



## GENERAL GUIDELINES

(Revised for THOS Awards 2020)

### **I. OVERVIEW**

**The Outstanding Students (THOS) Awards** is the annual flagship project of the Junior Chamber International Philippines-Bacolod, Inc. (**JCI-Bacolod, Inc.**).

The nominees will come from two (2) levels: Junior High School and College. Nominations will be formally made by the Dean of Students Affairs/Dean of Academic Affairs (or its equivalent) for the College level; and the Principal for the Junior High School level.

Using the Pre-Set Standards, members of the Board of Judges organized by the JCI-Bacolod, Inc. will evaluate the nomination and select the finalists and winners.

### **II. QUALIFICATIONS FOR NOMINATIONS**

#### **A. Basic Academic Requirements**

1. Must be either a Grade 10 student (Junior High School category) or a graduating student (College category) and must not be a degree holder;
2. Must be in the upper 20% of the course and year in all semesters/year since enrollment in nominating school, as the case may be, for which he/she is nominated up to the last completed semester/quarter/year;
3. Must not have a failing grade in any subject, including P.E., C.A.T., P.M.T., N.S.T.P., and the like;
4. Must not have an “incomplete” grade or unrecovered “conditional” grade in any subject taken;
5. Must not have any grade or mark lower than 82% (or its equivalent) in any required academic subject necessary for graduation; and
6. Must not have been placed on disciplinary probation, suspended, or punished for any disciplinary offense since enrolment and/or never had been charged or convicted of any criminal offense.

#### **B. Extra-curricular Activities**

Data for this criterion are to be found in the Nominee’s Personal Data Sheet and Bidbook;

The following areas of endeavor are considered, although the list is not exclusive nor given in any order of importance: *student government/campus organizations, civic/community work, school/student publication, forensic/oratory/ debate/public speaking, scientific research and discovery, sports / drama/arts.*

#### **C. Personality/Interview**

- a) intelligence and general knowledge
- b) facility of expression, bearing, neatness and appearance
- c) sense of justice and fairness, moral and physical courage
- d) cooperativeness, unselfishness, dependability and initiative
- e) overall personality



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### SCORING:

**A. BIDBOOK = 70% OF THE GRAND TOTAL SCORE**

- Leadership Excellence, Academic Excellence, Community Service

**B. THE FINALISTS' FORUM = 30% OF THE GRAND TOTAL SCORE**

**GRAND TOTAL:**

|                       |      |
|-----------------------|------|
| Bidbook Score         | 70%  |
| Finalists Forum Score | 30 % |
| Total Score           | 100% |

### **III. NUMBER OF NOMINEES**

- A. Declaration of Nomination (provided herein) should come from, and must be signed by the Dean of Student Affairs/Academic Affairs (or its equivalent) for the College level, by the Principal and the Student Adviser for the High School level.
- B. A maximum of three (3) nominees per school shall be allowed.

### **IV. DOCUMENTS REQUIRED FOR NOMINATION TO BE VALID:**

- A. **MAIN ENTRY FORMS** - Each nominee shall submit the following in original form and fastened in order in a short-sized plain white folder:
  1. **DECLARATION OF NOMINATION with NOMINEE'S PERSONAL DATA SHEET** - (Annexes A and B, 1 page each) to be filled up and signed by the nominee and the Dean of Student Affairs/Academic Affairs (or its equivalent) for the College level, and by the Principal for the High School level.
  2. **CERTIFICATION FROM THE SCHOOL REGISTRAR** indicating the students' Grade Point Average per year (freshman to third year) with the grade point average in the current year taken from the last completed semester/quarters and that the nominee is in the Upper 20% of his class/course and year, and has never had a grade below 82% (or its equivalent).
  3. **CERTIFICATION FROM SCHOOL HEAD** duly signed by the Dean of Student Affairs/Academic Affairs (or its equivalent) for the College level, and by the Principal for the High School level indicating that all data and documents (Bidbook, Declaration of Nomination, Certifications, etc.) submitted to the THOS AWARDS Secretariat are true and correct, and have been personally verified by the same school authorities. This shall also contain a brief explanation why the student was nominated and description of his over-all personality and character.



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4. **FOUR (3) IDENTICAL 2X2 PICTURES with complete name on the back** (scanned/photocopied photographs not allowed) – one picture attached per Nominee's Personal Data Sheet (Annex B), one pasted on the title page of the bidbook and one picture reserved for any other needs of the THOS Secretariat.
5. A complete **VALIDATED TRANSCRIPT OF RECORDS (COLLEGE) OR FORM 138 OR GRADE 10 CARD (HIGH SCHOOL)** from freshman year to the last completed semester/quarter/year duly signed by the School Registrar and bearing the seal of the school for authentication purposes.

