



Department of Education  
Region V

**SCHOOLS DIVISION OFFICE OF CAMARINES SUR**  
Freedom Sports Complex, San Jose, Pili, Camarines Sur



**DIVISION MEMORANDUM**

No. 259, series 2019



July 30, 2019

**2019 SEARCH FOR OUTSTANDING W.A.T.C.H. SCHOOL**

(We Advocate Time Consciousness and Honesty)

**To:**

**PUBLIC SCHOOLS DISTRICT SUPERVISORS  
HEADS OF ELEMENTARY AND SECONDARY SCHOOLS  
DISTRICT / SCHOOL PROJECT W.A.T.C.H. COORDINATORS  
ALL OTHERS CONCERNED**

1. The Department of Education- Central Office issued DEPED MEMORANDUM NO. 088, S. 2019 entitled SUBMISSION OF W.A.T.C.H. CLUB AND OTHER W.A.T.C.H. REPORTS in preparation for **2019 National Search for Outstanding W.A.T.C.H. School.**
2. The schedule of activities for 2019 W.A.T.C.H. implementation are as follows;

Schedule	Activity	Reminder
August 23, 2019	<u>SUBMISSION OF PRE-ENTRY FORM</u>	Send the SCANNED COPY via email at <a href="mailto:junalbo@yahoo.com">junalbo@yahoo.com</a> and <a href="mailto:yfdcamsur@deped.gov.ph">yfdcamsur@deped.gov.ph</a>
September 4, 2019	<u>SUBMISSION OF REPORTS AND ENTRIES</u> (Division Level)	Kindly secure endorsement letter signed by the concerned PSDS. Portfolio must be submitted directly at SGOD Office.
September 5-10, 2019	Desk and Field Validation (Division Level)	Documents must be arranged per criterion. a. the school b. curriculum and instruction c. trainings d. campaign for advocacy e. monitoring and evaluation per <b>DM 410, s. 2009</b>
September 11, 2019	Announcement and Endorsement of Division Winners	
September 15, 2019	Deadline of Entries (National Level)	
October-November 2019	Desk and Field validation (National Level)	
December 2019	Awarding Ceremony (National Level)	

3. Attached in this memorandum are the following enclosures;  
Enclosure 1- Updated W.A.T.C.H. LOGOS  
Enclosure 2- Guidelines on the 2019 SEARCH FOR  
OUTSTANDING W.A.T.C.H. SCHOOL
- pre- Entry Form
  - scrapbook
  - video documentation
  - special award for the best W.A.T.C.H. Jingle
  - special award for best WATCH KICK-OFF Program
  - general guidelines
  - Judging process
  - 2019 JCI Senate Counterpart
4. The Division Winner/s will be in charge in sending their portfolio to the central office via courier addressed to:
- TONISITO M.C. UMALI, Esq**  
Undersecretary  
Legislative Affairs, External Partnership and Project Management Service  
Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 633-1940
- Attention: **MR. ROMEO B. PARAYNO**  
External Partnerships Service-Special Events Unit  
Telephone No.: (02) 637-5822 or 34  
Email Address: [spapo2012@gmail.com](mailto:spapo2012@gmail.com)
5. For further inquiries, please contact Mr. Joseph C. Cruzana, our Division Project WATCH Coordinator at 0933-824-4317.
6. Expenses incurred relative to the aforementioned activity shall be charged to their respective School MOOE subject to the usual accounting and auditing rules and regulations.
7. For your information, guidance and compliance.

