




Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

Office Memorandum, Series of 2022

TO : **ALL DEANS AND ASSOCIATE DEANS**
ALL REGISTRARS
PROF. ROZALLE H PALACOL, *Chairperson, Sta Cruz Campus*
DR. ALBERTO B. CASTILLO, *Chairperson, San Pablo Campus*
DR. FLORA H. SALANDANAN, *Chairperson, Los Banos Campus*

FROM :  **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **CALL FOR SUBMISSION FOR LSPU 70 OUTSTANDING STUDENTS**

DATE : August 16, 2022

In view of the upcoming 70th Founding Anniversary of this academic institution on November 21-26, 2022, the Office of the Student Affairs and Services took its initiative for Call of Submission for LSPU 70 Outstanding Students to recognize their exemplary performance both in academic, non-academic and community services.

Deadline of the submission is on September 23, 2022 duly endorsed by the College Deans. Other instructions are in the attached guidelines.

For your information and compliance.



SEARCH FOR 70 OUTSTANDING STUDENTS

Laguna State Polytechnic University

SEARCH RULES AND PROCEDURES

I. WHO MAY JOIN

Nominees may come from the different fields of specialization (please refer to Annex A: Fields of Specialization).

A. For Colleges

A college may submit a maximum of two (2) nominees from different courses of different campuses including satellite campuses.

II. MINIMUM QUALIFICATIONS REQUIREMENTS

- A. A Filipino citizen, not more than 30 years old, of excellent moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
- B. A bona fide student the current academic year (A.Y. 2021-2022), from a first baccalaureate degree and Bachelor of Laws degrees; and
- C. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his/her entire study in college.

III. DOCUMENTS FOR SUBMISSION

- A. All documents for submission must be A4-sized bond paper.
- B. Two (2) copies of duly accomplished nomination forms inclusive of all documents in **sequential order**. (You may the list below as your checklist.)

- ☒ Nomination Form with Black and White graduation photo
- ☒ Nominee's Personal Data
- ☒ Nominee's Most Significant Accomplishments
- ☒ Nominee's Academic Achievement Profile
- ☒ Nominee's Leadership Achievement Profile
- ☒ Nominee's Social Responsibility Profile
- ☒ Nominee's Character and Values Profile
- ☒ Nomination Letter from the Nominator
 - issued and signed by Nominator (College Dean)



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☒ Recommendation Letter from a person (not relatives) with a deep knowledge of the personal history of the nominee (may be a mentor, Counselor, Community or Church Leader or any person of good repute who work with the nominee). The recommendation must specify the reasons and circumstances surrounding the nominee's life story that are vital to his/her being an outstanding student.

☒ Supporting Character Reference's Profile

☒ Certificate of Good Moral Character

☒ TOSP Essay

☒ Certification of GWA/GPA

- should **specify and list** the non-academic subjects that were not included in the computation of GWA/GPA (e.g. NSTP, P.E, Religious Studies/ Values Education, Social Orientation/ Formation, etc.) for the same period above and shall be signed by the college/university registrar.
- must also indicate
 - ☒ both the **numeric** and **percentage** equivalent of the GWA/GPA,
 - ☒ the **highest and lowest possible (passing) mark** that can be acquired, and
 - ☒ the **Grading System** used.

NB: All Scholastic records must be certified true copies by the college/university.

☒ Supporting Documents

● Academic Performance

● Leadership

● Social Responsibility

THE SEARCH PROCESS

I. NOMINATION AT THE COLLEGE LEVEL

- A. A Dean, professor, faculty member of a college or a student may endorse his nominee's. The head of a college shall have the option to conduct a formal screening process or directly nominate the college nominees for the search from among the names submitted by the dean, professor, and other officer of a school organization or students of a college.
- B. Colleges are encouraged to create or initiate, as much as possible, their own Institutional Selection Committee in screening their nominees prior to submission of nominations to the Office of the Student Affairs and Services.