### B. BIDBOOK

- a) All bidbook documents must be placed in a **LONG SIZED CLEAR BOOK**.
- b) Use **ORDINARY WHITE LONG BOND PAPERS** as background fillers (no designer, colored or scented papers allowed).
- c) **Each Nominee is allowed a minimum of twenty (20) pages and a maximum of seventy-five (75) pages.** This means that 1 sheet printed on both sides is already considered as 2 pages. It is advised that participants prioritize their main involvements or activities.
- d) Supporting documents may be in the form of photocopies of report cards, awards, certificates, citations, printed photos, or any printed material attesting to the activity or award presented. It is advised that only copies are submitted as THOS Secretariat will not be held liable for any loss of an original document.
- e) Supporting documents may be presented in the nominee's own creative way as long as clarity, order, and professionalism are observed. All supporting documents must be properly labeled or captioned.
- f) A nominee is prohibited to hire professionals to work on his/her bidbook. Doing so would immediately disqualify the nominee from the THOS Awards.
- g) The contents of the BIDBOOK must be in the following order:
  1. **Title Page** - containing the nominee's picture, full name, category entered, school represented; and a one paragraph personal introduction
  2. **Table of Contents – list contents per category: Leadership Excellence, Academic Excellence, and Community Service**
  3. **Category Details** – Each category must begin on a fresh page and not continued from previous category.



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### Description of each category:

#### a. Leadership Excellence

- contains **LEADERSHIP POSITIONS HELD** in various school-based organizations (Student Council, School Publication, CAT, Academic and non-academic clubs, etc.), training and seminars attended (local, regional, national and international), awards and special citations received, significant projects led and organized in school from first to fourth year **in relation to leadership positions held**.

#### b. Academic Excellence

- contains the Grade Point Average (current School Year), Projected Academic Honors (end of SY), Honors and awards received in relation to academic subjects (local, regional, national, international), Academic contests won (local, regional, National and international), other special awards as an official representative of the school (arts, sports, literary, etc.).

#### c. Community Service/Involvement

- contains positions held in various community and Church-based organizations (Sangguniang Kabataan, Church, Youth Ministry, etc.), Trainings and seminar attended in relation to Community service, significant projects initiated and implemented for the church and community, awards and special citation received in relation to service rendered to the community.

### Important Notes:

**\*Present in DESCENDING ORDER** – from the most recent school year down to the freshman year **EXCEPT** for Community Excellence Category wherein descending order means from highest position to lowest position

**\*In Presenting Levels per schoolyear:** start with International then National, Regional, Provincial, City, School, etc.

**\*PROOF OF VERACITY** – scanned photos, certificates, and other documentary evidence that supports the declared position or involvement of the student in each activity. The number of supporting documents may vary per activity depending on the nominee's decision as long as the overall maximum number of pages is observed. All documents must be **READABLE AND STUDENT'S PRESENCE MUST BE CLEARLY SEEN BY THE ASSESSORS**.

**\*Participation** in the activities deemed to be part of official position shall be included in the highest category to which it belongs to and therefore need not be separately included in the list of other involvements **UNLESS MAJOR AWARDS** have been conveyed because of it. (Example: Choir Leader singing in the school mass, in the school intramurals, and in the Christmas presentation, shall be considered as belonging to one point system in the category of being a Choir Leader **UNLESS** a MAJOR AWARD was conferred for the CHOIR in one particular contest).

**\*VIOLATIONS OF THE GUIDELINES SHALL MERIT DEDUCTIONS IN THE OVERALL SCORE OF THE NOMINEE.**



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The following shows the required format and sample contents:

### I. LEADERSHIP EXCELLENCE

#### I.A. POSITION(S) HELD

| Position                                  | Semester(s)/ Period                           | Academic Year               | Signature of Adviser/ Moderator or its counterpart |
|---|---|-----------------------------|--|
| <b>IA. STUDENT GOVERNMENT</b>             |   |                             |  |
| President                                 | 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters | SY 2019-17                  | (signature)<br>Ms. Maria Cruz<br>Moderator         |
| Proof of Veracity:                        |   |                             |  |
| <b>IB. CAMPUS CLUBS AND ORGANIZATIONS</b> |   |                             |  |
| Math Club                                 | 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters | SY 2013-14 to<br>SY 2017-18 | (signature)<br>Mr. Juan dela Cruz<br>Adviser       |
| Proof of Veracity:                        |   |                             |  |
| <b>IC. PERFORMING ARTS</b>                |   |                             |  |
|   |   |                             |  |
| Proof of Veracity:                        |   |                             |  |
| <b>ID. PUBLICATION</b>                    |   |                             |  |
|   |   |                             |  |
| Proof of Veracity:                        |   |                             |  |
| <b>IE. OTHERS</b>                         |   |                             |  |
|   |   |                             |  |
| Proof of Veracity:                        |   |                             |  |



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### I.B. PROJECTS ORGANIZED OR HEADED

| Date and Venue                               | Name/Title of Event or Project   | Level | Role                    | Attendees  |
|--|----------------------------------|-------|-------------------------|--|
| June 2, 2019<br>ABC Event Centre,<br>Bacolod | Student Government<br>Convention | City  | Over-all<br>Chairperson | 200 Student Leaders from the different<br>schools in Bacolod |
| Proof of Veracity:                           |                                  |       |                         |  |

