



SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
31 MAY 2024  
**RECEIVED**  
BY: \_\_\_\_\_  
2405-2368

# OFFICE OF THE GOVERNOR

May 31, 2024

**VILMA D. EDA, CESO V**  
Schools Division Superintendent  
Department of Education  
Vigan City Division  
Vigan City, Ilocos Sur

Dear Dr. Eda,

*Naimbag nga aldaw!*

The Provincial Government of Ilocos Sur is set to stage the ILOCOS SUR SIGLAT FESTIVAL 2024 which aims to champion the skills and intelligence of our young learners.

One of the highlight events is the SIGLAT ISKWELA AWARDS 2024 which aims to acknowledge the remarkable achievements of our learners in various competitions, thereby, bringing pride and glory to the province of Ilocos Sur.

In this light, may we earnestly request your good office to submit entries for the **BEST MANAGED ELEMENTARY SCHOOL, BEST PTA ELEMENTARY SCHOOL, and SAFEST ELEMENTARY SCHOOL** (please find the attached document for the criteria). Ilocos Sur Division can submit three (3) entries for each category: one (1) from the first district, one (1) from the second district, and another one (1) from the upland municipalities. For the Vigan City and Candon City divisions, one (1) entry for each category is to be submitted. The deadline for submission is June 14, 2024.

The evaluation of entries is tentatively scheduled for June 24-28, 2024. This will depend on the topographical location of entries. A notice will be given if there are changes in the schedule.

Likewise, requesting also your submission of the list of awardees of Regional, National, and International winners (first to third place) in any duly recognized event/category/academic competitions among students, teachers, and pupils under your division. Winnings not endorsed, verified, or confirmed will not be considered for awarding. Only those with valid ID and proof of winnings attached (original and/or certified true copy of certification/participation and/or appropriate documentations), duly signed, and endorsed will be accepted.

Please take note that awards should have been acquired within the period of July 2023 to May 2024. The deadline of submission is on 14 June 2024 at the Provincial Education and Scholarship Affairs Office (PESAO), Provincial Capitol, Vigan City, Ilocos Sur.

For further inquiries, you may contact Ms. Sydney D. Sinohin, PESAO Administrative Officer II/Head, at 0955-346-1850.

*Dios unay ti agngina!*

Respectfully,

**JEREMIAS S. SINGSON**  
Governor

June 7, 2024  
TO: **Public Elementary School Heads**  
For information, guidance and appropriate action.  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

**SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY**  
10 JUN 2024  
**RELEASED**  
BY: \_\_\_\_\_



## OFFICE OF THE GOVERNOR

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Department of Education  
Vigan City Division  
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Respectfully,

**JEREMIAS C. SINGSON**  
Governor



Provincial Farmers Livelihood  
Development Center, Vigan City  
2700 Ilocos Sur



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## SIGLAT ENTRY FORM

Year: 2024

### Search for the Best Managed Elementary School

#### Identifying Information

City/Municipality: \_\_\_\_\_

Barangay: \_\_\_\_\_

Name of the School: \_\_\_\_\_

Name of Principal/School Head: \_\_\_\_\_

Criteria/Indicator	Assigned Point Score	Actual Score
<b>A. ENVIRONMENT &amp; ECOLOGY PROMOTION</b>	<b>50</b>	
<b>1. Waste Management Practice/General Cleanliness (Check your practices – 5 points each, evidences thru pictures, schedules and others may be presented)</b> a. Waste segregation and no burning of wastes b. Waste utilization/recycling is evident (e.i. Composting) in a functional nursery c. Regular cleaning of surroundings, School campus landscaping is evident	20	
<b>2. 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 (e.i. tree seedling production,) with all the buildings, offices school facilities and equipment well maintained.</b> a. All buildings, offices, facilities and school equipment are well kept and maintained. b. Some buildings, offices facilities and school facilities need some repair and repainting. c. Most of the buildings, classrooms school facilities and equipment need repainting, and repair.	10	
<b>3. Presence of Functional School Vegetable Garden and Malunggay Trees. (Show evidences of vegetable during the visit were newly planted)</b> a. Maintained/grew more than 20 kinds of vegetables and 20 or more established Malunggay Trees productively. <b>(10 pts)</b> b. Maintained/grew vegetables 10-19 and 10-19 established Malunggay trees productively. <b>(8 pts)</b> c. Maintained less than 10 kind of vegetable and less than 10 Malunggay trees Productively. <b>(6 pts)</b>	10	
<b>4. Presence of School Herbal Garden. The school:</b> a. Maintained robust/healthy more than 30 kinds of herbal plants all throughout the year landscape creatively. <b>(5 pts)</b> b. Maintained 21-29 kinds of robust/healthy herbal plants all throughout the year. <b>(3 pts)</b> c. Maintained 20 kinds or less robust/healthy herbal plants all throughout the year. <b>(1 pt)</b>	5	

