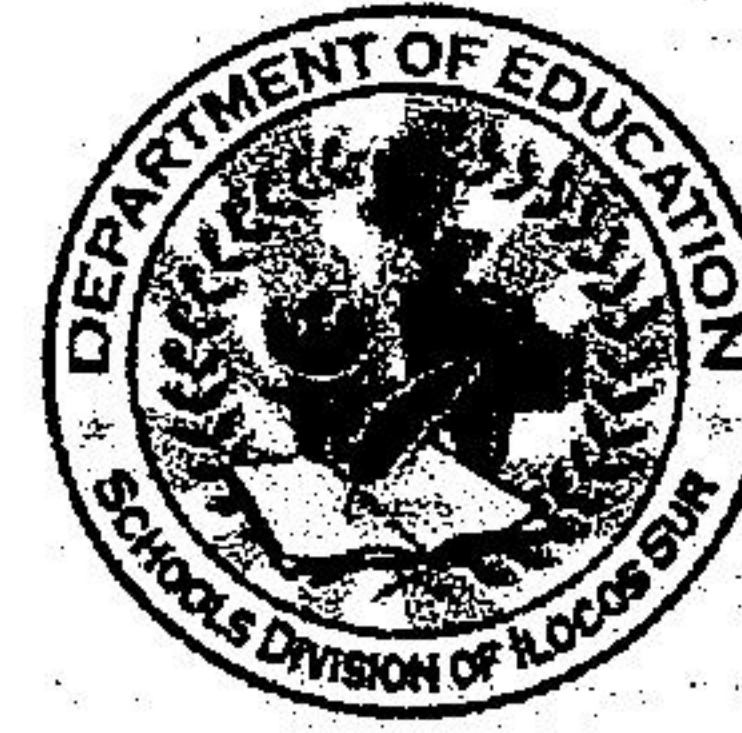




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



July 29, 2019

DIVISION MEMORANDUM

No. 248, s. 2019

**SDO ILOCOS SUR SEARCH FOR BEST-MANAGED SCHOOLS
IN GOVERNANCE AND OPERATIONS YEAR 4 (SY 2019-2020)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Medical Officer III
Engineer III
School Heads (Public Elementary and Secondary Schools)
All Others Concerned

1. Aligned to the major KRA's and mandates of the School Governance and Operations Division particularly on Support Services Management, Community Level Linkages and Partnerships, and Quality Assurance, to further attain the sustainable implementation of programs and projects to help schools and learning centers establish and manage conducive learning environment in support to quality basic education system, the **Schools Division of Ilocos Sur** through the **Schools Governance and Operations Division (SGOD)** launches the **SDO Ilocos Sur Search for Best-Managed Schools in Governance and Operations Year 4 (School Year 2019-2020)** namely:

- a. **Best-Managed School (Elementary and Secondary)**
- b. **Best School Parents-Teachers Association (PTA) (Elementary and Secondary)**
- c. **Cleanest, Greenest and Safest School (Elementary and Secondary)**
- d. **Best-Managed School Canteen (Elementary and Secondary)**