II. OFFICE OF STUDENT AFFAIRS AND SERVICES

- A. Nominations shall be received by the OSAS within the set due date.
- B. The Secretariat shall thoroughly review if the documents are in accordance nominated more than the allowable number of nominee's belonging to the same course, students with failing grades, or students who have dropped and/or withdrawn subject during their years of baccalaureate or medicine or law school. It shall also determine if there are missing or unverified documents. Should the nomination packaged be considered not in order, it shall be sent back and brought to the attention of the nominating school until full compliance is achieved.

III. SELECTION OF CAMPUS FINALISTS

- A. A Campus Screening Committee is convened for the sole purpose of selecting finalists through nomination package (bidbook) review. No personal interviews by the committee shall be honored at this stage.
- B. The campus finalists through their respective OSAS shall be formally informed of the results by letter signed by the Chair of the Campus Screening Committee and the Campus Director.

IV. SELECTION OF UNIVERSITY WIDE WINNERS

- A. A five-member Board of Judges shall be convened by the EXECOM to conduct the final selection process for the University Wide Search. The finalists shall undergo a panel interview at this stage at a designated place agreed upon by the EXECOM.
- B. After all the finalist have been interviewed, the judges will record their final scores and deliberate en banc as to how many and who shall be awarded as Top 70 LSPU Outstanding Winners. The Board of Judges may decide to award less than 1/3 of the total number of finalist if the member feel that only a fewer number deserve the award. The awardees shall not be ranked.
- C. A ceremony shall be held to formally announce and bestow the Award to the Top 70 Student Winners and recognize the Campus Finalists.
- D. Based from the scores incurred during the selection process, the Top 3 Outstanding Students will be endorsed to the National Selection Board as our entry to the TOSP.



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Annex A: Fields of Specialization

FIELDS OF SPECIALIZATION **Baccalaureate Degrees, Doctor of Medicine** **And Bachelor of Laws Degrees only**

Medicine.

Health Related Professions:

Dentistry, Medical Technology, Nursing, Nutrition and Dietetics, Physical/Occupation Therapy, Optometry, Radiological Technology, Pharmacy.

Agriculture:

Agricultural Engineering, Fisheries, Forestry, Veterinary Medicine, and allied courses like Agribusiness.

Science and Math:

Astronomy, Meteorology, Biology, Biochemistry, Botany, Microbiology, Human Biology, Molecular Biology, and Biotechnology, Physiology, Zoology, Chemistry, Industrial Chemistry, Chemical Technology, Pharmaceutical Chemistry, Pharmacology, Geology, Ecology, Metallurgy, Natural Sciences, Volcanology, Oceanography and Statistics.

Information Technology:

Computer Science, Computer Technology, Information Management.

Engineering, Architecture and Maritime:

All fields of Engineering and Maritime Programs such as Maritime Engineering, Marine Transportation and Naval Architecture.

Humanities, Communication and Social Sciences:

Psychology, Philosophy, Literature, English, Filipino, and other Foreign Languages, Fine Arts, History, Anthropology, Sociology, Political Science, Journalism, Mass Communications, Broadcasting, Theology, Music, Social Work, Interior Design, Tourism, International Studies.

Teacher Education:

Elementary and Secondary Education, Industrial Education

Criminology and Law;

Criminal Justice and Jurisprudence, Correction and Jail Management, Law, Enforcement, Police Administration, Security and Safety Management.

Business, Economics, Industry and Entrepreneurship:

Banking and Finance, Public Administration, Business Administration, Custom Administration, Accountancy, Marketing, Economics, Business/Industrial Management, Legal Management, Hotel & Restaurant Management, Tourism Management, and Management Engineering.



