



Republic of the Philippines
Department of Education

21 OCT 2013

DepEd MEMORANDUM
No. **198**, s. 2013

**KABAYAN TEN OUTSTANDING PUBLIC SCHOOL STUDENTS (TOPS)
AWARDS FOR SCHOOL YEAR (SY) 2013-2014**

To: Regional Directors
Regional Secretary, ARMM
School Division/City Superintendents
Heads, Public Secondary Schools
All Others Concerned

1. The *Kabayan Noli De Castro Foundation, Inc.*, in partnership with the Department of Education (DepEd), SM Foundation, Inc., and Rotary Club of Midtown Quezon City (District 3780), is organizing the ***Kabayan Ten Outstanding Public School Students (TOPS) Awards for School Year (SY) 2013-2014*** with the theme *Edukasyon: Tugon sa Hamon ng Kahirapan*.
2. The Award aims to:
 - a. recognize poor but deserving public high school students who have shown exemplary performance in academic works and leadership;
 - b. encourage the Filipino youth to excel and to lead the way towards genuine public service;
 - c. give recognition to public secondary school students who, despite challenging circumstances, have achieved success in academic works or student-leadership through hardwork and perseverance, thereby serving as inspiration to others; and
 - d. provide selected underprivileged public high school students with full college scholarship grants.
3. The awards, which consist of two categories; namely, Academic Excellence Award and Exemplary Leadership Award, are open to all presently enrolled fourth year public high school students nationwide. The Mechanics and Nomination Form are contained in Enclosure Nos. 1 and 2, respectively.
4. All regional and division education supervisors/coordinators handling the Student Government Program (SGP) and/or *Araling Panlipunan* (AP) shall serve as the coordinators for the awards in their respective areas. They shall be fully supported and assisted by their respective regions and divisions. The school head (SH) shall designate the department head or the teacher handling the SGP and/or AP as the school coordinator.
5. All regional directors, schools division/city superintendents and SHs are encouraged to give generous support to this activity. Expenses in this regard shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

6. All division offices are required to submit a Report-Certification on the dissemination of the Memorandum, and the actual conduct of the screening and selection at the division level, as well as the complete documents of the Division Winners, to the **Office of Undersecretary for Partnership and External Linkages**, 2nd Floor, Rizal I Building, DepEd Complex, Meralco Avenue, Pasig City on or before **December 20, 2013**.

7. For more information, interested individuals may contact any of the following:

• **Atty. Jesse H.T. Andres**

Kabayan Noli De Castro Foundation, Inc.

Telephone No.: (02) 834-1988

Email Address: kabayan.foundation@yahoo.com

• **Ms. Carmen Linda Atayde**

Executive Director for Education

SM Foundation, Inc.

Telephone Nos.: (02) 552-7013; (02) 831-1000 local 1494 to 1498

Email Address: scholarship@sm-foundation.org

• **Atty. Ernesto R. Sotto, Jr.**

Officer-in-Charge (OIC)

Department of Education-Center for Students and Co-Curricular Activities
(DepEd-CSCA)

Telephone Nos.: (02) 631-8495; (02) 636-3603

Email Address: cscaportal@gmail.com

8. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC

Secretary

Encls.:

As stated

Reference:

DepEd Memorandum: No. 148, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

PRIZES or AWARDS

SEARCH

SECONDARY EDUCATION

STUDENTS

8th KABAYAN TEN OUTSTANDING PUBLIC SCHOOL STUDENTS AWARDS (TOPS)
Managed by SM Foundation, Inc.

AWARDS MECHANICS

I. RATIONALE

In 2006, Vice President Noli De Castro, in cooperation with the Department of Education, initiated "*The Vice President Noli De Castro Academic Excellence and Exemplary Leadership Awards – Ten Outstanding Public School Students*" or TOPS to recognize poor but deserving public high school students who have shown exemplary performance in academics and leadership despite experiencing hardship and other challenging circumstances in life. The awards program recognizes the outstanding achievements of the Filipino youth and their unwavering spirit, which serve as inspiration to others.

For this year, the Kabayan Noli De Castro Foundation, Inc. again partner with SM Foundation, Inc. to provide assistance to underprivileged public high school students through full college scholarship grants.

