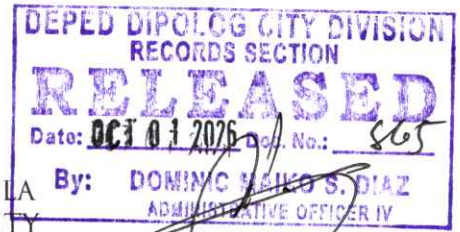




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



September 30, 2026

DIVISION MEMORANDUM

No. 845, s. 2026

**GUIDELINES FOR THE ORCHID ABLAZE LEADERSHIP EXCELLENCE AWARD
(OALEA) UNDER THE 3RD ORCHID ABLAZE AWARDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Learner Formation Coordinators
Public Schools District Supervisors
Secondary School Principals
SSLG, YES-O, BKDC, PHNN Teacher-Advisers
SSLG, YES-O, BKDC, PHNN Presidents
This Division

1. The Schools Division of Dipolog City, through the Division Learner Formation Unit (DLFU), announces the release of the **Guidelines for the Orchid Ablaze Leadership Excellence Award (OALEA) under the 3rd Orchid Ablaze Awards (OAA)** scheduled in March 2027, as enclosed in this memorandum.

2. The Guidelines are anchored on Division Memorandum No. 307, s. 2024, titled "*Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE)*," which institutionalizes the recognition of exemplary achievements under the Learners Category. In the past two editions of the OAA, the Leadership Excellence Award was conferred exclusively upon Supreme Secondary Learner Government (SSLG) Presidents. To ensure that leadership excellence is recognized wherever learners serve, the Award is now extended to the Presidents of the **Youth for Environment in Schools Organization (YES-O)**, **Barkada Kontra Droga Chapter (BKDC)**, and **Peer Health Navigators Network (PHNN)**, in addition to SSLG Presidents.

3. Eligible nominees are current and duly elected or appointed Presidents of the four learner organizations named above, enrolled in any public secondary school in the Division, who have demonstrated active participation, leadership initiative, accountability, and positive influence during the current school year. Each nominee must have organized and implemented the essential activities prescribed for the organization, as summarized below. Compliance with these minimum requirements does not, by itself, guarantee conferment of the Award.

Nominee	Three (3) Essential Activities Required
SSLG President	• Campus-wide leadership training/learning sessions; • Teachers' Appreciation Campaign; • Off-campus outreach for Out-of-School Youth



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YES-O President	• Campus clean-up drive; • Off-campus barangay/community clean-up drive or Adopt-a-Barangay/Community Garden; • Innovative environmental project or campus-wide symposium/campaign on sustainable consumption
BKDC President	• Campus-wide life skills and/or livelihood training; • Campus-wide symposium on drug abuse and vices prevention; • Anti-drug and anti-vice IEC materials posted within the school
PHNN President	• Recruitment and training of Peer Listeners and Navigators; • Anti-bullying campaign; • Symposium on mental health awareness, or “Kumustahan” sessions, or adolescent reproductive health awareness

4. Each nominee shall submit an OALEA Portfolio consisting of the following:
 - Notarized Certificate of Attestation from the School Principal;
 - Three (3) Nomination Statement Forms (NSFs) from the School Principal, a fellow officer of the same organization, and an internal or external partner/stakeholder;
 - Student-Leader Data Sheet (SLDS);
 - General Plan of Action (GPOA) for each essential activity, approved by the School Head;
 - Resolution of the organization’s officers authorizing each approved essential activity; and
 - After Activity Report (AAR) for each essential activity.
5. The **complete Portfolio** shall be submitted in **hard copy** to the Division Learner Formation Unit (DLFU) on or before **January 6, 2027. The deadline will be strictly enforced; submissions made after it will not be accepted.** Printing shall ideally be shouldered by the school; the DLFU shall likewise provide free printing of the required documents, subject to its resources and capacity.
6. For further details, please refer to the attached Guidelines.
7. School Heads are enjoined to disseminate this Memorandum to all concerned learners, advisers, and officers; identify and support qualified nominees; and ensure that all Portfolio documents are accurate, complete, and submitted on time.



