



COMMISSION ON HIGHER EDUCATION  
**REGIONAL OFFICE I**

**CHED Regional Memorandum Order**  
No. 5 s. 2024

**TO :** ALL PRESIDENTS/HEADS  
Higher Education Institutions  
Region 1

**SUBJECT :** PARTICIPATION IN THE 2024 SEARCH FOR TEN OUTSTANDING  
KAPADYAK STUDENTS

**DATE :** 8 APRIL 2024

1. As part of our strong commitment to promoting a drug and crime-free academic community, this Office will spearhead the 2024 Search for Ten Outstanding KaPADYak Students for the SY 2023-2024. This is in line with the **KaPADYak Project** dubbed as "Kabataan, Kapulisan, at Pamantasan nagkakaisa sa Paglaban sa Illegal na Droga at Krimen"
2. The objectives of the search are the following:
  - a. to recognize students who have made significant contributions to the fight against criminality, drug abuse, and addiction; and
  - b. to highlight students' works that would serve as motivation for others to join the cause of Anti-Illegal Drug and Crime Prevention Strategies and Initiatives for the SY 2023-2024.
3. The competition is open to **undergraduate students** from higher education institutions. Attached are the criteria and guidelines for the competition.
4. Participation in the competition is **FREE**.
5. The deadline for submission will be on **June 30, 2024**.
6. Certificates and cash prizes will be awarded to the winners of the competition.
7. The following are the legal bases/references for the conduct of said activity:
  - Republic Act No. 7722, or the Higher Education Act of 1994;
  - Section 28.5 of the CHED Memorandum Order No. 09, series of 2013 or the "Enhanced Policies and Guidelines on Student Affairs and Services";
  - CHED Memorandum Order No. 42, series of 2005 or the Implementing Guidelines for the Creation of the Student Crime Prevention Councils in all Colleges and Universities;
  - CHED Memorandum Order (CMO) No. 18, series of 2018 or the Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions; and
  - Executive Order (E) No. 66, series of 2018, or the Institutionalizing the implementation of the Philippine Anti-Illegal Drugs Strategy or PADS.
8. The active participation of all Higher Education Institutions in Region 1 is encouraged.
9. For inquiries, please call Dr. Myrelle Faith D. Mina, Education Supervisor, this Office, at CP No. 09175781134 and telephone numbers (072) 682 – 9623; (072) 242 – 2750 loc. 2008; or email her at [chedro1@ched.gov.ph](mailto:chedro1@ched.gov.ph) cc: [mfmmina@ched.gov.ph](mailto:mfmmina@ched.gov.ph)

Regional Office No. 1  
City of San Fernando, La Union

22 APR 2024

  
**CHRISTINE N. FERRER, Ed.D.**  
Director IV

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## **2024 SEARCH FOR TEN OUTSTANDING KAPADYAK STUDENTS**

### CRITERIA AND GUIDELINES

1. **Admissibility.** The 2024 Search for Ten Outstanding KaPADYak Students is open to all undergraduate students, whose ages are between 18 – 25 years old, whether graduating or non-graduating, and enrolled for the SY 2023-2024.
2. **Eligibility.** Students should have demonstrated exemplary performance in leadership and service, and made significant contributions to the fight against criminality, drug abuse, and addiction. Additionally, they should serve as motivation for others to join the cause of Anti-Illegal Drug and Crime Prevention Strategies and Initiatives.
3. The Nominee must not have been subjected to any disciplinary action. The nominee must have no record of violating any of the rules and regulations of the university/school, as certified by the head of the institution. A nominee who does not meet this requirement will be automatically disqualified from the selection process.
4. **Preliminary Search.** The preliminary search will be based on the application forms disseminated to the different schools in Region 1.
5. **Point System.** The Search Committee will implement a point-based evaluation system, followed by a ranking process.
6. **Interpretation of Points for Ranking.** To determine the final ranking, the weighted ranks obtained by the individual nominee in the different areas (leadership and awards, service, essay, and interview) shall be summed, with the total serving as the basis for the final ranking. Only twenty (20) students will be considered as finalists.
7. **Endorsement.** Each higher education institution can endorse a maximum of two (2) student nominees.
8. **Deadline for Submission of Documents.** The submission of the names and pertinent documents shall be on or before the 30<sup>th</sup> of June 2024.
9. **Composition of the Screening Committee.** The Screening Committee shall comprise a CHED Official as the chairperson and NGA Sectors as members.
10. The presentation of the awardees is scheduled during the KaPADYak Conference in September 2024.
11. **Organization of Documents.** Nominees are required to organize their documents in a folder properly labeled according to the arrangement provided in the score sheet. This will facilitate easy identification of documents being referenced. Preliminary scoring should be carried out using the attached score sheet and a pencil for recording scores. A required format must be followed, as outlined below:
  - Font Size: 12
  - Font: Arial
  - Paper size: Long bond paper
  - True copy of documents must be clear



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- Soft/Hard Bound
- Color of the folder: Blue

12. **Authenticated Supporting Documents.** All supporting papers must be attached and authenticated. All original documents must be presented to the screening committee upon submission of documentary requirements for validation purposes.

