POLICY ON REWARDS AND RECOGNITION SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA

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PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA WITH EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY

I. GENERAL PROVISIONS

Section 1. Short Title. This Manual shall be known as the Program on Awards and Incentives for Service Excellence (PRAISE) System of DepEd Caraga with Equal Opportunity Principle (EOP) Policy, for brevity.

Section 2. Legal Bases of Promulgation and Related Policies. This Manual is promulgated in line with the following legal bases of promulgation and related policies:

2.1. Executive Order No. 292, s. 1998, Administrative Code of the Philippines
2.2. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees
2.3. Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel
2.4. Presidential Decree No. 966 July 20, 1976, Declaring Violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor.
2.5. Republic Act No. 10524, An act expanding the positions reserved for persons with a disability, amending for the purpose of Republic Act No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability
2.6. Republic Act No. 10911, An act prohibiting discrimination against any Individual in Employment on Account of Age and Providing Penalties therefor;
2.7. Republic Act No. 6725, An act strengthening the prohibition on discrimination against women with respect to terms and conditions of employment, amending for the purpose article one hundred thirty-five of the labor code, as amended;
2.8. Republic Act 7277, Magna Carta of Women, An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes
2.9. Republic Act 6713, Code of Conduct and Ethical Standards for Public Officials and Employees
2.10. Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An act Providing for the Magna Carta of Women) – CSC Resolution No. 1000432, dated Nov. 22, 2010.
2.11. CSC MC No. 01 Series of 2001, Program on Awards, and Incentives for Service Excellence
2.12. DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education
2.13. DepEd Order No. 9, s. 2002, Establishing the PRAISE in the Department of Education

Section 3. Scope. This Program on Awards and Incentives for Service Excellence (PRAISE) System of DepEd Caraga with Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in the career and non-career service of the Department of Education Caraga with its 12 Schools Division Offices and basic education public schools in Caraga Region.

Section 4. Language Construction. This policy is written in English and the words used shall be understood in the generic sense except as may be defined herein. Any doubt as to the meaning of any provision of this Manual shall be liberally interpreted in favor of an equal opportunity for all concerned and against any form of discrimination, bias, prejudice, and unfair treatment of any individual or group of individuals except that all laws of the Republic of the Philippines and all such provisions of relevant rules and regulations shall be followed when pertinent to the process or decision.

Section 5. Definition of Terms. Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

5.1. Agency – refers to the Department of Education Caraga

5.2. Award – a recognition which may be monetary or non-monetary, conferred on the individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

5.3. Career – positions in the Civil Service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

5.4. Contribution - any input which can be in the form of an idea or performance.

5.5. Discovery – uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

5.6. Discrimination - Any distinction, exclusion or restriction made based on sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

5.7. Equal Opportunity – refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the availment of the Rewards and Recognition following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

5.8. Indirect discrimination - occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against

5.9. Idea type contribution – refers to an idea, a suggestion, or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

5.10. Incentive – monetary or non-monetary motivation or privilege is given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

5.11. Invention – the creation of something previously non-existent which will benefit the government.

5.12. Non-Career – positions expressly declared by law to be in the non-career service; or those entrance in the service is characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which is limited to the duration of a particular project for which purpose of employment was made.

5.13. Performance type contribution – refers to performance of an extraordinary act or service in the public interest in connection with or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

5.14. Suggestion – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

5.15. System – the Agency awards and incentives program for its officials and employees.

II. BASIC POLICIES

Section 6. Essential Features. DepEd Caraga PRAISE System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices, or preferences.

Section 7. Basis of Providing Incentives. DepEd Caraga PRAISE System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of DepEd Caraga officials and employees, regardless of age, appointment status, gender, gender identity, sex, sexual orientation, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.

Section 8. Timeliness of Award or Recognition. DepEd Caraga PRAISE System shall give emphasis on the timeliness of giving award or recognition. Aside

from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in DepEd Caraga Regional Office applying the equal opportunity principle.

