



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 25, 2026

REGIONAL MEMORANDUM

No. **331** s. 2026

**UPDATED INFORMATION ON THE 2026 TINGOG
LEADERSHIP EXCELLENCE AWARD (TLEA)**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), provides updated information on the **2026 TINGOG Leadership Excellence Award (TLEA)**. Each school is invited to participate by nominating one (1) graduating student Senior High School for the Secondary Level (Junior High School completer is included).
2. The guidelines, mechanics, and selection criteria, and nomination form are attached to this Memorandum for reference, guidance, and strict compliance of all participating schools. The required nomination documents may be submitted to the TINGOG Office or sent via email to tingogofficial@gmail.com for final review and confirmation on or before March 17, 2026.
3. All nominations must be submitted prior to the school's graduation ceremony to allow ample time for evaluation and preparation of the award materials.
4. Each confirmed awardee shall receive a TINGOG Leadership Medal and a Certificate of Recognition, which will be presented during the school's graduation ceremonies by an authorized representative of the program proponent.
5. For inquiries regarding the search, you may contact **Ms. Norvelyn F. Capaycapay-Quiminales**, Rpm, JD, **TINGOG Leadership Excellence Award Program Coordinator**, at **0917-127-8902**.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosure: As stated

References: RM No. 247, s. 2026, TINGOG Leadership Excellence Award Guidelines

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

SENIOR HIGH SCHOOL TINGOG LEADERSHIP EXCELLENCE AWARD

CLMD-ESF



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



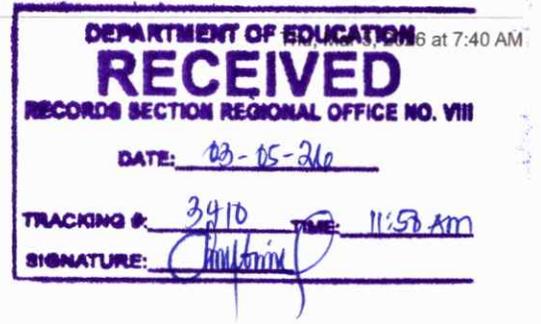
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Fwd: GUIDELINES - TINGOG Leadership Excellence Awards (TLEA) 2026

1 message

Policy, Planning, and Research Division - DepEd Region VIII <pprd.region8@deped.gov.ph>
To: Department of Education Region VIII <region8@deped.gov.ph>



----- Forwarded message -----

From: **Tingog Partylist** <tingogofficial@gmail.com>
Date: Wed, Mar 4, 2026 at 1:25 PM
Subject: GUIDELINES - TINGOG Leadership Excellence Awards (TLEA) 2026
To: <pprd.region8@deped.gov.ph>

Good day,

We are pleased to share with you the attached Guidelines for the Tingog Leadership Excellence Awards (TLEA) 2026 for your review and guidance.

For your convenience, you may also access and download the editable format of the guidelines through this link

https://docs.google.com/document/d/1h_aLCs2wIMNzMbDWUPN7HlkcJoae0Zra/edit

This will allow your institution to accomplish and prepare the necessary documents with ease.

We encourage you to review the guidelines carefully and disseminate the information to the concerned offices or personnel in your institution. Should you require any clarification or further assistance, please do not hesitate to contact us.

We look forward to your active participation in this year's TLEA.

Thank you very much.

Sincerely,

NORVELYN F. CAPAYCAPAY-QUIMINALES, Rpm, JD
Program Coordinator
TINGOG Leadership Excellence Awards 2026

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Policy, Planning, & Research Division
Department of Education
Region VIII - Eastern Visayas
Government Center, Candahug, Palo, Leyte



👍 But before you go, please take time to rate our services. 🙏 Go to bit.ly/deped8-csm and accomplish the form. Thank you very much! ❤️

"Governments will always play a huge part in solving big problems. They set public policy and are uniquely able to provide the plans and resources to make sure solutions reach everyone who needs them. They also fund basic research, which is a crucial component of the innovation that improves life for everyone." ~ **Bill Gates**

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TINGOG LEADERSHIP EXCELLENCE AWARDS (TLEA).pdf
357K



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02 March 2026

TO: **SCHOOL HEADS**
SUBJECT: **TINGOG LEADERSHIP EXCELLENCE AWARDS**

Dear School Head,

Warm greetings.

We are pleased to inform your institution of the **TINGOG Leadership Excellence Awards (TLEA)**, a youth leadership recognition program that seeks to honor graduating students who have demonstrated exemplary leadership, responsibility, service, and positive influence within their school and community.

