



Republic of the Philippines  
Department of Education  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA O DEL NORTE



June 23, 2022

**DIVISION MEMORANDUM**

No. 042, s. 2022

**SINDAW: SEARCH FOR BEST SUPREME PUPIL GOVERNMENT (SPG) PROGRAM, SUPREME STUDENT GOVERNMENT (SSG), YOUTH FOR ENVIRONMENT- ORGANIZATION (YES-O), BARKADA KONTRA DROGA (BKD) AND GULAYAN SA PAARALAN (GPP) IMPLEMENTERS**

To: Public Schools District Supervisors/Coordinating School Principals  
Public Secondary School Heads  
Public Elementary School Heads  
All Others Concerned

1. *Sindaw* is a Meranao word meaning “to light”, “to give light” or “to spark a light”. Despite the restrictions brought upon by the global pandemic, it did not hinder the student leaders with their teacher-advisers and school heads to continue to implement and support the programs, projects, and activities of the Supreme Pupil Government (SPG), Supreme Student Government (SSG), Youth for Environment School Organization (YES-O), Barkada Kontra Droga (BKD), and Gulayan sa Paaralan Program (GPP) which could benefit not only the school but also the community. Like *Sindaw*, school-initiated programs, projects, and activities are very important in the learners’ development. It serves as the light that motivates, guides, and molds their character to be part of nation-building.
2. The Department of Education – Division of Lanao del Norte, particularly through the School Governance and Operations Division, will conduct the *Sindaw: Search for Best Program Implementers*. This is to recognize the significant role and contributions of the student-led organizations, teachers, administrators, and other stakeholders of DepEd amidst the pandemic.
3. The said activity is open to all public schools, school heads, student leaders and teacher-advisers of Supreme Pupil Government (SPG), Supreme Student Government (SSG), Youth for Environment School Organization (YES-O), Barkada Kontra Droga (BKD), and Gulayan sa Paaralan Program (GPP).
4. To participate in this said activity, interested schools must submit a letter of intent **on or before February 10, 2023**.
4. Attached are the Schedule of Activities, Mechanism, and Criteria of each program.
5. For immediate dissemination and strict compliance.

for: *Edlberto L. Oplenaria*  
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

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

SINDAW: SEARCH FOR BEST IMPLEMENTER

SGOD/Alva



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**ANNEX A. LIST OF CATEGORIES**

<b>Categories</b>	<b>No of Winners</b>
<b>Student Government Program on Elementary and Secondary Schools</b> (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place)	<b>24</b>
SSG and SPG Best Implementers (Maka-Diyos)	6
SSG and SPG Best Implementers (Makakalikasan)	6
SSG and SPG Best Implementers (Maka-Tao)	6
SSG and SPG Best Implementers (Makabansa)	6
<b>National Greening Programs (YES-O &amp; GPP)</b> (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place)	<b>12</b>
Youth for Environment in School Organization for Elementary and Secondary Schools	6
Gulayan sa Paaralan for Elementary and Secondary Schools	6
<b>Barkada Kontra Droga (BKD) for Secondary Schools only</b> (1 <sup>st</sup> place, 2 <sup>nd</sup> place, 3 <sup>rd</sup> place)	<b>3</b>



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**ANNEX B. SCHEDULE OF ACTIVITIES**

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>
Submission of Intent Letter	January 30, 2023	February 10, 2023, 5:00 P.M.
Evaluation of Documents	February 17, 2023	March 3, 2023
Declaration of Winners	March 13, 2023	March 13, 2023

*Note: The schedule of Activities is subject to change.*

**MECHANISM**

1. The participating school must submit a letter of intent before the deadline specifying the category, they are interested in.
2. A Team of Evaluators will visit the school to conduct on-site validation of documents using the criterion given.
3. Coverage of implementation to be validated is from S.Y. 2021-2022 up to the present.
4. Declaration of winners will be notified through a division memorandum.