13. **Second Stage of the Search.** In the second stage of the search, the committee will invite the final twenty (20) candidates for essay writing and final interview. After the deliberation, the committee will select the final ten (10) outstanding students.

14. **Final Decision.** The decision of the Search Screening Committee shall be final.

### CRITERIA

The Search for the Ten Outstanding KaPADyak Students shall be based on the following criteria:

Leadership and Awards.....	30%
Service.....	40%
Essay.....	10%
Interview.....	20%

**A. Leadership and Awards (Covered for the last 3 years (2022-2024) and applicable during his/her stay in the tertiary level) – 30%**

(Only membership and involvement in accredited student organizations will be considered with a maximum of three (3) positions for each year)

**1. Officership**

a. Officership in class organization(s)

Position	Points
President or its equivalent (incumbent)	2
Additional position as President (past positions)	1
All others	0.5

b. Officership in student organizations (Clubs/other accredited organizations)

Position	Points
President or its equivalent (incumbent)	3
Additional position as President (past positions)	2
All others	1

c. As an elected officer of the College Student Council (College Level)

Position	Points
President or its equivalent (incumbent)	6
Additional position as President (past positions)	5
All other positions (as incumbent)	5





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All other positions (past years) 4

d. As an elected officer of the University Student Council (University Level)

Position	Points
President or its equivalent (incumbent)	8
Additional position as President (past positions)	6
All other positions (as incumbent)	5
All other positions (past years)	4

e. As an elected officer of Community-Based Organization

Position(Local)	Points
Chairman (incumbent)	4
Vice-Chairman	3
All others	2

Position(National)	Points
Chairman (incumbent)	6
Vice-chairman	5
All others	4
All other positions (past years)	3

Position(International)	Points
Chairman (incumbent)	8
Vice-chairman	6
All others	5
All other positions (past years)	4

2. Involvement in Committee/Board/Taskforce work appointed by the University College

Position	University	College
Chairman	3	2
Vice-chairman	2	1
All others	1	0.5

3. Awards received related to Drug and Crime Prevention Education

Points (per award received- individual)	
a. Institutional	0.5
b. Local	1
c. Regional	2
d. National	5
e. International	8

Points (per award received- as one of the officers of the organization)	
a. Institutional	0.5
b. Local	1
c. Regional	2



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d. National	5
e. International	8

### 3. Attendance in leadership seminars, workshops, conferences, congress, etc. related to Drug and Crime Prevention Education

Level	
a. Institutional	0.5
b. Local	1
c. Regional	2
d. National	5
e. International	8

The equivalent of President is any relative term, like Chairman, Governor, etc. As reflected in the preceding set of criteria, within class organizations, a student can earn a maximum of two points for being president, but only once. Any additional presidency at the same level, will only incur one (1) point each. All other positions below the president will earn the student 0.5 points each. The same scoring system applies to college and university-level organizations, although points may vary depending on the level and position. These variations are detailed in the aforementioned set of criteria.

To determine the nominee's leadership standing, the total points earned from the evaluation of their submitted supporting documents shall be multiplied by 3.0 (the assigned point value for leadership). The individual with the highest weighted points will be ranked number 1, and so forth.

#### Supporting Documents Needed:

- Appointment or Certification from Adviser
- Certificate of Commendations/ Appreciation/ Recognition
- For an elective position, a certification is required from the Student Affairs Office indicating officership through election.
- Certificates, photos of medals, trophies, and other proof of awards
- Certificate of Attendance/Participation (for No. 2); Certificate of Commendation
- Other documents to support the claims

### **B. Service – (Covered for the last 3 years and applicable during his/her stay in the tertiary level) – 40%**

#### 1. Speaker, Facilitator, Organizer in Seminars, Workshops, Conferences, Congress, etc. related to Drug and Crime Prevention Education

Level	
a. International	5
b. National	4
c. Regional	3
d. Provincial/University	2
e. City/College	1

