



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



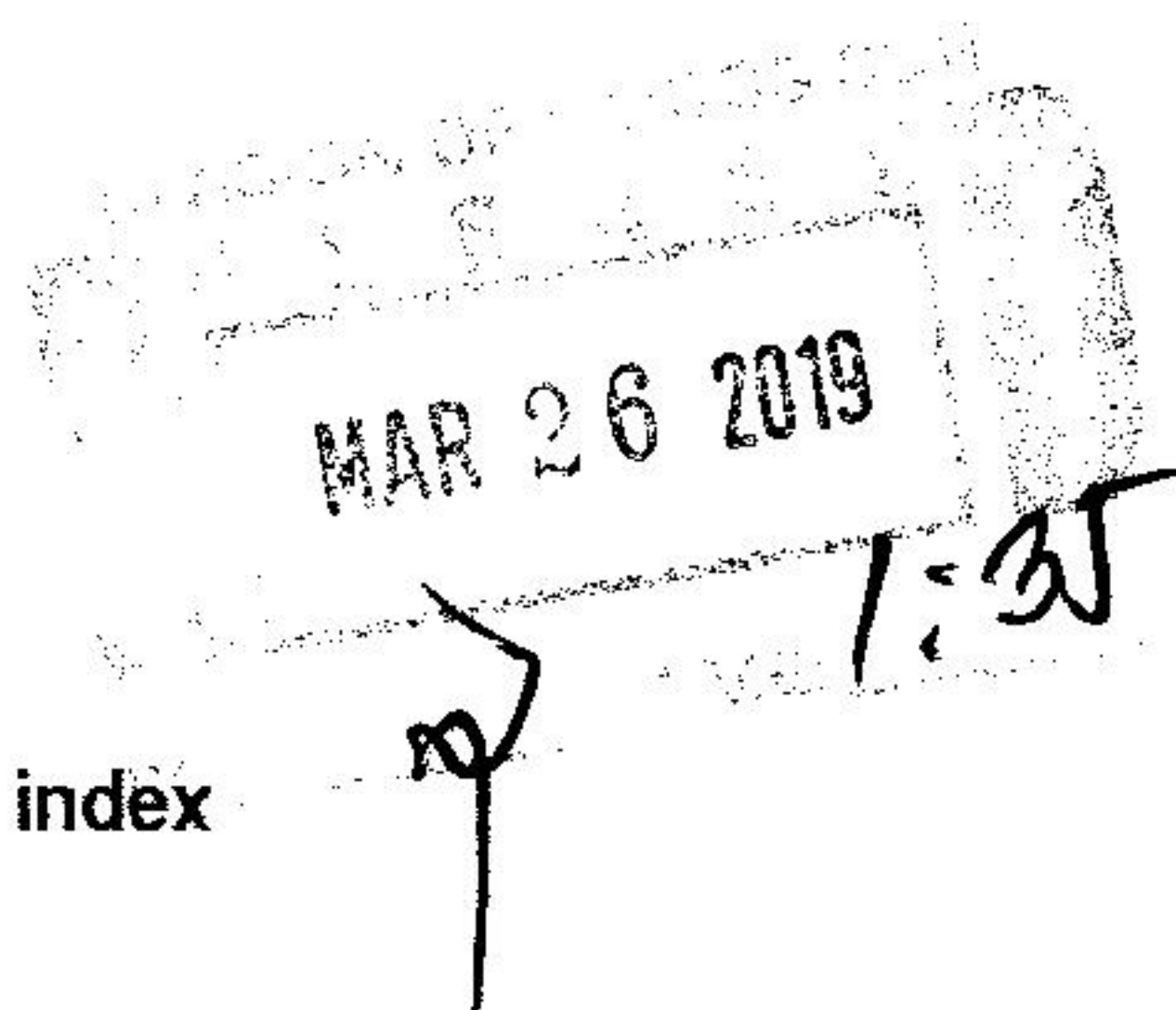
March 26, 2019

DIVISION MEMORANDUM
No. 076, s. 2019

GRANT OF ISECO LEADERSHIP AWARD TO GRADUATING SENIOR HIGH SCHOOL

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Public Secondary School Heads and SHS Coordinator
Private Secondary School Heads and SHS Coordinator
State Universities and Colleges (SUCs) Administrators
All Others Concerned