II. CATEGORIES

The Awards will recognize outstanding performance in the following categories:

A. Kabayan Academic Excellence Award

The Kabayan Academic Excellence Award shall be given to the student who has shown exemplary performance in academics and who has brought honor and prestige to the school through various academic-related competitions and contests recognizing his/her academic excellence.

There shall be four (4) winners in this category; that is, one each from Luzon, Visayas, Mindanao and the National Capital Region.

B. Kabayan Exemplary Leadership Award

The Kabayan Exemplary Leadership Award shall be given to the student who has shown active involvement in school organizations as an officer, particularly in the Supreme Student Government and other DepED-recognized clubs or organizations. The student must have implemented programs and projects and delivered services that benefit fellow students, the school and the community.

There shall be four (4) winners in this category; that is, one each from Luzon, Visayas, Mindanao and the National Capital Region.

There will also be two (2) winners for the Kabayan Special Achievement Award which shall be judged solely by the National-level Search Committee from among the forty (40) finalists and given to the students who have shown academic excellence or exemplary leadership despite experiencing extreme hardship and other challenging circumstances in life.

In both categories, the student must show, by his/her own experience, the values of hardwork, determination, honesty, integrity and dedication to public service and how these values contributed in achieving academic excellence and exemplary leadership.

III. QUALIFICATIONS, REQUIREMENTS, SCREENING AND SELECTION PROCESS

A. Qualifications

The nominees must meet the following qualifications:

1. General Qualifications

- a. Must be a graduating high school student currently enrolled in any public secondary school;
- b. Must not be more than twenty five (25) years of age;
- c. Must be a Filipino citizen with at least one (1) year residency in the district or area being represented;
- d. Must be of good moral character and not have been subjected to school disciplinary action;
- e. Must not have been charged of any crime involving moral turpitude;
- f. Must not have parents with a combined annual income of more than One Hundred Fifty Thousand Pesos (PhP150,000.00); and,
- g. Must not be related up to the fourth (4th) civil degree of consanguinity or affinity to any officer of the Kabayan Foundation, Inc. or SM Foundation, Inc. and partner organizations.

2. Specific Qualifications

Kabayan Academic Excellence Award

- a. Consistent honor student from First Year to Fourth Year;
- b. Must not have grades lower than 80% in any subject;
- c. Must have a general weighted average of not lower than 88% considering all major subjects; and
- d. Must be active in extra-curricular and co-curricular activities.

Kabayan Exemplary Leadership Award

- a. Must be an officer of a club or organization duly recognized by the school or the Department of Education or other socio-civic organizations;
- b. Must have implemented significant programs and projects that benefited his/her fellow students, the school and the community; and,
- c. Must have no failing grades and with an average of at least 88% considering all major subjects.

B. Requirements

The nominees must submit the following requirements:

- 1. Duly accomplished and signed Nomination Form
- 2. Recent 2x2 colored photo;
- 3. Latest Income Tax Return and Affidavit of Parents or Guardian attesting to their annual income;
- 4. Certification of Good Moral Standing from the School Principal;
- 5. Certification of Enrolment from the School Principal;
- 6. Certified True Copy of Form 137/Transcript of Grades from First Year to Fourth Year (up to the second grading period only);
- 7. Nomination Letter from the Section Adviser for the School-level Search; from the School Principal for the Division-level Search; from the Schools Division Superintendent for the National-level Search; and,
- 8. Photocopy of pertinent certificates and awards received, including pictures if available.

C. Screening and Selection Process

The screening and selection process shall follow the following steps:

1. School-level Search

- a. All public secondary schools shall have the free hand to organize their respective School-level Search Committee to determine their nominee for each of the categories for the Division-level Search.
- b. The School-level Search Committee shall be composed of not more than five (5) members as follows:

Chair	:	School Principal/Head
Vice Chair	:	Department Head/Teacher, Araling Panlipunan
Members	:	Department Head/Teacher, Values Department Head/Teacher, Any Subject President/Officer, PTA

- c. The School-level Search Committee shall certify the organization of a School-level Search Committee and the selection of the nominee for each of the categories. Such certification shall be contained in the nomination form itself.

