



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 81, s.2026

**SUBMISSION OF RECIPIENTS FOR THE ILOCOS SUR ELECTRIC COOPERATIVE, INC.
 (ISECO) LEADERSHIP AWARD FOR ACADEMIC YEAR 2025-2026**

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

1. In reference the leader from Ilocos Sur Electric Cooperative, Inc. (ISECO), this office requests all secondary schools for the nominees for the ISECO Leadership Award for the academic year 2025-2026.
2. This award will be conferred upon exemplary student leaders graduating from private and public Senior High Schools in the province for this academic year 2025-2026. The recipients of the ISECO Leadership Award will receive a leadership medal, a T-shirt, and a cash incentive amounting to Php 5,000.00. The awardee from each Senior High School shall be the student who attains the highest rating, provided that the score is not lower than 92%, based on the enclosed criteria.
3. The endorsement shall be submitted to this office not later than February 23, 2026 indicating the following:
 - a) Complete Name of Awardee
 - b) Final rating based on criteria
 - c) Complete Address of Awardee
 - d) Name of Parents
 - e) T-shirt size
 - f) Name and Contact Number of the Principal or School Head
 - g) Contact Number of the Awardee
 - h) The portfolio should also include, but is not limited to, Certificates Affiliation and/or proof of membership in relevant organizations.
4. Enclosed is the letter from ISECO for reference.
5. For inquiries please contact ISECO at 0917-773-6574 29 JAN 2026 iseco_isd@yahoo.com.
6. Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
 Schools Division Superintendent



January 19, 2026

Wol- 1599

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

Dear Ma'am:

Greetings from the Ilocos Sur Electric Cooperative, Inc. (ISECO)!

We are pleased to inform you that the Ilocos Sur Electric Cooperative, Inc. (ISECO) is once again implementing its Corporate Social Responsibility (CSR) initiative for the education sector through the ISECO Leadership Award.

This award will be conferred upon exemplary student leaders graduating from private and public Senior High Schools in the province for this academic year 2025-2026. The recipients of the ISECO Leadership Award will receive a leadership medal, a T-shirt, and a cash incentive amounting to Php 5,000.00. The awardee from each Senior High School shall be the student who attains the highest rating, provided that the score is not lower than 92%, based on the established criteria. A copy of the guidelines is attached for your reference.

In line with this, we respectfully request the assistance of your office in facilitating the submission of the official recipients of the ISECO Leadership Award for academic year 2025-2026, together with a complete portfolio containing the following information:

1. Complete Name of Awardee
2. Final rating based on criteria
3. Complete Address of Awardee
4. Name of Parents
5. T-shirt size
6. Name and Contact Number of the Principal or School Head
7. Contact Number of the Awardee
8. The portfolio should also include, but is not limited to, Certificates of Affiliation and/or proof of membership in relevant organizations.

Please be advised that the deadline for submission is on or before March 1, 2026 to be submitted at the Institutional Services Department, ISECO Main Office, Bigbiga, Santiago, Ilocos Sur, or at any ISECO Sub-Office. Submissions received beyond this date will not be accepted, and consequently, the school will not be eligible to receive the Leadership Award for this academic year 2025-2026.

We trust in your continued support in ensuring the timely compliance of all concerned schools within your area of responsibility. Should you have any clarifications, please feel free to contact us at 0917-773-6574 or through our official email at iseco_isd@yahoo.com.

We sincerely appreciate our collaboration the past year and extend our best wishes for continued success in the year ahead. Thank you very much.

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 1st Quarter of the year.
- > Medals for ISECO Leadership Award to deserving student shall be awarded during the Recognition Ceremonies of the Schools.





- > 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

CRITERIA	Weight	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%		
d. Establishes collaborative relationship			16%
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%
	TOTAL	60%	40%

V. PROCEDURE OF JUDGING:

- 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.
- 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.
- The Student Council and Supreme Student Government Officers responsible for compiling all the nominations for verification before the submission to the Evaluation Board.
- The Evaluation Board shall consist of all faculty members including the principal and the directress.
- 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.
- The decision made by the Evaluation Board duly signed and approved is final and irrevocable.



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

