



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

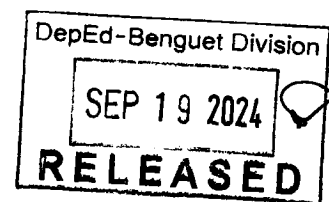
16 September 2024

DIVISION MEMORANDUM

No. 324 s. 2024

SHAYAW NIYAL 2024

To: Chief Education Supervisors
PSDSs/PSDIs
YF District Coordinators
Public School Heads
Public School Club/Organization Teacher-Advisers
All Others Concerned



1. The Schools Division of Benguet, through the School Governance and Operations Division – Youth Formation Unit, shall conduct the **SHAYAW NIYAL 2024** (Showcasing High-quality Adept Yieldable Accomplishments and Worthwhile achievements towards Nobility, Improvement, opportunities to all, and Yearning for excellent Affirmations and Leadership). The activity aims to recognize the accomplishments and important contributions of learners, teacher-advisers, and coordinators.

2. For this year, the following categories are open for nominations:

Award Categories	Number of awardees	
	Elementary	Secondary
Outstanding School Organizations		
Maka-Diyos	1	1
Maka-Tao	1	1
Maka-Kalikasan	1	1
Makabansa	1	1
Outstanding School Organization Student-Leaders	1	1
Outstanding School Organization Advisers	1	1
Outstanding District YF Coordinators	1	1
TOTAL	7	7

3. With the support of the Provincial Local Government Unit of Benguet, the following will be given to the awardees:

Secondary Awardees				
	1st	2nd	3rd	TOTAL
Outstanding School Organizations or Clubs				
Maka-Diyos	5,000.00	3,500.00	2,000.00	10,500.00
Maka-Tao	5,000.00	3,500.00	2,000.00	10,500.00
Maka-Kalikasan	5,000.00	3,500.00	2,000.00	10,500.00
Makabansa	5,000.00	3,500.00	2,000.00	10,500.00



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Outstanding School Organization Student-Leader	1,800.00	1,400.00	1,000.00	4,200.00
Outstanding School Organization adviser	1,800.00	1,400.00	1,000.00	4,200.00
Outstanding District YF Coordinator	2,600.00	1,800.00	1,200.00	5,600.00
TOTAL	26,200.00	18,600.00	11,200.00	56,000.00

Elementary Awardees			
	<i>1st</i>	<i>2nd</i>	<i>3rd</i>
Outstanding School Organization or Club			
Maka-Diyos	Plaque	Plaque	Plaque
Maka-Tao	Plaque	Plaque	Plaque
Maka-Kalikasan	Plaque	Plaque	Plaque
Makabansa	Plaque	Plaque	Plaque
Outstanding School Organization Student-Leader	Plaque	Plaque	Plaque
Outstanding School Organization adviser	Plaque	Plaque	Plaque
Outstanding District YF Coordinator	Plaque	Plaque	Plaque

3. Attached are the process flow of application, operating guidelines, and criteria for every award category.
4. For queries and more information, you may email us through sdobenguet.yfd@deped.gov.ph.
5. Immediate and wide dissemination of this memorandum is desired.