- d. The winner in each category shall represent the school in the Division-level Search.
- e. The nomination form, the requirements submitted and all documents, which formed part of the selection process in the School-level Search, shall all be forwarded to the DepED Division Office addressed to the Schools Division Superintendent c/o the Araling Panlipunan Supervisor/Coordinator or the Student Government Program Division Coordinator.

2. Division-level Search

- a. Each Division shall organize its own Division-level Search Committee to determine their own nominee for each of the categories in the National-level Search composed of not more than five (5) members as follows:
 - Chair : Schools Division Superintendent
 - Vice Chair : Assistant Schools Division Superintendent
 - Members : Araling Panlipunan Supervisor/Coordinator
Values Supervisor/Coordinator
Education Supervisor of Any Subject Area
- b. The Division-level Search Committee shall certify the organization of a Division-level Search Committee and the selection of the nominee for each of the categories. Such certification shall be contained in the nomination form itself.
- c. To give equal opportunity for and achieve representation of all the cities and provinces of the country, the winner in each category shall represent the Division in the National-level Search.
- d. The nomination form, the requirements submitted and all documents, which formed part of the selection process in the Division-level Search, shall all be forwarded to the Office of Undersecretary Mario A. Deriquito, Partnerships and External Linkages, DepEd Complex, Meralco Avenue, Pasig City.

3. National-level Search

- a. The National-level Search Committee shall be chaired by Atty. Jesse H. T. Andres, representing the Kabayan Noli De Castro Foundation, Inc. This committee shall include representatives from the Department of Education, SM Foundation, Inc., and the Kabayan Noli De Castro Foundation, Inc.
- b. Out of the nominations from the DepEd Division Offices, the National-level Selection Committee shall select at least forty (40) finalists distributed as follows:

Area	Academic	Leadership
Luzon Area	5	5
Visayas Area	5	5
Mindanao Area	5	5
NCR Area	5	5

- c. The forty (40) finalists shall be officially notified by the Kabayan Noli De Castro Foundation, Inc. and invited to a workshop per area where they shall be subjected to a panel interview by the National-level Search Committee and an essay-writing session as part of the final screening and selection process.
- d. From the forty (40) finalists, the National-level Search Committee shall select a total of ten (10) winners in accordance with Item II.

IV. CRITERIA FOR JUDGING

The selection of the winners shall be based on the following criteria for judging:

A. Kabayan Academic Excellence Award

1.	Academic Performance (First to Third Year up to the Second Grading Period of the Fourth Year)	-	30%
2.	Awards/Citations Received for Academic Achievements	-	20%
3.	Intellectual and Communication Skills	-	20%
4.	Involvement in Extra-Curricular and Co-Curricular Activities	-	10%
5.	Special circumstances of poor but deserving student, which render his/her achievement inspiring to others (i.e. the student should embody the values of Hardwork, Determination, Honesty and Integrity)	-	20%
			100%

B. Kabayan Exemplary Leadership Award

1.	Leadership Performance	-	30%
2.	Involvement in Extra-Curricular and Co-Curricular Activities	-	20%
3.	Personal Qualities, Character and Communication Skills	-	20%
4.	Academic Performance	-	10%
5.	Special circumstances of poor deserving student, which render his/her achievement inspiring to others (i.e. the student should embody the values of Hardwork, Determination, Honesty and Integrity)	-	20%
			100%

V. TIMETABLE

2013

- November 15 - Deadline of Submission of School-level Nomination
- November 18-19 - School-level Search
- November 29 - Deadline of Submission of supporting documents for winners in the School-level Search to the Schools Division Superintendent
- December 2-3 - Division-level Search
- December 20 - Deadline of Submission of Winners in the Division-level Search to National-level Search Committee through the **Office of Undersecretary Mario A. Deriquito, Partnerships and External Linkages**

2014

- January 24-February 7 - Final Judging, Interview and Essay writing per area
- January 24-26 - DepEd-National Educators Academy of the Philippines, Davao City for Mindanao Finalists
- January 31-February 2 - Ecotech Center, Sudlon, Lahug, Cebu City for Visayas Finalists
- February 5-7 - GSIS Main Office, Pasay City for Luzon and NCR Finalists
- February 14 - Notification of Awardees
- March 17 - Awarding Ceremony
- March 18 - Post-awarding Activities

VI. PRIZES

All the awardees shall receive the Kabayan Medal and Certificate, a cash award and full tuition fee, including miscellaneous fees, and monthly allowance for the entire duration of the college course.