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8. For further clarifications or inquiries regarding this issuance, all concerned parties may contact the Division Learner Formation Coordinators (DLFCs). Contact details:

Cielbert E. Dondoyano Jr. PDO I, LFU 0956 590 9773	Fritzella Sam P. Sarande PDO I, LFU 0917 130 0183
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9. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROSALIO B. CONTURNO JR. PhD
Assistant Schools Division Superintendent
Officer-In-Charge

For:

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

Ref.: Div.Memo. 307, s. 2024
Encl.: Guidelines
SGOD/LFU/CEDJ
September 30, 2026



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GUIDELINES FOR THE 3RD ORCHID ABLAZE ORCHID ABLAZE LEADERSHIP EXCELLENCE AWARD

The **3rd Orchid Ablaze Awards (OAA)**, slated for March 2027, now opens the nomination for the **Orchid Ablaze Leadership Excellence Award (OALEA)**, a distinction bestowed upon young student leaders who have demonstrated outstanding leadership, initiative, commitment, and excellence in advancing their respective school-based organizations, advocacies, and clubs.

Anchored on Division Memorandum No. 307, s. 2024, titled “*Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE)*,” which institutionalizes the recognition of exemplary achievements under the Learners Category, this year’s OAA continues to recognize the leadership accomplishments of Presidents of the **Supreme Secondary Learner Government (SSLG)**, **Youth for Environment in Schools Organization (YES-O)**, **Barkada Kontra Droga Chapter (BKDC)**, and **Peer Health Navigators Network (PHNN)**.

In the past two editions of the OAA, the Leadership Excellence Award was conferred exclusively upon SSLG Presidents. While this approach appropriately honored the highest elected leadership positions in the school, it inadvertently narrowed the scope of recognition to the supreme learner government, leaving student leaders who spearhead specialized, advocacy-driven organizations with limited opportunities to have their leadership accomplishments formally recognized.

To address this gap, the Division now extends the **Orchid Ablaze Leadership Excellence Award (OALEA)** to the Presidents of YES-O, BKDC, and PHNN, recognizing that leadership excellence is not defined solely by position or organizational hierarchy, but also by the purpose, impact, initiative, and influence demonstrated in addressing issues that matter to learners, schools, and communities.

This expansion aims to:

- Broaden the meaning of learner leadership by recognizing that excellence may be demonstrated through governance, environmental stewardship, drug-abuse prevention, health promotion, peer support, advocacy, and community engagement—not only through student government.
- Recognize advocacy-based leadership as a vital form of student leadership, particularly when learners take the initiative to champion causes, influence their peers, and mobilize their school communities toward positive action.
- Provide equitable recognition across major school-based learner organizations, ensuring that student leaders who assume significant responsibilities beyond the learner government are given a meaningful platform to demonstrate and celebrate their accomplishments.

- Highlight leadership through service and impact, placing greater emphasis on what young leaders have initiated, accomplished, influenced, and sustained rather than merely the title they hold.
- Encourage purposeful student participation, inspiring more learners to take active roles in organizations and advocacies that contribute to safer, healthier, more inclusive, and more environmentally responsible schools.
- Strengthen the culture of excellence envisioned under RACE, ensuring that recognition reaches diverse forms of learner achievement and leadership across the Division.
- Affirm that every learner organization is a training ground for leadership, where young people develop initiative, accountability, collaboration, communication, empathy, and the courage to turn ideas into meaningful action.

Through this expansion, the 3rd Orchid Ablaze Awards celebrates not only the supreme leaders of our schools, but also a constellation of meaningful lights—young advocates, changemakers, organizers, and champions whose collective brilliance illuminates the many ways learners can lead.

After all, leadership excellence does not shine from a single position; it radiates wherever a learner chooses to serve, to act, and to make a difference. In recognizing SSLG, YES-O, BKDC, and PHNN Presidents through the Orchid Ablaze Leadership Excellence Award (OALEA), the OAA affirms its commitment to a Division where every learner is given the opportunity to lead, excel, and become a meaningful force for positive change.

The succeeding sections outline the following:

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A. Eligibility & Qualifications

The **Orchid Ablaze Leadership Excellence Award (OALEA)** is open to all bona fide learners enrolled in any public secondary school under the jurisdiction of the Schools Division of Dipolog City, regardless of sex, gender identity, age, religion, socioeconomic status, ethnicity, cultural background, learning ability, or family circumstance.

Eligible nominees shall be current and duly elected or appointed Presidents of the following learner-led organizations:

- Supreme Secondary Learner Government (SSLG);
- Youth for Environment in Schools Organization (YES-O);
- Barkada Kontra Droga Chapter (BKDC); and
- Peer Health Navigators Network (PHNN).

