



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY



August 28, 2025

**REGIONAL MEMORANDUM**

No. **403**, s. 2025

**NATIONAL CULMINATING AND AWARDING CEREMONY OF PROJECT WATCH  
(WE ADVOCATE TIME CONSCIOUSNESS AND HONESTY) CUM SUMMIT**

To: School Division Superintendents  
Secondary and Elementary School Heads  
Private Schools Secondary and Elementary Schools  
Project WATCH Advocates  
All Others Concerned

1. With reference to the attached Circular Order No. 001, s. of 2025 from JCI Senate Philippines-Project W.A.T.CH Committee dated August 12, 2025, this Office in coordination with Schools Division of Cauayan City shall host the **National Culminating and Awarding Ceremony of Project WATCH (We Advocate Time Consciousness and Honesty) cum Summit** at Isabela Convention Center (ICON), San Fermin, Cauayan City on **November 11-14, 2025**.

2. The activity aims to:

- recognize and award outstanding efforts of schools and individuals in promoting the core values of punctuality, time consciousness, and honesty within the education sector;
- provide a platform for the sharing of best practices and success stories from various schools and regions, fostering motivation and sustained commitment among participants;
- celebrate the accomplishments of WATCH schools and advocate groups, encouraging continued participation and excellence in value formation; and
- discuss strategies and plans for further strengthening the culture of integrity through honesty and time consciousness among DepEd officials, teachers, and students in advancing Project WATCH's mission.

3. Participants in this activity are Project WATCH Advocates, School Heads and Teacher of Public Elementary and Secondary Schools, Private Elementary School and Secondary School. Attendance of participants is on **OFFICIAL BUSINESS**.

4. A registration fee of one Thousand Pesos (P1,000.00) shall be charged from each participant to cover meals, shirt, kits, honorarium of speakers during the Summit. The registration fee, accommodation, travel expenses and other related incidental expenses shall be charged to MOOE or any local funds subject to the usual accounting and auditing rules and regulations.

5. Arrival and registration of participants shall be on November 11, 2025. The **Indicative Matrix of Activities** and **Contest Mechanics** for the different activities are hereto attached as **Enclosures 1 and 2**, respectively.

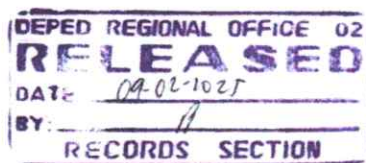


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6. Payment for the registration fee should be made through GCASH Number at 09201075645 (Trisha Kaye Lacambra). For additional information or inquiries, please contact Hon. Gary G. Galutera, National Chairman Project WATCH, JCI Senate Philippines, at 09269577000.

7. For information and wide dissemination.



**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

Encl: Approval Letter

To be included in the perpetual  
Index of the following subject:

ASSEMBLY  
POLICY  
SUMMIT

BASIC EDUCATION  
SCHOOLS

PROJECT  
TEACHERS

HRDD/rbc/project watch 25

<b>MEMORANDUM</b>		Date: 9/9/2025	Released/Records: <i>hoo</i>
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
<b>ORLANDO E. MANUEL PhD., CESO V</b> Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input checked="" type="checkbox"/> Atty.	Signature: <i>on</i>

Enclosure 1 to R.M. No. **403**, s. 2025 *National Culminating and Awarding Ceremony of Project Watch (We Advocate Time Consciousness and Honesty) Cum Summit*

Date	Activity	Venue	Contact Person
November 11	2pm Arrival and Registration	Isabela Convention Center, San Fermin, Cauayan City	Trisha Kaye Lacambra 09201075645  <b>(Partner Hotels and Transients)</b>
November 12	8:00am <b>National Project Watch Summit</b>	FLDY Coliseum	Ronald Lucquiao 09285927790
November 13	8:am <b>National Finals</b> (Dagliang Talumpati)  10:am <b>National Finals</b> (Project Watch Jingle )  2:pm National Awarding Ceremony: Project Watch Best Schools Implementer (Region, Division or Schools)	Isabela Convention Center, San Fermin, Cauayan City	Trisha Kaye Lacambra Afternoon 09201075645





**JCI SENATE PHILIPPINES  
PROJECT W.A.T.C.H. COMMITTEE**

**CIRCULAR ORDER NO.001, SERIES OF 2025**

**TO:** All School Project W.A.T.C.H. Coordinators, School Principals, and JCI Senate Chapters

**FROM:** JCI Senate Philippines – Project W.A.T.C.H. Committee

**SUBJECT:** Guidelines for the 2025 Project W.A.T.C.H. Implementation and Submission of Entries for the National Search for Best Project W.A.T.C.H. School

**DATE:** August 12, 2025

In line with the nationwide advocacy to promote time consciousness and honesty, the JCI Senate Philippines – Project W.A.T.C.H. Committee hereby issues the **guidelines for the 2025 Project W.A.T.C.H. Implementation and the National Search for Best Project W.A.T.C.H. School** for both public and private elementary and high schools.