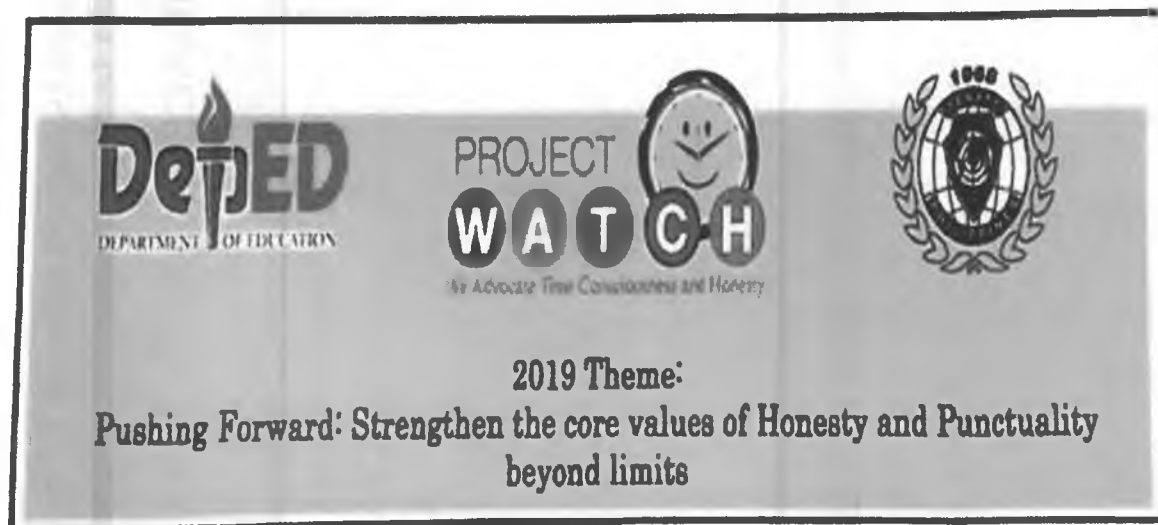


**SUSAN S. COLLANO, CESO VI**  
Assistant Schools Division Superintendent  
*Officer In- Charge*  
*Office of the Schools Division Superintendent*

**Marketing / Promotional Collaterals**



**Banners**



**GUIDELINES ON THE 2019 PROJECT W.A.T.C.H: SUBMISSION OF ENTRIES**

• **PRE-ENTRY FORM (SUBMIT ON OR BEFORE AUGUST 30, 2019)**

The following pre-entry information must be submitted by the School Coordinator or School Principal noted by JCI Senate Chapter Officer (contact details may be found below) on or before **August 30, 2019**.

**NATIONWIDE SEARCH FOR W.A.T.C.H. SCHOOL**  
Public and Private Elementary / High School

\*\*\*Please fill all applicable spaces. Print legibly. Tick appropriate boxes.  
Indicate N/A if not applicable. DO NOT ABBREVIATE.

<b>Name of School</b>		<b>School I.D.</b>	
<b>School Address</b>			
<b>School Email Address</b>			
<b>Region</b>	<b>Division</b>	<b>School Contact No.</b>	
<input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Private</b>		<b>No. of Enrollees</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="text"/>  <input type="text"/> </div> <div> <b>Elementary</b>  <b>High School</b> </div> </div>	
<b>Assisting JCI Senate Chapter</b>		<b>Address</b>	
		<b>Contact No.</b>	
		<b>Email Address</b>	
		<b>Name of Officer</b>	
<b>W.A.T.C.H. Vice Chairman</b>			
<b>Contact No.</b>			
<b>Materials Submitted</b>			
<input type="checkbox"/> <b>Scrapbook</b> <input type="checkbox"/> <b>AVP in Flash Drive</b>		<input type="checkbox"/> <b>Audio File of W.A.T.C.H. Jingle</b> <input type="checkbox"/> <b>File of W.A.T.C.H. Month "Best School Implementer" in Flash Drive</b>	
<b>Pre-Entry Date Filed</b>			

The Department of Education External Partnerships Service-Special Events Unit (EPS-SEU) is collecting school data and personal data (name, email address, contact number, etc.) for the purpose of this Search.

The collected personal data shall be used solely by the Office and shall not be forwarded to external parties, unless in case of an emergency. The records shall be maintained and disposed in accordance with the established procedures of the Department in records handling.

## • SCRAPBOOK

The following are the guidelines on the creation and submission of the scrapbook:

1. The contents of the scrapbook must support and substantiate the entry for Project W.A.T.C.H.;
2. Outside dimensions must not exceed 11" x 14" (28 cm x 35.5 cm);
3. Any type of scrapbook is acceptable as long as it conforms to the specified outside dimensions;
4. The minimum number of pages per scrapbook shall be 60 pages and the maximum shall be 100 pages;
5. A page shall be one side of a sheet of paper. The maximum size of a page shall be the size of the scrapbook (11" x 14" or 28 cm x 35.5 cm). Foldout pages, gatefolds, etc. are not permitted;
6. Each page of the scrapbook shall be numbered. The first two (2) pages shall serve as cover page and table of contents, respectively. These pages are not included in the required number of pages.

Multiple page documents such as awards, bulletins, manuals, newsletters, magazines, copies of correspondences and other related documents are permitted and will be counted as one page.