### I.D. LEADERSHIP AWARDS OR CITATIONS RECEIVED

| Date and Venue                               | Name/Title of Event or Seminar | Level    |
|--|--------------------------------|----------|
| November 25, 2019,<br>XYZ Hotel, Baguio City | 123 National Convention        | National |
| Proof of Veracity:                           |                                |          |

### I.C. LEADERSHIP TRAININGS/SEMINARS ATTENDED

| Year               | Name of the Award     | Given by     | Level |
|--------------------|-----------------------|--------------|-------|
| 2019               | Outstanding SSG Award | Bacolod City | City  |
| Proof of Veracity: |                       |              |       |



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### II. ACADEMIC EXCELLENCE

#### II.A. ACADEMIC ACHIEVEMENT(S)

|  |                                   |
|--|-----------------------------------|
| Weighted Grade Average as of<br>1 <sup>ST</sup> Semester of AY 2017-18 (COLLEGE)<br>2 <sup>ND</sup> Grading of AY 2017-18 (JUNIOR HIGH SCHOOL) | Signature of Registrar/ Principal |
| <u>95.68 %</u>   | (signature)<br>Mr. Juan dela Cruz |
| Projected Academic Honors at the end of the Academic Year<br>( <i>Summa Cum Laude, First Honors, etc.</i> )                                    |                                   |
| Summa Cum Laude  |                                   |

#### II.B. ACADEMIC CONTEST(S) WON

| Year               | Name of the Award                                    | Given by | Level      |
|--------------------|--|----------|------------|
| 2019               | 1 <sup>st</sup> Runner Up, National Science Quiz Bee | DOST     | National   |
| Proof of Veracity: |  |          |            |
| 2019               | Champion, Oration                                    | NOPSSCEA | Provincial |
| Proof of Veracity: |  |          |            |

*\*may include Oratorical Contests, Quiz Bee, Investigatory Projects, Researches and the like*





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### III. COMMUNITY SERVICE EXCELLENCE

#### III.A. POSITION(S) HELD IN THE COMMUNITY/CIVIC ORGANIZATIONS

*\*arrange from highest to lowest position*

| Position           | Organization              | Inclusive Year(s) | Signature of Adviser/ Moderator or its counterpart    |
|--------------------|---------------------------|-------------------|---|
| President          | Young People Organization | 2013              | (signature)<br>Ms. Maria Cruz (Moderator)             |
| Proof of Veracity: |                           |                   |   |
| SK Kagawad         | Brgy. Zone I, XYZ City    | 2014              | (signature)<br>Hon. Pedro Cruz (Brgy. Zone I Captain) |
| Proof of Veracity: |                           |                   |   |

#### III.B. SIGNIFICANT COMMUNITY PROJECT(S) ORGANIZED

| Date and Venue            | Name/Title of Event or Project | Level  |
|---------------------------|--------------------------------|--------|
| August 15, 2019, XYZ City | Project Help                   | School |
| Proof of Veracity:        |                                |        |

#### III.C. COMMUNITY OUTREACH ACTIVITIES / TRAININGS PARTICIPATED

| Date and Venue                           | Name/Title of the Community Event/ Outreach/Project/ Organizer | Level |
|--|--|-------|
| July 24, 2019, Social Development Center | Oplan Tulong organized by ABC Inc.                             | City  |
| Proof of Veracity:                       |  |       |

#### III.D. AWARD(S) OR CITATION(S) RECEIVED FOR COMMUNITY SERVICE

| Year               | Name of the Award          | Given by                | Level  |
|--------------------|----------------------------|-------------------------|--------|
| 2019               | Community Excellence Award | Help International Club | School |
| Proof of Veracity: |                            |                         |        |





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### SEALING INSTRUCTIONS

All requirements enumerated above must be sealed in a durable long-sized **EXPANDABLE ENVELOPE**. The upper left-hand corner on the back portion of the expandable envelope must contain the nominee's complete name, category (High School or College), complete name of school, and nominee's personal and active contact number. For example:

Juan Pedro A. dela Cruz

HIGH SCHOOL

ABC University – Bacolod City

### IMPORTANT DATES TO REMEMBER

- ✓ **Submission of Requirements** - December 14, 2019 / 1:30-5:30pm only  
@ Think Big Co-working Space (2<sup>nd</sup> Floor, Del Rio Bldg., Bacolod City)
- ✓ **Finalists' Forum** – February 1, 2020 (venue to be announced)
- ✓ **Grand Awarding Ceremonies** – February 22, 2020 / 1:00pm / Ayala Capitol Central

*\*For inquiries, please contact THOS Secretariat at 034-7029875/0933-4660096 or email us through [thosawards2020@gmail.com](mailto:thosawards2020@gmail.com)*