Participating schools are required to submit the **Pre-Entry Form on or before October 1, 2025**, and **all final requirements on or before October 10, 2025**.

Entry Requirements include:

- Bid Book (60–100 pages) with narrative reports and documentation
- Video Documentation (MP4 format, max 8 minutes)
- Special Awards Entries *(optional)*: Best Project W.A.T.C.H. Jingle, Best Project W.A.T.C.H. Impromptu Speech, Best Project W.A.T.C.H. Kick-Off Program

**Judging Process:**

Entries will be evaluated based on advocacy, training/orientation, club activities, and curriculum integration. Top implementers will undergo validation by the official Validation Team.

**Winners:**

All winners will be announced on November 13 during the National Recognition and Awards Day.

**Prizes:**

Awardees will receive cash prizes, a Project WATCH Trophy, a plaque, and a certificate.

For complete guidelines, entry forms, and detailed criteria, please refer to the official document below. For queries and coordination, you may contact the designated JCI Senate personnel in your area.

Yours truly,

**JCI SEN. GARRY G. GALUTERA, JGF**  
2025 National Chairman, Project W.A.T.C.H.

Noted:  
**JCI SEN. CECILIA L. MADRID DY, CCF**  
National President



**GUIDELINES ON THE 2025 PROJECT W.A.T.C.H. IMPLEMENTATION  
SUBMISSION OF ENTRIES FOR BEST PROJECT W.A.T.C.H. SCHOOL**

**PRE-ENTRY FORM (SUBMIT ON OR BEFORE OCTOBER 1, 2025, 2025)**

The following pre-entry information must be submitted by the School Project W.A.T.C.H. Coordinator or School Principal noted by JCI Chapter Officer (contact details may be found below) on or before **OCTOBER 1, 2025**.

<b>NATIONAL SEARCH FOR BEST PROJECT W.A.T.C.H. SCHOOL</b>			
<b>Public and Private Elementary/High School</b>			
Please fill all applicable spaces. Print legibly. Tick appropriate boxes. Indicate N/A if not available. 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>	
<b>TYPE OF SCHOOL:</b>		<b>NO. OF ENROLLEES:</b>	
<input type="checkbox"/> Public <input type="checkbox"/> Private		_____ Elementary _____ JHS _____ SHS	
<b>JCI SENATE CHAPTER:</b>		<b>ADDRESS:</b>	
		<b>CONTACT NO.:</b>	
		<b>EMAIL ADDRESS:</b>	
		<b>NAME OF OFFICER:</b>	
<b>PROJECT W.A.T.C.H. VICE CHAIRMAN</b>			
<b>CONTACT NO.:</b>			
<b>MATERIALS SUBMITTED:</b>			
<input type="checkbox"/> Bid Book	<input type="checkbox"/> AVP in Flash Drive	<input type="checkbox"/> Audio File of Project W.A.T.C.H. Jingle	<input type="checkbox"/> File of Project W.A.T.C.H. Month "Best School Implementer" in Flash Drive
<b>PRE-ENTRY DATE FILED</b>			





## **BID BOOK**

The following are the guidelines on the creation and submission of the Bid Book:

1. The contents of the bid book must support and substantiate the entry for Project W.A.T.C.H.;
2. Outside dimensions must not exceed 8.5" x 13" (21.59 cm x 33.02 cm);
3. Any type of Bid Book is acceptable as long as it conforms to the specified outside dimensions;
4. The minimum number of pages per Bid Book 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 Bid Book 8.5" x 13" (21.59 cm x 33.02 cm). Foldout pages, gatefolds, etc. are not permitted;
6. Each page of the Bid Book 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.
7. 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.
8. The 100-page Bid Book 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.
9. 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 Bid Book page requirement.
10. Further, attendance sheets for different activities need may be displayed and checked during the validation; and
11. The Bid Book should have a label on its front cover indicating the following information:

### **PROJECT W.A.T.C.H. 2025**

Name of submitting school

Division / Region

School Head / Contact Number

School Project W.A.T.C.H. 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 PROJECT 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%****Total: 100%**

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



## **SPECIAL AWARD FOR BEST PROJECT W.A.T.C.H. IMPROPTU SPEECH**

### **Guidelines for Impromptu Speech**

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

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

**Theme:** *(To be announced)*

#### **1. Participants**

- The contest is open to all qualified students as identified by the organizing committee.
- Each school/organization may send only one (1) official representative.