Section 9. Principles. DepEd PRAISE shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 10. Monetary and Non-Monetary Awards. DepEd Caraga PRAISE System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments, and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

Section 11. Mandatory Five Percent (5%) Allocation for Human Resource Development. At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the DepEd's annual Work and Financial Plan.

III. OBJECTIVES

Section 12. General Objective. DepEd Caraga PRAISE's general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy, and improvement in government operations, which lead to organizational productivity. The Department of Education Caraga, in making any Human Resource decision or any related decision shall ensure that no person is discriminated against, nor any person is unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity and fairness.

Section 13. Specific Objectives. The specific objectives of DepEd Caraga PRAISE System shall be as follows:

13.1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees at the start of each year;

13.2. To identify outstanding accomplishments, best practices of employees on a continuing basis;

13.3. To recognize and reward accomplishments and innovations periodically or as the need arises; and

13.4. To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts.

IV. INSTITUTIONALIZATION OF THE PRAISE SYSTEM, COMPOSITION, DUTIES AND FUNCTIONS OF THE PRAISE COMMITTEE MEMBERS AND SECRETARIAT

Section 14. Institutionalization. The DepEd Caraga PRAISE System is hereby institutionalized for proper compliance of all concerned.

Section 15. Authority to Oversee the System. The Regional Director shall be responsible in overseeing the DepEd Caraga PRAISE' operations.

Section 16. Constitution and Composition of the PRAISE Committee and Secretariat. DepEd Caraga PRAISE Committee and Secretariat shall be constituted to screen and recommend eligible candidates for national awards, and likewise grant informal awards based on the CSC-approved DepEd Caraga PRAISE. This Committee will ensure efficiency, wide participation and transparency in all processes, the following PRAISE Committee will compose the following:

16.1. Regional Director or his/her authorized representative

16.2. Head of Finance Unit or equivalent

16.3. Chief of Human Resource and Development Division

16.4. Administrative Officer V in the Personnel Unit; and

16.5. Two representatives from the accredited employees' union who shall serve for a period of two years (one from the first level and one from the second level).

16.6. The PRAISE Secretariat of DepEd Caraga Regional Office will compose of the following:

16.6.a. A staff from the Human Resource and Development Division

16.6.b. Three (3) staff from the Personnel Unit

Section 17. Duties and Functions of the PRAISE Committee. The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of DepEd Caraga. They also make sure that the equal opportunity principle is applied in the PRAISE system. As such the Committee shall meet periodically to perform the following tasks:

17.1. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;

17.2. formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

17.3. determine the forms of awards and incentives to be granted;

17.4. monitor the implementation of approved suggestions and ideas through feedback and reports;

17.5. prepare plans, identify resources and propose budget for the system on an annual basis;

17.6. develop, produce, distribute a system policy manual and orient the employees on the same;

17.7. document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

17.8. submit an annual report of awards and incentives system to the CSC on or before the 30th day of January;

17.9. monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency;

17.10. address issues relative to awards and incentives within fifteen (15) days from the date of submission;

17.11. incorporate equal opportunity principles in the PRAISE System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all;

17.12. ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

17.13. ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

17.14. PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks. Note down minutes of the Meeting.

17.15. take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

Section 18. Qualities of PRAISE Committee Members. To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is uphold, they must demonstrate fairness and acuity in implementing the System.

Section 19. Committee Membership as a Regular and Priority Duty. To ensure proper, effective and efficient implementation of the DepEd Caraga PRAISE System, membership of the Committee, calendar of activities for the year must be set by them ensuring that timelines are not in conflict with other activities so that these are prioritized over other responsibilities.

Section 20. Presiding Officer. The Chairperson shall be the Presiding Officer in all PRAISE Committee Meeting and in his/her absence, the Vice-Chairperson shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.

Section 21. Meetings. The PRAISE Committee shall regularly meet every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members.

