

**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. in partnership with SM Foundation, Inc. will 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 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; 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; 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	:	Dep't Head/Teacher, Araling Panlipunan
Members	:	Dep't Head/Teacher, Values Dep't Head/Teacher, Any Subject President/Officer, PTA

- c. The School Level Search Committee shall certify as to the organization of a School Level Search Committee and as to 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 as to the organization of a Division Level Search Committee and as to 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 Atty. Jesse H. T. Andres c/o Executive Director Joey G. Pelaez, Department of Education-Center for Students and Co-Curricular Affairs, G/F Mabini Building, 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., Rotary Club of Makati West (District 3830) 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 more challenging (i.e. the student should embody the values of Hardwork, Determination, Honesty, Integrity, and Dedication to Public Service)	-	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 but deserving student which render his/her achievement more challenging (i.e. the student should embody the values of Hardwork, Determination, Honesty, Integrity, and Dedication to Public Service)	-	20%
			<hr/> 100%

V. TIMETABLE

2011

November 11	-	Deadline of Submission of Nomination Form in the School Level
November 17-18	-	School Level Search
December 2	-	Deadline of Submission of supporting documents of winners in the School Level Search to the Schools Division Superintendent
December 8 - 9	-	Division Level Search
December 16	-	Deadline of Submission of supporting documents of winners in the Division Level Search to National Level Search Committee through the DepEd-CSCA

2012

January 26-February 11	-	Final Judging, Interview and Essay-Writing Per Area
January 26, 27	-	Mindanao Finalists DepEd – Division of Cagayan De Oro City City Central School, Cagayan de Oro City
February 2-3	-	Visayas Finalists Ecotech Center, Sudlon, Lahug, Cebu City
February 9-11	-	Luzon and NCR Finalists GSIS, Pasay City
February 17	-	Notification of Awardees
March 12	-	Awarding Ceremony GSIS, Pasay City
March 13	-	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., Rotary Club of Makati West 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.