



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 28 2025

MEMORANDUM

SEARCH FOR THE 10MOST 2025 – CALL FOR NOMINATIONS

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

1. Attached is a letter from Mr. Arian Clarence L. Caballero, MBA, Division Head, Muntinlupa Scholarship Division, dated January 28, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to the first and third paragraphs of the said letter, relative to the search guidelines and the scheduled briefing meeting of school representatives.
3. Moreover, the participation of public and private schools shall be subject to the no disruption of classes policy stipulated in DepEd Order No. 9, s. 2005 titled, Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

References: None

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

SEARCH SCHOLARSHIPS

KSJT / SEARCH FOR THE 10MOST 2025 – CALL FOR NOMINATIONS

041 / JANUARY 28, 2025

UN-2025-041



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Muntinlupa Scholarship Division



28 JANUARY 2025

DR. VIOLETA M. GONZALES, CESO VI
Officer In Charge
SDO-Muntinlupa City



SUBJECT: SEARCH FOR 10MOST2025-NOMINATION PERIOD

Dear Dr. Gonzales,

In reference to our letter dated **21 January 2025** regarding the Search for the Ten Most Outstanding Students of Muntinlupa (10MOST2025), we would like to inform you that the **nomination period** will commence on **03 February 2025 and conclude on 3 March 2025 at 5:00 PM**. Enclosed with this correspondence are the Search Guidelines for your reference.

We kindly request your assistance in disseminating this information to both our public and private junior high schools.

Furthermore, we extend an invitation to representatives from interested schools to attend a briefing meeting scheduled for **03 February 2025, 2:00 PM** at the **Audio Visual Room, City Government of Muntinlupa Main Building**. Kindly confirm your school's attendance by sending a text message to Ms. Alexis G. Tolentino at 09171425353 or an email to 10most.msd@gmail.com.

Thank you for your cooperation.

Very respectfully yours,


Arian Clarence L. Caballero, MBA
Head



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Muntinlupa Scholarship Division



10MOST 2025 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 a 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 2025 Steering Committee is as follows:

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

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

A. Portfolio/Bid Book	35%
B. Panel Interview	30%
C. IQ Examination	25%
D. Talent/Skill Presentation	10%
TOTAL	100%

6. The Portfolio Review Subcommittee shall be headed by Dr. Elena E. Presnedi as Chairperson, and shall have a vice chairperson and other members selected by the Subcommittee Chair and the Steering Committee.

7. The portfolio shall be graded as follows:

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



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8. Nominee's Portfolio/ Bid Book must be in letter sized bond paper (8.5 x 11"). Two (2) copies (a hard copy and a soft copy) must be submitted at the MSD Office. Incomplete requirements shall not be accepted;
9. Deadline of submission of portfolio and other pertinent documents to MSD shall be on or before **March 3, 2025 5:00PM ONLY**. Late submissions **SHALL NOT BE ACCEPTED**. Any petition for extension shall be decided upon by the Portfolio subcommittee as warranted.
10. Covered period for evaluation shall be from **Grade 7 to Grade 10** and shall be arranged as follows:

I. TABLE OF CONTENTS

II. NOMINATION FORM WITH 2 X 2 PHOTO

III. NOMINEE'S LEADERSHIP ACHIEVEMENT PROFILE (MAXIMUM OF 10 CLAIMS):

- International
- National
- Regional
- Division
- School based

REFERENCE PAGE (Supporting Documents for the listed item):

1. Copy of Certificate of Recognition/Participation/ Appreciation (Certified True Copy)
2. Copy of Official Appointment or election result showing position or designation (Certified True Copy);
3. Accomplishment Report with photos or testimonies.

IV. NOMINEE'S COMMUNITY SERVICE PROFILE (MAXIMUM OF 10 CLAIMS):

- Civic Engagements and Community Service done voluntarily, separate from and independent of academic requirements
- Activities undertaken with a community, charity, non-government organization, church, and others.

REFERENCE PAGE (Supporting Documents for the listed item):

1. Copy of Certificate of Participation/Recognition/Appreciation (Certified True Copy);
2. Photos and pertinent accomplishment reports;
3. Community Service Project Proposal/Briefs;
4. Memorandum of Agreement between the organization, the community and other partners.

V. NOMINEE'S ACADEMIC ACHIEVEMENT PROFILE:

- Honors Received
- Academic Awards Received

REFERENCE PAGE (Supporting Documents for the listed item):

1. Copy of certificate of recognition (Certified True Copy)
2. Clear Photos of the awards;
3. Copy of News Articles.



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VI. NOMINEE'S EXTRA CURRICULAR ACTIVITIES PROFILE:

- Seminars, Conferences and Workshops Attended **(Maximum of 10 claims)**
- Competitions Won: Individual or Group **(Maximum of 10 Claims)**

REFERENCE PAGE (Supporting Documents for the listed item):

- Copy of Certificate of Participation/Recognition/Appreciation (Certified True Copy);
- Copy of Competition, Seminar, Conference Invite;
- Brief Profile of hosting organizations;
- List and number of participants;
- 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.

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

12. 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%

13. The IQ Examination shall be administered by a licensed psychometrician, can be in house or 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.

14. The Talent and Skills Presentation shall be headed by Ms. Carmel Mata Gomez as chairperson and shall have a vice chairperson and other members selected by the Subcommittee Chair and the Steering Committee.

15. The Talent and Skills presentation shall be graded as follows:

a. Mastery	50%
b. Projection, Interpretation and Showmanship	30%
c. Overall Impact	20%
TOTAL	100%

16. The results of the 10MOST2025 shall be announced after all the scores have been tallied and carefully deliberated by the Steering Committee on a set date.

17. 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.



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18. The decision of the Steering Committee on all matters associated with the search shall be final and unappealable.


19. Awards shall be given are as follows:

CATEGORY	AWARDS
Ten (10) Most Outstanding Students	<ol style="list-style-type: none">1. College Scholarship2. Php 30,000 worth of cash incentives (for Rank 1);3. Php 20,000 worth of cash incentives (for Rank 2-10);4. Medal of Excellence;5. 10MOST Plaque;6. 10MOST Sablay.
Other finalists	<ol style="list-style-type: none">1. Php 5,000 worth of cash incentives;2. Certificate of Participation


20. Pursuant to the prevailing guidelines set by the National Government on 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 2025 STEERING COMMITTEE

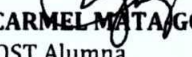

ARIAN CLARENCE L. CABALLERO
Head, Muntinlupa Scholarship Division
Chairperson


DR. VIOLETA M. GONZALES
Officer In Charge, SDO-Muntinlupa
Vice Chairperson

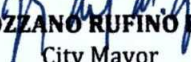

DR. TERESITA C. FORTUNA
President, CDM
Member


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


EnP. ALVIN F. VERON
Head, CPDO
Member


MS. CARMEL MATA GOMEZ
10MOST Alumna
Member

NOTED AND APPROVED BY:


HON. ROZZANO RUFINO B. BIAZON
City Mayor

1/23/25
DATE