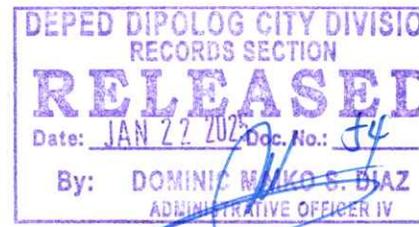




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION



January 22, 2025

DIVISION MEMORANDUM

No. 54, s. 2025

THE FIRST ORCHID ABLAZE AWARDS FOR EXEMPLARY LEADERS, LEARNER-LED ORGANIZATIONS, AND NOTABLE EDUCANDS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All SGOD Personnel
All CID Personnel
All School Principals
All Teaching and Non-Teaching Personnel
Parent-Teacher Associations
This Division

1. Pursuant to Division Memorandum No. 307, s. 2024, titled “*Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE)*,” the Learner Formation Unit is enabled to conduct a PRAISE activity to honor exemplary and notable learners. This initiative focuses on recognizing their outstanding achievements in various co-curricular activities while advancing the operations and mission of their respective learner-led organizations.

2. This PRAISE activity is now officially named the **Orchid Ablaze Awards**, with the sub-title **RACE for Batang Dipag**. Orchid Ablaze serves as the official emblem of all youth formation programs, projects, and activities. The emblem prominently features a torch with a red flame, symbolizing the profound desire for learning and knowledge among Filipino learners. Within this representation, education is celebrated as a precious and invaluable resource. The red flame embodies the ethos through which our youth organizations integrate “*Makakarunungan*” as their fifth core value, harmonizing with DepEd’s established values of *Makakalikasan*, *Makatao*, *Maka-Diyos*, and *Makabansa*, each represented by a petal of the blue orchid. Moreover, the orchid symbolizes the contextualized experiences of Batang Dipag, encompassing both in-school and out-of-school youth in Dipolog City. Recognized as the city’s symbolic flower, the orchid reflects Dipolog’s identity as “The Orchid City.” With *makakarunungan* as its highlight, the Orchid Ablaze Awards for Batang Dipag champions the pursuit of erudition. Through this initiative, SDO Dipolog’s student leaders are committed to empowering their fellow learners, ensuring the efficient implementation of programs that uphold learner rights, protection, and formation within the division.





Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

3. In line with this, the **SELG, SSLG, YES-O (Secondary)**, and **BKD (Secondary)** learner-led organizations are encouraged to participate in the *Search for the Most Outstanding Campus Ambassadors: Exemplary Leader* and the *Search for the Most Outstanding Learner-Led Organization*. All learner-leaders are advised to peruse the attached **Supplemental Guidelines on the Conduct of the First Orchid Ablaze Awards During the First Batang Dipag Fest** for complete details on the award categories.
4. The inaugural Orchid Ablaze Awards will take place on **March 22, 2025**, during the first-ever Batang Dipag Fest. Details regarding the venue will be provided in a separate issuance.
5. The submission of documents, as outlined in the guidelines, is scheduled for **February 14, 2025**. The guidelines also specify other key dates to be observed, including the interview of shortlisted candidates and the field validation process; therefore, we strongly encourage all learners and teacher-advisers to review them thoroughly.
6. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the SGOD-Learner Formation Unit.
 - Andrew Homil G. Elumbaring CPA
Project Development Officer I
Learner Formation Unit
0995 163 5116
 - Cielbert E. Dondoyano Jr.
Project Development Officer I
Learner Formation Unit
0956 590 9773
7. Immediate and widest dissemination of this Memorandum is directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

// YOUTHFORMATION
// LEARNERFORMATIONUNIT
// ORCHIDABLAZEAWARDS
// BATANGDIPAGFEST





Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

**SUPPLEMENTAL GUIDELINES ON THE CONDUCT OF THE FIRST ORCHID
ABLAZE AWARDS DURING THE FIRST BATANG DIPAG FEST**

The first Batang Dipag Fest will feature the inaugural **Orchid Ablaze Awards** (formerly dubbed as Batang Dipag Awards). This initiative is made possible through the implementation of Division Memorandum No. 307, s. 2024, titled “*Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE)*”, which focuses on recognizing outstanding achievements under the Learners Category.

