



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

May 10, 2023

SCHOOL MEMORANDUM

No. 033 s. 2023

To: Kaypian Elementary K-6 Teachers
Master Teachers
Reading Coordinators

STEPS FOR DETERMINING THE AWARDEES

1. This office announces the steps for determining the awardees for SY 2022-2023 and be conducted by the Awards Committee team.

STEP	PROCESS	MONTH
Step 1	Establish the processes of and timelines in accepting nominations and in determining qualifiers for specific awards consistent with policy guidelines	May 2023
Step 2	Formulate rubrics specific to the grade-level awards	May 2023
Step 3	Seek approval from the school head or principal on processes, timelines, and rubrics	June 2023
Step 4	Communicate the approved processes, timelines, and rubrics to the school community	June 2023
Step 5	Accept nominees for each award from the class/club advisers based on the minimum requirements set by these guidelines. Those that meet the requirements are endorsed to the AC by the class/club advisers.	June 2023
Step 6	Evaluate and deliberate candidates for each award based on the portfolio (report card, certificates, documentation) submitted by the learner against the rubrics set by the AC	June 2023
Step 7	Submit results of the evaluation and deliberation to the school head or principal for approval	June 2023
Step 8	Ensure that the results of the evaluation and deliberation are communicated to the class advisers, parents, nominees, and school community; (in case of protest/s, the AC will facilitate its timely resolution)	June 2023
Step 9	Announce or post the final list of awardees	July 2023

2. The AC shall use the report cards and permanent records as the main reference for Academic Excellence Awards. For other awards, a portfolio of copies of all documents such as DepEd Advisories, written authorization from the school head or principal, certificates, medals, trophies, plaques, accomplishment reports



Kaypian Elementary School

School ID: 107157

Kaypian Road Barangay Kaypian, San Jose del Monte City 3023

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Official Website: www.kaypes.weebly.com





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(verified through certifications by proper authorities), and others shall be presented.

3. The report on the results of the AC shall be signed by all members of the committee and certified by the principal. The school head or principal shall approve the final list of awardees upon the recommendation of the committee. If the school head or principal is related within the second degree of consanguinity or affinity to any of the candidates for awards, the school head or principal must inhibit him/herself from participating in the process. The approval shall come from the person next in rank.
4. The documents shall be kept in the office of the principal for ready reference. Copies of the results shall be submitted to the School District and Division Office. The AC, through the Office of the School Head/Principal, shall release the final list of awardees upon the request of stakeholders for scholarship purposes.
5. For information and guidance.


DIANALYN A. PALAGANAS PhD
Principal II

MATATAG

Bansang Makabata  Batang Makabansa

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality Education



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