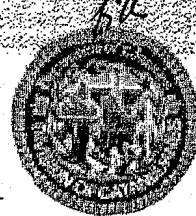


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
VIRAL, CATANDUANES



MEMORANDUM

TO : Secondary School Heads

FROM : *for* JOSE L. DONCILLO, CESO VI  
Schools Division Superintendent

SUBJECT : 9<sup>th</sup> Kabayan Ten Outstanding Public School Students Awards (TOPS)

DATE : October 28, 2014

RECEIVED  
DIVISION OFFICE OF SCHOOLS  
RECORDS SECTION  
OCT 28 2014  
1:00 PM  
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1. Pursuant to Unnumbered Memorandum dated September 15, 2014, Re: 9<sup>th</sup> Kabayan Ten Outstanding School Students Awards, former Vice President Noli De Castro in cooperation with the Department of Education, SM Foundation Inc. recognizes the Outstanding Achievements of the Filipino Youth and their unwavering spirit which serve as inspiration to others.
  2. The awards consist of two categories; namely, Academic Excellence Awards and Exemplary Leadership Awards. (attached are the awards mechanics and nomination forms)
  3. Deadline of submission of supporting documents for school winners to the Division Office c/o Dr. Josefa V. Zape, EPS in Social Studies will be on November 28, 2014.
  4. All are encouraged to support this program. Expenses in this regard shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
  5. For dissemination and information.

**9<sup>th</sup> KABAYAN TEN OUTSTANDING PUBLIC SCHOOL STUDENTS AWARDS (TOPS)**  
**Managed by SM Foundation, Inc.**

**AWARDS MECHANICS**

**I. RATIONALE**

In 2006, Vice President Noli De Castro in cooperation with the Department of Education initiated "*The Vice President Noli De Castro Academic Excellence and Exemplary Leadership Awards – Ten Outstanding Public School Students*" or TOPS to recognize poor but deserving public high school students who have shown exemplary performance in academics and leadership despite experiencing hardship and other challenging circumstances in life. The awards program recognizes the outstanding achievements of the Filipino youth and their unwavering spirit which serve as inspiration to others.

For this year, the Kabayan Noli De Castro Foundation, Inc. again partner with SM Foundation, Inc. to provide assistance to underprivileged public high school students through full college scholarship grants.

**II. CATEGORIES**

The Awards will recognize outstanding performance in the following categories:

**A. Kabayan Academic Excellence Award**

The Kabayan Academic Excellence Award shall be given to the student who has shown exemplary performance in academics, and has brought honor and prestige to the school through various academic-related competitions and contests recognizing his/her academic excellence.

There shall be four (4) winners in this category; one each from Luzon, Visayas, Mindanao and the National Capital Region.

**B. Kabayan Exemplary Leadership Award**

The Kabayan Exemplary Leadership Award shall be given to the student who

forty (40) finalists and given to the students who have shown academic excellence or exemplary leadership despite experiencing extreme hardship and other challenging circumstances in life.

In both categories, the student must show by his/her own experience the values of hardwork, determination, honesty, integrity and dedication to public service and how these values contributed in achieving academic excellence and exemplary leadership.

### III. **QUALIFICATIONS, REQUIREMENTS, SCREENING AND SELECTION PROCESS**

#### A. **Qualifications**

The nominees must meet the following qualifications:

##### 1. **General Qualifications**

- a. Must be a graduating high school student currently enrolled in any public secondary school;
- b. Must not be more than twenty five (25) years of age;
- c. Must be a Filipino citizen with at least one (1) year residency in the district or area being represented;
- d. Must be of good moral character and not have been subjected to school disciplinary action;
- e. Must not have been charged of any crime involving moral turpitude;
- f. Must not have parents with a combined annual income of more than One Hundred Fifty Thousand Pesos (PhP150,000.00); and,
- g. Must not be related up to the fourth (4<sup>th</sup>) civil degree of consanguinity or affinity to any officer of the Kabayan Foundation, Inc. or SM Foundation, Inc. and partner organizations.