Nominees must have demonstrated consistent **active participation, leadership initiative, accountability, and positive influence** within their respective school communities throughout the current school year. **They must likewise have organized and implemented the required essential learner-led activities prescribed for their respective organizations**, as follows:

1. Supreme Secondary Learner Government (SSLG) Presidents

The nominee must have organized and implemented the following three (3) essential activities:

- Campus-wide Leadership Training and/or Learning Sessions;
- Teachers' Appreciation Campaign; **and**
- Off-campus Outreach Activity for Out-of-School Youth.

2. Youth for Environment in Schools Organization (YES-O) Presidents

The nominee must have organized and implemented the following three (3) essential activities:

- Campus Clean-Up Drive;
- Off-campus Barangay/Community Clean-Up Drive **or** Adopt-a-Barangay/Community Garden; **and**
- Innovative Environmental Project **or** Campus-wide Symposium or Campaign on Sustainable Consumption and Practices in School.

3. Barkada Kontra Droga Chapter (BKDC) Presidents

The nominee must have organized and implemented the following three (3) essential activities:

- Campus-wide Life Skills **and/or** Livelihood Training/Learning Sessions;

- Campus-wide Symposium on Drug Abuse and Vices Prevention; **and**
- Anti-Drug and Anti-Vice Information and Education Campaign (IEC) Materials posted on bulletin boards and other conspicuous areas within the school.

4. Peer Health Navigators Network (PHNN) Presidents

The nominee must have organized and implemented the following three (3) essential activities:

- Recruitment and Training of Peer Listeners and Navigators;
- Anti-Bullying Campaign; **and**
- Symposium on Mental Health Awareness **or** Student-Centered “Kamustahan” Sessions **or** Adolescent Reproductive Health Awareness.

The foregoing essential activities shall constitute the minimum organizational and leadership requirements for eligibility and shall provide tangible evidence of the nominee’s active engagement, leadership, and commitment to the mandate of their respective learner organization. **However, compliance with these minimum requirements shall not, by itself, guarantee the conferment of the OALEA.** The complete nomination, evaluation, and selection process shall be governed by the succeeding sections of these Guidelines.

B. Complete Requirements and Submission Process

The following documents, collectively referred to as the **OALEA Portfolio**, shall be submitted by each SSLG, YES-O, BKDC, and PHNN President seeking consideration for the Orchid Ablaze Leadership Excellence Award (OALEA):

- ☐ **Certificate of Attestation** from the School Principal, duly notarized by a Notary Public, certifying that all submitted documents and supporting information are true, correct, complete, and faithful representations of the nominee's reported activities, accomplishments, and leadership experiences;
- ☐ Three (3) **Nomination Statement Forms (NSFs)** accomplished by the School Principal, a fellow officer of the same organization, and an external or internal partner/stakeholder for SSLG, YES-O, BKDC, and PHNN nominees;
- ☐ **Student-Leader Data Sheet (SLDS)**;
- ☐ **General Plan of Action (GPOA)** for each required essential activity, duly approved by the School Head;
- ☐ **Resolution**, duly adopted and signed by the organization's officers, authorizing the implementation of each approved essential activity; and
- ☐ **After Activity Report (AAR)** for each required essential activity.

The OALEA Portfolio shall be complete, duly accomplished, and properly authenticated or certified, where applicable. It shall be printed in hard copy and submitted to the Division Learner Formation Unit (DLFU) on or before **January 6, 2027**. Submissions made beyond the prescribed deadline may no longer be accepted.

Printing and reproduction of the required portfolio documents shall ideally be shouldered by the respective school administration as part of its institutional support to the nominee and the learner organization. To ensure equitable access and prevent financial constraints from becoming a barrier to participation, the DLFU shall likewise provide free printing services for the required OALEA Portfolio documents, subject to its available resources and printing capacity.

On the Nature and Content of the Nomination Statement Form

The Nomination Statement Form (NSF) is a formal written assessment and endorsement of the nominee's leadership, accomplishments, character, initiative, and impact, as personally observed by the designated nominator. It is intended to provide an **independent perspective on the nominee's leadership excellence** and to complement, rather than merely repeat, the information and evidence presented in the OALEA Portfolio.

While the NSF is a required component of the OALEA Portfolio, the Division does not prescribe a uniform template for its preparation. This is intended to allow each nominator to provide an authentic and substantive account of the nominee's leadership based on the nominator's actual knowledge, experience, and observation.