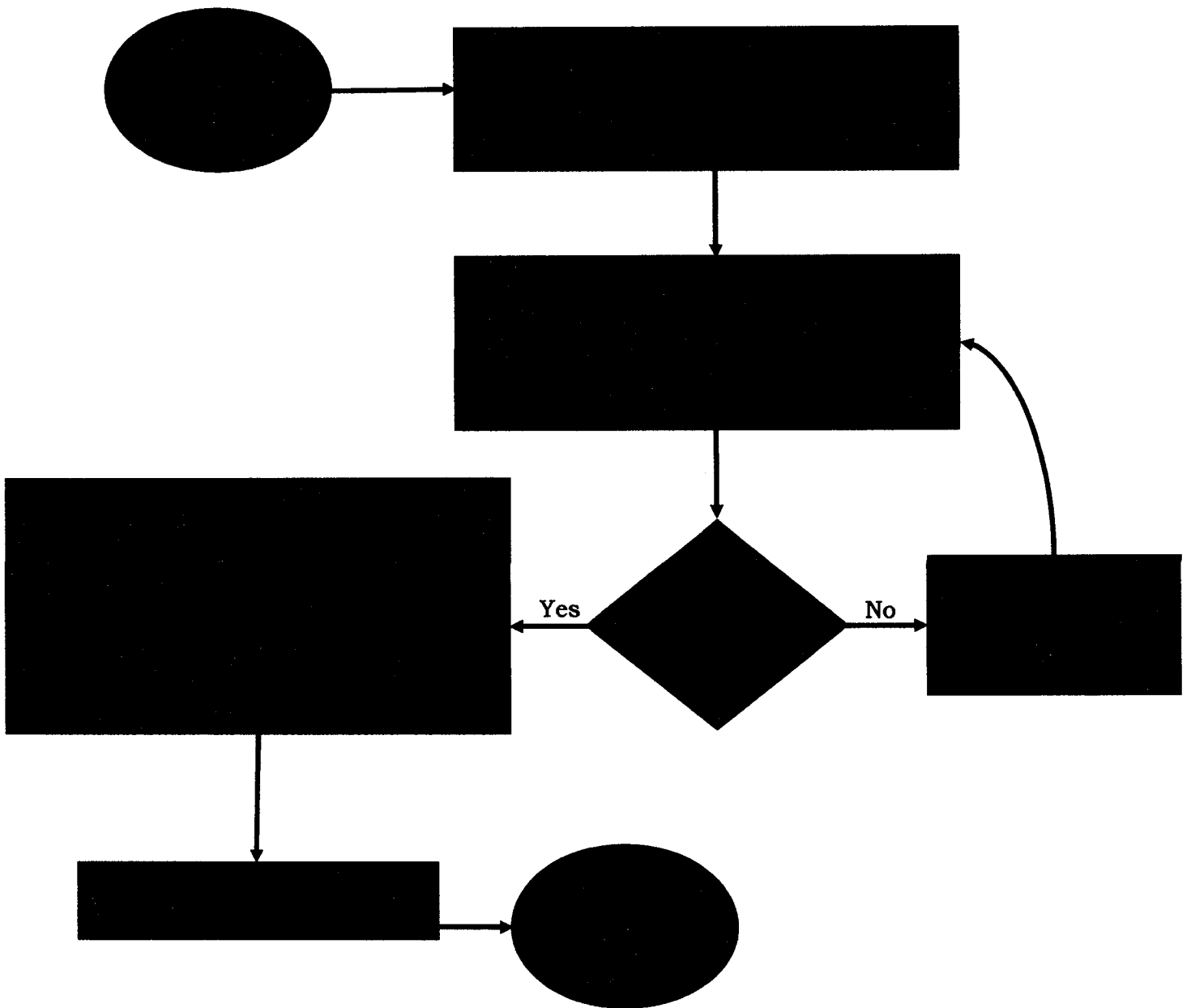

SALLY L. BANAKEN-ULLALIM CESQ V
 Schools Division Superintendent



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Enclosure No. 1 to SDO Memorandum No. 324s. 2024

PROCESS FLOW





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Enclosure No. 2 to SDO Memorandum No. 324s. 2024

OPERATING GUIDELINES

1. Schedule of Activities

Activity	Schedule
Deadline of submission of application with complete attachments	District Level: September 27, 20204 Division Level: October 16, 2024
Screening of Document	District Level: September 30 to October 11, 2024
Judging or selection of winners	October 16 to 31, 2024
Awarding Ceremony	To be announced; a separate memo will be released.

2. Documents to be attached should be completed within School Year 2023-2024.
3. Accomplishment reports should contain the following information:
 - a. Title of project
 - b. Description of the project entry (include the problem to be addressed) and how it addresses the problem of the school and/or the community.
 - c. Beneficiaries of the PPA and benefits received
 - d. Impact of the project
 - e. People involved and their roles in the project
 - f. Methods used in promoting the idea of teamwork and solidarity among the stakeholders
 - g. Innovation/s introduced during the implementation of the project
 - h. Fund source
 - i. Photo documentation
 - j. List of officers (if applicable)
4. Applicants should be endorsed by their School Head.
5. Applicants should check the criteria and attach Means of Verification (MOV) for every criterion if the accomplishment report does not cover the said criterion.



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Enclosure No. 3 to SDO Memorandum No. 324 s. 2024