<p><b>5. School Forest Park/Orchard Maintenance (Area must be at least 50sq m or more)</b></p> <p>a. Planted with 30 or more well maintained forest or fruit trees (at least 5 meter-height) in one or two areas. <b>(5 pts)</b></p> <p>b. Planted with less than 30 well maintained forest/fruit trees. <b>(3 pts)</b></p> <p>c. Forest/fruit trees are well maintained and distributed in the school area less than 30. <b>(1 pt)</b></p>	5	
<b>B. ACADEMIC/CO-CURRICULAR EXCELLENCE</b>	<b>30</b>	
Mean Percentage Score (MPS) or General Weighted /Grade Average of Learners		
<p><b>a. Grade VI</b></p> <p>75 MPS and must above - 10</p> <p>70-74.99 - 8</p> <p>65-69.99 - 6</p> <p>60-64.99 - 4</p> <p>Below 60 - 2</p>	10	
<p><b>b. Grade III</b></p> <p>75 MPS and above - 10</p> <p>70-74.99 - 8</p> <p>65-69.99 - 6</p> <p>60-64.99 - 4</p> <p>Below 60 - 2</p>	10	
<p>Co-curricular (school, pupils and teachers' winnings in all subject areas including boys/girls. Xeroxed copies only and certified by school head. The competition should have a division/regional/national memo).</p> <p><b>National</b></p> <p><b>First Place            10</b></p> <p><b>Second Place        8</b></p> <p><b>Third Place           6</b></p> <p><b>Regional</b></p> <p><b>First Place            5</b></p> <p><b>Second Place        4</b></p> <p><b>Third Place           3</b></p> <p><b>Division</b></p> <p><b>First Place            2</b></p> <p><b>Second Place        1.5</b></p> <p><b>Third Place           1</b></p> <p><b>District</b></p> <p><b>First Place            .75</b></p> <p><b>Second Place        .50</b></p> <p><b>Third Place           .25</b></p> <p><i>Submit only the certificates of the highest level won by the school in one competition duly supported by a certified true copy of the memorandum signed by the school head or District/Supervisor/Schools Superintendent.</i></p>	10	

<b>C.BRIGADA ESKWELA/ADAPT-A-SCHOOL PROGRAM</b>	<b>10</b>	
<b>(Before the beginning/start of classes):</b>		
- <b>Estimated Labor Cost</b>		
<b>Material/Donations/Cash/Resources Generated as reported in the division office from Private Entities</b>		
a. Generated P 50,000 and more -10pts	10	
b. Generated P 40,000-49,000 - 8pts		
c. Generated P 30,000-29,000 - 6pts		
d. Generated P 20,000-29,000 - 4 pts		
e. Generated P 20, 000 and below - 2 pts		
<b>D.MOOE FUND MANAGEMENT (REPORT AS EVIDENCE)</b>	<b>10</b>	
a. Properly liquidated (SY 2023 & January to April 2024)	5	
b. Expenses include different items such as Office supplies, photocopier, travel expenses, Utilities (water/electricity, telephones), minor repair, form 138, pupils/student id, cards/diploma printing, photocopy of test papers, and fidelity bond.	5	
<b>TOTAL POINTS</b>	<b>100</b>	

Note: Submit documents and evidences for your rating in every indicator (e.i MOA, Certificates of Acceptance, Deed of Donations, Xeroxed copies only. Original copies shall be left in your office for reference). Pledges, DepEd, DPWH and SE Funds are not accepted.

**Mechanics**

Actual Score shall be made by the school head to be supported by documents and table validated by the provincial committee and then the top three shall be personally visited by the group for the winner.

