



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF SAGAY CITY

City of Sagay

Quezon St., Poblacion 1, Sagay City, Negros Occ.

Tel. No. (034) 488-0215/0216

December 13, 2018

DIVISION MEMORANDUM

No. 779 s. 2018

**GUIDELINES FOR THE AWARD OF BEST CAMPUS INTEGRITY CRUSADERS (CIC),
BEST ENVIRONMENTAL OMBUDSMAN AND BEST INVESTMENT OMBUDSMAN
WESTERN VISAYAS FOR SY 2018-2019**

To: CID and SGOD Chiefs
Public Schools District Supervisors(PSDS)
19 CIC Accredited Secondary Schools
SSG/CIC Coordinators

1. The Office of the Ombudsman-Visayas school-based organization accredited as Campus Integrity Crusaders (CIC) shall implement their CIC-Enrolled Projects aimed at developing leadership skills and instilling the values of integrity and social responsibility as implementers and creating an impact to stakeholders and beneficiaries within the period of school year accreditation.
2. The 19 CIC Accredited schools through their SSG/CIC Coordinators shall submit their **Enrolled Projects for SY 2018-2019** with atleast two (2) activities: (1) **promoting integrity** and (1) **promoting social responsibility**.
3. Attached herewith is the **Guidelines and Criteria for the Award of Best CIC in Western Visayas for SY 2018-2019** with the **Template on Report on CIC Project/Activity Implementation, Guidelines and Criteria for the Award of Best Environmental Ombudsman and Best Investment Ombudsman Campus Integrity Crusaders (CIC) Projects**.
4. It is expected that SSG/CIC Coordinators will submit the documents based on the guidelines given with templates duly signed by the CIC President and Adviser noted by the school head on or before **January 4, 2019**.
5. For queries kindly contact Ms. Angeli Diaz at 09399155947 or Ms. Kathreen Mendoza at 09981859007 or the SGOD Office at 0347220597
6. Immediate dissemination of this memorandum is desired.


SUZETTA C. ESCOLTA

Administrative Officer V – Admin. Services
In-Charge of the Division



Republic of the Philippines
OFFICE OF THE OMBUDSMAN (VISAYAS)
Regional Office VI
2/F CAP Building, General Luna Street, Iloilo City

**GUIDELINES FOR THE AWARD OF BEST CIC IN
WESTERN VISAYAS FOR SY 2018-2019**

Rationale. Pursuant to Memorandum Circular No. 04, Series of 2012 issued by the Office of the Ombudsman, school-based organizations accredited as Campus Integrity Crusaders (CICs) shall implement their CIC-enrolled Projects aimed at developing leadership skills and instilling the values of integrity and social responsibility as implementers and creating an impact to stakeholders and beneficiaries within the period of school year accreditation.

1) **Purpose.** To recognize school organizations accredited as CICs in Western Visayas which implemented their enrolled Projects with component activities exemplifying integrity and social responsibility, the award of Best CIC shall be conferred.

2) **Qualifications for School-Based Organizations Competing for the Award**

- a. The SSG or school-based organization is an accredited CIC for the School Year (SY) 2018-2019;
- b. As an accredited CIC for SY 2018-2019, it has implemented its enrolled projects, at least two activities, one (1) promoting integrity and another one (1) promoting social responsibility from the date of its accreditation until December 2018;
- c. The activities promoting integrity and social responsibility shall be supported by proof of implementation using the attached Template on Report on CIC Project/Activity Implementation with photos and other forms of documentation.

3) **Mechanics for the Selection of Best CIC/s**

- a. The CIC/Youth Program Coordinator for each Division of the Department of Education (DepEd) or Adviser of the Federation of the Supreme Student Council for colleges and universities will submit the list of nominee/s for the Outstanding CIC/s, endorsed by the Schools Division Superintendent or College Dean for the latter.
- b. The number of entries per Division or Institution shall be according to the table below:

No. of Accredited CICs per Division/Institution	No. of Nominees
1 – 20	1 or 2
21 – 35	3
36 – 50	4
51 – 65	5
66 – 85	6
86 – 110	7
111 – 140	8
141 and above	10

- c. A **hard copy of the report** shall be submitted to the Office of the Ombudsman, using the attached Template on Report on CIC Project/Activity Implementation supported by photos and other forms of documentation. The nominee shall also attach a copy of its project proposal which they submitted during their application for accreditation.
- d. A **Video** with a duration of three (3) minutes and not to exceed four (4) minutes per nominee which will be presented during the CIC Coordinators Planning and Evaluation Conference.