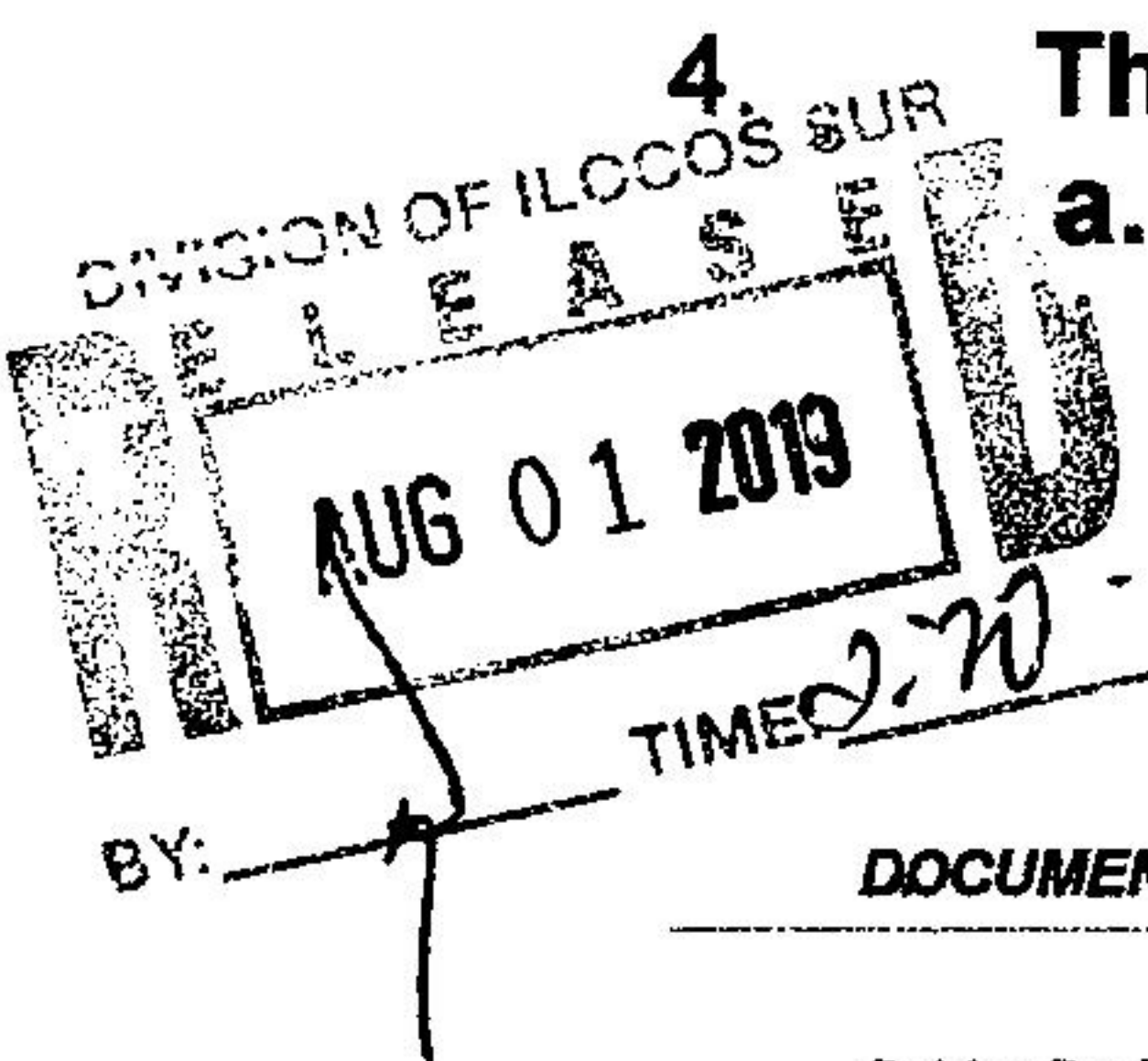
2. The **SDO Ilocos Sur Search for Best-Managed Schools In Governance and Operations Year 4 (School Year 2019-2020)** is launched to recognize schools which are well-managed as regards to governance and operations with emphasis on special programs such as on PTA; Clean-Green-Safe Environment; Disaster Risk Reduction Management (DRRM); School Canteen; 'Gulayan sa Paaralan;' Program Implementation/Fund Utilization and Transparency and Partnerships.

3. The Division Search will be held from July to November 2019 wherein winners/awardees will be recognized in an appropriate occasion in November 2019. All categories for the Search for Best-Managed Schools in Governance and Operations are open to all elementary schools and secondary schools in the division. All first place winners in 2018 and in previous years of the Search for Best-Managed Schools in Governance and Operations are automatically considered for the Sustainability Award if they worked out for continuous improvement and therefore not considered as qualifiers for the searches for SY 2019-2020.

