Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan

November 7, 2017

DIVISION MEMORANDUM
No. 273 , s. 2017

GAWAD SIKLAB: SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT (SPG) AND SUPREME STUDENT GOVERNMENT (SSG)

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to unnumbered DepEd Memorandum dated October 9, 2017 re: "Call for Application to the Gawad Siklab: Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)," the Schools Division Office announces the conduct of the Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG).

2. The objective of this award is to recognize the accomplishments of student leaders and teacher-advisers in their respective institutions and communities through their SPG and SSG. Specifically, it aims to:

   a. Recognize the programs of the SPG and SSG that created an impact and addressed the issues and challenges in their school or community;
   b. 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; and
   c. Acknowledge and honor the idea of solidarity by recognizing the group instead of one individual.

3. Attached are the eligibility requirements and mechanics of the said competition for your reference and guidance.

"May katawhayan ag kalipayan sa among mga escuelahan."

4. All applications will be accepted by this office, attention: **Melky B. Arboleda**, Project Development Officer I, and **Sheena Ricka Y. Mamburam**, Project Development Officer I, on or before **November 10, 2017.** All concerned should follow the herein timetable of activities.

5. Immediate and wide dissemination of this Memorandum is desired.

DR. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
Asst. Schools Division Superintendent &
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
Reference: DepEd Memorandum dated October 9, 2017

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

AWARDS
PROGRAM
PROJECTS
PUPILS
SCHOOLS
STUDENTS

MBA

Department of Education
Region VII, Central Visayas
082057 3400
10-Oct-17

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

MEMORANDUM

URGENT

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

FROM: **ALAIN DEL B. PASCUA**
Undersecretary for Administration

DepED

SUBJECT: **Call for Application to the DepEd Siklab: Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**

DATE: **October 9, 2017**

The Youth Formation Division (YFD) will be launching its Awards and Incentives Program entitled **GAWAD SIKLAB: Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**

SIKLAB is a Filipino word which means to spark, ignite or kindle. We believe that such 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.

The award aims to recognize the accomplishments of student leaders and teacher-advisers in their respective institutions and communities through their SPG and SSG.

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.

Office of the Undersecretary for Administration
(Education Facilities, Information and Communication Technology, Disaster Risk Reduction and Management, School Health, Youth Formation, Regional Teachers Camp, Administrative Services)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building, Mobile: 09208329703, Landline: 6337203, 6376207
Email: usec.admin@deped.gov.ph; Facebook.com/DepedTayo; Twitter: @depedtayo

A. ELIGIBILITY REQUIREMENTS

The Award 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 to any five categories of this Awards.

B. CATEGORIES

The Award has five (5) 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.

The Award has the following categories:

a. **Maka-Diyos (Belief and traditions)**

The "Maka-Diyos" Category aims to recognize outstanding projects of SPG/SSG 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)**

The "Maka-Tao" Category aims to recognize outstanding projects of SPG/SSG that address the human development, health and well-being of the school community.

c. **Makakalikasan (Environment and Disaster Risk Reduction Management)**

The "Makakalikasan" Category aims to recognize outstanding projects of SPG/SSG in promoting biodiversity and ecological awareness, environmental protection, conservation, and preservation programs. This category also wishes to recognize projects, programs and activities on disaster risk reduction management and climate change adaptation; Programs on disaster prevention, rescue operation, and rehabilitation. Cultural population of the school community.

d. **Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism)**

The "Makabansa" Category aims to recognize outstanding projects of SPG/SSG on promoting Filipino culture, values, and Nationalism, Patriotism and Volunteerism. This category includes projects, programs and activities that demonstrate pride of being a Filipino and exercise the rights and responsibilities of being a Filipino.

e. **Drug Prevention Program**

This special category supports one of the 10 Point Agenda of the Secretary of Education and the current administration on addressing the problem on drugs. This category wishes to recognize the projects, programs, and activities on drug education.

C. 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.

1. **Division Level:** The Division Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).
2. **Regional Level:** The Regional Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).
3. **National Level:** Only the top four (4) SPG and SSG per category shall be attending the National Screening.

D. PRIZE

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

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

2. APPLICATION DEADLINES

TIMETABLE OF ACTIVITIES		
DATE	**ACTIVITY**	**FOCAL UNIT**
October 23 – November 10, 2017	Application Period	Division Office (DOO)
November 13 – 15, 2017	Division Level Screening of the Division Search Committee	Division Office (DOO)
November 16 – 17, 2017	Announcement of Division Level Finalists and Submission of documents of Division Level Finalist to the Regional Office	Division Office (DOO)
November 20 - 22, 2017 November 22 – 24, 2017	Regional Level Screening of the Regional Search Committee Announcement of the Regional Level Finalists and Submission of Regional Finalists to Central Office	Regional Office (ROO) Regional Office (ROO)
November 27 – 30, 2017	Paper Screening and Evaluation of the National Search Committee	Central Office (CFO)
December 1, 2017	Announcement of Finalists for Field Validation	Central Office (CFO)
December 4 – 8, 2017	Field Validation	Central Office (CFO)
December 11 – 12, 2017	Formation Program	Central Office (CFO)
December 14, 2017	Panel Interview of National Finalists	Central Office (CFO)
December 15, 2017	Awarding	Central Office (CFO)