4) Criteria in Awarding the Best CIC

Indicators of Rating	%
Relevance of the project promoting integrity - Implemented project/s that strengthen uprightness, responsibility, honesty, respect for authority and love of country among the students and other stakeholders.	25
Relevance of the project promoting social responsibility - Implemented project/s that instill good citizenship, inculcate the principles of human rights and involvement in civic duties.	25
Wide involvement of the students and other stakeholders in the CIC Project - Implemented project/s promoting integrity and social responsibility, involved students from the different grade levels, school officials and staff, stakeholders and beneficiaries. With a minimum total number of 300 for all the activities implemented. A proof of attendance/participation/registration or photos will suffice.	20
Benefit/Impact of the Project to the students/school/community and other Stakeholders - Proof of realization of the objectives through validation, testimonies from implementers and beneficiaries. Pre and post implementation records, how it made a difference in the situation or lives of the implementers and beneficiaries.	20
Originality - The project/s are distinguishable, not copied or based from the projects of others, implemented in a unique style and substance.	10
TOTAL	100%

5) Other Awards

This Office will automatically confer the Best CIC-SSG President, Best CIC Adviser, BEST CIC Program Division Coordinator/s and Best DepEd Division of the school organization being recognized as Best CIC for SY 2018-2019.

6) Conferment of Awards for Best CICs

The announcement and awarding of Outstanding CICs will be done during the 4th CIC Congress tentatively scheduled on the first quarter of 2019. Recognition and prizes will be awarded to the adjudged winners.

Name of CIC: _____

Name of School & Division: _____

Complete Address: _____

**REPORT ON THE IMPLEMENTATION OF CIC ENROLLED PROJECTS
SY 2018-2019**

A. Accomplished CIC Project/s:

Title of CIC Project: _____

1. Activities Promoting Integrity:

Title/Name of Activity	Date/Dates Implemented	No. of Participants

2. Activities Promoting Social Responsibility:

Title/Name of Activity	Date/Dates Implemented	No. of Participants

B. Description of the activities: (Be concise, non-verbose)

*(How was the project/s implemented?
How the project/s promote a culture of integrity and social responsibility in the school or community?)*

C. Benefit/Impact/Feedback of the project to the students/school/ community: (Be concise, non-verbose)

*(What have the implementers and beneficiaries learned from the project?
How the project/s influenced the implementers and beneficiaries in practicing integrity and social responsibility?
How the project/s made a difference in the life of the implementers and beneficiaries?)*

***Photos, Documentation (attendance sheets, testimonies, reports of implementation, etc.)
*Video**

Submitted by:

CIC President
(Signature over Printed Name)

CIC Adviser
(Signature over Printed Name)

Date

Noted by:

School Principal



Republic of the Philippines
OFFICE OF THE OMBUDSMAN (VISAYAS)
Regional Office VI
2/F CAP Building, General Luna Street, Iloilo City

GUIDELINES FOR THE AWARD OF 2018 BEST ENVIRONMENTAL OMBUDSMAN AND BEST INVESTMENT OMBUDSMAN CAMPUS INTEGRITY CRUSADERS (CIC) PROJECT IN WESTERN VISAYAS FOR SY 2018-2019

Rationale. An expression of political will to enforce environmental laws, particularly R.A. 9003 the "Ecological Solid Waste Management Act of 2000.", the Office of the Ombudsman created an Environmental Ombudsman in partnership with the world re-known Environmentalist Atty. Antonio A. Oposa Jr. in cooperation with the Department of Environment and Natural Resources (DENR) and the Local Government Units. Another equally significant program of the Office is the Investment Ombudsman, in line with the thrust of the government on the Ease of Doing Business to encourage investments all over the country.

The Campus Integrity Crusaders (CIC) Program of this Office also acknowledges the vital roles of the schools in managing the environment, particularly the implementation of the Solid Waste Management (SWM) Act, and the significance of knowledge and skills of our future leaders in investment and entrepreneurship. Hence, this Award is conceptualized to recognize the efforts of our partners in supporting the Environmental Ombudsman and Investment Ombudsman Programs of this Office.

Purpose. To recognize school organizations accredited as CICs in Western Visayas which implemented Solid Waste Management Projects and engage in entrepreneurship activities in their school and locality.