*NOTE: This will be given to students who served as speakers, facilitators, and organizers in addition to being a delegate or a participant.*





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### 2. Program, Projects, and Activities Initiated/Implemented Related to Drug and Crime Prevention Education

	Points
Community	3
University	2
College	1

### 3. Policies Formulated/Contributed and Implemented Related to Drug and Crime Prevention Education

	Points
Community	3
University	2
College	1

#### Supporting Documents Needed:

- Appointment/Certification from organizers and or Certificate of Appreciation as facilitator, organizer, speaker, etc.
- Appointment/Certification from the Barangay Captain/Mayor/President of the NGO during his/her service
- Pictures of the PPAs conducted
- Copy of the policies formulated/contributed (minutes of the meeting) and implemented related to Drug and Crime Prevention Education
- Other documents to support the claims

#### D. Essay – 10%

#### E. Interview – 20%

- The topic for the essay during the finals (top 20) shall be given on the date identified by the CHED.
- After the writing exercise, the interview shall immediately proceed.
- For the interview, the Search Committee shall act as the panel of interviewees.

The interview will be graded based on the following:

a. Substance	– 40%
b. Articulation/ Spontaneity	– 20%
c. Bearing	– 20%
d. Confidence	– 10%
e. Input	– 10%
Total = 100%	

All nominations should be addressed to and received on or before 5:00 p.m. on June 30, 2024.

**DR. CHRISTINE N. FERRER**

Director IV

Commission on Higher Education, Region 1  
Govt. Center, Sevilla, City of San Fernando, La Union

For further inquiries, call 09175781134 or email [chedrol@ched.gov.ph](mailto:chedrol@ched.gov.ph) or [mfmna@ched.gov.ph](mailto:mfmna@ched.gov.ph)



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The nomination committee and/or the Board of Judges reserve the right to conduct an active search should they deem it necessary.

### Documents for Submission

- A. All documents for submission must be printed on long-size bond paper (8.5x13")
- B. Two (2) copies of duly accomplished nomination form inclusive of all documents in sequential order
  - a. Nomination form with white background photo
  - b. Nominee's data sheet
  - c. Nominee's Certificate of Good Moral Character
  - d. Nominee's most significant accomplishments
    - Nominee's leadership achievement and awards profile
    - Nominee's service profile
  - e. Nomination letter signed by the School President/ Dean/ Student Affairs Office



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**ANNEX A**

Date

**DR. CHRISTINE N. FERRER**

Director IV

Commission on Higher Education, Region 1

Govt. Center, Sevilla, City of San Fernando, La Union

**Madam:**

It is our pleasure to nominate a candidate for the **2024 TEN OUTSTANDING KAPADYAK STUDENTS OF REGION 1** Search Program for the school year 2023-2024. We hereby certify that, to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct. We also agree to send our candidate, if selected, to the venue of the final interview by the Board of Judges and to attend the Awards Ceremonies. We understand that the decision of the Board of Judges is final and binding.

Name of Nominee: \_\_\_\_\_

Course: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Signature over printed name of Director/Head for Student Affairs

Signature over printed name of School President





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**ANNEX B**

**NOMINEE'S PERSONAL DATA**

PICTURE

Name: \_\_\_\_\_  
Course: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex assigned at birth: \_\_\_\_\_ Civil Status: \_\_\_\_\_

**FAMILY BACKGROUND**

Father (Name) : \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Mother (Name) : \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Siblings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL PROFILE (Schools Attended)**

Elementary: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Secondary: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

**HOBBIES AND INTERESTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**MOST SIGNIFICANT ACCOMPLISHMENTS**

**Leadership and Awards**

Rank	Leadership Positions	Level	Term (school year)

*You may add more rows as needed.*

Name of Award/s (highest award to lowest)	Level	Date Received	Description of the award

*You may add more rows as needed.*

**Service**

Speaker, Facilitator, and Organizer in Seminars, Workshops, Conferences, Congress, etc. related to Drug and Crime Prevention Education	Level	Term (school year)

*You may add more rows as needed.*





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Programs and projects implemented	Level	Term (school year)

*You may add more rows as needed.*

Policies formulated/contributed and implemented related to Drug and Crime Prevention Education	Level	Term (school year)

*You may add more rows as needed.*

Community involvement/social responsibility	Description of activity and your involvement	Term

*You may add more rows as needed.*



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**ANNEX C**

**Essay:** Answer the question in not more than 300 words.

How have you responded to the call and the challenges of peace-building and a drug-free academic community?

A large, empty rounded rectangular box intended for the student to write their essay response.