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**ENCLOSURE NO. 1: CRITERIA AND SCORE SHEET FOR NATIONAL DRUG EDUCATION  
PROGRAM BARKADA KONTRA DROGA**

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

CRITERIA	MAXIMUM RATING	PARTICIPANTS
<b>A.</b>		
<b>1. Functionality of the BKD Program on Drug Abuse Prevention in Secondary Schools</b>	<b>20%</b>	
a. List of BKD Officers	5%	
b. Minutes and Attendance of Meetings	5%	
c. Approved Project Proposal (5 Proposal)	5%	
d. Record of Monthly NDEP BKD Accomplishment Report	5%	
<b>2. Coverage and Scope of Implementation</b>	<b>10%</b>	
a. School wide implementation	5%	
b. Community Involvement and Partnership	5%	
<b>3. Nature of extent of Drug Abuse Prevention Activities/Project Initiated/Organized or Facilitated with documents</b>	<b>20%</b>	
a. Information (Use of Mass Media/Print/TV/Broadcast/Films/Slide Presentation/Exhibits/ etc.	5%	
b. Education (Integration of Drug abuse prevention concepts and BKD Components Components in classroom instruction, organizing seminar-workshops on drug abuse prevention, launching of BKD, seminars, capability, capability building, etc.	5%	
c. Intervention (Provision of Guidance and counselling service related to NDEP	5%	
d. Alternatives (Organized or facilitate Sports/Athletics, Cultural, Income-generating, Arts and Crafts, religious, Civic and other recreational activities.)	5%	
<b>4. Extent of Involvement, partnership of the following in terms of providing leadership and support in program implementation</b>	<b>20%</b>	
a. Students	5%	
b. Teachers	2%	
c. School Administrators	2%	
d. Parent-Teacher Association	2%	

**ENCLOSURE NO. 1: CRITERIA AND SCORE SHEET FOR NATIONAL DRUG EDUCATION  
PROGRAM BARKADA KONTRA DROGA**

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e. Socio-Civic/religious Organization	2%	
f. Government Officials/Agency	5%	
g. Non-Government Officials/Agencies	2%	
<b>5. Attainment of Objective based on Approved School NDEP Action Plan</b>	<b>20%</b>	
<b>6. Monitoring and Evaluation Scheme (Monthly Posting of NDEP Accomplishment Report)</b>	<b>10%</b>	
<b>Total</b>	<b>100%</b>	

**Signature and Printed Names of Evaluators:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

CRITERIA	MAXIMUM RATING	PARTICIPANTS
<b>A. Crop Integration</b>		
● Fruit vegetables (Productive)		5%
10 or more	5	
6 to 9	3.5	
1 to 5	2.5	
● Leafy Vegetables (Productive)		5%
5 or more	5	
3 to 4	3.5	
1 to 2	2.5	
● Root Vegetables (Productive)		5%
5 or more	5	
3 to 4	3	
1 to 2	2	
● Indigenous Plant Materilas (Vegetables)		5%
5 or more	5	
3 to 4	3	
1 to 2	2	
● Indigenous herbal plants		5%
5 or more	5	
3 to 4	3	
1 to 2	2	
<b>B. Crops Production System</b>		10%
● Use of Containers vegetable and artistry		
10 or more	10	
6 to 9	5	
1 to 5	2	
● Gardening Production		
Use of Trellis		2%
Use of organic fertilizer		3%
Use of organic materials for pest control		5%
<b>C. Sustainability</b>		20%
● Establishment of Nursery	5	
● Setting aside seed production area for next planting	5	
● Voluntary involvement of Parents and other stake holders	5	
● Creativity/arrangement/Beautification of Gulayan	5	
<b>D. Monitoring and Records</b>		10%
● Approved Gulayan sa Paaralan Action Plan	5	
● Quarterly Records of Harvest (Using Gulayan Form)	5	
<b>E. Land Resources Space Utilization</b>		
● % Utilization of School area sutable for gardening		25%
80-100	25	

