



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

Office of the Schools Division Superintendent

25 JUN 2026

**DIVISION MEMORANDUM**

No. 477, s. 2026

**CALL FOR THE SUBMISSION AND ENTRIES FOR SIGLAT ISKWELA 2026**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Public Elementary, Secondary and Integrated School Heads  
 All Others Concerned

1. In reference to the letter from the Office of the Governor, Hon. Jeremias "Jerry" Singson, through the Provincial Education and Scholarship Affairs Office shall conduct the Search for the School Best Practices as part of the "**SIGLAT ISKWELA AWARDS 2026**" In view of this, the School Division Office of Vigan City calls for the submission entries of the following categories;

- a. Best Managed Elementary School;
- b. Best PTA Elementary School;
- c. Safest Elementary School;
- d. Recognition of Regional, National and International Competitions during the specified period (July 2025 -June 2026). This includes students, Teachers and pupils.

2. The deadline of submission of entries for the **Siglat Iskwela Awards** entry for categories a-c, to this office will be on **July 06, 2026 (12:00nn)**, for validation and evaluation. The top performing school for each category based on the criteria and guidelines (categories a-c) shall represent SDO Vigan City in the Siglat Iskwela 2026. The provincial evaluation of entries is scheduled on July 20-24, 2026.

3. Furthermore, for the winners on **Regional, National and International** competition shall submit the following documents not later than **June 29, 2026 (12:00nn)** at this office, attention: SGOD.

- a) Valid ID's (certified through copy);
- b) Proofs of winning (Photo);
- c) Certificate of recognition (original or certified through copy);
- d) Duly signed indorsement of School Head.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

Telephone No: (077) 722-20-23 / (077) 632-05-33

Email Address: vigan.city@deped.gov.ph

Website: www.depedviganacity.com



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4. Attached are the following for reference:
  - a) Letter from the Office of the Provincial Governor;
  - b) Criteria and Guidelines for the different competitions.
  
5. Immediate and wide dissemination of this Memorandum is desired.

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

Encl: as stated

Reference: letter from the Office of the Provincial Governor  
To be indicated in the Perpetual Index

PROGRAM      RECOGNITION      EVALUATION

SGOD-Siglat Iskwela/aca



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2606-2149

# OFFICE OF THE GOVERNOR

22 June 2026

**DR. VILMA D. EDA, CESO V**  
Schools Division Superintendent  
Schools Division Office of Vigan City

SCHOOLS DIVISION OFFICE  
**DEPED VIGAN CITY**

23 JUN 2026

**RECEIVED**  
BY: *[Signature]*

**Dear Dr. Eda:**

*Agbiag!*

The Provincial Government of Ilocos Sur is pleased to announce the upcoming ILOCOS SUR SIGLAT FESTIVAL 2026, an event dedicated to celebrating the exceptional skills and intellect of our young learners. One feature of the festival will be the SIGLAT Iskwela 2026, which aims to honor the outstanding achievements of our students in various academic and extracurricular competitions, thereby bringing pride and recognition to the province of Ilocos Sur.

In line with this, we respectfully request your esteemed office to submit entries for the Search for Best School Practices under the following categories: Best Managed Elementary School, Best PTA Elementary School, and Safest Elementary School. Kindly refer to the attached document for the detailed criteria for each category. The Ilocos Sur Division may submit a total of three (3) entries for each category: one (1) entry from the first district, one (1) entry from the second district, and one (1) entry from the upland municipalities. For the Vigan City and Candon City divisions, one (1) entry per category should be submitted. For the participating schools, please register through this link: [bit.ly/SearchForBestSchoolPractices](https://bit.ly/SearchForBestSchoolPractices). The deadline for submission of entries is on 14 July 2026.

The evaluation of the submitted entries is tentatively scheduled on 20-24 July 2026, though this may vary depending on the geographical location of the entries. Should there be any changes to the evaluation schedule, a formal notice will be issued.

Further, we kindly request that you disseminate from your division who have secured first, second, or third place in any regional, national, or international individual/group competition conducted between July 2025 to June 2026. This includes students and teachers from your division.

Please note that applicants with only verified and supported valid identification card and certificate of recognition as official proof of winning will be considered. The deadline of submission is on 2 July 2026 and to be submitted at the Provincial Education and Scholarship Affairs Office, Provincial Farmers Livelihood Development Center, Vigan City, Ilocos Sur.

For further inquiries, you may contact Ms. Sydney D. Sinohin, Head of the Provincial Education and Scholarship Affairs Office at 0955-346-1850.