The program is founded on the belief that education forms not only competence but character. While academic achievement remains important, schools also play a vital role in shaping young people who take initiative, help others, and contribute to the common good. Through this award, we hope to recognize students whose leadership is expressed in service, cooperation, and integrity.

Your school is invited to participate by **nominating one (1) graduating student** for the Secondary Level (Junior or Senior High School) category.

The selection of the nominee shall be conducted internally by the school through a process you deem appropriate. After your institution has identified its official nominee, the required nomination documents may be submitted to our office or via email at tingogofficial@gmail.com for final review and confirmation **on or before March 17, 2026**. We kindly request that nominations be transmitted ahead of your graduation ceremony to allow sufficient time for evaluation and preparation of the award materials.





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Each confirmed awardee will receive a TINGOG Leadership Medal and Certificate of Recognition, which shall be presented during the school's graduation rites by an authorized representative of the program proponent, in coordination with your office.

Enclosed with this letter are the Program Guidelines and the Nomination Form for your reference and use. Should you wish to participate, kindly coordinate with us through the contact details provided below:

Email Address: tingogofficial@gmail.com

Contact Number: 09171278902

We look forward to partnering with your institution in recognizing and encouraging young leaders who contribute to a culture of responsibility and service. Through your cooperation, we hope to inspire students to carry forward the values they learned in school into their future communities.

Thank you very much, and we hope your school will join us in this meaningful endeavor.

Respectfully yours,

NORVELYN F. CAPAYCAPAY-QUIMINALES, RPm, JD, sgd

Program Coordinator

TINGOG Leadership Excellence Awards



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TINGOG LEADERSHIP EXCELLENCE AWARDS

Program Guidelines, Mechanics, and Selection Standards

Nature of the Program

The TINGOG Leadership Excellence Awards (TLEA) is an institutional recognition program that honors graduating students who have demonstrated exemplary leadership, service, responsibility, and positive influence within their school and community.

The award is not primarily academic in nature. It is a formation-oriented recognition grounded in the belief that education must form not only competence but character. The program affirms that leadership among the youth is learned through participation, service, and accountability. It therefore seeks to identify students whose actions consistently benefit others and whose example strengthens the life of the school community.

The Awards shall be implemented annually in participating public and private educational institutions.

Program Objectives

The program aims to encourage schools and students to value responsible leadership and active citizenship. Through recognition, the Awards seek to inspire graduating students to continue participating in community life beyond graduation and to serve as positive role models for younger students.

The program also intends to strengthen the partnership between schools and the wider community by recognizing that leadership formation is part of the educational mission. By identifying and honoring student leaders, the Awards promote volunteerism, cooperation, civic awareness, and social responsibility among the youth.

Ultimately, the Awards aim to establish a continuing network of young leaders in each locality who may later contribute to public service, civic engagement, or community development.



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Categories of Recognition

The Awards shall be granted in two categories:

The **Secondary Level Leadership Excellence Award** shall be conferred upon a graduating Senior High School or Junior High School student who has demonstrated leadership within the school environment or community activities connected to the school.

The **Tertiary Level Leadership Excellence Award** shall be conferred upon a graduating college or university student who has demonstrated leadership in campus organizations, civic initiatives, academic societies, or community programs.

Each participating institution may nominate one student per applicable category.

Award Rationale

Leadership is understood not merely as the possession of authority, popularity, or position, but as a pattern of behavior consistently expressed over time. A student leader is someone whose presence improves a group, strengthens relationships, and encourages others to participate meaningfully in shared responsibilities. Leadership in this program is therefore measured less by titles held and more by influence exercised, particularly influence that is constructive, inclusive, and oriented toward the welfare of others.

A nominee may have served as an officer in a recognized organization, yet the award does not assume that holding office automatically demonstrates leadership. The program instead looks for evidence that the student actively carried responsibility, initiated activities, resolved difficulties, and sustained projects even when supervision was minimal. Leadership is shown when a student moves a group from inaction to participation, from conflict to cooperation, or from disorganization to purposeful activity.

Leadership may be visible in student government, campus organizations, academic societies, publications, performing groups, sports teams, outreach initiatives, peer tutoring programs, volunteer services, faith-based activities, or community efforts connected to the school. It may also be demonstrated informally, such as when a student mediates disagreements among classmates, mentors struggling peers, organizes collective responses to problems, or proposes solutions to school concerns and helps implement them responsibly.





