



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



December 3, 2018

**DIVISION MEMORANDUM**

No 255s. 2018

To : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary/ Elementary School Heads  
All Others Concerned

**2018 DIVISION SEARCH FOR OUTSTANDING VOLUNTEERS & STAKEHOLDERS (SOVS)**

1. This Office announces the conduct of 2018 Division Search for Outstanding Stakeholders which aims to highlight the exemplary performance and dedication of Filipino Volunteers/stakeholders in helping people and communities and recognize the role of volunteerism for nation building.
2. All public school heads can nominate one (1) stakeholder for each category using Enclosure No. 1 together with the complete set of supporting documents which shall be submitted to the SGOD Unit (Attn: Merlita D. Ynciong, Senior Education Program Specialist) not later than December 20, 2018.
3. Enclosure No. 2 indicates the Mechanics of the search.
4. The Awarding ceremony will be held on December 27, 2018, Thursday, 9:00 A.M.. at Events Hall, Starmall, SJDMC
5. The Division Screening and Selection Committee shall be composed of SGOD:

Chair: SGOD Chief  
V-Chair: EPS-I –SGOD  
Members: SEPS, EPS II, PDO I-II

Thus, the said committee will conduct the preliminary round on December 21, 2018 of the search process which includes paper screening and validation of all the documents.

6. Expenses relative to this activity shall be charged against the GAA subject to the usual accounting and auditing procedures.
7. Immediate dissemination of the Memorandum to all concerned is earnestly desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 255 2018

**2018 DIVISION SEARCH FOR OUTSTANDING STAKEHOLDERS (SOS)**

**NOMINATION FORM**

- INDIVIDUAL CATEGORY  
 GROUP CATEGORY

**I. NOMINEE'S PROFILE:**

1. Name of Stakeholder:	
2. Date of Birth:	3. Age:
4. Permanent Address:	
5. Telephone No.: Mobile Number:	6. Fax No.: Email:
7. Name/s and Address/es of Volunteer Organization/s the nominee is presently affiliated:	
8. Duration of volunteer engagement: From _____ to _____	

**II. Describe the nominee's evaluation quality criteria on the following aspects:**

<p>1. Commitment: Provide assistance both logistics and technical in the project development and local resource mobilization, implementation of the program /projects &amp; materials. (Please provide evidences).</p>
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2. Adherence: Advocate social mobilization through networking and linkages towards the provision of support in school facilities improvement and instructional technology, teachers' and learners' support package and senior high school support package in the attainment of DepEd's Vision and Mission.

3. Principle of Co-Participation/Shared responsibility: Actively participates in the planning stage and implementation and co-prepares action programs that are responsive to the needs of the institution (school). Please provide evidences.

**III. What are the most significant accomplishment/s of the nominee in the development of the school?**

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**IV. Summary of Volunteer Work:** *(Include ONLY those directly attributed to the nominee. Use additional sheets as needed.)*

Project/Activity	Duration	Target groups/beneficiaries	Outputs and/or Outcomes <i>(include projects initiated, innovations introduced, resources generated, volunteers mobilized, Deed of Donation, Deed of Acceptance &amp; ASP Forms 1-4 as applicable, etc.)</i>	Partner institutions/ Contact Persons & Telephone/Email

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**SUBMITTED BY:**

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	





Enclosure No.2 to Division Memorandum No. 255 s. 2018

**MECHANICS FOR THE 2018 DIVISION SEARCH  
 FOR OUTSTANDING STAKEHOLDERS (SOS)**  
 (Individual and Organization)

The following are the guidelines for the Search:

1. Stakeholder/s and/or volunteer/s refer/s to individual, not-for-profit, non-government organizations of any kind and corporate institutions that support the public educational system via cash and in kinds including projects spearheaded for the benefits of the learners. The donations/supports are in the areas of school facilities improvement, IT support packages, learners' and teachers' support package, and SHS support package;
2. The Search has two categories: a. Individual b. Organization. Accomplishments for this Search have a minimum of (1) one year duration.
3. Each school is entitled and encouraged to nominate (1) one stakeholder for each category mentioned hereof;
4. Nomination of possible stakeholder-awardees rest on the school head of the school concerned and properly indorsed in the Division Records Section on or before December 20, 2018 duly stamped by the Division Record Section. Self-nomination is not allowed;
5. The attached Enclosure No. 1 should be fully filled-up for thorough evaluation by the Search Committee. Additional sheet/s as needed is/are encouraged as deemed necessary;
6. The Nomination Form for the two categories must be duly supported by the following means of verification:
  - 6.1 Brigada Eskwela Form 7 (pls. attached copy of the BE Accomplishment Report where the stamped Division Record Section are seen and verified)
  - 6.2 Brigada Eskwela Form 5 (pls. attached copy of the BE Accomplishment Report where the stamped Division Record Section are seen and verified)
  - 6.3 Quarterly ASP Report duly received by the Schools Division Office
  - 6.4 Deed of Donation and Deed of Acceptance duly accomplished (pls. attached the portion of the BE Report or Quarterly Reports duly stamped and received by the Division Records Section)
  - 6.5 Other relative reports that can be shown as a proof/s provided the said Report are duly received by the Division Record Section
7. The Selection Criteria are as follows:
 

7.1 Qualities of the Stakeholder/Stakeholder/Volunteer Organization (Commitment, adherence to the Vision and Mission of Deped, Principle of Co-Participation/shared responsibilities) with evidences	30%
7.2 Amount and donation equivalent in kinds-----	45%
7.3 Scope of support to the public educational system-----	15%
7.4 Duration of Stakeholder/s support to the public educational system-----	10%
<b>Total</b>	<b>100%</b>
8. Prizes for the Top 20 Stakeholders shall receive Certificate & Plaque of Recognition.
9. The decision of the Search Committee is final and executory.