1) Qualifications for the Award

- a. Any organization (Supreme Student Government or Supreme Student Council) who wished to participate in the awards must be accredited CIC of the Office of the Ombudsman for the School Year (SY) 2018-2019.
- b. For the Best Environmental Ombudsman CIC Project, it has implemented the project or activities supporting the implementation of R.A. 9003 the "Ecological Solid Waste Management Act of 2000." during the period of its accreditation.
- c. For the Best Investment Ombudsman CIC Project, the organization has implemented entrepreneurship activities within its accreditation period for SY 2018-2019.
- d. The project or activities conducted shall be supported by proof of implementation using the attached Report Template with photos and other forms of documentation.

2) Mechanics for the Selection of Best Environmental and Investment Ombudsman CIC Projects

- a. The 2018 Best Environmental Ombudsman CIC Project is composed of three (3) awards.
 1. Solid Waste Management Champion
 2. Best Material Recovery Facility (MRF)
 3. Repurposed Wastes Project Champion (Recycling)

- b. The Office will award only one (1) Best Investment Ombudsman CIC Project for SY 2018.
- c. The CIC/Youth Program Coordinator for each Division of the Department of Education (DepEd) or Adviser of the Federation of the Supreme Student Council for colleges and universities will submit the list of nominees, endorsed by the Schools Division Superintendent or College Dean for the latter.
- d. Each Division of DepEd is entitled to three (3) nominees for the 2018 Best Environmental Ombudsman CIC Projects and one entry from accredited CICs in private schools and university. For Solid Waste Management Champion, Best MRF and Repurposed Wastes Project Champion (Recycling)
- e. Each Division of DepEd is entitled to another one (1) nominee for the 2018 Best Investment Ombudsman CIC and so with the private schools and university.
- f. A **hard copy of the report** shall be submitted to the Office of the Ombudsman Regional Office VI, using the attached Report Template supported by photos and other forms of documentation.
- g. With the hard copy of the report is a **Video** with a duration of two (2) minutes and not to exceed three (3) minutes per nominee which will be presented during the CIC Coordinators Planning and Evaluation Conference. One video for Solid Waste Management and MRF and one video for the Best Investment Ombudsman Project.
- h. For the Repurposed Wastes Project Champion, a sample of the finished product shall be submitted for evaluation/judging.

3) Criteria for 2018 Best Environmental Ombudsman CIC

- a.) **Solid Waste Management Champion**
- b.) **Best MRF**

Indicators of Rating	%
Mandatory Segregation, Collection and Disposal of Segregated Wastes <ul style="list-style-type: none"> - Each grade level practice segregation at source - Properly labelled trash bins - Collection of segregated waste and disposal is done properly - School policy 	30
Establishment of a Material Recovery Facility (MRF is a facility for extraction of solid waste from recyclable materials) <ul style="list-style-type: none"> - There is a working MRF <ul style="list-style-type: none"> - Workforce in the facility (schedule of duty, operational plan) - Space provided, considering the distance from places frequently utilized by students in the school, its area (measurement). - Record of operation (weekly or monthly records, weighing of waste processed) 	40

<ul style="list-style-type: none"> - The facility is also safe for anyone who pass by or enter in. - Compartments/separation of each solid waste type - Orderliness, neatness of the facility 	
Prohibition on Littering, throwing, dumping of waste matters in public places like roads, sidewalks, canals, esteros or parks, canteen <ul style="list-style-type: none"> - Signage/s - School policy (stipulates fines/penalty for non-compliant) - Records of apprehensions - Cleaning activities 	30
TOTAL	100%

c.) Criteria for Repurposed (Recycling) Wastes Project Champion

Indicators	%
95% recycled materials <ul style="list-style-type: none"> - Materials used are solid wastes around the school premises - The 5% can be materials used to bond and for coloring. 	30
Usability <ul style="list-style-type: none"> - User-friendly, ease in handling the product, wide range of age group will be able to use it. Functionality. - Can be used at home, office, school, outdoors. - The length of time it can be utilized. - Not hazardous to human and environment 	30
Creativity <ul style="list-style-type: none"> - Artistry, intricate details, neatness, cleanness, smartly crafted - Originality, not copied or based from previous or projects of others 	30
Marketability <ul style="list-style-type: none"> - Advertisement of the product - Record of sale - Orders of the product 	10
TOTAL	100%

4) Criteria for the 2018 Best Investment Ombudsman CIC

Indicators	%
Promotes Integrity <ul style="list-style-type: none"> - A Micro-financed income generating project run by the accredited CIC with strategies to cultivate the culture of integrity among the students. 	30
Engagement/Involvement <ul style="list-style-type: none"> - Who manage/s the enterprise - Who are the customers and beneficiaries? - Other activities implemented out of the proceeds of the project 	30
Bookkeeping <ul style="list-style-type: none"> - Record-keeping to teach students the importance of documentation, accountability, and reliability. - Postings of Financial Statements, to teach students the value of transparency, good financial management skills. 	30
Marketing Strategy <ul style="list-style-type: none"> - Customer feedback - Advertisement - Amount of income 	20
TOTAL	100%

7) Conferment of Awards

The announcement and awarding of Outstanding CICs will be done during the 4th CIC Congress tentatively scheduled on the first quarter of 2019. Recognition and prizes will be awarded to the adjudged winners.