Section 22. Quorum. The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership. Simple majority

(50% + 1) constitutes a quorum which capacitates the Committee to do business and decides matter with the committee's authority

V. TYPES OF AWARDS AND INCENTIVES

Section 23. National Awards. DepEd Caraga shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:

23.1. Presidential or Lingkod Bayan Award – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

23.2. Outstanding Public Official/Employee or Dangal ng Bayan and Award – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

23.3. Civil Service Commission or the PAGASA Award – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

23.4. Other Awards – given by other government agencies, private institutions, or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 24. DepEd Caraga PRAISE Awards. DepEd Caraga shall develop and initiate the Search for deserving employees who may be included in the screening of candidates for awards to be given such as, but not limited to:

24.1 *Bulawanong Sulô* Awards – aims to recognize Outstanding DepEd Caraga officials and employees for both Schools Division Offices and the Regional Office, on the following award categories:

a. Outstanding Teacher (elementary and secondary)
b. Outstanding Master Teacher (elementary and secondary)
c. Outstanding SpEd Teacher (elementary and secondary)
d. Outstanding School Principal (elementary & secondary)
e. Outstanding Multigrade Teacher
f. Outstanding ALS Mobile Teacher
g. Outstanding Public Schools District Supervisor
h. Outstanding Education Program Supervisor (SDO & RO)
i. Outstanding Non-Teaching Level 1 Employee (SDO & RO)
j. Outstanding Non-Teaching Level 2 Employee (SDO & RO)
k. Outstanding Researcher
l. Outstanding School (elementary & secondary)
m. Outstanding Schools Division Office (Small and Medium)
n. Outstanding Inclusive Education Implementer

o. Outstanding Reading Program Implementer
p. Most Functional Learning Resource Management Center (LRMC)
q. Natatanging Bulawanong Sulô

24.2 *Bulawanong Pasidungog* – aims to recognize Outstanding DepEd Caraga officials and employees in the Regional Office, on the following award categories

a. Outstanding Education Program Supervisor
b. Outstanding Non-Teaching Personnel Level 1
c. Outstanding Non-Teaching Personnel Level 2

24.3 Service Award – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of retirement who shall be given a Plaque of Recognition and any form of token the Office provides.

24.4 On-the-Spot Rewards and Recognition – DepEd Caraga establishes a culture of employee engagement where everyone, regardless of their designation, economic status, culture, creed, and beliefs are given equal opportunity to be recognized in their day-to-day experience which offer them meaning, impact and appreciation. Almost any simple act of achievement is recognized and appreciated as the Office emphasizes a culture of recognition. Concerned Functional Division Chief shall send letter of recommendation to the PRAISE Committee for approval and proper recording and issuance of certificate codes.

a. *Gawad Agad* Award – given outright to official/s and or employee/s in the Schools Division Offices and Regional Office commended by clients/superior/top management and or functional divisions for their courtesy, promptness, efficiency, and dedication to duty. The following shall be considered for *Gawad A*gad Award but not limited to:

i. Prompt submissions of reports to the Regional Office.

ii. Most Punctual and perfect attendance. Personnel who consistently reports to the office on time, without undertime and with the best attendance every two months duly nominated by the top management validated by the Personnel Unit.

iii. The personnel with the complete attendance in the flag ceremony for 4 Mondays for the previous month.

iv. Wearing of the prescribed uniform.

v. Active participation to RO activities/conferences. This shall be given to employee/functional division for actively participating in activities for/with complete attendance

vi. Most punctual in RO-led activities.

b. *Gawad Galing* Award- shall be given to official/s and or employee/s in the School Division Offices and Regional Office and in recognition for the following:

i. Complete, accurate (validated data), and reliable submission of reports. Only those given a Gawad Agad for prompt submission shall be considered for this Gawad Galing Award.

ii. Exemplary behavior based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards).

