



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

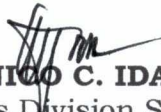
JAN 25 2022

MEMORANDUM

**29TH SEARCH FOR THE 10 MUNTINLUPA OUTSTANDING STUDENTS
(10MOST22)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Secondary School Heads/OICs
All Others Concerned

1. Attached is a letter dated January 24, 2022, from Mr. Arian Clarence L. Caballero, Acting Head, Muntinlupa Scholarship Division, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the attached guidelines, nomination form and memorandum of understanding, relative to the deadline of submission of entries and details of the said search.
3. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

References: None

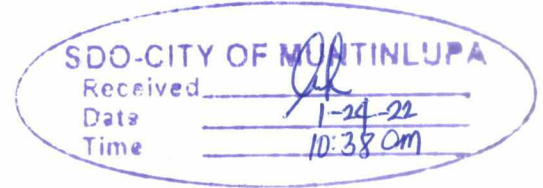
To be indicated in the Perpetual Index
under the following subjects:

SEARCH SCHOLARSHIPS

KSJT / 29TH SEARCH FOR THE 10 MUNTINLUPA OUTSTANDING STUDENTS (10MOST22)
023 / JANUARY 24, 2022



24 JANUARY 2022



DR. DOMINICO C. IDANAN, CESO V
Schools Division Superintendent
SDO-Muntinlupa City

SUBJECT: 29TH SEARCH FOR THE 10 MUNTINLUPA OUTSTANDING STUDENTS (10MOST22)

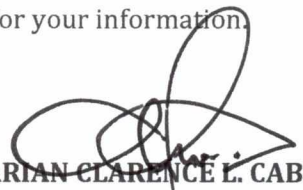
Dear Sir,

Greetings from Muntinlupa Scholarship Division!

The City Government of Muntinlupa, through MSD, will kick-off the 29th ANNUAL SEARCH FOR THE TEN MUNTINLUPA OUTSTANDING STUDENTS (10MOST). The program aims to recognize the best and the brightest junior high school students in various secondary schools in the City. Deadline of submission of entries and portfolios is on/or before February 7, 2022 at MSD office.

Attached to this correspondence are this year's Search Guidelines, MOU and Nomination Form for your guidance and reference.

For your information,


ARIAN CLARENCE L. CABALLERO
Acting Head, MSD

SEARCH FOR THE TEN MOST OUTSTANDING STUDENTS FOR 2022 (10MOST 2022)

GUIDELINES

1. The search shall open to ALL Muntinlupa City public and private Junior High Schools.
2. Each shall have (1) Junior High School Grade 10 Nominee.
3. The nominee must be a bona fide resident of Muntinlupa City. Additionally, at least one parent or guardian must be registered voter of the City. As such, the following will be required:
 - a. Certificate of Residency;
 - b. Parent's or Guardian's voter's ID or Voter's certification from COMELEC;
 - c. Duly notarized Affidavit of Guardianship or Court Decision appointing the guardian (in case of guardianship)

4. The Composition of the 10MOST 2022 Steering Committee is as follows:

A. Arian Clarence L. Caballero Head, MSD	Chairperson
B. Dr. Dominico C. Idanan Superintendent, SDO-Muntinlupa	Co-Chairperson
C. Dr. Elena E. Presnedi President-Emeritus, Pamantasan ng Lungsod ng Muntinlupa	Member
D. Dr. Teresita C. Fortuna President, Colegio De Muntinlupa	Member
E. EnP. Alvin F. Veron Head, City Planning and Development Office	Member
F. Ms. Carmel Mata-Gomez 10MOST Alumna	Member

5. **Criteria for Selection** are as follow:

A. Portfolio	35%
B. Panel Interview	30%
C. IQ Examination	20%
D. Talent/Skill Presentation	15%
TOTAL	100%

6. The Portfolio Review Subcommittee shall be headed by Dr. Elena E. Presnedi as Chairperson and shall have Vice Chairperson and three members selected by the Subcommittee Chair and the Steering Committee.

7. **Deadline** of submission of portfolio and other pertinent documents to MSD shall be on or before **February 7, 2022**. Late submissions **SHALL NOT BE ACCEPTED**. Covered period for evaluation shall be from **Grade 7 to Grade 10** and shall be arranged as follows:

- A. Leadership and Community Service Involvement
 - International
 - National
 - Regional
 - Division
 - Student Council Leadership

B. Academic Achievement

- Honors
- Per subject Citations

C. Competition Won

- International
- National
 - Regional
 - Division

Note: Nominees shall NOT include school-level competitions in their portfolios.