4. **The following Guidelines will be strictly followed:**

a. Best Managed School

- There will be five (5) winners in the Division each for elementary and secondary schools



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REVISION: 00

EFFECTIVITY DATE: 09-10-2018

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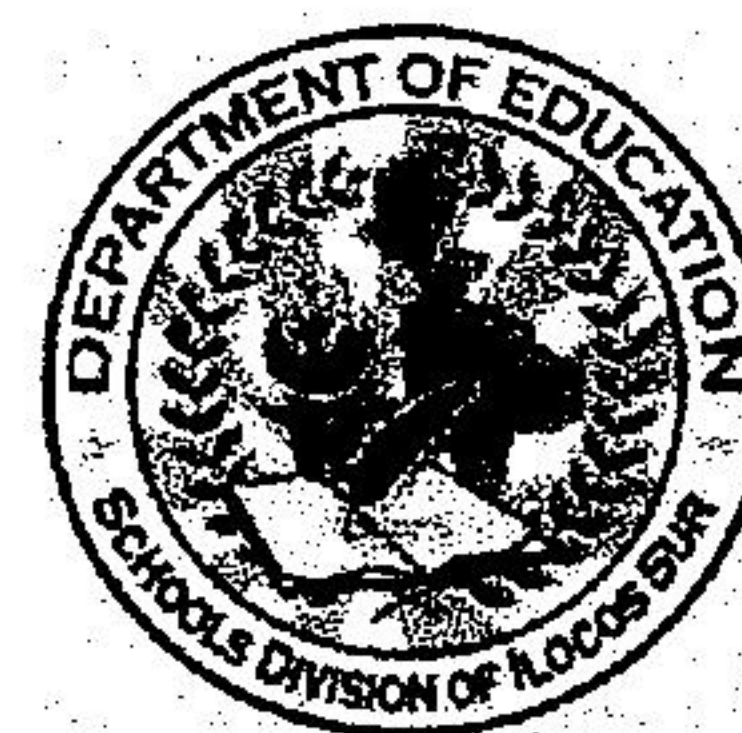
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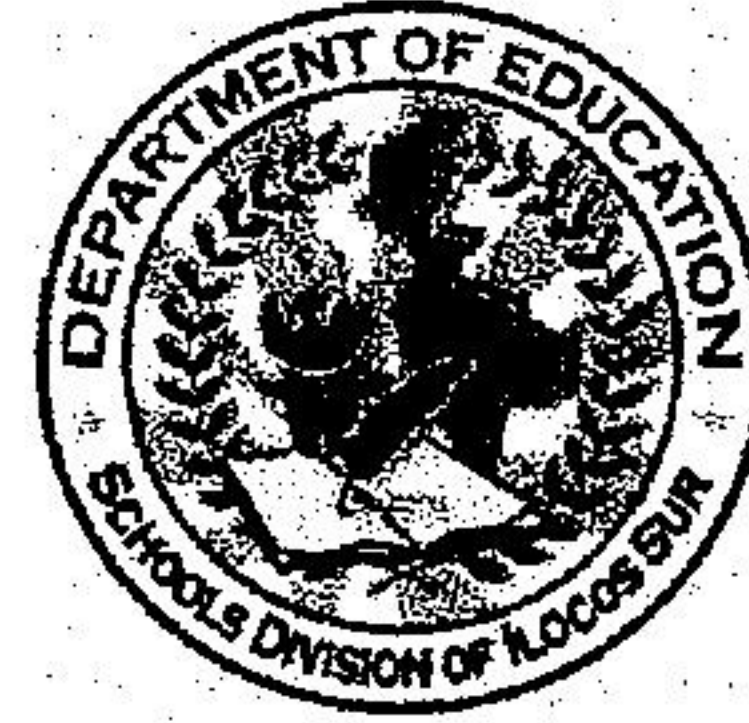