See succeeding pages for the details.

Categories	Page Numbers
2025 Most Outstanding Campus Ambassador: Exemplary Leader – SELG President	2 – 4
2025 Most Outstanding Campus Ambassador: Exemplary Leader – SSLG President	2 – 4
2025 Most Outstanding Campus Ambassador: Exemplary Leader – YES-O President (Secondary Level)	2 – 4
2025 Most Outstanding Campus Ambassador: Exemplary Leader – BKD President (Secondary Level)	2 – 4
2025 Most Outstanding School-Level Learner-Led Organization: Supreme Elementary Learner Government	5 – 7
2025 Most Outstanding School-Level Learner-Led Organization: Supreme Secondary Learner Government	5 – 7
2025 Most Outstanding School-Level Learner-Led Organization: Youth for Environment in Schools Organization (Secondary Level)	5 – 7
2025 Most Outstanding School-Level Learner-Led Organization: Barkada Kontra Droga Chapter	5 – 7
Notable Educands of the Year	8



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

**2025 MOST OUTSTANDING CAMPUS AMBASSADOR: EXEMPLARY LEADER –
SELG/SSLG/YES-O/BKD PRESIDENT**

Eligibility and Requirements

The 2025 Most Outstanding Campus Ambassador: Exemplary Leader – SELG/SSLG/YES-O/BKD President award is open to all current school-level presidents of the aforementioned learner-led organizations for the current school year. They are all required to submit a “**President’s Portfolio**” to the Division Learner Formation Unit (DLFU), which will facilitate its proper assessment and evaluation by the Division Orchid Ablaze Awards Committee (DOAAC). The portfolio must include the following:

1. Personal and Leadership Profile

- Full Name, Organization, and Position
- School Name and Grade Level
- Leadership Philosophy or Vision Statement
- Summary of Leadership Experience (with specific roles and achievements)

2. Organizational Impact Report

- Detailed Accomplishments as President
- List of Programs/Projects Initiated or Implemented (must reflect in the KABILIN)
- Partnerships and Collaborations (e.g., with other organizations, LGUs, NGOs)
- Innovations or Best Practices introduced during their term

3. Modes of Verification

- KABILIN First Volume (refer to *Division Memorandum No. 16, s. 2025*, for further details)
- If the KABILIN First Volume is not yet available, a folder containing collated narrative reports for each accomplished activity should be submitted as a placeholder for the required document.
- Journal (for SSLG presidents only)

4. Community Engagement and Advocacy

- Summary of Advocacy Campaigns (e.g., environmental, mental health, anti-bullying, or anti-drug efforts)
- Participation in Division-Wide or Regional or National Initiatives
- Contributions to the Community Beyond School



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

5. Leadership and Skills Development

- Authenticated photocopy of Certificates garnered from Training Programs, Seminars, or Workshops Attended

6. Supporting Documents

- 6.1. Child Protection Committee Certification
- 6.2. Certificate of Good Moral Character
- 6.3. Certification of Class Attendance for 1st to 3rd Quarters (July 29, 2024 to January 31, 2025) of the Current School Year
- 6.4. Authenticated Photocopy of Permanent Record
- 6.5. Certificate of No Failing Grade (current SY)
- 6.6. Digital picture half-body wearing school uniform sent to youthformation.dipolog@deped.gov.ph

Moreover, presidents must not have been suspended or sanctioned for any violations of school policies, rules, or regulations as outlined in the Learners' Handbook. This must be certified (6.1) by the Guidance and Advocacy Teacher-Coordinator and the School Head. Presidents are still eligible if they have received a "first reprimand." However, if they have received a "second or subsequent reprimand" due to a series of continuous violations, they will be automatically disqualified from receiving any awards. A Certificate of Good Moral Character (6.2), specifically for this activity, must be attached to the nominee's portfolio, duly signed by the School Head.