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I. NOMINATION FORM

Office of the Director
Office of the Student Affairs and Services
Contact Numbers: +639670080935

Attach 2x2
Black and White
Photo here

Gentlemen:

After reviewing the award rules, it is our pleasure to nominate:

Name of Nominee : _____
Course: _____
Field of Specialization: _____
Signature: _____

to the 2022 OUTSTANDING STUDENTS OF THE LAGUNA STATE POLYTECHNIC UNIVERSITY Search Program for academic year 2021-2022. 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 are agreeing to send our candidate, if selected, to the venue of the final interview by the Board of Judges and to attend the Award and Ceremonies. We understand that the decision of the Board of Judges is final and binding.

Campus

Address

Signature over Name of Dean/Associate Dean

Email Address

Telephone Number

Fax Number

Mobile Number

Date



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II-A. Nominee's Personal Data

Last Name	First Name	Middle Name	Nick Name
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Home Address

Residence Telephone Number	Mobile Number	Email Address
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Date of Birth	Age	Civil Status
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Citizenship	Gender
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Family Background

Name	Age
Profession/Occupation	

Father:

Mother:

Brother/s:

Sister/s:

II-B. Nominee's Education Profile

Years	School Attended	Level/Course/Degree	Inclusive
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Elementary:

High School:

College:

Others:

Did you drop any subject during your entire stint in the course for which you are nominated?

☐ YES

☐ NO

Did you withdraw any subject during the aforementioned period?

☐ YES

☐ NO

If yes, please state the subject(s) and reason(s) for dropping or withdrawing:



II-C Nominee's Hobbies and Interests

III-A. Most Significant Accomplishments

Fill in the tables with your three most significant achievements in the areas of academic excellence, leadership, and social responsibility. In not more than 150 words per achievement, write a narrative explaining the reasons why you consider each significant.

For the Level column, use the appropriate legend:

I-International; N-National; R-Regional; P-Provincial; C-City; S-School

1. Academic Excellence

Rank	Most Significant Accomplishment	Level
1		
2		
3		

1.

2.

3.



III-B. Most Significant Accomplishments

2. Leadership

Rank	Most Significant Accomplishment	Level
1		
2		
3		

1. _____

2. _____

3. _____

III-C. Most Significant Accomplishments

3. Social Responsibility

Rank	Most Significant Accomplishment	Level
1		
2		
3		

1. _____

2. _____



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3. _____

Nominee's Academic Achievement Profile

1. This profile shall only include academic honors and awards received from institutions, organizations, and contest during academic years from a first baccalaureate, medical and law.
2. Honors and awards must be arranged in chronological order from most recent to earliest. Date column must be filled-up with month-date-year entries
3. For the Level the Column, use this legend: I-International; N-National; R-Regional; P-Provincial; C-City S-School
4. Reference page' refers to the page of the supporting document for the listed item; i.e copy of certificate, news article, or photo of award etc.
5. The chart below must be replicated for each school year.

School Year: _____

Date (MM-DD-YY)	Rank, Name of Honor/Award Received	Given By	Description Honor/Award Received	Level	Reference Page

NOTE: Nominee may delete the instructions above if more space is needed and may add more rows if needed.



**IV. Nominee's Leadership Achievement Profile
(Co-and Extra-Curricular Activities and Awards)**

1. This profile shall only include co and extra-curricular activities, programs, projects, or organizations that nominee has been involved with/in such as student government, academic-related organizations, or school-based volunteer organizations.
2. Co-and extra-curricular awards include distinctions on leadership, student service, organizational performance, or debate tournaments, performing arts, journalism engagement, etc.
3. The chart below must be replicated for each school year.

School Year: _____

Date (MM-DD-YY)	Position, Name of Activity	Description of Activity and your Involvement	Organized By	Beneficiary	Level	Reference Page

NOTE: Nominee may delete the instructions above if more space is needed and may add more rows if needed.