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The program also recognizes leadership that may not always be highly visible or publicly celebrated. Some students do not occupy prominent roles yet are consistently relied upon because of their reliability, initiative, and commitment. A student who regularly assists others, supports group efforts, and ensures that responsibilities are fulfilled demonstrates leadership just as meaningfully as one who leads large events or holds formal office.

The award especially recognizes leadership expressed through service. A nominee should show awareness that leadership is not primarily about recognition but about responsibility. The program seeks students whose example positively shapes the culture of the school and whose conduct encourages cooperation, discipline, and respect.

Eligibility Requirements

To qualify, a nominee must be a graduating student for the current academic year and must be officially enrolled in the nominating institution. The nominee must have demonstrated leadership within at least one academic year and must have participated in an organizational, civic, or community activity.

The nominee must be endorsed by the school head and must be of good moral character with no record of serious disciplinary violation. The student must also be willing to participate in recognition activities connected with the award.

Academic performance alone shall not be considered sufficient basis for nomination. Leadership participation and responsible conduct are essential.

Selection Criteria and Evaluation Standards

Nominees for the TINGOG Leadership Excellence Awards shall be evaluated based on a balanced assessment of leadership practice, service to others, personal conduct, academic responsibility, and future potential. The following weighted criteria shall guide the school's selection process:



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| Criteria | Description | Weight |
|--|--|-------------|
| Leadership and Organizational Responsibility | Demonstrated ability to lead organizations, manage activities, initiate projects, and mobilize peers toward constructive participation | 35% |
| Service and Community Engagement | Active involvement in outreach, volunteer work, and initiatives benefiting the school or the wider community | 25% |
| Character and Integrity | Evidence of honesty, accountability, discipline, respectfulness, and positive example among peers | 20% |
| Academic Responsibility | Responsible fulfillment of academic obligations, including diligence, attendance, and good standing | 10% |
| Leadership Potential and Vision | Initiative, problem-solving ability, and commitment to continue service and leadership beyond graduation | 10% |
| | Total | 100% |

In evaluating nominees, schools are encouraged to look beyond isolated accomplishments and instead consider the student's overall record of conduct, participation, and influence throughout the course of study. The evaluation should take into account how the student interacts with peers, responds to responsibility, and contributes to the functioning of organizations or initiatives. Rather than focusing on a single activity, the review should examine patterns showing initiative, reliability, and the ability to carry tasks to completion.

Particular attention should be given to the student's ability to translate ideas into action. A strong nominee is one who implements projects, coordinates with others, and sustains activities long enough to produce real outcomes. Leadership often appears when students respond constructively to difficulties, and evaluators may note instances where the nominee helped resolve problems, mediated disagreements, or strengthened cooperation.

Service to others should be carefully considered. Committees may review whether the student's activities benefited classmates, younger students, the school, or the surrounding community. Participation in outreach activities, mentoring, volunteer service, and support for school initiatives beyond minimum requirements are indicators of genuine commitment.



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Character and integrity are also essential considerations. Teachers and advisers may be consulted regarding the student's reliability, respectfulness, and accountability. A nominee should demonstrate consistent behavior across situations and should handle both success and criticism with maturity.

Academic responsibility forms part of the evaluation insofar as it shows discipline and balance. Leadership should not come at the expense of academic duties. Regular attendance and responsible completion of requirements support the student's credibility as a leader.

Finally, evaluators should consider leadership potential. The award looks not only at past actions but at readiness to continue serving others after graduation. A student who expresses commitment to contributing to society reflects the formative purpose of the recognition.

School-Level Nomination Procedure

Each school shall establish an internal selection process appropriate to its structure. Schools may announce the program to graduating students and faculty advisers and may accept recommendations from teachers, organization moderators, or student affairs offices.

The school may create a review committee that screens candidates, reviews leadership records, and consults faculty members familiar with the nominees. Interviews may be conducted to understand the student's motivations, experiences, and future goals.

After review, the institution shall select one official nominee and prepare an endorsement.

The program proponent does not interfere with the internal school deliberations but may validate credentials prior to confirmation.

Suggested Composition of School Awards Committee

Schools are encouraged to designate a committee composed of the School Head or Dean, a guidance counselor or student affairs officer, a faculty representative, and an organization adviser or moderator. The committee shall review records and prepare a brief evaluation supporting the nomination.





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Required Submission Documents

The school shall submit the nomination before graduation together with the required documentation. The submission should include the following:

- A. Accomplished nomination form
- B. Endorsement letter signed by the school head
- C. Student leadership profile
- D. Short narrative describing leadership activities
- E. Certification of good academic standing
- F. Photograph

Incomplete submissions may be returned for completion.