DISTRICT SCREENING COMMITTEE MEMBERS

Name	District
1. Marcelino B. Baldo	Atok
2. Marilyn A. Zarate	Bakun
3. Emilyn E. Medina	Bokod
4. Cristeta E. Igualdo	Buguias
5. Jonathan G. Sadey	Itogon I
6. Juliet K. Baldo	Itogon II
7. Robert A. Pablo Jr.	Kabayan
8. Virginia B. Salio-an	Kapangan
9. Daniel B. Pascaden	Kibungan
10. Delarosa V. Ddelmas	La Trinidad
11. Marylin A. Tolbe	Mankayan
12. Lilian T. Ulep	Sablan
13. Melchor C. Tican	Tuba
14. Aladin M. Dobinto	Tublay
15. Mhie D. Gayudan	Atok
16. Norman Pablito	Atok
17. Jona Kiwas	Atok
18. Florelia Pascian	Atok
19. Junalyn S. Palking	Bakun
20. Alejandrina Malute	Bakun
21. Sanny B. Dokipen	Bokod
22. Maria Elena P. Atos	Bokod
23. Arnel Billy G. Lim	Buguias
24. Rosalie S. Anhibey	Buguias
25. Rialyn C. Serafino	Itogon I
26. Nestor L. Dalay-on	Itogon I
27. Christine D. Puguon	Itogon I
28. Noel C. Tello	Itogon II
29. Ruth W. Eslao	Itogon II
30. Jomar G. Lesino	Kabayan
31. Jamaica L. Pulong	Kabayan
32. David B. Apuggad	Kapangan
33. Donna B. Adolfo	Kapangan
34. Concepcion O. Dayagan	Kibungan
35. Cynthia V. Calavera	Kibungan
36. Heidi C. Asan	La Trinidad
37. Kaye Shaira B. Dizon	La Trinidad
38. Wilbert B. Wanas	Mankayan
39. Florence G. Orlani	Mankayan
40. Norwayne P. Paran	Sablan
41. Phoebe Mar L. Daganos	Sablan
42. Vicenta C. Danigos	Tuba
43. Edison B. Hadsan	Tuba
44. Matilda B. Cada-o	Tublay
45. Jarielle Mae Z. Agno	Tublay



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AWARDS SELECTION COMMITTEE

Chair	Sally L. Banaken-Ullalim, Schools Division Superintendent
Vice-chair	Lucio B. Alawas, SGOD-Chief
Members	Ceasar B. Luma-ang, EPS
	Lorna M. Yaco, EPSp II
	Joven B. Agtani, EPSp II
	Xylene Grail D. Kinomis, SEPS
Secretariat	Murphy S. Liswid, PDO I Jenny T. Bacquian, PDO I



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Enclosure No. 4 to SDO Memorandum No. 324s. 2024

CRITERIA FOR THE SEARCH FOR SHAYAW NIYAL 2024

1. Outstanding School Organization (Maka-Diyos, Maka-Tao, Maka-Kalikasan, Makabansa)

1.1. Impact of the Project (30%)

1.1.1. Addresses the problem of the school/community (10 pts)

10 pts	The school organization was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project.
8 pts	The school organization was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings, etc.
6 pts	The school organization 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.

1.1.2. Attainment of the Project objectives (5 pts)

5 pts	100 % attained
3 pts	90-99% attained
1 pts	70-89% attained

1.1.3. Level of implementation

15 pts	Division or higher consumed by the division with at least 3 districts
13 pts	District or municipal wide consumed by the district with at least 3 barangay or school
10 pts	Barangay wide consumed by the school if within the school or if barangay consumed by the barangay
8 pts	School wide consumed by the school if within the school or if barangay consumed by the barangay

1.2. Teamwork on Implementing Projects (25%)

1.2.1. Engaged stakeholders (External) – 15 pts

15 pts	The school organization was able to engage 5 or more external stakeholders in implementing the project
10 pts	The school organization was able to engage 3 to 4 stakeholders
5 pts	The school organization was able to engage 1 to 2 external stakeholders



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1.2.2. Involvement of the school – 10 pts

10 pts	The school officials, teachers, and students were involved during the planning and implementation of the project even during the pre-implementation, implementation, and post-implementation.
8 pts	The teachers and students were involved during the planning and implementation of the project.
6 pts	Only the students planned and implemented the project.

1.3. Creativity and innovation of the project (25%)

1.3.1. Uniqueness of the project – 10 pts

10 pts	The project idea was new, unique and goes beyond the mandated programs, projects, and activities of the school organization
8 pts	The project was unique although somewhat patterned/adopted from other organizations or DepEd mandated programs, projects, and activities of the school organization

1.3.2. Introduction of innovative solutions – 10 pts

10 pts	The school organization introduced highly innovative solutions to the problem
5 pts	The school organization introduced innovative solutions to the problem although somewhat usual to the other organization

1.3.3. Use of local materials – 5 pts

10 pts	80 – 100% of the materials used in the project are locally produced by the community or recycled.
5 pts	50 – 79% of the materials used in the project are locally produced by the community or recycled.
1 pt	1 – 49% of the materials used in the project are locally produced by the community or recycled.