The NSF shall **contain specific, truthful, and substantive observations** demonstrating why the nominee deserves to be considered for the OALEA. The nominator is expected to provide concrete examples of the nominee's leadership behaviors, initiatives, contributions, challenges overcome, influence on fellow learners, and measurable or observable impact on the school or community. Where applicable, the statement should describe how the nominee demonstrated qualities such as initiative, accountability, collaboration, innovation, empathy, inclusivity, responsiveness, commitment to service, and sustainability of leadership efforts.

The Nomination Statement should, as much as possible, answer the following:

- How does the nominator know the nominee, and in what capacity has the nominator observed or worked with the nominee?
- What distinguishes the nominee as a leader?
- What specific leadership actions or initiatives demonstrate the nominee's excellence?
- How has the nominee influenced, inspired, or mobilized fellow learners and other stakeholders?
- What meaningful results, changes, or contributions have resulted from the nominee's leadership?
- What challenges or circumstances has the nominee encountered, and how did the nominee respond to them?
- Why does the nominator believe that the nominee deserves the Orchid Ablaze Leadership Excellence Award?

The NSF shall not merely enumerate activities, reproduce the nominee's portfolio, or provide generic commendations such as "hardworking," "responsible," "active," or "excellent" without supporting examples. Statements should be personal, evidence-based, and grounded in the nominator's actual knowledge or direct observation of the nominee's leadership.

The NSF shall likewise not contain fabricated, exaggerated, unverifiable, defamatory, discriminatory, or irrelevant information, nor shall it be used to make claims that are unsupported by the nominator's knowledge or by the nominee's submitted portfolio. The statement should focus on the nominee's leadership qualities, actions, contributions, and impact, rather than on personal circumstances or information that has no bearing on the assessment of leadership excellence.

For purposes of the OALEA, the NSF shall be treated as a substantive component of the evaluation process. Nominators are therefore expected to provide an honest, independent, and thoughtful assessment rather than simply endorse the nominee by virtue of position or affiliation. The quality and specificity of the statement should reflect the nominator's genuine assessment of the nominee's capacity to lead and serve with integrity, and create meaningful and lasting impact.

C. Assessment and Validation of Portfolios

All submitted OALEA Portfolios shall undergo a thorough **First Evaluation** by the **Division Learner Formation Unit (DLFU)**. The First Evaluation shall determine the completeness, compliance, consistency, and apparent authenticity of the submitted documents and supporting evidence in accordance with the eligibility and documentary requirements prescribed under these Guidelines. **Portfolios found to be complete and compliant shall be forwarded by the DLFU to the Division Orchid Ablaze Awards Committee (DOAAC) for the Second Evaluation.**

The **DOAAC** shall conduct the **Second Evaluation** and deliberate upon the nominees' qualifications, leadership accomplishments, essential activities, Nomination Statement Forms, and other supporting evidence contained in their respective OALEA Portfolios. **Following its evaluation and deliberation, the DOAAC shall identify and approve the qualified nominees for endorsement to the Schools Division Superintendent (SDS).**

The final list of nominees approved by the DOAAC for endorsement shall be submitted to the SDS for final approval and conferment. Upon approval by the SDS, the selected nominees shall be formally conferred with the Orchid Ablaze Leadership Excellence Award (OALEA) during the 3rd Orchid Ablaze Awards in March 2027. Each awardee shall receive a customized gold medal bearing the official OALEA insignia and the name of the awardee, serving as a tangible symbol of the learner's demonstrated leadership excellence, initiative, service, and meaningful contribution to the school and community.

All approved OALEA awardees shall be invited to the Schools Division Office of Dipolog City on or before January 31, 2027 for an official awardee photoshoot, confirmation of their conferment, and coordination of their attendance and participation in the 3rd Orchid Ablaze Awards.

On Validation, Clarification, and Irregularities

At any point during the First or Second Evaluation, the DLFU and/or DOAAC may conduct further validation or investigation and may require the concerned nominee, school, or organization to provide clarifications, additional supporting documents, or other verifiable evidence when inconsistencies, discrepancies, questionable claims, or other concerns are identified in the OALEA Portfolio.

If, during the course of evaluation or investigation, the DLFU and/or DOAAC finds reasonable grounds to believe that a portfolio contains fabricated, falsified, misleading, plagiarized, or deliberately misrepresented information, or that any document or accomplishment has been submitted in bad faith or with the intent to improperly influence the evaluation, the concerned portfolio may be returned to the school for clarification, verification, and appropriate corrective action within the period prescribed by the DLFU or DOAAC.

