



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**


**DIVISION MEMORANDUM**

No. 132, s.2025

**ISECO LEADERSHIP AWARD, PRESIDENT'S AWARD AND ACADEMIC EXCELLENCE AWARD**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD & CID)  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. The Ilocos Sur Electric Cooperative, Inc. (ISECO) is implementing its Corporate Social Responsibilities (CSR) for the DepEd Vigan City Division by giving recognition to deserving students.
2. Public elementary and secondary school heads are directed to submit nominees to this office not later than **March 14, 2025**.
3. Attached is the letter from ISECO and the Policy No. 8-13A for reference. Attention is invited to Part IV of the said Policy on the Criteria for ISECO Leadership Award.
4. Immediate dissemination of this memorandum is desired.

  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

Incl: as stated  
 To be indicated in the Perpetual Index  
 under the following subject:

AWARDS                      LEARNERS                      LEADERSHIP

SGOD/YFD/SDF





Ilocos Sur Electric Cooperative, Inc.

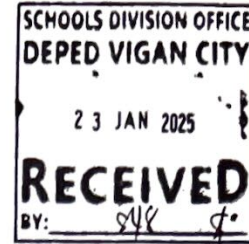
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Bigbiga, Santiago, Ilocos Sur  
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January 16, 2025

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



Dear Ma'am:

Greetings!

We are glad to inform you that the Ilocos Sur Electric Cooperative, Inc. (ISECO) is once again implementing its Corporate Social Responsibilities (CSR) for the education sector giving recognition to deserving students as follows:

**1. ISECO Leadership Award**

- the recipient of this award will receive a Gold Medal, T-Shirt and Cash Incentive amounting to Php 5,000.00. The Leadership Awardee from each school shall be the student who garnered the highest rating but should not fall below 92% based on the criteria. Copy of the guidelines is hereto attached. With this, we would like to request from your good office the recipient for the "ISECO Leadership Award" for the academic year 2024-2025 to include the following data: name, rating, address, name of parents, date of graduation, size of T-Shirt, name of Principal or School Head together with their contact numbers and contact number of the awardee for our reference and administrative preparation. Furthermore, please indicate the Recipients' Organizational Affiliations together with Certification signed by duly Authorized Representative of the Organization.

**2. ISECO President's Award**

- the Cooperative shall be giving additional leadership award dubbed as "ISECO President's Award", which comprises a gold medal and a cash incentive of Php 10,000.00. The recipients of this award shall be evaluated and selected among the ISECO Leadership awardees by a committee from the members of ISECO Management and Board of Directors. There shall be three (3) recipients of this award, one from each Congressional District (District I & II) and one from upland municipalities.

**3. ISECO Academic Excellence Award**

- "ISECO Academic Excellence Award" shall be awarded to graduating elementary students both from public and private elementary schools in Ilocos Sur who garnered the highest rating. This award shall comprise a gold medal and shall be awarded during the schools' graduation rites. Relative to this, we request for the list of public and private elementary schools including the name and contact number of the School Principal/Head in your area of jurisdiction for our reference and administrative preparation. You may send the list at iseco\_isd@yahoo.com.

Should you have questions regarding this matter feel free to contact the Institutional Services Department at CP number 0917-773-6574. We look forward for your preferential attention on this matter and thank you for your continued support for the programs of the cooperative.

Very truly yours,

**LAWRENCE A. SEVERO**  
General Manager

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## POLICY NO. 8-13A

### SUBJECT : POLICY ON ISECO LEADERSHIP AWARD

#### I. RATIONALE

In order to motivate and inspire the future leaders to strive more not only in their studies but in the development of their motivational, planning and organization skills and active participation to the different activities of the school and the community, the coop hereby adopts the policy on Leadership Award that comprises a cash incentive amounting to Php 5,000.00 and a medal for each deserving Senior High School Student who garnered the highest rating but should not fall below 92% of the criteria in the field of Leadership in the Secondary Schools for Public and Private in the Province of Ilocos Sur.

#### II. OBJECTIVE

The coop is committed to continuously contribute in the sustainable growth of Ilocos Sur thus giving importance to the development of young leaders of the community and recognizing their hard works in their studies.

#### III. IMPLEMENTING GUIDELINES

- > 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.
- > ISECO Leadership Medals shall be distributed thru the ISD-MSD in coordination with the School Principals on the schedule of Schools Awards and Recognition Ceremonies.
- > the awarding process shall be made annually, wherein proper information is conducted during the 1<sup>st</sup> Quarter of the year.
- > Medals for ISECO Leadership Award to deserving student shall be awarded during the Recognition Ceremonies of the Schools.

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> 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.

> There are 114 Secondary Schools for public and private in the Province of Ilocos Sur, hence, there should only be one recipient of the award per school and in the event that there is more than one learner who garnered more than 92% of the criteria, the one who garnered the highest will receive the ISECO Leadership Award.

#### IV. CRITERIA FOR ISECO LEADERSHIP AWARD:

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

1. A learner must have no failing grades in any of the learning areas.
2. A learner have not committed any offense punishable by suspension or higher sanction according to the 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 shows the set of criteria and weighs that will be used by advisers and peers in the evaluation and in the deliberation process. Schools may opt to add more indicators based on the decision of the AC. 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 fall below 92% of the criteria shall be awarded.





Table 3. Criteria for Leadership Award

Weight		
CRITERIA	Advisers	Peers
1. Motivational Skills (40%)		
a. Communicates effectively		
b. Shows initiative and responsibility		
c. Engages group and / or club mates to participate actively	24%	16%
d. Establishes collaborative relationship		
e. Resolve conflicts		
2. Planning and Organizational Skills (40%)		
a. Plans and designs relevant activities for the class, club and / or school		
b. Implements planned activities effectively and efficiently	24%	16%
c. Monitors implementation of plans and tasks		
d. Manages and / or uses resources wisely.		
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%
	<b>TOTAL</b>	<b>40%</b>

V. PROCEDURE OF JUDGING:

a) 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.

b) 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.

c) The Student Council and Supreme Student Government Officers responsible for compiling all the nominations for verification before the submission to the Evaluation Board.

d) The Evaluation Board shall consist of all faculty members including the principal and the directress.

e) The Evaluation Board shall select the best who deserve the said award. They should not just choose anyone who did not meet the given criteria and failed to submit the requirements.

f) The decision made by the Evaluation Board duly signed and approved is final and irrevocable.



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VI. RESPONSIBILITY : General Manager / ISD Manager / Membership Development Division

VII. REFERENCE : Board Resolution No. 23 dated February 16, 2020

VIII. EFFECTIVITY : School Year 2019-2020

ATTESTED:

**DINO T. CHUA**  
Secretary

/afe - 02-21-2020