1. The Schools Division of Ilocos Sur through the Office of the Schools Division Superintendent receives a letter from the General Manager of ISECO expressing the interest of the cooperative to take part in all the public and private secondary school's graduation ceremony through giving of cash incentive amounting to Php 5,000.00 and medal of ISECO Leadership for each deserving Senior High School Student who garnered the highest rating **but not fall below 95% of the criteria in the field of Leadership.**
2. **All schools** (Public, Private, SUCs) shall conduct the selection among graduating Senior High School to be recipient of the ISECO Leadership Award. Guidelines are attached in Enclosure No. 1 of this memorandum.
3. After the selection, all schools shall inform the Office on the result by texting the following data: **school, name of the learner, grade and section/track/strand; address of the school; date of graduation; present school head and his/her updated contact number at 09171586316 (Planning Officer).** Submission shall be until **5:00** in the afternoon of **March 28, 2019 (Thursday).** None submission on the set date means no one is qualified among the nominees in your school.
4. For schools culminating their graduation ceremony on May, they may also conduct the same selection process and submit the result on the set date.
5. Immediate dissemination and strict compliance with this memorandum is desired.



GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the subjects:

Graduating SHS

ISECO

Highest Rating





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Enclosure No. 1 of Division Memorandum No.76, s. 2019

IMPLEMENTING GUIDELINES IN THE SELECTION OF ISECO LEADERSHIP AWARDEE

1. This activity shall be achieved through proper coordination with the DepEd Schools Division so that the activity will be participated in by all School Supervisors and Principals.
2. ISECO Leadership Medals shall be distributed thru ISD-MSD in coordination with the school principals on the schedule of school awards and recognition ceremonies.
3. The awarding process shall be made annually, wherein proper information is conducted during the 1st Quarter of the year.
4. Medals of ISECO Leadership Award to deserving student shall be awarded during the recognition ceremonies of the schools.
5. The Php 5,000.00 cash incentive shall be officially awarded to all ISECO Leadership Awardees at ISECO Main Office thru a simple program. They shall be notified on the schedule of the program for socialization purposes to the recipients of the scholarship program of the Coop and for them to be familiarized with the Coop programs.
6. There are 114 secondary schools for public and private in the province of Ilocos Sur, hence, there should only be one (1) recipient of the award per school and in the event that there are more than one (1) who garnered more than 95% of the criteria, the one who garnered the highest will receive the ISECO Leadership Award.

To qualify for the award, nominees will be judged according to the following:

1. A learner must have no failing grades in any of the learning area;
2. A learner has not committed any offense punishable by suspension or higher sanction according to Department's service manual and child protection policies in the current school year;
3. A learner must be a class officer or an active member/officer of any recognized school club, team, or organization;
4. He/She has served as a good leader to his/her fellows;
5. He/She is disciplined;
6. He/She has influenced others to become leader;
7. He/She has good relationship with others;
8. He/She has good manners and right conduct;
9. He/She helped the school in achieving its vision and mission.

Table 3: Set of Criteria and weighs that will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of Evaluation Board. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those learners who garnered the highest rating but should not fall below 95% of the criteria shall be awarded.

Table 3: Criteria for Leadership Award

CRITERIA	WEIGHT	
	ADVISERS	PEERS
1. Motivational Skills (40%) a. Communicates effectively;	24%	16%





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b. Shows initiative and responsibility; c. Engages group and/or clubmates to participate actively; d. Establishes collaborative relationships; e. Resolve conflicts.		
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class/club/school; b. Implements planned activities effectively and efficiently; c. Monitors implementation of plans and tasks; d. Manages and/or uses resources wisely.	24%	16%
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community.	12%	8%
TOTAL	60%	40%

PROCEDURE OF JUDGING

1. For the ISECO Leadership Award, the teachers shall nominate students who deserve the said award. Upon nomination, the nominees shall be interviewed by the evaluation board and shall provide a copy of their profile.
2. The nomination process must be strictly followed. The teachers shall fill up a nomination form issued by the Student Council and Supreme Student Government Officers, and shall be submitted on time.
3. The Student Council and Supreme Student Government Officers responsible for compiling all the nominations for verification before the submission of the Evaluation Board.
4. The Evaluation Board shall consist of all faculty members including the principal and the directress.
5. The Evaluation Board shall select the best who deserve the said award. For instance, they should not just choose anyone if he/she did not meet the given criteria and failed to submit the requirements.
6. The decision made by the Evaluation Board duly signed and approved is final and irrevocable.

-Adopted from Manual on Policy on ISECO Leadership Award
Roman Numeral Number III: Implementing Guidelines
Roman Numeral IV: Criteria for ISECO Leadership Award