1. Commitment to public interest.
2. Professionalism.
3. Justness and sincerity.
4. Political neutrality.
5. Responsiveness to the public.
6. Nationalism and patriotism.
7. Simple living.
8. Commitment to democracy.

iii. Excellence in performing duty. This award is given to an employee/ group who has excelled among peers in a functional group, position, or profession. The criteria are based on the CSC guidelines:

1.Noteworthiness of outstanding performance/ contribution/ s
2. Impact of performance/achievements
3. Reliability and effectiveness
4. Consistency of performance
5. Client satisfaction

iv. An employee has exhibited any act courage and selflessness to the extent of risking one's own life.

24.5 7S of Good House-Keeping Award – shall be given to RO official/s and or employee/s whose physical areas of responsibility are well-maintained and follow good office-keeping practices as defined by the principles of 7S of good housekeeping, such as, Sort, Systematize, Sweep, Sanitize, Sustain, Safety, Security which have been consistently observed within the screening period.

24.6 Gawad ng Regional Director Award – shall be given in recognition to an "extra-ordinary achievement" that is successfully implemented an idea that contributed to the efficiency and economy of individual, functional division's productivity, or improvement in operations or in the welfare of co-employees.

24.7 Such other awards – any award duly approved by the Regional Director upon the recommendation of the PRAISE Committee.

Section 25. Types of Incentives. – DepEd Caraga shall continuously search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

25.1 Loyalty Cash gift and Incentive – granted to an employee who has served continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash award of Php 1000.00 per year during the first ten (10) years per DepEd Order 54, s. 2015 Amendment to DepEd Order No. 55, s. 2003 (Increase of Payment of Loyalty Cash

Gift. Succeeding awards shall be given every five years thereafter. Besides cash award, a loyalty incentive shall be given, subject to availability of funds:

Number of Years of Service	Loyalty Token	Amount (in PhP)
10 years	shall be determined by the PRAISE Committee duly approved by the RD	2,000 – 2,999
15 years		3,000 – 3,999
20 years		4000 – 4,999
25 years		5,000 – 5,999
30 years	14 K Gold service ring	20,000 – 30,000
35 years	shall be determined by the PRAISE Committee duly approved by the RD	6,000 – 6,999
40 years		7,000 – 7,999

25. 2 The Office also awards Plaque of Recognition to all Loyalty Service awardees. The loyalty token (except for the 14K gold ring) as well as the amount may change based on availability of funds duly deliberated by the PRAISE Committee and approved by the Regional Director.

25.3. Length of Service Incentive - given to an employee who has rendered at least three years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

25.4. Productivity Enhancement Incentive (PEI) - Php 5,000 shall be given to all qualified employees not earlier than Dec. 15 of every year to all qualified employees for the purpose of improving the government employees' productivity as stipulated in DBM Budget Circular No. 2017-4.

25.5. Performance-Based Bonus (PBB) - is a form of additional compensation paid to an employee or department as a reward for achieving specific goals or hitting predetermined targets, as provided in Memorandum Circular No 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

25.6. Collective Negotiation Agreement (CNA) - is an incentive granted to the employees of the Regional Office who are members of the DepEd National Employees Union with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and systems improvement, subject to availability of funds.

Section 26. Forms of Awards and Incentives - The awards and incentives under the PRAISE System of DepEd Caraga shall be as follows:

26.1. Compensatory Time-Off - granted to an employee, regardless of salary, who has worked beyond his/her regular office hours without overtime pay, based on CSC-DBM Joint Circular No. 2-A, s. 2005 and CSC-DBM Joint Circular No. 2, s. 2004 relative to Non-Monetary Remuneration for Overtime Services Rendered.

26.2. Gliding Flexi Time - work arrangement allowed for all employees who may report to office as early as 7:00 am - 9:30 am, until 4:00 pm – 6:30 pm;

or a total of 8 hours a day, as indicated in DepEd Order 23, s. 2018 on the implementation of flexible working hours for non-teaching employees of the Department of Education, pursuant to the provisions of Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission.