The following documents are enclosed for reference:

Enclosure 1 – SIKLAB FORM 1 Primer
Enclosure 2 – SIKLAB FORM 2 Application Form
Enclosure 3 – SIKLAB FORM 3 Operating Guidelines
Enclosure 4 – SIKLAB FORM 4 Score Sheet
Enclosure 5 – SIKLAB FORM 5 Awards Committee Composition
Enclosure 6 – SIKLAB FORM 6 Timetable of Activities

For more details, please coordinate with Mr.Christian Rivero of YFU at (02) 637-98 14/ 0995-150-8042 or send email to [illegible]

For immediate dissemination and compliance.

Office of the Undersecretary for Administration
(Education Facilities, Information and Communication Technology, Disaster Risk Reduction and Management, School Health, Youth Formation, Region Purok Grande, Administrative Concerns)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building, Mobile: 09560330703, Landline: 6337203, 6310287
Email: usec.admin@deped.gov.ph, Facebook Page: DepEdUsecAdmin, Twitter: @depedusec

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City

DEPARTMENT OF EDUCATION
GAWAD SIKLAB
OUTSTANDING ... AND

FORM No. 1
Primer

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

1. Accomplish the Official GAWAD SIKLAB Application Form.
2. Use white, short bond (8.5x 11 in.) paper for the attachment of all supporting documents.
3. Do not attach other documents that are not required for submission.
4. **Lack or non-compliance to the requirements will result to automatic disqualification.**
5. 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.
6. All decision of the awards committee and Panel of Judges are final and irrevocable.
7. 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
christianmark.rivero88@gmail.com

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City

DEPARTMENT OF EDUCATION
GAWAD SIKLAB
OUTSTANDING AND

FORM No. 2
Application Form

Region: _____
Division: _____
Name of the School: _____

Name of SPG/SSG:	
Address of School:	
Name of Adviser:	
Telephone/Fax Number:	
Email Address:	
School Population:	
Full name: Surname / First name / Middle Name / Nickname	
Home Address:	
Date of Birth:	
Position in the Organization:	
Contact Number:	
Project Title:	
Brief Description (2 sentences):	
Project Launch date:	
Category (Please check one only)	
☐ Make-Diyos (Relief and Tradition)	
☐ Make-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 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 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.**

THIS FORM IS NOT FOR SALE AND MAY REPRODUCED

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
[illegible] Complex, Meralco Avenue, Pasig City

DEPARTMENT OF EDUCATION
GAWAD SIKLAB
OUTSTANDING [illegible] AND

FORM NO. 3
OPERATING GUIDELINES

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.

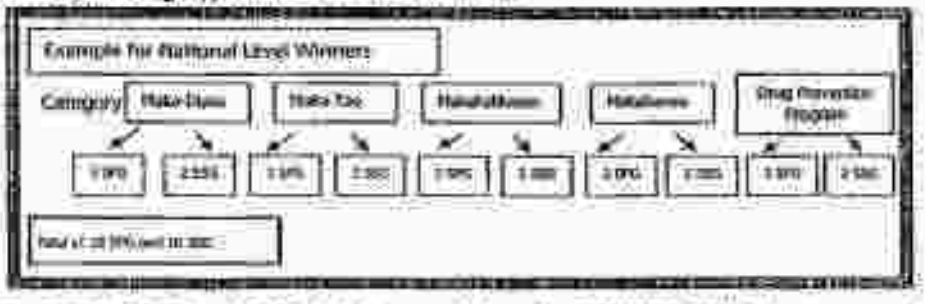
2. The National SIKLAB Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.

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.

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City

DEPARTMENT OF EDUCATION
GAWAD SIKLAB
OUTSTANDING AND

FORM No. 6
Timetable of Activities

TIMETABLE OF ACTIVITIES		
DATE	**ACTIVITY**	**FOCAL UNIT**
October 23 – November 10, 2017	Application Period	Division Office (SDO/S)
November 13 – 15, 2017	Division Level Screening of the Division Search Committee	Division Office (SDO/S)
November 16 – 17, 2017	Announcement of Division Level Finalists and Submission of documents of Division Level Finalist to the Regional Office	Division Office (SDO/S)
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 – 12, 2017	Formation Program	Central Office (YFD)
December 14, 2017	Panel Interview of National Finalist	Central Office (YFD)
December 15, 2017	Awarding	Central Office (YFD)

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City

DEPARTMENT OF EDUCATION
GAWAD SIKLAB
OUTSTANDING [illegible] AND

FORM No. 5
Composition of Screening Committee

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:	PDO II/PDO IV 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
	Representatives 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.