VII. DISCLAIMER

- A. The Kabayan Noli de Castro Foundation, Inc. and the SM Foundation, Inc. reserve the right to use the awardees' names, addresses, nomination forms, photographs and illustrations in published material and advertising connected with the awards at no cost beyond the award given.
- B. By affixing one's signature on the official nomination form, the nominees authorize the Kabayan Noli de Castro Foundation, Inc., SM Foundation, Inc., and Department of Education to copy, reproduce or publish their nomination form and related materials, and any information obtained in the process of screening and evaluation for whatever legal purpose it may serve.
- C. Submitted material shall not be returned to the nominees.
- D. The organizers shall not be held liable for any inaccuracy, error or omission contained in any copy, reproduction or publication.
- E. The organizers' proceedings and deliberations during the screening and selection are confidential and shall not be disclosed.
- F. The organizers' decision is final and not subject to appeal or reconsideration.



Paste colored I.D. picture
taken within the last 6 months
(2 x 2)

KABAYAN TEN OUTSTANDING PUBLIC SCHOOL STUDENTS AWARDS (TOPS)

Managed by SM Foundation, Inc.

NOMINATION FORM

Please write legibly. Mark appropriate boxes with "X" and use separate sheet if necessary.

Choose one: <input type="checkbox"/> ACADEMIC EXCELLENCE AWARD <input type="checkbox"/> EXEMPLARY LEADERSHIP AWARD			
I. PERSONAL INFORMATION			
SURNAME			
FIRST NAME		NICKNAME	
MIDDLE NAME			
DATE OF BIRTH		RESIDENTIAL ADDRESS	
PLACE OF BIRTH			
SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		ZIP CODE
CITIZENSHIP		TEL. NO.	CELL. NO.
RELIGION		EMAIL ADDRESS	
II. FAMILY BACKGROUND			
FATHER'S SURNAME		OCCUPATION	
FIRST NAME		EMPLOYER'S NAME & ADDRESS	
MIDDLE NAME			
MOTHER'S SURNAME		OCCUPATION	
FIRST NAME		EMPLOYER'S NAME & ADDRESS	
MIDDLE NAME			
INCOME OF PARENTS			
<input type="checkbox"/> 0 - Php75,000.00		<input type="checkbox"/> more than Php150,000.00 but not more than Php300,000.00	
<input type="checkbox"/> more than Php75,000.00 but not more than Php150,000.00		<input type="checkbox"/> more than Php300,000.00	
NAME OF SIBLINGS	AGE	SCHOOL	EDUCATIONAL ATTAINMENT
III. EDUCATIONAL BACKGROUND			
LEVEL	NAME OF SCHOOL & ADDRESS (Write in full)	INCLUSIVE DATES OF ATTENDANCE	
		TO	FROM
SECONDARY*			
ELEMENTARY			
FOREIGN STUDY PROGRAM			
VOCATIONAL/TRADE COURSE			
* Please attach Certified True Copy of Grades for High School.			

IV. ACADEMIC HONORS/AWARDS RECEIVED AT SECONDARY LEVEL* (Start from most recent)

NAME OF AWARD	AWARDING BODY	INCLUSIVE DATES
INTERNATIONAL / NATIONAL LEVEL		
REGIONAL LEVEL		
DIVISION / DISTRICT LEVEL		
SCHOOL LEVEL		

V. NON-ACADEMIC HONORS/AWARDS RECEIVED AT SECONDARY LEVEL* (Start from most recent)

NAME OF AWARD	AWARDING BODY	INCLUSIVE DATES
INTERNATIONAL / NATIONAL LEVEL		
REGIONAL LEVEL		
DIVISION / DISTRICT LEVEL		
SCHOOL LEVEL		

* Please use separate sheet if necessary.