##### 2. **Specific Qualifications**

###### Kabayan Academic Excellence Award

- a. Consistent honor student from First Year to Fourth Year;
- b. Must not have grades lower than 80% in any subject;
- c. Must have a general weighted average of not lower than 88% considering all major subjects; and
- d. Must be active in extra-curricular and co-curricular activities.

###### Kabayan Exemplary Leadership Award

- a. Must be an officer of a club or organization duly recognized by the school or the Department of Education or other socio-civic organizations;

- b. Must have implemented significant programs and projects that benefited his/her fellow students, the school and the community; and,
- c. Must have no failing grades and with an average of at least 88% considering all major subjects.

**B. Requirements**

The nominees must submit the following requirements:

1. Duly accomplished and signed Nomination Form
2. Recent 2x2 colored photo;
3. Latest Income Tax Return and Affidavit of Parents or Guardian attesting to their annual income;
4. Certification of Good Moral Standing from the School Principal;
5. Certification of Enrolment from the School Principal;
6. Certified True Copy of Form 137/Transcript of Grades from First Year to Fourth Year (up to the second grading period only);
7. Nomination Letter from the Section Adviser for the School Level Search; from the School Principal for the Division Level Search; from the Schools Division Superintendent for the National Level Search; and,
8. Photocopy of pertinent certificates and awards received, including pictures if available.

**C. Screening and Selection Process**

The screening and selection process shall follow the following steps:

**1. School Level Search**

- a. All public secondary schools shall have the free hand to organize their respective School Level Search Committee to determine their nominee for each of the categories for the Division Level Search.
- b. The School Level Search Committee shall be composed of not more than five (5) members as follows:

Chair	:	School Principal/Head
Vice Chair	:	Dep't Head/Teacher, Araling Panlipunan
Members	:	Dep't Head/Teacher, Values
		Dep't Head/Teacher, Any Subject
		President/Officer, PTA

- c. The School Level Search Committee shall certify as to the organization of a School Level Search Committee and as to the selection of the nominee for each of the categories. Such certification shall be contained in the nomination form itself.
- d. The winner in each category shall represent the school in the Division Level Search.

- e. The nomination form, the requirements submitted and all documents which formed part of the selection process in the School Level Search shall all be forwarded to the DepED Division Office addressed to the Schools Division Superintendent c/o the Araling Panlipunan Supervisor/Coordinator or the Student Government Program Division Coordinator.

2. Division Level Search

- a. Each Division shall organize its own Division Level Search Committee to determine their own nominee for each of the categories in the National Level Search composed of not more than five (5) members as follows:

Chair	:	Schools Division Superintendent
Vice Chair	:	Assistant Schools Division Superintendent
Members	:	Araling Panlipunan Supervisor/Coordinator Values Supervisor/Coordinator Education Supervisor of Any Subject Area

- b. The Division Level Search Committee shall certify as to the organization of a Division Level Search Committee and as to the selection of the nominee for each of the categories. Such certification shall be contained in the nomination form itself.
- c. To give equal opportunity for and achieve representation of all the cities and provinces of the country, the winner in each category shall represent the Division in the National Level Search.
- d. The nomination form, the requirements submitted and all documents which formed part of the selection process in the Division Level Search shall all be forwarded to the Office of Undersecretary for Partnerships and External Linkages, DepED Complex, Meralco Avenue, Pasig City.