For Leadership, the evaluators shall require the following supporting documents:

- Copy of official appointment or election results (showing position or designation);
- Accomplishment Reports;
- Photos and Testimonies.

For Community Service Involvement:

- Certificates of Participation, photos and pertinent accomplishment reports;
- Community service project proposals/briefs;
- Memorandum of Agreement between the organization, the community and other partners.

For Competitions Won and Seminars, Conferences and Workshops Attended:

- Competition, Seminar, Conference Invite;
- Brief Profile of hosting organizations;
- List and number of participants;
- Certificates of Recognition (award) and/or Participation;
- Photos;
- Defined Role/s of the nominee:
 - For competitions: As official contestant, representative, project or team leader, project proponent or team member.
 - For seminars, conferences and workshops: As speaker, presenter or participant/delegate.

8. The portfolio shall be graded as follows:

a. Leadership (Community Service Involvement)	35%
b. Academic Achievements	30%
c. Seminars, Conferences and Workshops Attended	20%
d. Competitions Won	15%
TOTAL	100%

9. The Panel Interview Subcommittee shall be headed by Dr. Teresita C. Fortuna as chairperson and shall have a vice chairperson and three members selected by the Subcommittee Chair and the Steering Committee.

10. The interview shall be graded as follows:

a. Substance of Ideas Presented	40%
b. Reasoning and Organization of Ideas	30%
c. Grammar/Command of Language	20%
d. Attitude/Etiquette	10%
TOTAL	100%

11. The IQ Examination shall be administered by a licensed psychometrician, preferably outsourced/third party. The Steering Committee shall have no hand on the tool or instrument used by the Exam Administrator (EA). The EA has the sole responsibility of checking the answer sheets and shall submit the results to the Committee on the same day of the administration of exam.
12. The Talent/Skill Presentation shall be headed by Ms. Carmel Mata Gomez as chairperson and shall have a vice chairperson and three members selected by the Subcommittee Chair and the Steering Committee.
13. The Talent and Skill presentation shall be graded as follows:
- | | |
|---|-------------|
| a. Mastery | 50% |
| b. Projection, Interpretation and Showmanship | 30% |
| c. Overall Impact | 20% |
| TOTAL | 100% |
14. The results of the 10MOST2022 shall be announced after all the scores have been tallied and carefully deliberated by the Steering Committee on a set date.
15. The school shall be responsible for the truthfulness of all documents submitted. Any misrepresentation, falsification, act of dishonesty or duplicity shall be considered grounds for outright disqualification.
16. The decision of the Steering Committee on all matters associated to the search shall be final and unappealable.
17. Pursuant to the prevailing guidelines set by the National Government on COVID-19 minimum health protocols, the 10MOST steering committee reserves the right to change or modify the mode of conduct of any 10MOST related activities whether face to face or virtual.

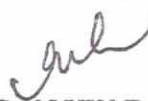
10MOST 2021 STEERING COMMITTEE


ARIAN CLARENCE L. CABALLERO
Head, Muntinlupa Scholarship Division
Chairperson


DR. DOMINICO C. IDANAN
Superintendent, SDO-Muntinlupa
Co-Chairperson


DR. ELENA E. FRESNEDI
President-Emeritus, PLMUN
Member


DR. TERESITA C. FORTUNA
President, COM


EnP. ALVIN F. VERON
Head, CPDO
Member


MS. CARMEL MATA-GOMEZ
10MOST Alumna
Member

NOTED AND APPROVED BY:


ATTY. JAIME R. FRESNEDI
City Mayor

DATE

**REPUBLIC OF THE PHILIPPINES
CITY OF MUNTINLUPA
MUNTINLUPA SCHOLARSHIP DIVISION**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) is entered into this _____ day of January 2022, in Muntinlupa City, by and between:

The City Government of Muntinlupa, a local government unit existing under the laws of the Republic of the Philippines, with principal office at Muntinlupa City Hall, Brgy. Putatan, Muntinlupa City, through the Muntinlupa Scholarship Program, as represented by its head, ARIAN CLARENCE L. CABALLERO. Referred to as MSD;

- and -

(name of school) _____, a private/public school located at
(school address) _____, as represented by its
(designation) _____, (representative's name) _____,
and herein referred to as the **Participating School**.

