant but did not hit the problem of the school. - 5 pts		
b) Frequency of the Project Implementation (Maximum of 10 pts)	Conducted Year round – 10 pts	Conducted Weekly – 8 pts	Conducted Monthly – 6 pts	Conducted per quarter or once – 4 pts	
c) Level of Impact (Maximum of 5 pts)	Regional-wide 5pts	Division-wide – 4 pts	Barangay-wide – 3 pts	School-wide– 2 pts	

2. Teamwork on implementing projects 25 %

a) Engaged stakeholders (Maximum of 15 pts)	The SPG/SSG was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project. – 15 pts	The SPG/SSG was able to engage the students, teachers, administrators and parents in implementing the project. – 10 pts	The SPG/SSG was able to engage the students, teachers and administrators in implementing the project. – 5 pts		
b) Involvement of the school (Maximum of 10 pts)	The school officials, teachers and students were involved during the planning and implementation of the project. – 10 pts	The teachers and students were involved during the planning and implementation of the project. – 8 pts	Only the students planned and implemented the project. – 6 pts		

3.Creativity and innovation of the Project – 25 %					POINTS
a) Uniqueness of the project (Maximum of 10 pts)	The project idea was new, unique and goes beyond the mandated programs, projects, and activities of the SPG/SSG. – 10 pts	The project was unique although somewhat patterned/adopted from other organizations or DepEd mandated programs, projects, and activities of the SPG and SSG. – 5 pts			
b) Introduction of Innovative solutions (Maximum of 10 pts)	The SPG/SSG introduced highly innovative solution to the problem. – 10 pts	The SPG/SSG introduced innovative solution to the problem although somewhat usual to the other organizations. – 5 pts			
c) Use of local materials (Maximum of 5 pts)	The SPG/SSG used local material in their project – 5 pts				
4.Effective Use of Resources – 20 %					
a) Partnership with other organizations (Maximum of 10 pts)	The SPG/SSG was able to partner with regional or division office for the project implementation. – 10 pts	The SPG/SSG was able to partner with private organizations for the project implementation. – 8pts	The SPG/SSG was able to partner with the barangay officials/committee for the project implementation. – 6 pts	The SPG/SSG was able to partner with other clubs inside the school for the project implementation. – 4 pts	
b) Accountability and Transparency (Maximum of 10 pts)	The SPG/SSG provided/submitted disbursement and liquidation report to the studentry through a financial report posted in Bulletin Boards/website. – 10 pts	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG officers and advisers, and school head. – 8 pts	The SPG/SSG provided/submitted disbursement and liquidation report to the SSG officers and adviser. – 6pts	The SPG/SSG provided/submitted records of budget to the teacher- adviser. – 4 pts	
TOTAL POINTS					

SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

DESIGNATION AND DATE

COMPOSITION OF THE SCREENING COMMITTEES

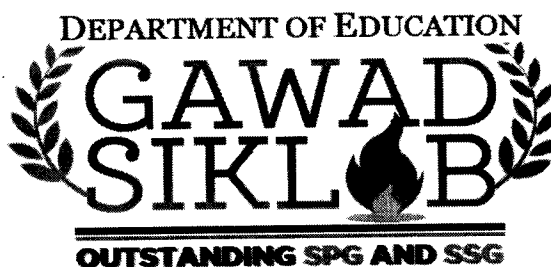
DIVISION LEVEL SCREENING COMMITTEE	
Chair:	School Governance and Operations Division (SGOD) Chief
Vice Chair:	Education Program Supervisor (EPS) for Araling Panlipunan
Members:	Senior Education Program Specialist (SEPS) for Social Mobilization & Networking
	Senior Education Program Specialist (SEPS) for Monitoring & Evaluation
	Senior Education Program Specialist (SEPS) for Human Resource Development Division
Secretariat:	Project Development Officer I – Youth Formation Coordinator

REGIONAL LEVEL SCREENING COMMITTEE	
Chair:	Education Support Services Division (ESSD) Chief
Vice Chair:	Education Program Supervisor (EPS) from CLMD
Members:	PDOII/PDOIV of Special Programs and Projects Unit
	Education Program Supervisor of Quality Assurance Division
	Education Program Specialist II of Human Resource Development Division
Secretariat:	Regional Youth Formation Coordinator

NATIONAL LEVEL SCREENING COMMITTEE	
Chair:	Director IV/III of Bureau of Learner Support Services
Vice Chair:	Chief of Youth Formation Division
Members:	Representative from School Effectiveness Division
	Representative from Bureau of Learning Delivery/Bureau of Curriculum Development
	Representative from External Partnership Service/Field Expert
Secretariat:	Youth Formation Division

GENERAL GUIDELINES

1. Each screening committee shall follow the prescribed GAWAD SIKLAB Screening Committee composition.
2. The Chair shall lead the Screening Committee (SC), the Chair must be present in all scheduled screenings related to the Search.
3. The SC must have the Chair present and a quorum to proceed with the screening sessions.
4. The Secretariat shall arrange all the documents of the applicants, and other logistical requirements needed by the SC.
5. The Secretariat shall record the Minutes of the Meeting (MOM) of the SC and shall consolidate the results of the evaluation.
6. The Secretariat shall prepare the List of Shortlisted Applicants (LSA) and their documents which shall be forwarded to the Regional Office/National Office



TIMETABLE OF ACTIVITIES		
DATE	ACTIVITY	FOCAL UNIT
October 23 – November 10, 2017	Application Period	Division Office (SGOD)
November 13 – 15, 2017	Division Level Screening of the Division Search Committee	Division Office (SGOD)
November 16 - 17, 2017	Announcement of Division Level Finalists and Submission of documents of Division Level Finalist to the Regional Office	Division Office (SGOD)
November 20 - 22, 2017	Regional Level Screening of the Regional Search Committee	Regional Office (ESSD)
November 23 - 24, 2017	Announcement of the Regional Level Finalist and Submission of Regional Finalists to Central Office	Regional Office (ESSD)
November 27 - 30, 2017	Paper Screening and Evaluation of the National Search Committee	Central Office (YFD)
December 1, 2017	Announcement of Finalist for Field Validation	Central Office (YFD)
December 4 - 8, 2017	Field Validation	Central Office (YFD)
December 11 – 13, 2017	Formation Program	Central Office (YFD)
December 14, 2017	Panel Interview of National Finalist	Central Office (YFD)
December 15, 2017	Awarding	Central Office (YFD)