*Dios unay ti agngina!*

Respectfully,

JEREMIAS "Jerry" C. SINGSON



Provincial Farmers Livelihood  
Development Center, Vigan City  
2700 Ilocos Sur



singsonjeremias@yahoo.com

Lorraine Andrea P. Ordoño  
Appointment Secretary  
+63966 482 5633



www.facebook.com/singsonjerry





## Search for Best School Practices General Mechanics and Guidelines

1. **Eligibility**
  - The competition is open to all public elementary schools within the Schools Division Offices of Ilocos Sur, Vigan City, and Candon City.
  - Participating schools must be officially endorsed by their respective Schools Division Office (SDO).
2. **Award Categories**
  - Best Managed Elementary School
  - Best PTA Elementary School
  - Safest Elementary School
3. **Submission of Entries**
  - The Schools Division of Ilocos Sur may submit a maximum of three (3) entries per category:
    - One (1) entry from the First District
    - One (1) entry from the Second District
    - One (1) entry from the Upland Municipalities
  - The Schools Division Offices of Vigan City and Candon City may submit one (1) entry per category.
  - For registration of participating schools, please register through this link: [bit.ly/SearchForBestSchoolPractices](https://bit.ly/SearchForBestSchoolPractices).
4. **Documentary Requirements**
  - All entries must submit complete documentary requirements based on the prescribed criteria and indicators for each category (*see attached criteria form*).
  - Supporting documents must be authentic, accurate, and duly certified by the concerned school authorities.
5. **Submission Deadline**
  - All entries and supporting documents must be submitted on or before **14 July 2026**.
  - Late submissions shall not be accepted.
6. **Evaluation Process**
  - Evaluation of entries shall be conducted by the designated evaluation team from the Provincial Government of Ilocos Sur.
  - Validation and on-site assessment may be conducted to verify the accuracy and authenticity of submitted documents.
  - The evaluation is tentatively scheduled from **20-24 July 2026**, subject to adjustments based on the location and accessibility of participating schools.
7. **Criteria for Judging**
  - Entries shall be evaluated based on the approved criteria and scoring system specific to each award category.
  - The decision of the Board of Evaluators shall be final and irrevocable.
8. **Verification of Information**
  - Any falsified, altered, or misleading information shall be grounds for disqualification.
  - The organizers reserve the right to verify all submitted data and supporting documents.



**9. Recognition of Awardees**

- Winners shall be officially recognized during the SIGLAT Iskwela this ILOCOS SUR SIGLAT FESTIVAL 2026.
- Awards, certificates, and other forms of recognition shall be conferred to deserving schools.

**10. For Inquiries**

**Provincial Education and Scholarship Affairs Office (PESAO)**

Provincial Farmers Livelihood Development Center (PFLDC), Vigan City, Ilocos Sur

Contact Person: Ms. Sydney D. Sinohin, Administrative Officer II / Head, PESAO

Mobile Number: 0955-346-1850



**Search for the Best PTA Elementary School 2026**

<b>CRITERIA</b>	<b>Assigned Point Score</b>
<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 PTA</b>	
<b>25 points</b> = At least 3, unique/original and impactful projects are implemented, adopted/adapted, and recognized with the following Means of Verifications (MOVs):	
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>15 points</b> = At least 2, unique/original and impactful projects are implemented and recognized with the following MOVs:	
a. Minutes of meetings and Attendance Sheets	
b. Resolution	
c. Certificate of Completion or equivalent	<b>25</b>
d. Certificate of Recognition	
e. Impact Evaluation	
f. Testimonials	
g. Pictures/ Videos	
<b>10 points</b> = At least 1, unique/original and impactful projects are implemented and recognized with the following MOVs:	
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>



**Search for the Safest Elementary School 2026**

<b>CRITERIA</b>	<b>Assigned Point Score</b>
<b>1. Child Centered Risk Management</b>	<b>20</b>
a. Conducted student-led school watching and hazard mapping	5
b. Incorporated results of student-led school watching hazard mapping in the school DRRM Plan and School Improvement Plan (SIP)	5
c. Link student-led school watching and hazard mapping with the community hazard maps of LGUs provided by DOST.	5
d. School planning team have linked the community hazard maps with education data to better understand the school's risk.	5
<b>2. Integration of risk reduction and resilience into education sector strategies, policies, and plans</b>	<b>20</b>
a. Has a comprehensive School DRRM Plan, which includes Climate Change Adaptation (CCA) and Education in Emergencies (EiE) measures, covering risk assessment, risk reduction and rehabilitation, and recovery.	5
b. Students participated in the planning process.	5
c. Integrated DRRM into the School Improvement Plan (SIP).	5
d. Completion of DRR related questions in the Education Management Information System (EMIS) or Enhanced Basic Education Information System (EBEIS).	5
<b>3. Funding for risk reduction and resilience of education</b>	<b>15</b>
a. Regular DRRM activities are supported by school budget.	5
b. Funding sources for interventions in the aftermath of a disaster or emergency exist and can easily be tapped.	5
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>



**Search for the Best Managed Elementary School 2026**

<b>CRITERIA</b>	<b>Assigned Point Score</b>
<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 (i.e. Composting) in a functional nursery	20
c. Regular cleaning of surroundings	
d. School campus landscaping is evident	
<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 (i.e. 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.	10
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.	
<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>	10
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>	
<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>	5
c. Maintained 20 kinds or less robust/healthy herbal plants all throughout the year. <b>(1 pt)</b>	
<b>5. School Forest Park/Orchard Maintenance (Area must be at least 50sqm or more)</b>	
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>	
b. Planted with less than 30 well maintained forest/fruit trees. <b>(3 pts)</b>	
c. Forest/fruit trees are well maintained and distributed in the school area less than 30. <b>(1 pt)</b>	5



**B. ACADEMIC/CO-CURRICULAR EXCELLENCE** 30  
 Mean Percentage Score (MPS) or General Weighted /Grade Average of Learners

<b>a. Grade VI</b>		
75 MPS and must above	- 10	
70-74.99	- 8	10
65-69.99	- 6	
60-64.99	- 4	
Below 60	- 2	

<b>b. Grade III</b>		
75 MPS and above	- 10	
70-74.99	- 8	10
65-69.99	- 6	
60-64.99	- 4	
Below 60	- 2	

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).

<b>National</b>		
First Place	10	
Second Place	8	
Third Place	6	
<b>Regional</b>		
First Place	5	
Second Place	4	
Third Place	3	
<b>Division</b>		
First Place	2	10
Second Place	1.5	
Third Place	1	
<b>District</b>		
First Place	.75	
Second Place	.50	
Third Place	.25	

*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.*

**C. BRIGADA ESKWELA/ADAPT-A-SCHOOL PROGRAM** 10  
 (Before the beginning/start of classes)

**Estimated Labor Cost**  
**Material/Donations/Cash/Resources Generated as reported**  
**in the division office from Private Entities**

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 2025 & January to May 2026)	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 evidence 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.