3. National Level Search

- a. The National Level Search Committee shall be chaired by Atty. Jesse H. T. Andres, representing the Kabayan Noli De Castro Foundation, Inc. This committee shall include representatives from the Department of Education, SM Foundation, Inc., and the Kabayan Noli De Castro Foundation, Inc.
- b. Out of the nominations from the DepED Division Offices, the National Level Selection Committee shall select at least forty (40) finalists distributed as follows:

Area	Academic	Leadership
Luzon Area	5	5
Visayas Area	5	5
Mindanao Area	5	5
NCR Area	5	5

- c. The forty (40) finalists shall be officially notified by the Kabayan Noli De Castro Foundation, Inc. and invited to a workshop per area where they shall be subjected to a panel interview by the National Level Search Committee and an essay-writing session as part of the final screening and selection process.
- d. From the forty (40) finalists, the National Level Search Committee shall select a total of ten (10) winners in accordance with Item II.

#### IV. CRITERIA FOR JUDGING

The selection of the winners shall be based on the following criteria for judging:

##### A. Kabayan Academic Excellence Award

1.	Academic Performance (First to Third Year up to the Second Grading Period of the Fourth Year)	-	30%
2.	Awards/Citations Received for Academic Achievements	-	20%
3.	Intellectual and Communication Skills	-	20%
4.	Involvement in Extra-Curricular and Co-Curricular Activities	-	10%
5.	Special circumstances of poor but deserving student which render his/her achievement inspiring to others (i.e. the student should embody the values of Hardwork, Determination, Honesty and Integrity)	-	20%
			100%

##### B. Kabayan Exemplary Leadership Award

1.	Leadership Performance	-	30%
2.	Involvement in Extra-Curricular and Co-Curricular Activities	-	20%
3.	Personal Qualities, Character and Communication Skills	-	20%
4.	Academic Performance	-	10%

- |    |  |     |
|----|--|-----|
| 5. | Special circumstances of poor deserving student which render his/her achievement inspiring to others (i.e. the student should embody the values of Hardwork, Determination, Honesty and Integrity) | 20% |
|----|--|-----|

100%

## V. TIMETABLE

### 2014

- |                |   |  |
|----------------|---|--|
| November 14    | - | Deadline of Submission of Nomination in the School Level   |
| November 17-18 | - | School Level Search  |
| November 28    | - | Deadline of Submission of supporting documents for winners in the School Level Search to the Schools Division Superintendent   |
| December 1-2   | - | Division Level Search  |
| December 19    | - | Deadline of Submission of Winners in the Division Level Search to National Level Search Committee through the <b>Office of the Undersecretary for Regional Operations Usec. Rizallindo D. Rivera</b> |

### 2015

- |                       |   |  |
|-----------------------|---|--|
| January 23-February 6 | - | Final Judging, Interview and Essay writing per area                                    |
| January 23-25         | - | DepEd-National Educators Academy of the Philippines, Davao City for Mindanao Finalists |
| January 30-February 1 | - | Ecotech Center, Sudlon, Lahug, Cebu City for Visayas Finalists                         |
| February 5-7          | - | GSIS Main Office, Pasay City for Luzon and NCR Finalists                               |
| February 13           | - | Notification of Awardees   |
| March 16              | - | Awarding Ceremony  |

## VI. PRIZES

All the awardees shall receive the Kabayan Medal and Certificate, a cash award and full tuition fee, including miscellaneous fees, and monthly allowance for the entire duration of the college course.

## VII. DISCLAIMER

- A. The Kabayan Noli de Castro Foundation, Inc. and the SM Foundation, Inc. reserve the right to use the awardees' names, addresses, nomination forms, photographs and illustrations in published material and advertising connected with the awards at no cost beyond the award given.
- B. By affixing one's signature on the official nomination form, the nominees authorize the Kabayan Noli de Castro Foundation, Inc., SM Foundation, Inc., and Department of Education to copy, reproduce or publish their nomination form and related materials, and any information obtained in the process of screening and evaluation for whatever legal purpose it may serve.
- C. Submitted material shall not be returned to the nominees.
- D. The organizers shall not be held liable for any inaccuracy, error or omission contained in any copy, reproduction or publication.
- E. The organizers' proceedings and deliberations during the screening and selection are confidential and shall not be disclosed.
- F. The organizers' decision is final and not subject to appeal or reconsideration.