Submission Timeline

Schools are encouraged to begin the process at least a month before graduation to allow adequate review. This is to allow confirmation and preparation of recognition materials.

Late submissions may not be processed in time for awarding.

Final Evaluation and Validation

The program proponent shall review the submitted materials, verify the information when necessary, and confirm the awardee. Clarifications or additional documentation may be requested from the school.

Confirmation by the program proponent constitutes approval of the awardee.

Conferment of the Award

Each confirmed awardee shall receive a TINGOG Leadership Medal and a Certificate of Recognition.

The award shall be presented during the graduation ceremony by an authorized representative of the program proponent in coordination with the school administration. When a representative cannot attend, the school may present the award on behalf of the proponent upon proper authorization.



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General Policies

The **TINGOG Leadership Excellence Awards** is an honorary recognition conferred upon deserving graduating students in accordance with these guidelines. The award does not constitute academic ranking, scholarship, or monetary compensation. Its purpose is to recognize leadership and encourage continued service after graduation.

Schools are expected to conduct the selection process carefully and responsibly. Submission of a nomination signifies that the school has reviewed the student's qualifications according to the standards of leadership, service, and conduct described in this program. The program proponent retains authority to review submissions and confirm eligibility.

The nomination must be transmitted before the graduation ceremony. The proponent may request clarification or additional documentation when necessary. A nomination may be declined if requirements are not met or if the level of leadership expected is not demonstrated. In cases where no suitable nominee exists, the award may not be conferred.

Any misrepresentation discovered during review may result in non-confirmation. Participation in the program constitutes acceptance of these policies and recognition that the award emphasizes responsibility and continued good conduct beyond graduation.

Effectivity

These guidelines shall take effect immediately upon issuance and shall apply to all participating institutions for the current academic year and succeeding years unless amended.



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TINGOG LEADERSHIP EXCELLENCE AWARDS

Official Scoring Rubric and Evaluation Sheet

| | |
|------------------|--|
| Name | |
| School | |
| Category | <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary |
| Evaluator | |
| Date | |

Rating Scale

| Rating | Description | General Meaning |
|--------|-------------------|---|
| 5 | Outstanding | Consistent, sustained leadership with clear impact on others and the school community |
| 4 | Very Satisfactory | Strong leadership shown in multiple activities with positive influence |
| 3 | Satisfactory | Adequate participation and responsibility, but limited initiative or impact |
| 2 | Developing | Occasional involvement; leadership inconsistent or limited |
| 1 | Minimal | Little evidence of leadership or responsibility |

Leadership and Organizational Responsibility (Weight: 35%)

Evaluate the nominee's ability to lead, organize, and carry responsibility within organizations or activities. Consider whether the student initiated projects, held responsibilities effectively, coordinated teams, or improved participation.



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| Rating | Description |
|--------|--|
| 5 | Led major organizations or projects; initiated programs; effectively mobilized others; demonstrated strong management and accountability |
| 4 | Held leadership positions and carried duties responsibly; organized activities successfully; encouraged participation |
| 3 | Participated actively and occasionally led tasks; fulfilled assigned responsibilities but with limited initiative |
| 2 | Held a position but performed mainly assigned tasks; limited evidence of leadership influence |
| 1 | Minimal participation; no clear leadership role |

Score: _____ × 35 = _____ / 175

Service and Community Engagement (Weight: 25%)

Evaluate the nominee's commitment to service and contribution to others beyond personal benefit. Consider outreach activities, volunteer work, mentoring, and participation in projects benefiting the school or community.

| Rating | Description |
|--------|--|
| 5 | Consistent involvement in service initiatives; led or organized outreach activities; clear benefit to others |
| 4 | Regular volunteer participation and meaningful contribution to community or school service |
| 3 | Occasional involvement in outreach or volunteer work |
| 2 | Limited participation in service activities |
| 1 | No significant service involvement |

Score: _____ × 25 = _____ / 125





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Character and Integrity (Weight: 20%)

Evaluate personal conduct and reliability based on faculty and adviser feedback. Consider honesty, accountability, respectfulness, and trustworthiness.

| Rating | Description |
|--------|--|
| 5 | Exemplary conduct; highly trusted by teachers and peers; consistently models positive behavior |
| 4 | Responsible and respectful; dependable in most situations |
| 3 | Generally appropriate behavior with minor concerns |
| 2 | Inconsistent reliability or maturity |
| 1 | Conduct concerns or disciplinary issues |

