



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

03 Nov 2025

DIVISION MEMORANDUM

No. 380 , s.2025

**CALL FOR NOMINATIONS FOR THE SEARCH FOR THE TEN OUTSTANDING
PERFORMING STUDENTS (TOPS) FOR S.Y. 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Please be informed that the Schools Division Office of Angeles City will be conducting its ***Call for Nomination for the Search for the Ten Outstanding Performing Students (TOPS) for Elementary and Secondary Schools*** for the School Year 2024-2025.
2. The objective of the search is to acknowledge and appreciate the efforts of the Elementary and Secondary School Students in academics, leadership, compassion, and integrity.
3. The nomination form, criteria for valuation, and timeline for the search are enclosed in this Memorandum for your guidance and information.
4. All school heads of public Elementary and Secondary schools are enjoined to submit their nominees' application forms and documents to the Records Office on or before November 20, 2025.
5. For other queries and/or concerns, please coordinate with Ms. Myla N. Calma (Secondary Level), Cindy S. Mejia (Elementary Level), Youth Formation Unit of the Schools Governance and Operation Division.
6. For immediate dissemination and guidance.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

STUDENT LEADER

YFU/CSM/November 03, 2025



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NOMINATION FORM

Nominee's Full Name: _____

Address: _____

Place of Birth: _____

Citizenship: _____ Age: _____

Name of Father _____ Occupation: _____

Name of Mother _____ Occupation: _____

Name of School: _____

Teacher-Adviser: _____ School Head: _____

School Address: _____

School's Contact Number: _____

Signature of the Nominee: _____

I, _____ hereby certify that the above-mentioned information needed in the nomination form on our school's nominee for the call for nominations for the search for the ten outstanding performing students (tops) for s.y. 2025-2026 is true and correct.

(Signature and Printed Name of the Nominator)

(Designation/Position of the Nominator)

Date



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TIMELINE FOR SEARCH

DATE	ACTIVITY
November 14, 2025	Submission of Application Form and Documents
November 17-25, 2025	Evaluation of Documents
November 26-28, 2025	Final Judging and Deliberation
December 1-3, 2025	Briefing for Awarding Ceremony, Photoshoot, Distribution of Invitation
December 2025	Awarding Ceremony To be announce



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TECHNICAL WORKING COMMITTEE

Chairperson	Chief, School Governance and Operations Division (SGOD)
Vice Chairperson	Education Program Supervisor - SGOD
Members Search Committees	Planning Officer III Education Program Specialist – Monitoring and Evaluation Unit Education Program Specialist – Social Mobilization and Networking Unit DRRM Unit
Secretariat	Project Development Officer I



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SCORE SHEETS

CRITERIA	MOVs	MAXIMUM POINTS	NOMINEE ACTUAL POINTS
1. Excellence in Learner Governance – 30 points			
Implementation of Mandated/ Recommended PPAs: Implemented 1-3 PPAs = 11 points Implemented 4-6 PPAs = 13 points Implemented 7-10 PPAs = 15 points	▪ Approved General Plan of Action (GPOA) ▪ Approved Projects Proposal / Resolution (Student Lead) ▪ Signed School Memorandum (PPA Implementation) ▪ Activity Completion Report duly signed by the School Head.	15	
2. Academic – 15 points			
Scholarship Standing – 5 – points Academic Awards Awards 4 = 2 points Awards 6-9 = 3 points Awards 10 = 5 points	▪ Certificates of Recognition	5	
Rating = 10 points With Honor = 5 points With High Honor = 7 points With Highest Honor = 10 points	▪ Copy of Certificate of Last Grade based on SF 9	10	
3. Networking, Linkages and Collaboration – 5 points			
a. Initiated and Implemented	▪ Activity Report with pictures	3	



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Community outreach/extension programs/activities for the youth: One (1) Initiated and implemented program/activity = 3 points	Attendance of the participants		
b. Participation in outreach/extension programs/activities for the youth: Participated in 1 outreach/extension programs/activities for the youth = 1 point Participated in 2 outreach/extension programs/activities for the youth = 2 points	- Certificate of participation (in the last 2 year 2023-2025) - Pictures	2	
4. Experience as a Student Leader = 10 points			
The nominee has been SELG/SSLG officer for: 6 months but less than 10 months = 3 point 10 months but less than 15 months = 6 points 15 months or more = 10 points	- Appointment/Election Report that the name of the nominee was reflected as duly appointed/elected. - Certification that the nominee is serving as a student leader, indicating his/her term of office	10	
5. Embodiment of DepEd Core Values = 40 points			
Initiated and Implemented Maka-Diyos (upholds/respects belief and faith, manifests moral standard, right conduct, honesty, involvement in religious activities) PPAs:	- Approved Project Proposal/ School Memo on the Implementation of the Project - Accomplishment Report/s	10	



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1 PPA Conducted = 3 points 2 PPAs Conducted = 6 points 3 PPAs Conducted = 10 points			
Initiated and implemented Maka-Tao (Charity/Kindness, empathy, sympathy, compassion, human dignity, equality, and multiculturalism) PPAs: 1 PPA Conducted = 3 points 2 PPAs Conducted = 6 points 3 PPAs Conducted = 10 points	- Approved Project Proposal/ School Memo on the Implementation of the Project - Accomplishment Report/s	10	
Initiated and implemented Maka-Kalikasan (cleanliness and orderliness, proper waste management, energy conservation, environmental protection and preservation and wise use of natural resources) PPAs: 1 PPA Conducted = 3 points 2 PPAs Conducted = 6 points 3 PPAs Conducted = 10 points	- Approved Project Proposal/ School Memo on the Implementation of the Project - Accomplishment Report/s	10	
Initiated and implemented Maka-Bansa (takes pride for being a Filipino, resiliency in times of need/crisis, obedience to existing rules and regulations, community service involvement and promotes and patronizes local products, services and practices) PPAs: 1 PPA Conducted = 3 points	- Approved Project Proposal/ School Memo on the Implementation of the Project - Accomplishment Report/s	10	



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2 PPAs Conducted = 6 points 3 PPAs Conducted = 10 points			
6. Leadership, Advocacy, Governance and Development – 15 points			
The nominee has been invited as a resource speaker to promote /influence other youth through his/her advocacy: School Level = 1 point Cluster Level = 2 points Division Level = 3 points Regional Level = 4 points National Level = 5 points	▪ Certificate of Recognition indicated the name of the nominee as Resource Speaker ▪ Invitation Letter ▪ Activity Report ▪ Indicate the salient points of his/her discussion (slide deck presentation)	5	
The flagship PPA/s of the Nominee has been adopted and implemented in the: School Level = 1 point Cluster Level = 2 points Division Level = 3 points Regional Level = 4 points National Level = 5 points	▪ Approved project proposal ▪ Memorandum stating the implementation of the PPAs ▪ Accomplishment Report	5	
Awards and Recognition, Outstanding Accomplishment Received by the Nominee: School Level = 1 point Cluster Level = 2 points Division Level = 3 points Regional Level = 4 points	▪ Certificate of Plaque of Recognition indicated the name of the nominee (2023-2025)	5	



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National Level = 5 points			
Total Score			

Signature over Printed Name of the Evaluator

Designation and Date