1.4. Effective use of resources (20%)

1.4.1. Partnership with other organizations – 10 pts

10 pts	The school organization was able to partner with division and higher offices, private, or public.
8 pts	The school organization was able to partner with municipal based offices, private, or public organizations.
6 pts	The school organization was able to partner with barangay-based offices, private, or public organizations
4 pts	The school organization was able to partner with other clubs inside the school for project implementation



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1.4.2. Accountability and transparency – 10 pts

10 pts	The school organization provided/submitted disbursement and liquidation report to all students and YF Unit through a financial report posted in bulletin boards/website.
8 pts	The school organization provided/submitted disbursement and liquidation to the SSLG/SELG officers, adviser and school head.
6 pts	The school organization provided/submitted disbursement and liquidation report to the SSLG/SELG officers and school head.
4 pts	The school organization provided/submitted records of budget to the teacher-adviser.

2. Outstanding School Organization Student-Leader

2.1. Excellence in Learner Governance (35%)

2.1.1. Organizational leadership – 20 pts

2.1.1.1. Implementation of Mandated PPAs – 10 pts

10 pts	76% and above PPAs implemented
8 pts	51 – 75% PPAs implemented
5 pts	1 – 50% PPAs implemented

2.1.1.2. Governance – 10 pts (Refer to DO 47 s. 2014)

- 2.1.1.2.1. General Plan of Action
- 2.1.1.2.2. Resolutions
- 2.1.1.2.3. Minutes of meeting
- 2.1.1.2.4. Financial reports
- 2.1.1.2.5. Activity completion/Evaluation reports
- 2.1.1.2.6. List of school clubs/organizations
- 2.1.1.2.7. Project proposals
- 2.1.1.2.8. Communication letters
- 2.1.1.2.9. Accomplishment report
- 2.1.1.2.10. Election reports

10 pts	Presence of 7-10 documents
8 pts	Presence of 5-6 documents
5 pts	Presence of 1-4 documents

2.1.1.3. Network, Linkages, Collaboration – 10 pts

- 2.1.1.3.1. Involvement in community/Civic/Organizations/Associations – 5pts

5 pts	Involved in 3 more
3 pts	Involved in 2
1 pt	Involved in 1



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2.1.1.3.2. Involvement or participation in outreach/extension programs/activities initiated where nominee served – 5 pts

5 pts	3 or more Involvements/Participations
3 pts	2 Involvements/Participations
1 pt	1 Involvement/Participation

2.1.1.4. Experience – 5 pts

5 pts	The candidate has been a school organization leader for at least two (2) terms
3 pts	The candidate has been student leader for at least one (1) term

2.2. Embodiment of DepEd Core Values (40%)

Core Values	Maximum Score	MOVs (either of the following)
Maka-Diyos - upholds/respects beliefs and faith - manifests moral standard and right conduct - honesty - involvement in religious/spiritual activities	10 pts	At least one (1) accomplishment report related to each core value, certification from the school head, or any other document showing the core value is displayed in the student leader's leadership
Maka-Tao - charity/kindness - empathy and sympathy - compassion - human dignity - equality - multi-culturalism	10 pts	
Maka-Kalikasan - Cleanliness and orderliness - proper waste management - energy conservation - environmental protection and preservation - wise use of resources	10 pts	
Makabansa - Takes pride in the Filipino Resiliency in times of need/crisis - obedience to existing rules and regulations - community service involvement - promotes and patronizes local products, services and practices	10 pts	



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2.3. Outstanding Accomplishments (25%)

Student Leader	Maximum Score
Trainings/Seminars/Workshops related to school governance and leadership advocacy (In any level)	5 pts
Awards and recognitions related to school governance and leadership advocacy (In any level)	10 pts
Leadership initiative and advocacy (In any level)	10 pts

3. Outstanding School Organization Adviser

3.1. Excellence in learner governance (35%)

3.1.1. Organizational leadership – 20 pts

3.1.1.1. Implementation of mandated PPAs – 10 pts

10 pts	76% and above PPAs implemented
8 pts	51-75% PPAs implemented
5 pts	1 – 50% PPAs implemented

3.1.1.2. Governance – 10 pts (Refer to DO 47 s.2014)

MOVs	
1. General Plan of Action	10 pts = presence of 7-10 documents 8 pts = presence of 5-6 documents 5 pts = presence of 1-4 documents
2. Resolutions	
3. Minutes of the meeting	
4. Financial reports	
5. Activity completion/evaluation reports	
6. List of school clubs/organizations	
7. Project proposals	
8. Communication letters	
9. Accomplishment report	
10. Election reports	