- Winners will be selected based on documents submitted which will be validated by the Division Evaluation/Screening Team
- b. Best School Parents-Teachers Association**
- Three (3) winners each for elementary and secondary schools will be awarded in the division: one from the first district, one from the second district, and one from upland municipalities
 - Winners will be selected based on documents submitted which will be validated by the Division Evaluation/Screening Team.
- c. Cleanest, Greenest and Safest School**
- Three (3) winners each for elementary and secondary schools will be awarded in the division: one from the first district, one from the second district, and one from upland municipalities
 - Winners will be selected based on documents submitted which will be validated by the Division Evaluation/Screening Team
- d. Best-Managed School Canteen**
- Three (3) winners each for elementary and secondary schools will be awarded in the division: one from the first district, one from the second district, and one from upland municipalities
 - Winners will be selected based on documents submitted which will be validated by the judges
5. **Criteria for Judging are as follows:**
The criteria used in the SIGLAT ESKWELA Search will be adopted for (a) **Best-Managed Elementary School**, (b) **Best Managed Parents-Teachers Association**, (c) **Cleanest, Greenest and Safest School**, (d) **Best-Managed School Canteen**. Please refer to the attached criteria.
6. **The Division Evaluation/Screening Team:**
Chairman: Arnel C. Doctolero, Ph. D
OIC-Assistant Schools Division Superintendent
Co-Chairman: Chief Education Supervisor, SGOD
Members:
Mr. Jose P. Bueno Jr, Education Program Supervisor (SGOD).
Education Program Supervisor, EPP/TLE
Dr. Jonathan Amilao, Medical Officer III
Mr. Louie Jacob, Accountant III
Mr. Joel Peralta, SEPS (SMM&E)
Engr. Teddy Quiba, Engineer III
Mr. Edlyn Arranz, SEPS (SchMob)
Mrs. Asuncion Piano, PDO II (DRRM)
Mrs. Debbie Saraos, Nurse-in-Charge
Mrs. May Fe Quiocho, Nurse II
7. All Districts are advised to conduct district evaluation/assessment on the following contested activities to the Search for Best-Managed Schools in Governance and Operations Year 4 (SY 2019-2020) using the same criteria.





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8. Results of evaluation/assessment in the district using the template below shall be submitted to this office (Attn: SGOD) on or before October 4, 2019:

a. DISTRICT:

CONTESTED ACTIVITIES	SCHOOLS	TOTAL POINTS	RANK
1. Best-Managed School	*(All schools in the district are listed here)		
2. Best School Parents-Teachers Association (PTA)			
3. Cleanest, Greenest and Safest School			
4. Best-Managed School Canteen			

Submitted By: _____
District Supervisor

b. Secondary School Heads are also requested to conduct self-evaluation/assessment using the same criteria following the template below and submit to this office (Attn: SGOD) on or before October 4, 2019:

SCHOOL: _____

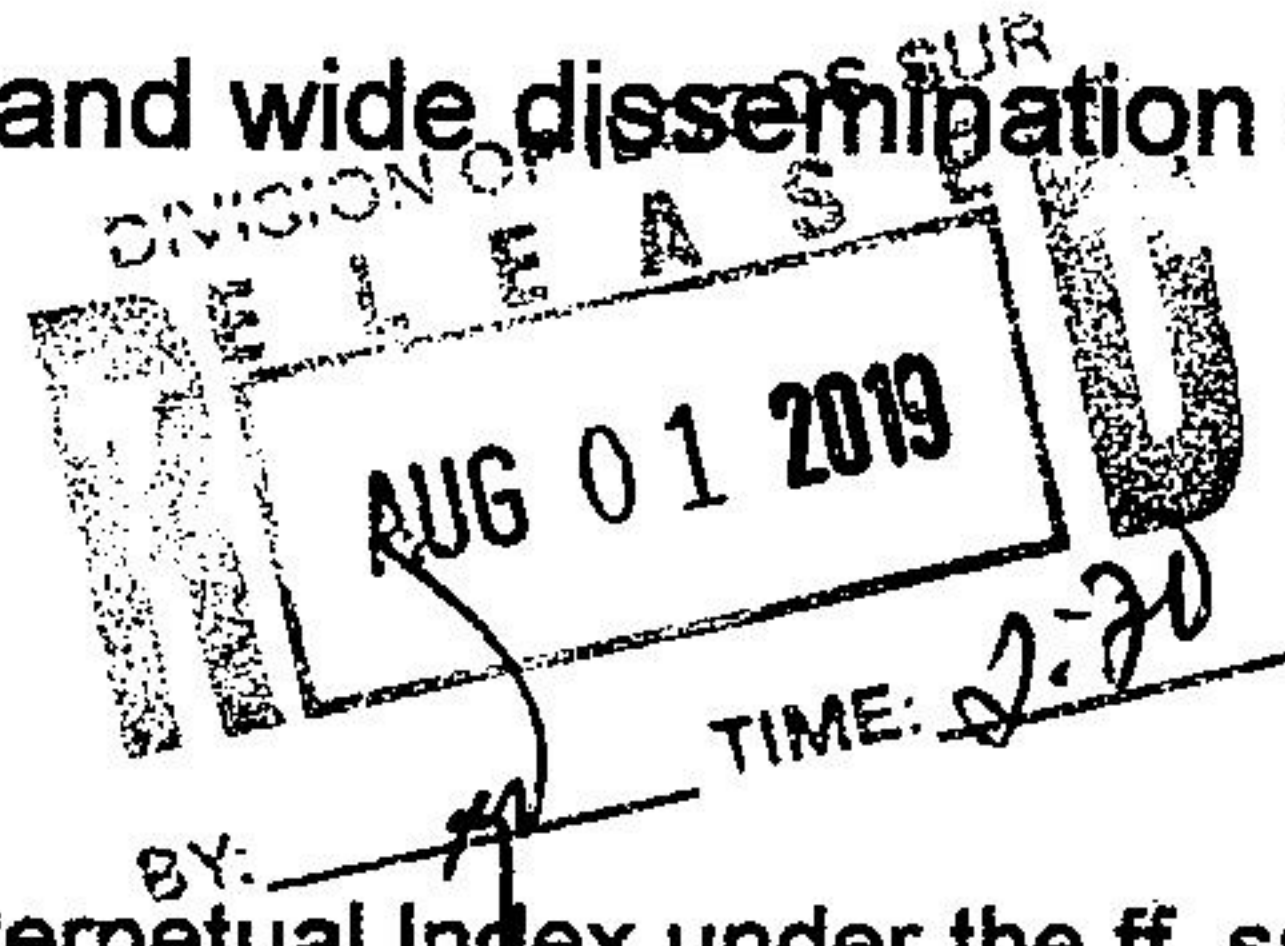
CONTESTED ACTIVITIES	TOTAL POINTS
1. Best-Managed School	
2. Best School Parents-Teachers Association (PTA)	
3. Cleanest, Greenest and Safest School	
4. Best-Managed School Canteen	

Submitted By: _____
School Head

9. Attached is a copy of the Guidelines/Assessment Tool of the Best Practices for the School. It is informed further that a copy of the Assessment Tool shall be placed on the folders containing the documents to be submitted to this office.

10. Deadline of submission of documents to the Division Office [attn.: Schools Governance and Operations Division]] shall be on October 4, 2019. Validation and visit to the schools shall start on October 7, 2019.