26.3. *Salu-salo* Together - meal/snacks hosted by the Regional Director/Assistant Regional Director/chiefs of functional division for employee/s who have made significant contributions.

26.4. Personal Growth Opportunities - incentives which may be in the form of attendance in conferences on official business and other learning opportunities.

26.5. Other incentives - incentives in kind which may be in the form of cellular phones, communication allowance, recognition posted on DepEd Caraga website, or newsletter to employees of the Regional Office who perform significant contribution to the Office and shall be appropriate for the position held.

Section 27. Schedule of Amounts of the PRAISE Monetary Incentives and Trophies - In addition to the Plaque of Recognition provided for under this Manual, subject to availability of funds, and accounting and auditing rules and regulations, the Schedule of Monetary Incentives to be provided annually shall be as follows:

Type of Awards	**Amount of Incentives (Php)/Reward**
Bulawanong Sulô Awards and Bulawanong Pasidungog	
- Individual employee categories	5,000 each awardee
- School Implementer categories	10,000 each awardee
- Schools Division Office category	20,000 each awardee
Gawad Agad Award	Certificate of Recognition
Gawad Galing Award	Certificate of Recognition, token of any amount provided by officials of DepEd Caraga
Gawad ng Regional Director	Plaque of Recognition and/or any token/amount subject to the discretion of the Regional Director
7S of Good Housekeeping Award	Certificate of Recognition
Loyalty and Service Awards	Please refer to Section 25, 25.1
Salu-salo Together	No specific amount from any person in a functional division who will share for a “salu-salo” in a functional division.
Professional Growth Opportunities	
- Attendance in conferences	Fully paid registration and per diems
- Learning opportunities	Fully paid attendance in short-term courses for technical enhancement, managerial upgrading, and

	supplementary intervention to further improve capability to serve better
- Scholarship Opportunities	Nomination to sponsoring agencies; travel/ leave on official time
Other awards	Monetary awards or benefits shall be determined by the PRAISE Committee duly approved by the Regional Director

27.1 Provided, that the PRAISE monetary incentives shall be released during the awarding ceremony for the formal and planned reward system. The on-the-spot reward system shall be given with a Certificate of Recognition aside from a token to be handled by the host functional division of the Region, except as may be expressly prescribed by relevant laws, rules, and regulations, upon the recommendation of the PRAISE Committee and duly approved by the Regional Director.

27.2 Three finalists for each category will receive a Certificate of Recognition, while the outstanding official/employee shall also receive a trophy and a monetary award (Refer to the provision in Section 27. Schedule of Amounts of PRAISE Monetary Incentives).

VI. SEARCH AND SCREENING PROCEDURES

Section 28. General Conditions - The following conditions should be followed:

28.1. For the National Awards - The Presidential or Lingkod Bayan, Dangal ng Bayan and CSC Pagasa Awards, the following procedures are followed.

a. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office, provincial, regional or Central Committee on PRAISE for the Committee's evaluation.

b. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices. In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

c. The following information must be adequately provided:

For group nomination (Presidential Lingkod Bayan and CSC Pagasa Awards):

Names of group or team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members

who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP form No. 1-A for details.

i. Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";

ii. State outstanding accomplishments of exemplary norms displayed and impact of accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and

iii. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

For exemplary conduct and ethical behavior – In addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary.

d. The nominations of heads of offices, agencies and local government units should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or agency.

e. For outstanding work accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.

f. Limitation on Nomination

i. Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category.

ii. Honor awardees or those who have been previously conferred with any of the three award categories: Presidential Lingkod Bayan, Outstanding Public Officials and Employees or Dangal ng Bayan and CSC Pagasa can still be nominated to the same or to another award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

iii. Nominees who are recipients of national awards given by nationally recognized award giving

g. Competition among Candidates or Nominees - Candidates for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and processes provided under this Manual and/or as the PRAISE Committee may determine subject to the approval of the Regional Director.