3.1.2. Networking, linkages and collaboration

3.1.2.1. Involvement in community/civic/organizations/associations – 5 pts

5 pts	Involved in 3 or more
3 pts	Involved in 2
1 pt	Involved in 1

3.1.2.2. Involvement in outreach/extension programs – 5 pts

5 pts	Involved in 3 or more
3 pts	Involved in 2
1 pt	Involved in 1

3.1.3. Experience – 5 pts

5 pts	The candidate has been an adviser for at least two (2) terms
3 pts	The candidate has been an adviser for at least one (1) term



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3.2. Embodiment of DepEd core values (40%)

Core Values	Maximum Score	MOVs (either of the following)
Maka-Diyos - upholds/respects beliefs and faith - manifests moral standards and right conduct - honesty - involvement in religious/spiritual activities	10 pts	At least one (1) accomplishment report related to each core values, certification from the school head, or any other document showing the core value is displayed by the teacher adviser during his/her leadership.
Maka-Tao - charity/kindness - empathy and sympathy - compassion - human dignity - equality - multi-culturalism	10 pts	
Maka-Kalikasan - Cleanliness and orderliness - proper waste management - energy conservation - environmental protection and preservation - wise use of resources	10 pts	
Makabansa - Takes pride in the Filipino Resiliency in times of need/crisis - obedience to existing rules and regulations - community service involvement - promotes and patronizes local products, services and practices	10 pts	

3.3. Outstanding accomplishments (20%)

3.3.1. Trainings/seminars/workshops related to school governance and leadership advocacy – 5 pts

5 pts	Served as organizer
3 pts	Served as facilitator
1 pt	Served as participant

3.3.2. Awards and recognitions related to school governance and leadership advocacy – 5 pts

5 pts	Division and higher level (private or public organization or offices)
3 pts	District level (private or public organization or offices)
1 pt	School level

3.3.3. Leadership initiative and advocacy – 10 pts

3.3.3.1. Flagship/innovative program or project – 5 pts

5 pts	Approved by the Division and higher offices
4 pts	Approved by the district office
3 pts	School



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3.3.3.2. Resource speakership related to school governance and leadership advocacy – 5 pts

5 pts	Division or higher level
4 pts	District level
3 pts	School level

3.4. Educational attainment and professional growth (5%)

Doctorate degree	5 pts
Completion of academic requirements for Doctorate degree	4 pts
Master's Degree	3 pts
Completion of academic requirements for Master's degree	2 pts
Completion of at least 18 units in Master's	1 pt

4. Outstanding District YF Coordinator

4.1. Conducted district activity (20%)

Criteria	Score
4 or more activities conducted	20 pts
3 activities conducted	18 pts
2 activities conducted	16 pts
1 activity conducted	14 pts

4.2. Compliance to Division YF requirements (20%)

4.2.1. Submission of required reports – 10 pts

Criteria	Score
More than one day before deadline	10 pts
On or before deadline	8 pts
Beyond deadline	6 pts

4.2.2. Submission of District Federation officers – 5 pts

Criteria	Score
More than one day before deadline	5 pts
On or before deadline	4 pts
Beyond deadline	3 pts

4.2.3. Creation of group chat as medium of information dissemination – 5 pts

Criteria	Score
As admin	5 pts
Member	4 pts

4.3. Participation with YF activities (15%)

Criteria	Score
100 % attendance	15 pts
80% attendance	12 pts
60% attendance	9 pts



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40% attendance	6 pts
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4.4. Provided Technical Assistance to other schools (10%)

Criteria	Score
5 schools or more	10 pts
4 schools	8 pts
3 schools	6 pts
2 schools	4 pts
1 school	2 pts

4.5. Number of established partnerships with stakeholders (10 %)

Criteria	Score
2 or more	10 pts
1 partner	8 pts

4.6. Outstanding accomplishments (25%)

4.6.1. Training/ seminars/workshops related to school governance and leadership advocacy – 5 pts

Criteria	Score
Served as organizer	5 pts
Served as facilitator	3 pts
Participant	1 pt

4.6.2. Awards/ recognitions related to school governance and leadership – 5 pts

Level	Score
Division or higher	5 pts
District or municipal wide	3 pts
School	1 pt

4.6.3. Leadership initiatives and advocacies – 10 pts

Presence of:	Score
Flagship/innovative program or project	5 pts
Resource speakership related to school governance	5 pts

4.6.4. Educational attainment and professional growth – 5 pts

	Score
Doctorate degree	5 pts
Completion of academic requirement for Doctorate degree	4 pts
Masters degree	3 pts
Completion of academic requirement for Master's degree	2 pts
Completion of at least 18 units in Master's	1 pts