VI. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES* (Start from most recent)

POSITION / TITLE	ORGANIZATION'S NAME	INCLUSIVE DATES	
		FROM	TO
INTERNATIONAL / NATIONAL LEVEL			
REGIONAL LEVEL			
DISTRICT / DIVISION LEVEL			
SCHOOL LEVEL			

VII. TRAINING PROGRAMS ATTENDED* (Start from most recent)

TITLE OF SEMINAR / CONFERENCE / WORKSHOP / SHORT COURSES	CONDUCTED / SPONSORED BY:	INCLUSIVE DATES	
		FROM	TO
INTERNATIONAL / NATIONAL LEVEL			
REGIONAL LEVEL			
DISTRICT / DIVISION LEVEL			
SCHOOL LEVEL			

* Please use separate sheet if necessary.

VIII. OTHER INFORMATION

A. SPECIAL SKILLS / TALENTS

B. FOR ACADEMIC EXCELLENCE AWAR NOMINEES ONLY

Do you have any grade in any subject lower than 80%? Yes No

Is your average in all major subjects including MAKABAYAN not lower than 85%? Yes No

C. FOR EXEMPLARY LEADERSHIP AWARD NOMINEES ONLY

Do you have failing grades? Yes No

Is your average in all major subjects including MAKABAYAN not lower than 80%? Yes No

D. HAVE YOU BEEN GRANTED A SCHOLARSHIP BY ANY ENTITY?

Yes No

If yes, please give details

E. WHAT COLLEGE ENTRANCE EXAM DID YOU TAKE AND FOR WHAT COURSE?

SCHOOL	COURSE

F. WHAT IS YOUR PREFERRED COLLEGE SCHOOL AND COURSE?*

SCHOOL	COURSE
FIRST CHOICE:	
SECOND CHOICE:	

**Choose only from the list of courses and partner schools listed below.*

LIST OF COURSES THAT MAY BE APPLIED FOR ARE THE FOLLOWING:

1. BS in Computer Science
2. BS in Information Technology
3. BS in Information Management
4. BS in Electronics and Communications Engineering
5. BS in Computer Engineering
6. BS in Civil Engineering
7. BS in Electrical Engineering
8. BS in Mechanical Engineering
9. BS in Elementary Education
10. BS in Secondary Education major in Biology, Chemistry, Physics, Mathematics, English
11. BS in Accountancy, BSC or BSBA major in Accountancy

LIST OF PARTNER SCHOOLS:

LUZON

NCR

1. Adamson University
2. Asia Pacific College
3. Far Eastern University
4. FEU - East Asia College
5. Jose Rizal University
6. National University
7. Pamantasan ng Lungsod ng Marikina
8. Pamantasan ng Lungsod ng Maynila
9. Philippine Normal University
10. Philippine School of Business Administration
11. Quezon City Polytechnic University
12. University of the East-Calocan
13. University of the East-Manila
14. University of the Philippines-Diliman and Manila

Baguio

1. St. Louis University
2. University of the Philippines, Baguio
3. University of the Cordilleras

Pangasinan

1. Lyceum Northern Luzon
2. Lyceum Northwestern
3. Pangasinan State University

Tarlac

1. Tarlac State University

Pampanga

1. Angeles University Foundation
2. Holy Angel University
3. University of Assumption

Bulacan

1. Baliuag University
2. Bulacan State University
3. Meycauayan College

Calamba / Sta. Rosa

1. University of Perpetual Help, Biñan
2. University of Perpetual Help, Calamba
3. St. Michael's College of Laguna
4. La Consolacion College, Biñan
5. Laguna College of Business & Arts, Calamba
6. University of the Philippines, Los Baños

Cavite

1. Cavite State University
2. De La Salle Dasmariñas
3. National College of Science and Technology
4. San Sebastian College, Recoletos-Cavite
5. University of the Philippines-Los Baños
6. Rogationist College

Batangas

1. Batangas State University (Main, Nasugbu)
2. University of Batangas

Lipa

1. Batangas State University, Lipa
2. De La Salle Lipa
3. Lipa City Colleges
4. First Asia Institute of Technology and Humanities