The 100-page scrapbook must consist of comprehensive narrative reports about the school's advocacy, planning and implementation of trainings/orientations and activities, and curriculum integration, related to Project W.A.T.C.H.

All attendance sheets, pictures, and other related evidence with regard to the narrative reports shall be included as appendix. Appendices are not included in the scrapbook page requirement.

Further, attendance sheets for different activities need may be displayed and checked during the validation; and

8. The scrapbook should have a label on its front cover not exceeding 7.6 cm x 12.7 cm (3" x 5") indicating the following information:

### **PROJECT W.A.T.C.H. 2019**

Region/ Division

Name of submitting school

School Head/ Contact Number

School Coordinator / Contact Number

Mailing address of submitting school



• **VIDEO DOCUMENTATION**

The following are the requirements on the creation and submission of the video documentation:

1. Must be a high-quality Audio-Visual Presentation in mp4 format;
2. Saved in flash drive (use of CDs/ DVDs is discouraged); and
3. Time duration must not be more than 8 minutes.

• **SPECIAL AWARD FOR BEST W.A.T.C.H. JINGLE**

The entry for best W.A.T.C.H. Jingle is optional. However, all schools are encouraged to send their W.A.T.C.H. Jingle entry.

The following guidelines shall be observed for the preparation, submission, and judging of entries for the Best W.A.T.C.H. Jingle:

1. The Jingle must be about PROJECT W.A.T.C.H.  
No school must be identified with the song or lyrics, as the winning entry will be used as the official Jingle of Project W.A.T.C.H.
2. Time duration must not exceed three (3) minutes;
3. The jingle entry may either be in Filipino or English language.
4. The jingle entry must be an original composition. Students and teachers are encouraged to collaborate and perform the jingle. Any musical accompaniment may be used.
5. Only ONE entry per school may be submitted. The entry shall be submitted in mp3 format, and saved in flash drive using the title of jingle entry as its file name;
6. The lyrics and a short description of the jingle entry must be included in the flash drive in Word file format; and
7. The name of school, number of participants and number/kind of instruments used must be included in the said Word file format.
8. The Criteria for judging shall be as follows:
  - a. Uniqueness – 25%
  - b. Lyrics – 25%
  - c. Melody – 25%
  - d. Commercial Appeal – 25%

The decision of the board of judges will be final and irrevocable.



• **SPECIAL AWARD FOR BEST W.A.T.C.H. KICK-OFF PROGRAM**

The Kick-Off Launch of Project W.A.T.C.H is highly encouraged but optional. This award is a special category applicable to all the schools who will be participating during the nationwide Project W.A.T.C.H. Kick-Off on **June 24, 2019**.

1. The special award shall be given to the school that shall best exhibit, on the day of the kick off, the practices that aim to strengthen punctuality and honesty that the school plans to implement for the whole year.
2. The said kick off shall involve students, teachers, staff, stakeholders, and other members of the community. Most number of involved participants will receive high merits.
3. Entries must be saved in the similar flash drive thru DEPED External Partnerships Unit-Special Events Unit (EPS-SEU) including the following:
  - a. Labeled folders based on different activities;
  - b. If the school decides to put a video, the video must be in .mp4 format with seven (7) minutes maximum running time;
  - c. The following information: name of school, number of participants / stakeholders; and
  - d. A narrative describing the preparations and implementation done relative to the Project W.A.T.C.H. Kick Off conducted by the school.

• **GENERAL GUIDELINES**

1. All the required documents, including the video documentations and jingle, shall be placed **in one flash drive only**;
2. Organize and label the said documents inside the flash drive;
3. Place all materials for submission inside an envelope and label the envelope with the following information:

**PROJECT W.A.T.C.H. 2019**

Region/ Division  
Name of submitting school  
School Head/ Office Contact Number  
School Coordinator /Office Contact Number  
Mailing address of submitting school;

4. Place the same information at the back page of the front cover of the scrapbook (info in item #8 says front cover - please check); and
5. Submit all the requirements on or before **September 15, 2019**.



• **JUDGING PROCESS**

The W.A.T.C.H. Judging Committee will choose 10 Best School Implementers in Elementary and 10 Best School Implementers in High School following the set criteria for judging. All chosen schools will be notified for validation by the Validation Team.