**ENCLOSURE NO. 1:**

**CRITERIA AND SCORE SHEET FOR GULAYAN SA PAARALAN**

69-79	10		
30-59	5		
<b>Total</b>		100%	

**Signature and Printed Names of Evaluators:**

**Date:**

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SCHOOL:					
DISTRICT:					
<b>CRITERIA</b>					<b>PARTICIPANT'S POINTS</b>
<b>1. FUNCTIONALITY OF THE STUDENT GOVERNMENT ORGANIZATION (SPG/SSG) (25%)</b>					
<p><b>a. Governance</b> <i>(Refer to DO 47 s. 2014)</i></p> <ol style="list-style-type: none"> <li>1. <i>Approved General Plan of Action (SPG/SSG Action Plan)</i></li> <li>2. <i>List of Officers</i></li> <li>3. <i>Resolutions (If applicable)</i></li> <li>4. <i>Minutes of the Meeting</i></li> <li>5. <i>Attendance</i></li> <li>6. <i>Financial Reports (if applicable)</i></li> <li>7. <i>Activity Completion /Evaluation Reports</i></li> <li>8. <i>List of School Clubs/Organizations</i></li> <li>9. <i>Project Proposals</i></li> <li>10. <i>Communication Letters</i></li> <li>11. <i>Accomplishment Report</i></li> <li>12. <i>Election Reports</i></li> </ol>	<p>All documents are present – <b>15 pts</b></p>	<p>Presented 8 documents – <b>10 pts</b></p>	<p>Presented 5 documents – <b>6 pts</b></p>	<p>Presented at least 1 document – <b>3 pts</b></p>	
<p><b>b. Implementation of programs/projects/activities based on the approved General Plan of Action (SPG/SSG Action Plan)</b></p>	<p>Implement all programs/projects/activities – <b>10 pts</b></p>	<p>One program/project/activity did not implement – <b>8 pts</b></p>	<p>Two programs/projects/activities did not implement – <b>6 pts</b></p>	<p>Only One program/project/activity implemented – <b>3 pts</b></p>	
<b>2. INITIATED/INNOVATIVE IMPLEMENTED PROGRAM/PROJECT</b>					
<b>2.1. IMPACT OF THE PROJECT (25%)</b>					
<p><b>a. Addresses the problem of the school/community (Maximum of 15 points)</b></p>	<p>The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as a sustainable and long-term program/project – <b>15 pts</b></p>	<p>The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings, etc. – <b>10 pts</b></p>	<p>The SPG/SSG was able to identify a specific problem of the school and provide a solution that is relevant but did not hit the problem of the school. - <b>5 pts</b></p>		

**CRITERIA AND SCORE SHEET FOR STUDENT GOVERNMENT PROGRAM (SPG & SSG)**

b. Frequency of the Project Implementation (Maximum of 10 points)	Conducted Year-round – 5 pts	Conducted Weekly – 4 pts	Conducted Monthly – 3 pts	Conducted per quarter or once – 2 pts	
c. Level of Impact	Municipal-wide - 5 pts	Barangay-wide – 4 pts	School-wide – 3 pts		
<b>2.2. TEAMWORK ON IMPLEMENTING PROGRAM/PROJECT (25%)</b>					
a. Engaged Stakeholders (Maximum of 15 points)	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 points)	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		
<b>2.3. CREATIVITY AND INNOVATION OF THE PROGRAM/PROJECT (20%)</b>					
a. Uniqueness of the project (Maximum of 10 points)	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 organization or DepEd mandated programs, projects and activities of the SPG/SSG – 5 pts			
b. Introduction of Innovative Solutions (Maximum of 10 points)	The SPG/SSG introduced highly innovative solution to the problem – 10 pts	The SPG/SSG introduced innovative solutions to the problem somewhat usual to the other organizations – 5 pts			
<b>3. MONITORING AND EVALUATION (5%)</b>					
The SPG/SSG provided/submitted an evaluation report on the conducted program/projects/activities	The SPG/SSG provided/submitted an evaluation report – 5 pts				