**Accomplished by:** \_\_\_\_\_

**School Principal/Head**

**Noted:** \_\_\_\_\_

## Search for the Best PTA Elementary School 2024 Criteria Form

### Identifying Information

City/Municipality: \_\_\_\_\_

Barangay: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Principal/School Head: \_\_\_\_\_

CRITERIA	Assigned Point Score	Actual Point Score	Remarks
<b>1. Reliability and effectiveness (the extent to which the innovation project has effectively and efficiently addressed a pressing need and improved service delivery)</b>	<b>35</b>		
a. Helps the school in implementing programs and projects including, but not limited to, Brigada Pagbasa, Brigada Eskwela, Gulayan sa Paaralan Program, monitor attendance of learners at risk of dropping out, and promote health and nutrition programs.	15		
b. Helps promote DepEd advocacies, campaigns and other programs ensuring the delivery of quality education.	10		
c. Performs such other duties and responsibilities, which may be promulgated by the SPTA in its by-laws subject to the existing laws, policies, and DepEd rules and regulations	10		
<b>2. Noteworthiness of outstanding performance/contribution/s (the degree of uniqueness and originality of performance contribution/school improvement projects) by PTCA</b>			
<p><b>25 points</b> = At least 3, unique/original and impactful projects are implemented, adopted/adapted, and recognized with the following MOVs:</p> <ul style="list-style-type: none"> <li>a. Minutes of meetings and Attendance Sheets</li> <li>b. Resolution</li> <li>c. Certificate of Completion or equivalent</li> <li>d. Certificate of Recognition</li> <li>e. Impact Evaluation</li> <li>f. Testimonials</li> <li>g. Pictures/ Videos</li> </ul> <p><b>15 points</b> = At least 2, unique/original and impactful projects are implemented and recognized with the following MOVs:</p> <ul style="list-style-type: none"> <li>a. Minutes of meetings and Attendance Sheets</li> <li>b. Resolution</li> <li>c. Certificate of Completion or equivalent</li> <li>d. Certificate of Recognition</li> <li>e. Impact Evaluation</li> <li>f. Testimonials</li> <li>g. Pictures/ Videos</li> </ul> <p><b>10 points</b> = At least 1, unique/original and impactful projects are implemented and recognized with the following MOVs:</p>	<b>25</b>		

a. Minutes of meetings and Attendance Sheets b. Resolution c. Certificate of Completion or equivalent d. Certificate of Recognition e. Impact Evaluation f. Testimonials g. Pictures/ Videos			
<b>3. Impact of performance/achievement (the extent to which the idea, suggestion, innovation or project is being used, whether it has far reached effect; the numbers of persons benefited, the paradigm shift it has caused and the amount of money saved)</b>	<b>25</b>		
a. Monitors learner performance through PTA projects implemented and provide feedback to the teacher concerned.	10		
b. Gives feedback on existing school policies and programs for consideration of homeroom adviser and/or school authorities.	10		
c. Submits resolutions for project implementations.	5		
<b>4. Demonstrated teamwork, cooperation, camaraderie and cohesiveness (the extent the group or community motivate and support each other or the degree to which the community positively influence each other)</b>	<b>15</b>		
a. PTAs conduct regular focus group discussions with their respective constituents	5		
b. Members of the PTA support the teachers in their teaching and non-teaching duties.	5		
c. Adopts an efficient and effective election procedure	5		
<b>TOTAL POINTS</b>	<b>100</b>		

\_\_\_\_\_  
Signature over Printed Name of the Evaluator

c. School has partnership that could be tapped to support its DRRM programs and activities, including those after disaster.	5		
<b>4. Existence of plans for preparedness and response, education sector investments</b>	<b>25</b>		
a. School has available, accessible, and adequate first aid kit in every instructional classroom.	5		
b. School has at least 2 necessary and functioning equipment, in case of disaster (e.g. fire extinguisher, generator, etc.)	5		
c. School has trained teachers and personnel to administer first aid to students and personnel.	5		
d. School has ready resumption strategies and alternative models to ensure education continuity in times of disaster.	5		
e. School has ensured that students completed the Family Earthquake Preparedness Plan and has reported completion to DepEd DRRM Office.	5		
<b>5. Conduct of regular simulation drill, at all levels, to practice response preparedness and to review responses plans</b>	<b>20</b>		
a. School heads has received DRRM training from division or region or partners.	5		
b. School has conducted awareness and capacity building for families and learners.	5		
c. School participated in the different DRRM/CCA/EIE activities of the LGU.	5		
d. Facilities, equipment, and other school properties are safety for utilization.	5		
<b>TOTAL POINTS</b>	<b>100</b>		

\_\_\_\_\_  
Signature over Printed Name of the Evaluator