**CRITERIA FOR JUDGING:**

- Project Undertaken:
  - Advocacy (Barangay/ Community) - 30%
  - Training Orientation (Teachers, PTA, others) - 20%
- W.A.T.C.H. Club Activities (Enrichment) - 20%
- Curriculum Integration - 30%

• **2019 JCI SENATE COUNTERPART**

NAME	POSITION	EMAIL ADDRESS	MOBILE NUMBER
JCI Senator Ayen Garcia	Project Chairperson	creativemediamax@gmailcom	09178612873/ 09272682656
JCI Senator. Mike Slim	Vice Chairman - North & Central Luzon	mikesim528@gmail.com	09288388388
JCI Senator. Ernest Evangelista	Vice Chairman - Visayas	eeconsult05@yahoo.com	09155009292
JCI Senator Richard Eric Tandoc	Vice Chairman - Mindanao	richardericvandoc@yahoo.com	09177004096
JCI Senator. Jun Albo	Vice Chairman - Bicol Region & South Luzon	junalbo@yahoo.com	09209207216
JCI Senator Jamela Santos	Vice Chairperson - NCR	jamela_168@yahoo.com	09178995081
JCI Senator Rosalind Ngo	Treasurer and Validation Head	rosalind118@yahoo.com	09178108882

\*\*\*Please treat the email addresses and mobile numbers of the abovementioned JCI personnel with strict confidentiality. Consent must be obtained before giving them to personnel from other offices and external parties. Thank you very much.







SFP 18 2009

DepED MEMORANDUM

No. **410**, s. 2009

**GUIDELINES ON THE ESTABLISHMENT OF A W.A.T.C.H. SCHOOL**  
(We Advocate Time Consciousness and Honesty)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. To strengthen the values of punctuality and honesty among the DepED officials and employees, this Department has issued DepED Memorandum Nos. 160 and 387, s. 2008 as a significant step in bringing about fundamental change or societal transformation.
2. In support of the said strengthening, a National Summit on W.A.T.C.H. (We Advocate Time Consciousness and Honesty) was held on May 20-23, 2009 in Teachers Camp, Baguio City. This was participated in by DepED regional, division, and school officials and teachers, corporate individuals, and other government and private education stakeholders.
3. Relative to this, Her Excellency President Gloria Macapagal Arroyo issued Presidential Proclamation No. 1782 dated May 21, 2009 entitled "Declaring the Month of June as W.A.T.C.H. Month and Enjoining All Schools, Colleges, Universities, and Local Government Units (LGUs) to Undertake Programs of Activities Relating Thereto Every Second Week of June". Its major goal is to push forward the recognition of punctuality and honesty as two core values in promoting national renewal and development.
4. To attain this goal, school heads are encouraged to organize W.A.T.C.H. Clubs and to establish W.A.T.C.H. Schools nationwide that will serve as center of excellence in the renewal commitment towards consciousness on punctuality and honesty. The JCI Senate of the Philippines will spearhead the campaign for advocacy in coordination with the DepED, Commission on Higher Education (CHED), Technical Education Skills Development Authority (TESDA), Philippine Association of Private Schools, Colleges and Universities (PAPSCU), Philippine Association of Colleges and Universities (PACU), and Office of the President.
5. For the guidance of principals/schools heads, enclosed are the Guidelines on the Establishment of a W.A.T.C.H. School (Enclosure No. 1) and the Entry Form for the National Search for W.A.T.C.H. School (Enclosure No. 2). These guidelines were validated by selected school heads/principals during the said summit.

7. To ensure the successful implementation of the project, all concerned are required to send their report on W.A.T.C.H. Club and the entry form for W.A.T.C.H. Schools to:

JONATHAN E. MALAYA  
Assistant Secretary  
Special Projects and Legislative Liaison  
c/o Ms. Luzviminda F. Dela Rosa  
Head, Special Events Unit  
505 Bonifacio Bldg., DepED Complex, Meralco Avenue, Pasig City

8. For more details, please contact the DepED-Special Events Unit (SEU) at tel. nos.: (02) 637-5832 and (02) 637-5834 and mobile phone nos.: 0919-5164759, 0927-2204951 and 0928-6075533.