V. Nominee's Social Responsibility Profile
(Civic Activities and Community Involvements and Awards)

1. This profile shall only include civic engagements and community service involvements done voluntarily, separate from and independent of academic requirements. This includes activities done in or with community, charity or non-government organization, church, or in connection with the school extension (social development program).
2. This also includes awards given in recognition of achievements or services rendered in the same context as above stated, by any organization, institution, or government unit.
3. The chart below must be replicated for each school year.

School Year: _____

Date (MM-DD-YY)	Position, Name of Activity	Description of Activity and your Involvement	Organized By	Beneficiary	Level	Reference Page

NOTE: Nominee may delete the instructions above if more space is needed and may add more rows if needed.



VI. Nominee's Character and Values Profile

A. Nomination Letter from the Nominator

For the Nominator, please summarize the reasons why you believe your nominees should be selected. Kindly limit to 300 words only.

B. Recommendation Letter

Recommendation letter from a person (except relatives) with a deep knowledge of the personal history of the nominee. He or she may be a mentor, counselor, community or church leader or any person of notable repute who has worked with the nominee. This letter must highlight the reasons, circumstances, and experience that make the nominee outstanding.

C. Certificate of Good Moral Character

D. LSPU 70 TOSP Essays

For the Nominee: Please select ONLY two (2) questions out of the six (6) given below and answer each question in not more than 300 words. Insert your essays after this page.

1. What to you is the meaning of community service?
2. How have you responded to the call and the challenges of nation building?
3. What is the significance of excellence and being outstanding in today's society?
4. How were you able to lead balanced life as a student?
5. What motivated you to be where you are now? Who were the people and what were their roles in contributing to the values and principles you live by day today?
6. Why do you continue to live by the values you believe in? Why are these very significant to your life vis-à-vis your contribution to society?



E. Supporting Character References

We hereby certify that we have personally known the nominee,
_____ for at least two (2) years and to the best
of our knowledge, he/she is one of excellent moral character and has no
record of criminal conviction or unfavorable disciplinary action at school.

_____ Name	_____ Name
_____ Position/Designation	_____ Position/Designation
_____ Address	_____ Address
_____ Tel. No.	_____ Tel. No.
_____ Signature	_____ Signature

_____ Name
_____ Position/Designation
_____ Address
_____ Tel. No.
_____ Signature

**must not include relatives*



VII. Scholastic Records

Insert the following after this page:

a. Transcript of Records

This should include all subjects with grades taken by the nominee from the first semester of first year in college, Medical or Law School to the first semester of the academic year 2015-2016

b. Certification of GWA/GPA

1. This certification should **specify and list** the non-academic subjects that were not included in the computation of GWA/GPA (e.g NSTP, PE, Religious Studies/Values Education , Social Orientation/Formation, etc.) for the same period above and shall be signed by the college/university registrar.
2. This must also indicate:
 - i. both the **numeric** and **percentage** equivalent of the GWA/GPA,
 - ii. the **highest and lowest possible (passing) mark** that can be acquired and
 - iii. the **Grading System** used.
3. This must be certified true copies by the college/university registrar.



VIII. Supporting Documents

Insert the following after this page:

a. Academic Performance

Shall include only photos of awards with descriptive captions (name of honor/award, date, venue, and award giving bodies), copies of newspaper clippings or certificates;

b. Leadership

Shall include only copies of certificates, newspaper clippings, photos of activities (name of activity, date, venue, and organizing committees), or photos of awards (for co- and extra-curricular awards);

c. Social Responsibility

Shall include only copies of certificates, newspapers clippings, photos of activities (name of activity, date, venue, and organizing bodies), or photos of awards (for civic involvements and services).

NB:

- Only one (1) proof/supporting document shall be submitted for each claim
- Supporting documents should not include minutes of the organizational meetings, project evaluation reports, thesis and feasibility studies, project proposals, general plans of actions, calendar of activities.
- For certificates and newspapers clippings, photocopied materials are preferred.
- All supporting documents must be certified true copies by the college/university.



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