#### **2. Speech Mechanics**

- The speech must revolve around the given theme.
- The participant will be given **five (5) minutes** to prepare after the theme is announced.
- Each participant is allowed **two (2) to three (3) minutes** to deliver their speech.

#### **3. Language**

- The speech may be delivered in **Filipino** or **English**.
- Mixing the two languages is allowed, but the dominant language must be consistent throughout the delivery.

#### **4. Delivery**

- No reading of notes is allowed. The speech must be delivered from memory.
- The participant must speak clearly and audibly, maintaining good posture and eye contact.
- Props, costumes, or visual aids are **not allowed**.

#### **5. Judging**

- Participants will be judged based on the following:
  - a. Content & Relevance to Theme- 40%,**
  - b. Delivery & Confidence- 30%**
  - c. Mastery of Language- 20%**
  - d. Impact & Persuasiveness- 10%**
  - Total: 100%**
- The decision of the board of judges is **final and irrevocable**.

#### **6. Time Cue**

- A sound will be heard as a signal for the participant to stop speaking once the maximum time limit has been reached.



### **SPECIAL AWARD FOR BEST PROJECT 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 participated during the nationwide Project W.A.T.C.H Kick-Off on June 9, 2025.

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. 2025**

Name of submitting school  
 Division / Region  
 School Head / Contact Number  
 School Project W.A.T.C.H. Coordinator / Contact Number  
 Mailing address of submitting school

4. Place the same information at the back page of the front cover of the Bid Book (info in item #8 says front cover - please check); and
5. Submit all the requirements on or before **OCTOBER 10, 2025**.

### **SUBMISSION**

The National Search for Best Project W.A.T.C.H. School is open to all **Public and Private Elementary / High Schools**. All interested schools must submit all requirements on or before **OCTOBER 10, 2025**.



### **JUDGING PROCESS**

The Project 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%
	<b>TOTAL 100%</b>

### **For the Awardees**

The list of awardees will be officially announced on **November 13** in conjunction with the celebration of the **National Recognition and Awards Day**. This special occasion will serve as an opportunity to acknowledge and commend the outstanding efforts and exemplary performance of all participants.

### **Prizes**

Each winner will be awarded corresponding cash prizes in recognition of their achievement. In addition, they will receive a Project WATCH Trophy, a commemorative plaque, and an official certificate as symbols of honor and distinction. These awards aim to celebrate their dedication, commitment, and valuable contributions to the success of the program.



## 2025 JCI SENATE COUNTERPART

NAME	POSITION	JCI SENATE CHAPTER	EMAIL ADDRESS	MOBILE NUMBER
<b>JCI Senator Garry G. Galutera</b>	Project W.A.T.C.H. National Chairperson		galuteragarry@gmail.com	0926-957-7000
<b>JCI Sen. Jeneath Uy</b>	Deputy National Chair	Bicol Region		
<b>JCI Sen. Jojo Matias</b>	Vice Chairperson, North & Central Luzon	<b>Area 1</b> (Cagayan Valley, Central Luzon Region, Pangasinan Region, Ilocandia Region)		
<b>JCI Sen. Bryan Castillo</b>	Vice Chairperson, NCR	<b>Area 2</b> (Metro South Region, Metro East Region, Metro North Region, Metro Rizal Region)		
<b>JCI Sen. Cesar Moran</b>	Vice Chairperson, Bicol Region & South Luzon	<b>Area 3</b> (Southern Tagalog Region, Palawan Region, Bicol Region, Cavite North Region, Cavite South Region, Laguna Region)		
<b>JCI Sen. Ly Tillo</b>	Vice Chairperson, Visayas	<b>Area 4</b> (Central Visayas Region, Western Visayas Region, Eastern Visayas Region)		
<b>JCI Sen. John Frederick Ruiz</b>	Vice Chairperson, Mindanao	<b>Area 5</b> (Davao Region, Western Mindanao 1, Western Mindanao 2, Western Mindanao 3, Northern Mindanao, Central Mindanao, Southern Mindanao)		
<b>JCI Sen. Rhea Davis</b>	Treasurer and Validation Head			
<b>Trisha Kaye A. Lacambra</b>	Secretariat		trishakayealacambra20@gmail.com	0920-107-5645
<b>Joffer T. Acacio</b>	Secretariat		jofferacacio52@gmail.com	0960-895-9732
<b>Reden A. Calipjo</b>	Secretariat		calipjored@gmail.com	0905-588-7040

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.

Prepared by,

**JCI SEN. GARRY G. GALUTERA, JGF**  
2025 National Chairman, Project W.A.T.C.H

Noted:

**JCI SEN. CECILIA LA MADRID DY, CCF**  
National President