Submission and Selection Process

All presidents are to submit a hardcopy of their portfolio to the Schools Division Office of Dipolog City, Purok Farmers, Olingan, on or before **February 14, 2025**.

The assessment of the portfolios will be on **February 15-19, 2025**. The Division Youth Formation Coordinators (DYFC) will assess the papers and select the **shortlist of three nominees** for the Most Outstanding Campus Ambassador: Exemplary Leader award per learner-led organization. The top three high scorers will be shortlisted. The announcement of the shortlist will be on February 20, 2025.

The shortlisted nominees will be then interviewed by the DOACC on March 7, 2025, at the Division Office in Olingan. The shortlisted nominees must bring their own copy of their school's KABILIN First Volume during the interview.

Additional Information and Caveats

- Presidents who achieve a total score of 50 points or higher will be awarded the Rising Radiant Medal (Gold), symbolizing their exemplary leadership efforts. Meanwhile, those who score below 50 will receive the Dawning Spark Medal (Silver), representing their promising and budding contributions.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

Finally, presidents who fail to submit their President’s Portfolio and their school’s KABILIN will automatically receive the Aspirant’s Medal (Bronze) as a token of acknowledgment.

- In the event that no president submits a portfolio in the SELG/SSLG category, the Division Federation President will automatically be declared the recipient of the award. However, if there are no submissions in the YES-O or BKD categories, the award will be forfeited, and the DOAAC will officially announce that there are no shortlisted nominees/awardees for the current school year.

Criteria

A. Organizational Leadership	30
B. Organizational Accomplishments	20
C. Individual Outstanding Accomplishments	10
D. Ratings from Peers	10
E. Good Moral and Academic Standing	15
F. Interview with the DOAAC	<u>15</u>
TOTAL	100



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

**2025 MOST OUTSTANDING SCHOOL-LEVEL LEARNER-LED ORGANIZATION:
SELG/SSLG/YES-O/BKDC**

Eligibility and Requirements

The 2025 Most Outstanding School-Level Learner-Led Organization Award for SELG, SSLG, YES-O (Secondary), and BKD Chapters is open to all learner-led organizations active during the current school year.

Elementary	<ul style="list-style-type: none">• Supreme Elementary Learner Government
Secondary	<ul style="list-style-type: none">• Supreme Secondary Learner Government• Youth for Environment in Schools Organization• Barkada Kontra Droga Chapter

Participating organizations are required to submit an “**Organization’s Portfolio**” to the Division Learner Formation Unit (DLFU), which will oversee its assessment and evaluation by the Division Orchid Ablaze Awards Committee (DOAAC). The portfolio must include the following:

1. Organization Profile

- Name of School & Full Name of Organization
- List of Executive Committee Officers, and
- List of Members

2. Organizational Impact Report

- List of projects or activities conducted and implemented during School Year 2024-2025
- List of resolutions (attach photocopies of resolutions in the appendices)
- List of partnerships and collaborations (e.g., with other organizations, LGUs, NGOs)
- List of Memoranda of Agreement or Understanding (attach photocopies of MOAs and/or MOUs in the appendices)
- Innovations or Best Practices introduced during their term
- Activities or projects scheduled for implementation during the remaining days of the current school year
- Proposed activities aimed at addressing issues or advancing the organization's mission, to be handed over to the incoming officers for the next school year



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

3. Modes of Verification

- KABILIN First Volume (refer to *Division Memorandum No. 16, s. 2025*, for further details)
- If the KABILIN First Volume is not yet available, a folder containing collated narrative reports for each accomplished activity should be submitted as a placeholder for the required document.
- Include testimonials, feedback from student-participants, or measurable outcomes of the activities, and transparency summaries for financial reports.
- Certificate of Complete Liquidation of Expenses (for each activity conducted using PTA-VSC funds, funds garnered from fund-raising activities, and funds from other stakeholders) from the Office of the School Principal

4. Community Engagement and Advocacy

- Summary of Advocacy Campaigns
- Participation in Division-Wide or Regional or National Initiatives
- Contributions to the Community Beyond School

5. Awards and Recognitions

- Certificates, trophies, or citations received by the organization.
- Recognition of members or leaders for exemplary performance related to their roles/responsibilities in their organization.