9. Immediate and wide dissemination of this Memorandum is desired.

*K. A. Lapus*  
For: JESLI A. LAPUS *etc, 3/12/09*  
Secretary

Encl.:  
As stated

Reference:  
DepED Memorandum No. 152, s. 2009

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
PROGRAMS  
SEMINARS

Sheila, MPPD-TS, DM W.A.T.C.H.  
September 11, 2009

## **Guidelines on the Establishment of a WATCH School**

### **I. Rationale**

Advocacy for time consciousness and honesty is a significant campaign for core development of individuals. If everyone is punctual and honest there will be a concomitant valuing for self respect and for respecting others' time. These values cannot be taught but they can be caught by simply modeling the practice and making it a habit. Awareness of the benefits we can derive from being a WATCH implementer is basically the end goal in establishing a WATCH School.

### **II. Objectives**

- To know and understand the value of punctuality in the context of the development of a better Filipino character;
- To cherish and value punctuality as an integral part of a true Filipino; and
- To identify concrete strategies that will assist an individual in the actualization of the value of punctuality and honesty in one's life.

#### **a. The School**

- i. Any type of elementary and secondary public and private school can establish. The school may either be:
  1. Urban
  2. Rural
- ii. Schools' Readiness
  1. Principal
  2. Teachers: Teaching and non-teaching
  3. Resource materials
  4. Any religion/sect

#### **b. Curriculum and Instruction**

- i. The concept/programs particularly the goals and objectives are part of the subjects where there is point of entry, specifically in Values Education/GMRC and Technology and Home Economics.
- ii. Updates, information campaign in School Bulletin Board found in distinct places of the campuses.
- iii. School Paper with special column regularly featuring students, teachers, non-teaching personnel who are exemplifying Time Consciousness and Honesty.
- iv. Involve other sectors such as the local media, religious groups and the local government units.

c. Training

- i. School administrators will include WATCH program in the INSET and regular monthly meeting;
- ii. Continuous orientation involving the Parent-Teacher-Community Association (PTCA) and the Student Government Organization (SGO);
- iii. Conduct seminar-workshop to annexes of the mother school for multiplier effect;
- iv. Attending regional and divisional forum on time consciousness and honesty; and
- v. Formation of core trainers.

d. Campaign for Advocacy

- i. Coordinate with the government organizations (GO's) and non-government organizations (NGO's) resourcing participation to or in attending seminars and workshops on WATCH.
- ii. Collaboration with the division offices and regional implementers;
- iii. Attending community assemblies conducted by LGU's in Baranggay's where the school is located;
- iv. Organizing a core group of trainers ready to deliver the program in special groups in need of the program;
- v. Conduct of contest (oration, debate, essay, etc); and
- vi. Organization of WATCH Clubs under the auspices and advisory of the Values Education Head or Coordinator.

e. Monitoring and Evaluation

- i. Monthly monitoring
- ii. Quarterly reporting
- iii. Awarding of outstanding individual every graduation and or recognition day.

Notes:

1. An instrument guided by the guidelines shall be developed.
2. Guidelines in the selection of the outstanding school implementer shall be based on the guidelines. Corresponding points shall be allocated.

## NATIONWIDE SEARCH FOR W.A.T.C.H. SCHOOL

(Public and Private Elementary and High School)

Name of School: \_\_\_\_\_ School ID #: \_\_\_\_\_  
School Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Region: \_\_\_\_\_ Division: \_\_\_\_\_ Email Add: \_\_\_\_\_  
Number of Enrollees (SY 2009-2010): \_\_\_\_\_ ☐ Public ☐ Private ☐ Elementary ☐ High School

### Projects Undertaken (Advocacy) 20%

Name of the Project	Description	Date	Venue	Beneficiary(ies)	Scope
_____	_____	_____	_____	*Teachers	*Regional
_____	_____	_____	_____	*Students	*Division
_____	_____	_____	_____	*Non-Teaching	*School
_____	_____	_____	_____	*Community	*Community

### Projects Undertaken (Training/Orientation) 20%

Name of the Project	Description	Date	Venue	Beneficiary(ies)	Scope
_____	_____	_____	_____	*Teachers	*Regional
_____	_____	_____	_____	*Students	*Division
_____	_____	_____	_____	*Non-Teaching	*School
_____	_____	_____	_____	*Community	*Community

### WATCH CLUB Activities (Enrichment) 25%

Name of the Project	Description	Date	Venue	Beneficiary(ies)	Scope
_____	_____	_____	_____	*Teachers	*Regional
_____	_____	_____	_____	*Students	*Division
_____	_____	_____	_____	*Non-Teaching	*School
_____	_____	_____	_____	*Community	*Community

### Curriculum Integration 25%

### Awards and Recognition 10%

\_\_\_\_\_  
Signature of the Principal over Printed Name