Lucena

1. Manuel Enverga University Foundation
2. Southern Luzon State University

Naga

1. Ateneo de Naga
2. Naga College Foundation
3. University of Nueva Caceres Naga
4. Universidad de Sta. Isabel Naga

VISAYAS

Cebu

1. Cebu Institute of Technology
2. Cebu Normal University
3. University of Cebu (Main, Banilad, Lapu-Lapu and Mandaue)
4. University of San Carlos
5. University of the Philippines Visayas (Cebu College-Lahug)
6. University of San Jose Recoletos

Iloilo

1. Central Philippine University
2. University of the Visayas (UP Vis)
3. University of San Agustin
4. Western Institute of Technology
5. West Visayas State University

Bacolod

1. Colegio San Agustin
2. Technological University of the Philippines Visayas
3. University of Negros Occidental-Recoletos
4. University of St. La Salle

MINDANAO

Davao

1. Ateneo de Davao University
2. Philippine Women's College, Davao
3. University of Mindanao
4. University of the Philippines, Mindanao
5. University of South Eastern Philippines
6. University of Immaculate Conception

Cagayan de Oro

1. Cagayan Capitol College
2. Liceo de Cagayan
3. Xavier University
4. Mindanao University of Science and Technology

General Santos

1. Mindanao State University
2. Notre Dame of Dadiangas

G. HAVE YOU BEEN SUBJECTED TO ANY SCHOOL DISCIPLINARY ACTION?

Yes

No

If yes, please give details _____

H. HAVE YOU BEEN TRIED / CONVICTED OF ANY VIOLATION OF ANY LAW / DECREE / ORDINANCE / REGULATION BY ANY COURT / TRIBUNAL?

Yes

No

If yes, please give details _____

I. ARE YOU VYING FOR VALEDICTORIAN? _____

J. HOW MANY STUDENTS ARE THERE FROM THE GRADUATING BATCH? _____

IX. ESSAY ON ACADEMIC OR LEADERSHIP PERFORMANCE

A. FOR ACADEMIC EXCELLENCE AWARD NOMINEES ONLY

Please explain the highlights of your academic achievements as well as your significant participation in co-curricular activities.

B. FOR EXEMPLARY LEADERSHIP AWARD NOMINEES ONLY

Please explain the highlights of your achievements as an exemplary student leader & your significant involvement in extra-curricular activities.

X. ESSAY ON STUDENT'S SPECIAL CIRCUMSTANCES (For both Academic and Leadership Nominees)

Please explain your personal circumstances and how you deal with obstacles and challenges in a manner that your success and achievements can serve as an inspiration to others.

Please cite instances which show that you embody the values of honesty, integrity, determination, dedication to public service and hard work.

ATTESTATION AND AUTHORIZATION

I attest to the truth of all the foregoing facts and the authenticity of the documents attached to this form. I authorize the organizers to copy, reproduce or publish my nomination form and all related materials submitted, including any and all information obtained in the process of screening and evaluation for whatever legal purposes it may serve without need for any compensation. I understand that if any of the above given information are proven to be false, I will automatically be disqualified from this contest

Signature over Printed Name of Student

Date signed

Signature over Printed Name of Parent/Guardian

Date signed

Name of Nominee

LETTER OF NOMINATION

I hereby nominate the above-mentioned student for the Kabayan Ten Outstanding Public School Students Awards for the reasons stated in the attached sheet.

Section Adviser

Date

LETTER OF NOMINATION AND CERTIFICATION

I hereby nominate the above-mentioned student for the Kabayan Ten Outstanding Public School Students Awards for the reasons stated in the attached sheet.

I further certify that our school organized a School Level Search Committee and that the above-mentioned student after due deliberation was selected as Nominee for the Division Level Search.

Chairman, School Level Search Committee

Date

LETTER OF NOMINATION AND CERTIFICATION

I hereby nominate the above-mentioned student for the Kabayan Ten Outstanding Public School Students Awards for the reasons stated in the attached sheet.

I further certify that our division organized a Division Level Search Committee and that the above-mentioned student after due deliberation was selected as Nominee for the National Level Search.

Chairman, Division Level Search Committee

Date

The National Level Search Committee retains the right to decide on the Scholarship Grantees.