Score: _____ × 20 = _____ / 100

Academic Responsibility (Weight: 10%)

Evaluate how the student manages academic obligations while engaging in leadership.

| Rating | Description |
|--------|---|
| 5 | Strong academic standing; consistently responsible and diligent |
| 4 | Good academic performance; fulfills requirements responsibly |
| 3 | Acceptable academic performance |
| 2 | Academic responsibilities occasionally neglected |
| 1 | Academic difficulties affecting responsibilities |

Score: _____ × 10 = _____ / 50



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Leadership Potential and Vision (Weight: 10%)

Evaluate readiness for future leadership and commitment to continued service. Consider initiative, problem-solving ability, and long-term goals.

| Rating | Description |
|--------|--|
| 5 | Demonstrates clear vision, initiative, and strong commitment to future service |
| 4 | Shows leadership potential and clear goals |
| 3 | Expresses interest in leadership but limited direction |
| 2 | Uncertain future engagement |
| 1 | No evident leadership direction |

Score: _____ × 10 = _____ / 50

Total Scores

| Criteria | Weighted Score |
|--|----------------|
| Leadership and Organizational Responsibility | |
| Service and Community Engagement | |
| Character and Integrity | |
| Academic Responsibility | |
| Leadership Potential and Vision | |
| Total | |





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Interpretation Guide

| Total Score | Suggested Evaluation |
|-------------|-------------------------------|
| 425 - 500 | Highly Recommended |
| 350 - 424 | Recommended |
| 275 - 349 | Qualified But Not Competitive |
| Below 275 | Not Recommended |

Committee Certification

We certify that the nominee was evaluated fairly based on the established criteria.

Signature of Evaluator

Name of Evaluator

Signature of Committee Chair

Name of Committee Chair

Date





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TINGOG LEADERSHIP EXCELLENCE AWARDS

Official Nomination Form

Please type or print legibly. Attach additional sheets if necessary.

SCHOOL INFORMATION

Name of School

School Address

City / Municipality and Province

School Contact Number

School Email Address

Name of School Head

Position / Designation

CATEGORY

Secondary

Tertiary

NOMINEE INFORMATION

Name of Nominee

Date and Place of Birth

Sex

Degree / Strand / Track

Year / Grade Level

Home Address

Contact Number

Email Address

Expected Date of Graduation



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LEADERSHIP INVOLVEMENT

Please list the nominee's major leadership roles and participation in organizations, projects, or activities (inside or outside the school). Include positions held and approximate dates.

| Organization / Activity | Position / Role | Inclusive Dates | Major Contribution / Responsibility |
|-------------------------|-----------------|-----------------|-------------------------------------|
| | | | |
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COMMUNITY SERVICE AND VOLUNTEER WORK

Describe the nominee's involvement in community or outreach activities. Indicate how the activities benefited others.



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LEADERSHIP IMPACT STATEMENT

(To be completed by the School Awards Committee or Adviser – 300 to 500 words)

Please describe how the nominee demonstrated leadership, responsibility, and positive influence among peers. You may cite specific situations where the student initiated action, helped others, resolved difficulties, or contributed to the school community.

STUDENT PERSONAL STATEMENT

(To be completed by the Nominee – approximately 150 to 300 words)

In your own words, briefly describe what leadership means to you and how you hope to continue serving others after graduation.





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CERTIFICATION OF GOOD STANDING

This is to certify that the above-named nominee is a graduating student for the current academic year, is currently enrolled in this institution, is of good moral character, and has no record of any serious disciplinary violation.

Signature

Name

Position

Date

SCHOOL ENDORSEMENT

The school hereby endorses the above-named student as its official nominee for the TINGOG Leadership Excellence Award. The school affirms that the nominee was selected through an internal evaluation process and meets the program's leadership standards.

Signature

Name of School Head

Position

Date

Official School Seal



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REQUIRED ATTACHMENTS

Please attach the following:

1. 2x2 or formal photograph of the nominee
2. Student profile or resume (optional but recommended)
3. Copy of latest report card or certification of academic standing
4. Additional supporting documents (optional)

SUBMISSION

Submission of a hard copy is optional. However, if you choose to submit a hard copy, you are still required to send the soft copy to the email address provided below.

Submit this completed form together with attachments before the graduation ceremony to:

Name of Recipient: Norvelyn Capaycapay-Quiminales

Address: Tingog Community Center, Barangay 63 Tacloban City, 6500

Email Address: tingogofficial@gmail.com

Contact Number: 09171278902

Incomplete submissions may not be processed.