6. Online Presence

- Links to the organization's official Facebook pages or groups
- A curated list of significant posts related to activities, advocacies, campaigns, or announcements.
- Screenshots or analytics reports showing consistent updates, responsiveness to followers, and relevant content.

Submission and Selection Process

All presidents are to submit a hardcopy of their portfolio to the Schools Division Office of Dipolog City, Purok Farmers, Olingan, on or before **February 14, 2025**.

The assessment of the portfolios will be on **February 15-19, 2025**. The Division Youth Formation Coordinators (DYFC) will assess the papers and select the **shortlist of three nominees** for the Most Outstanding School-Level Learner-Led Organization award per organization. The top three high scorers will be shortlisted. The announcement of the shortlist will be on February 20, 2025.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

The DOAAC will conduct field monitoring and validation for all shortlisted school-level organizations from March 3 to 6, 2025. Shortlisted organizations must ensure that all required documents and modes of verification are readily prepared and accessible, either in their designated organization room (if available) or in the principal's office.

Criteria for SELG/SSLG

A. Implementation of PPAs	30
B. School & Community Engagement and Impact	20
C. Ratings from Random Sample	20
D. Partnership with other Organizations	20
E. Accountability and Transparency	<u>15</u>
TOTAL	100

Criteria for YES-O/BKD

A. Implementation of PPAs	40
B. School & Community Engagement and Impact	25
C. Partnership with other Organizations	25
D. Accountability and Transparency	<u>10</u>
TOTAL	100



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
YOUTH-LEARNER FORMATION UNIT

NOTABLE EDUCAND OF THE YEAR

Eligibility and Requirements

The Notable Educand of the Year award is conferred upon bona fide individuals who are active members and participants in various co-curricular clubs or organizations during the previous and current school years. This recognition is open to elementary, junior high, and senior high school learners who are members of any of the following school clubs or organizations: Campus Journalism, Sports Teams, Fine Arts Club, Science/STEM Club, or Musical Instruments Club (e.g., Marching Band, Rondalla Ensemble, etc.).

For the inaugural Orchid Ablaze Awards, only five categories will be contested:

1. 2024 Notable Educand: Journalist of the Year (Elementary Level)
2. 2024 Notable Educand: Journalist of the Year (Secondary Level)
3. 2024 Notable Educand: Athlete of the Year (Elementary Level)
4. 2024 Notable Educand: Athlete of the Year (Secondary Level)
5. 2024 Notable Educand: Artist of the Year (Secondary Level)

Selection Process

The inaugural selection for the 2024 Notable Educand will be conducted internally through a collaborative effort between the Division Orchid Ablaze Awards Committee (DOAAC) and the respective supervisors who are program proponents overseeing the *Schools Press Conference*, *Festival of Talents*, and *Dipolog City Athletics Association Meet*. This approach ensures that nominees are evaluated based on their demonstrated excellence, participation, and contributions within these flagship events. This selection process also allows for a thorough assessment of learners' achievements and aligns with the Division's goal of recognizing individuals who exemplify holistic development through co-curricular engagement for the years 2023 and 2024.

For the 2025 Notable Educand, nominations will be opened at the start of the next school year (SY 2025-2026), enabling schools and organizations to submit their nominees and showcase learners' accomplishments across a broader range of programs and activities. This transition to an open nomination system aims to promote inclusivity and provide greater opportunities for learners to be recognized for their outstanding efforts and dedication. A separate announcement regarding the opening of nominations will be issued in June or July 2025.