Should the concerned party fail to satisfactorily substantiate the questioned information, or should the investigation establish that the submission involved deliberate falsification, fabrication, material misrepresentation, or other serious acts of bad faith, the nominee may be disqualified from further consideration for the OALEA. The DOAAC may likewise recommend the withdrawal of its endorsement where such irregularities are discovered after a nominee has been identified for endorsement to the SDS.

The Division reserves the right to withhold, defer, or recommend the withdrawal of an OALEA conferment if a material irregularity or deliberate misrepresentation is discovered at any stage of the process, including after the nominee has been approved for recognition. All such actions shall be undertaken in accordance with applicable DepEd policies, rules, regulations, and principles of due process.

**ORCHID ABLAZE LEADERSHIP EXCELLENCE AWARD
STUDENT-LEADER DATA SHEET (SLDS)**

Instructions: Accomplish this Data Sheet completely, accurately, and truthfully. All information provided shall be used solely for purposes related to the evaluation, validation, documentation, and recognition of nominees for the Orchid Ablaze Leadership Excellence Award (OALEA) and other official activities and documentation of the Orchid Ablaze Awards.

I. PERSONAL INFORMATION

Full Name: _____

Preferred Name/Nickname: _____

Date of Birth: _____ **Age:** _____

Sex: _____

Grade Level: _____ **Section:** _____

School: _____

School Address: _____

Official School Email Address: _____

Contact Number: _____

II. LEADERSHIP INFORMATION

Learner-led Organization/Club:

- ☐ Supreme Secondary Learner Government (SSLG)
- ☐ Youth for Environment in Schools Organization (YES-O)
- ☐ Barkada Kontra Droga Chapter (BKDC)
- ☐ Peer Health Navigators Network (PHNN)

Current Position:

President

Nature of Leadership:

- ☐ Elected ☐ Appointed

Date/Period of Assumption to Office: _____

Term of Office: _____

Name of School Head: _____

Name of Organization Adviser/Coordinator: _____

III. LEADERSHIP PROFILE

A. Previous Leadership Positions

List previous leadership positions held in school-based learner organizations, clubs, or recognized youth organizations.

School Year	Organization/Club	Position Held	School/Organization
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B. Major Leadership Involvement

Briefly identify up to **five (5) significant leadership initiatives, projects, programs, or activities** undertaken or substantially contributed to by the nominee during the current school year.

No.	Activity/Initiative	Role/Contribution	Date/Period	Beneficiaries/Reach
1				
2				
3				
4				
5				

C. Leadership Strengths

What do you consider to be your three (3) strongest qualities as a student leader?

D. Leadership Advocacy

What particular issue, cause, or advocacy has been most important to you as a student leader this school year?

E. Leadership Impact

In a few sentences, describe the most meaningful change, contribution, or impact you believe you have made through your leadership.

IV. OALEA ESSENTIAL ACTIVITIES

Indicate the required essential activities that you have organized and implemented during the current school year.

Essential Activity	Date Implemented	Status
1. _____	_____	☐ Completed
2. _____	_____	☐ Completed
3. _____	_____	☐ Completed

Detailed documentation and evidence for each essential activity shall be presented through the corresponding General Plan of Action (GPOA) and Activity Completion Report (ACR).

V. OTHER LEADERSHIP RECOGNITIONS

List significant leadership-related awards, recognitions, citations, or distinctions received during the current school year, if any.

Award/Recognition	Awarding Organization	Date Received
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VI. CERTIFICATION AND DECLARATION

I hereby certify that the information provided in this Student-Leader Data Sheet is **true, accurate, complete, and based on facts within my knowledge**. I understand that the information contained herein may be validated against the documents and evidence submitted as part of the OALEA Portfolio.

I further understand that any **material misrepresentation, falsification, fabrication, or deliberate concealment of information** may constitute grounds for disqualification from the Orchid Ablaze Leadership Excellence Award, subject to the provisions of the OALEA Guidelines.

Name of Nominee: _____

Signature of Nominee: _____

Date: _____

VII. SCHOOL VALIDATION

I certify that the above-named learner is a **bona fide learner of this school** and is the duly elected/appointed President of the learner organization indicated in this Data Sheet for the current school year.

Name of School Head: _____

Position: _____

Signature over Printed Name: _____

Date: _____

Official School Dry Seal