10. Immediate and wide dissemination of this Memorandum is desired.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

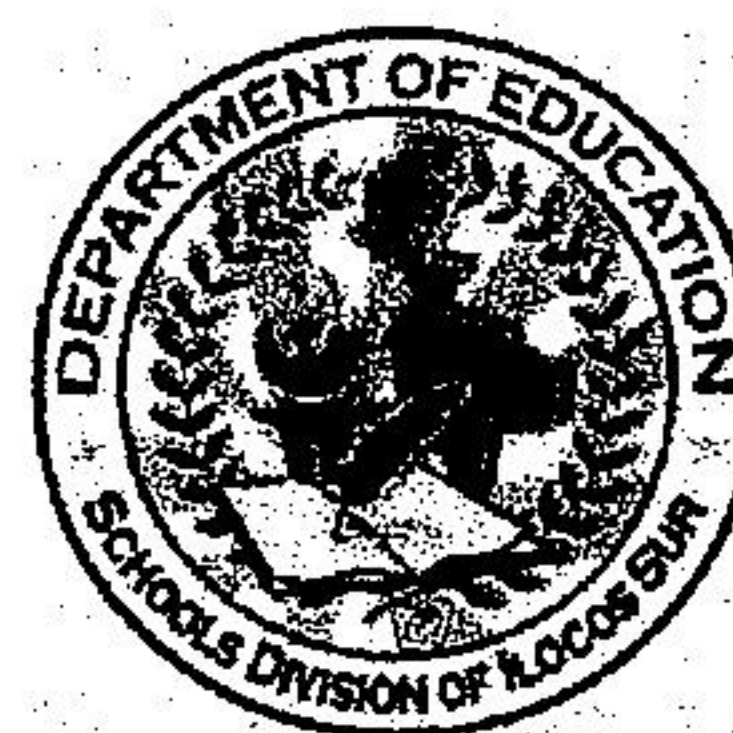
To be included in the Perpetual Index under the ff. subjects:
Search for Best-Managed School Search/Contest

School Governance and Operations

//SGOD



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SEARCH FOR BEST SCHOOL PRACTICES GUIDELINES

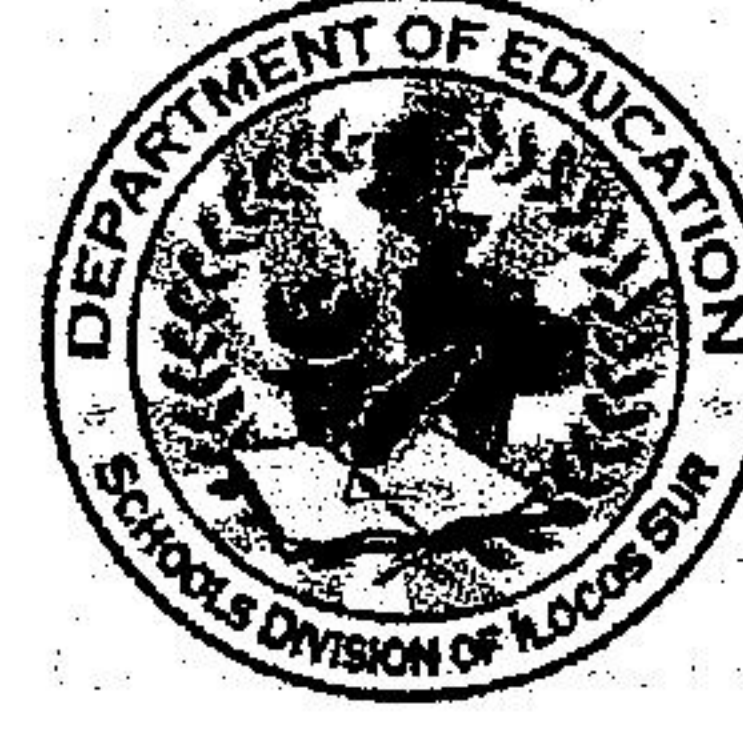
SCHOOL CATEGORY:

1. Best Managed-Canteen	Percentage
Canteen Structure.....	20%
a. Food preparation and cleaning area (presence of sink, working area/table, storage facilities/cabinets, kitchen utensils, stove/gas range, refrigerator/freezer, garbage disposal facility-segregated, well-lighted and ventilated) b. Dining Area (presence of tables & chairs; electric/ceiling fans, drinking facilities, daily menu bulletin, well-maintained & pest-free, availability of potable drinking water)	
Canteen Personnel.....	20%
a. Canteen Manager Qualification (H.E. Major/Minor with canteen related to food service or nutrition) b. Audit Committee Members (Math teacher, H.E. Teacher and Pres. Faculty Club)	
Canteen Operations	30%
a. Availability of nutrient-rich foods, fortified foods-Sangkap Pinoy seal, milk, juices, use of iodized salt in cooking) b. Practicum activities (Schedule of practicum activities posted) c. Supplemental Feeding (Presence of supplemental feeding program-self-help scheme, presence of parent volunteers and feeding schedule)	
Record Keeping	20%
a. Monthly Statement Operations (record of daily/weekly/monthly sales audited, records of authorized shares, statement of receipts and disbursements) b. Presence of Data Bank (Nutritional Status by Grade level, nutritional status of feeding program beneficiaries)	
Presence of Local Food Products	10%
Total	100%
2. Cleanest, Greenest & Safest School	
a. Absence of eyesores like unsightly posters on live trees; present of ornamental plants and vegetable garden	30%
b. Presence of well-kept classroom toilets; clean and properly maintained bowls/lavatory; sufficient supply of water	25%
c. Absence of sharp-edged tables or chairs if ever possible; with exit and entrance gate; availability of fire extinguishers (at least two)	25%
d. Maintenance of clean and well-ventilated common toilet/s	10%
e. Presence of Barangay/Traffic Enforcers/PNP Officials or Personnel	10%
Total	100%
3. Best School PTA	
a. Noteworthiness of outstanding performance/contribution/s (the degree of uniqueness and originality of performance/contribution/school improvement project/s) by PTA	25%
b. Impact of performance/achievement (the extent to which the idea, suggestion, innovation of project is being used, whether it has far-	25%





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reaching effect; the number of persons benefited, the paradigm shift has caused and the amount of money saved)	
c. Demonstrated teamwork, cooperation, camaraderie and cohesiveness (the extent the group or the community motivate and support each other or the degree to which the community positively influence each other)	25%
d. Reliability and effectiveness (the extent to which the innovation/project has effectively and efficiently addressed a pressing need and improved service delivery	25%
Total	100%
4. Best Managed Elementary School/Secondary School in a Barangay (Public School)	
ENVIRONMENT AND ECOLOGY PROMOTION.....	50%
a. Presence of School Improvement Plan (3 years) and Annual Improvement Plan approved by higher authorities with the inclusion of programs on Environment and Ecology protection b. Waste Management Practices/General Cleanliness c. Presence of School Herbal Garden d. Presence of functional School Vegetable Garden and Malunggay Trees (show evidences of vegetable production during the first semester if vegetables during the visit were newly planted) e. School Forest Park/Orchard Maintenance (Area must be at least 50 sq. m. or more)	
MOOE FUND MANAGEMENT REPORT AS EVIDENCE.....	10%
a. Properly Liquidated (January to October)	
b. Expenses include different items such as Office supplies, photocopy, travel expenses, utilities (water/electricity, telephones) minor repair, form 138, pupils/students ID, Card/Diploma printing, xerox of test papers and fidelity bond	
ACADEMIC/CO-CURRICULAR EXCELLENCE	30%
National Achievement Test (Photocopy of result needed) a. Grade VI (10) average of last 3 years b. Grade III (10) average of last 3 years c. Co-curricular (January to December) (School, pupils and teachers winning in all subject areas including boys/girls scouting for the current year only) Photocopies only and certified by school head. The Competition should have a division/regional/national memo.	
BRIGADA ESKWELA/ADOPT-A-SCHOOL PROGRAM.....	10%
Exclude Estimated Labor Cost (Current year only) (Materials/Donations/Cash/Resources Generated as Report in the Division Office from Private entities)	
Total	100%