Signature and Printed Names of Evaluator/Date

Signature and Printed Names of Evaluators/Date

Signature and Printed Names of Evaluators/Date

**CRITERIA AND SCORE SHEET FOR YES-O (ELEMENTARY AND SECONDARY)**

SCHOOL:

DISTRICT:

CRITERIA					PARTICIPANT'S POINTS
<b>1. FUNCTIONALITY OF THE YES-O (20%)</b>					
<b>a. Governance</b>	All documents are present – 20 pts	Presented 8 documents – 15 pts	Presented 5 documents – 10 pts	Presented at least 1 document – 5 pts	
1. Calendar of Annual Proposed Activities (CAPA)/ Approved YES-O Action Plan					
2. List of Officers					
3. Certificate of Registration					
4. Membership Forms					
5. Accomplishment Report (AAR)					
6. Minutes of the Meeting					
7. Attendance					
8. Financial Reports (if applicable)					
9. Activity Completion /Evaluation Reports					
10. Project Proposals					
11. Communication Letters					
<b>2. IMPLEMENTATION OF MANDATED PROGRAMS/PROJECTS/ACTIVITIES (50%)</b>					
<b>2.1. SCHOOL INSIDE A GARDEN (SIGA) (10%)</b>					
<b>a. Tree Planting, Growing, and Caring</b>	Presented the approved project proposal, pictures, monitoring report and output – 5 pts	Presented the approved project proposal, pictures, and output – 4 pts	Presented the output – 3 pts		
<b>b. Let a Million Flowers Bloom</b>	Presented the approved project proposal, pictures, monitoring report and output – 5 pts	Presented the approved project proposal, pictures, and output – 4 pts	Presented the output – 3 pts		
<b>2.2. AWARENESS AND OUTREACH PROGRAMS (20%)</b>					
<b>a. Awareness Campaigns and Symposia on Environmental issues and actions</b>	Presented the approved project proposal, accomplishment report and pictures – 5 pts	Presented pictures – 3 pts			

## CRITERIA AND SCORE SHEET FOR YES-O (ELEMENTARY AND SECONDARY)

b. Film Showing about environment-related issues	Presented the approved project proposal, accomplishment report and pictures – 5 pts	Presented pictures – 3 pts			
c. Clean-up drives	Presented the approved project proposal, accomplishment report and pictures – 5 pts	Presented pictures – 3 pts			
d. Adopt a river/community/forest	Presented the approved project proposal, monitoring report and pictures – 5 pts	Presented pictures – 3 pts			
<b>2.3. SOLID WASTE MANAGEMENT, ENTREPRENEURSHIP, AND ENERGY CONSERVATION (20%)</b>					
a. Practicing 3Rs (Reduce, Reuse, Recycle)	Presented the approved project proposal, pictures, and monitoring report– 5 pts	Presented the approved project proposal, and pictures – 4 pts	Presented the approved proposal – 2 pts		
b. Establishment of Materials Recovery Facility	Presented the approved project proposal, pictures, and output – 5 pts				
c. Advocated the practice of a plastic-free environment	Presented the approved project proposal, accomplishment report and pictures – 5 pts	Presented pictures – 3 pts			
d. Energy, Water and Power Supply Conservation	Presented the approved project proposal, monitoring report and pictures – 5 pts	Presented pictures – 3 pts			
<b>3. PARTNERSHIP AND LINKAGES (30%)</b>					
a. Engaged Stakeholders	The YES-O was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project - 15 pts	The YES-O was able to engage the students, teachers, administrators, and parents in implementing the project – 10 pts	The YES-O was able to engage the students, teachers, and administrators in implementing the project – 5 pts		
b. Involvement of the school	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		

**CRITERIA AND SCORE SHEET FOR YES-O (ELEMENTARY AND SECONDARY)**

NO. 1:

<i>C. Partnership with other school organizations/clubs</i>	The YES-O provides assistance to other school organizations/clubs – 5 pts				
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Signature and Printed Names of Evaluator/Date

Signature and Printed Names of Evaluators/Date

Signature and Printed Names of Evaluators/Date