WITNESSETH:

WHEREAS, MSD will once again hold the yearly recognition of Ten Muntinlupa Outstanding Students (10MOST). 2022 will be the 29th year of the project's implementation;

WHEREAS, the 10MOST2022 will recognize and award the Ten of the brightest junior high school students, who shall represent their respective Participating Schools;

WHEREAS, the Participating School is a bona fide public or private Junior High School in Muntinlupa City, which has expressed its willingness to participate in and abide by the guidelines of the Search for the 10MOST 2022.

NOW, THEREFORE, for and in consideration of the foregoing premises and subject to the terms and conditions hereunder stipulated, the Parties have mutually agreed as follows:

1. The guidelines for the Search are provided in the attached 10MOST 2022 Search Guidelines (file), which shall be included as an integral part of this MOU. In this connection, it is worthy to emphasize that the submission of portfolios shall be limited to until February 7, 2022 only at exactly 5:00 PM. Late submissions shall not be accepted. Also, the 10MOST 2022 awardees shall be announced only after all the scores have been tallied and carefully deliberated upon by the Steering Committee, on a date set by the same.
2. The 10MOST 2022 awardees shall receive a P10,000 cash gift in recognition of their excellence based on their submitted Portfolio, results of IQ Examination, result of Panel Interview and talent/skill presentation.
3. If applicable, special awards from partner organizations are independent from the 10MOST 2022 Steering Committee and all participants are eligible for the award. Tabulations from the 10MOST 2022 Search will not affect the results of the special awards. All criteria used for the said awards are determined by the partner organization.
4. By signing this MOU, the participating school warrants the truthfulness of all the documentary requirements submitted pursuant to its participation to the program. Thus, it is understood that any incidence of misinterpretation, falsification, act of dishonesty or duplicity shall be considered ground for outright disqualification. The Participating School hereby accepts that the decision of the steering Committee to disqualify an erring applicant shall be final and unappealable.

5. The Participating School hereby warrants that its signatory is an authorized representative of the school he or she represents.
6. Pursuant to the prevailing guidelines set by the National Government on COVID-19 minimum health protocols, the 10MOST Steering Committee reserves the right to change or modify the mode of conduct of any 10MOST related activities whether face to face or online.
7. Moreover, the Participating School hereby releases and forever discharge and hold harmless the City Government of Muntinlupa, its officials, employees, representatives or assigns from all injuries, illnesses, losses, damages, liabilities or expenses of any kind of nature accruing thereto arising out of its participation in the 10MOST 2022.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Understanding on the date abovementioned.

MUNTINLUPA SCHOLARSHIP DIVISION AND

By:

By:

ARIAN CLARENCE L. CABALLERO
Head, MSD

(Name of Authorized Representative)

(Principal)

Signed in the presence of:

MSD Staff
Parent/Guardian

10MOST Candidate's

ACKNOWLEDGEMENT

BEFORE ME, personally appeared _____ and _____ with _____ and _____ respectively, known to me to be the same persons executed the foregoing instrument and acknowledge to me that the same is their free act and deed.

This instrument consisting of ____ pages including the page on which this acknowledgement is written has been signed on each and every page thereof by the parties and their witnesses and sealed with my notarial seal.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2022.

10MOST 2022 NOMINATION FORM

I. PERSONAL DATA

Name of Student: _____
Date of Birth: _____ Mobile/Tel No.: _____
Name of Father: _____ Occupation: _____
Name of Mother: _____ Occupation: _____
Address: _____

II. EDUCATIONAL BACKGROUND

SCHOOL	YEARS ATTENDED	HONORS RECEIVED

III. NARRATIVE DESCRIPTION OF MORAL CHARACTER OF THE NOMINATED STUDENT

(Attach certificate of guidance counselor, if any.)

Nominated by:

School Head

(Name and Signature)

NOTE:

1. All portfolio documents must be certified by the school head/principal and must be submitted (along with this nomination form and MOU) to MSD on or before the set deadline.
2. Please also attach the following documentary requirements:
 - Barangay Certificate
 - Parent's or Guardian's voter's ID/Voter's Certification from COMELEC
 - Nominee's Birth Certificate
 - Duly Notarized Affidavit of Guardianship (if applicable)

Nomination Received by/Date:
(Name and Signature)