




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO: **Secondary School Heads**

FROM: 
JOSE L. DONCILLO, CESO VI
OIC-Schools division Superintendent

SUBJECT: ***Kabayan Ten Outstanding Public School Students (TOPS) Awards for SY 2013 - 2014***

DATE: November 15, 2013

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1. Pursuant to DepeEd Memorandum No. 198, s. 2013, schools and divisions shall submit nominations of outstanding fourth year students in two categories; namely, Academic Excellence Award and Exemplary Leadership Award, respectively. Let us encourage our poor but deserving students who have shown exemplary performance in academic works and leadership.
 2. Enclosed are the guidelines and mechanics, so with the nomination form signed by the school head.
 3. Nomination forms and documents of the candidates in the school level be submitted to Dr. Josefa V. Zape, SSG Coordinator/Social Studies on or before **December 2, 2013**.
 4. Wide dissemination of this memorandum is desired.