Name of CIC: _____

Name of School & Division: _____

Complete Address: _____

REPORT TEMPLATE FOR THE 2018 SOLID WASTE MANAGEMENT CHAMPION

Period of Implementation: As of 31 December 2018, starting at the date of accreditation.

A. How are segregation, collection and disposal of solid wastes done?

What are is participation of the students, classroom, teachers, school officials

Schedule of segregation and collection

Where do you dispose your wastes, how and how often. (Show Process Chart)

B. Benefit/Impact/Feedback of the project to the students/school/ community

What have the implementers learned from the project (values, culture enhanced)?

What are the challenges encountered? (Testimonies from implementers)

*** 2-3 Minute Video (Shall include the MRF), Photos, Documentation**

*** Total Number of Pages of the Report not to exceed Eight (8) pages.**

Submitted by:

CIC President
(Signature over Printed Name)

CIC Adviser
(Signature over Printed Name)

Date

Noted by:

School Principal /Dean

Name of CIC: _____

Name of School & Division: _____

Complete Address: _____

**REPORT TEMPLATE FOR 2018 REPURPOSED (RECYCLING) WASTES
CHAMPION**

Title of the Project: _____

A. Description of the product/invention:

Materials used : describe the materials, sourced from where

Process of making the product: (step by step process flow)

B. Usability of the product/invention:

Describe the usability of the product/s (take note of the criteria for judging)

*User-friendly, ease in using the product, wide range of age group will be able to use it.
Functionality.*

Can be used at home, office, school, outdoors.

The length of time it can be utilized.

Not hazardous to human and environment

C. Benefit/Impact/Feedback of the project to the students/school/ community

What have the implementers learned (values, culture enhanced)?

What are the challenges encountered?

What are customers' feedback?

***Photos, Documentation, etc.**

*** Total Number of Pages of the Report not to exceed Eight (8) pages.**

*** Brings sample of product during judging**

Submitted by:

CIC President
(Signature over Printed Name)

CIC Adviser
(Signature over Printed Name)

Date

Noted by:

School Principal /Dean

Name of CIC: _____

Name of School & Division: _____

Complete Address: _____

REPORT TEMPLATE FOR 2018 BEST INVESTMENT OMBUDSMAN PROJECT

Period of Implementation: As of 31 December 2018, starting at the date of accreditation.

Title of the Project: _____

A. Describe the Nature of the Micro-financed income generating project

What is the project all about?

Who are involved in the project?

Timeline of implementation, frequency, when did you start the project?

B. Documentation of the Project

Record-keeping and posting of financial statements, income and expenses

C. Benefit/Impact/Feedback of the project to the students/school/ community

What have the implementers learned (values, culture enhanced)?

What are the challenges encountered?

What are customers' feedback?

***Attach 2-3 Minute Video, Photos and other proofs of implementation**

*** Total Number of Pages of the Report not to exceed Eight (8) pages.**

Submitted by:

CIC President
(Signature over Printed Name)

CIC Adviser
(Signature over Printed Name)

Date

Noted by:

School Principal /Dean

Name of CIC: _____

Name of School & Division: _____

Complete Address: _____

REPORT TEMPLATE FOR 2018 BEST MATERIAL RECOVERY FACILITY

Period of Implementation: As of 31 December 2018, starting at the date of accreditation.

A. Utilization of the MRF

Workforce in the facility (schedule of duty, operational plan)

Space provided, considering the distance from places frequently utilized by students in the school, its area.

Record of operation (weekly or monthly records, weighing of waste processed)

Compartments/separation of each solid waste type

Orderliness, neatness of the facility

B. Benefit/Impact/Feedback of the project to the students/school/ community

What have the implementers learned from the project (values, culture enhanced)?

What are the challenges encountered? (Testimonies from stakeholders)

**Photos, Documentation, etc.*

** Total Number of Pages of the Report not to exceed Eight (8) pages.*

Submitted by:

CIC President
(Signature over Printed Name)

CIC Adviser
(Signature over Printed Name)

Date

Noted by:

School Principal /Dean