The Department of Education Caraga shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall incorporate equal opportunity principles in the nomination, and screening which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

28.2. For DepEd Caraga Regional Search – The *Bulawanong Sulô* and *Bulawanong Pasidungog* Awards recognizes the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of the office, schools, and communities one serves.

a**. Qualification Requirements of a candidate** – Nominated officials and employees must meet the following qualifications:

i. Have rendered at least three (3) years of continuous service in the Department of Education in the position nominated for as of the deadline of submission. Accomplishments should also be made within the last three years in the current position prior to the nomination and have been continuously caried out by the nominee.

ii. Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For nominees who has availed of a scholarship for the rating period required, their ratings considered shall be the recent rating periods available as cited in DepEd Order No. 2, s. 2015;

iii. Have not been awarded in any National Search or similar Regional Search recognized by DepEd for the last three (3) years.

b. Submission of Nominees/Candidates from the Schools Division Offices (SDOs) and the Regional Office - Each SDO should recommend one (1) nominee for each of the categories. The Regional PRAISE Committee shall not declare a winner for any of the categories with only one nominee for the entire Region. The Division Office shall submit the accomplished nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly signed by the Chairperson of the Division PRAISE Committee on or before **30th day of July** for the SDOs while for the functional divisions of the Regional Office shall be on or before **30th day of September**.

Nominees shall prepare 3 folders containing all the required and supporting documents and be properly indorsed to the Regional Office. Pertinent documents shall include the following:

i. **Indorsement from Schools Division Superintendent/ Functional Division Chief**

ii. **Nomination Form** - The Nomination Form shall be accomplished by the immediate head of the nominee along with one-two paged (A4 size) write-up about the latter, highlighting his/her accomplishments and impact to learning/service and contribution to the community.

iii. **Omnibus Certification of Authenticity and Veracity of Documents** - The Omnibus Certification of Authenticity and Veracity of Documents is a legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted. This also authorizes the

Department of Education to verify the authenticity of his/her documents submitted for his or her application to the *Bulawanong Sulô* Awards and *Bulawanong Pasidungog* .

iv. Updated Service Record
v. Personnel Data Sheet (CSC Form 212)
vi. IPCRF for the last 3 rating periods
vii. Rating Sheet for Professionalism and Personal Characteristics
viii. Certificates and other supporting documents (refer to the criteria and MOVs of the awards category nominated for)

c. For special cases, such as physical submission of documents is not favorable due to travel restriction and health protocols during security or health crisis as imposed by authorities, the online submission shall be an option. All required and supporting documents of nominees shall be scanned in one (1) pdf file and properly endorsed to the Regional Office through email at **caraga@deped.gov.ph**.

d. Anybody should be allowed to nominate anyone without fear of judgment provided that he/she is given such right in accordance with the provisions of this Manual. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

e. Grounds for Disqualification – Notwithstanding as may be provided in pertinent provisions of this Manual and CSC Circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal, or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the Secretary of the investigation committee or body.

28.3. For the On-the-Spot Rewards and Recognition – A letter of Recommendation shall be submitted to the Regional PRAISE committee. The letter shall include names of the awardee/s and reasons for according the award. Recommendation Letter shall come from the Functional Division Chiefs.

a. *Gawad Agad* Award for punctuality, completeness in attendance, and wearing of complete uniform shall be recommended by the Personnel Unit during Monday Convocation and/or Regional Office Christmas Party. – The Personnel Unit identifies employee who consistently reports to office on time, without under time and with the best attendance

every six months. They are given Certificate of Recognition and awarded during the Monday Convocation.

b. *Gawad Galing* Award for complete, accurate, and reliable reports. Only those given with Gawad Agad for promptness shall be considered.

Gawad Galing Award is also given to an individual or a group of personnel for the exemplary behavior and performance. The Functional Division Chief or unit head or the immediate head shall send a letter of recommendation to the PRAISE Committee conferring the evidence/s of exemplary behavior and/or performance.

c. Gawad ng Regional Director – The Regional Director decides for whom and when the award will be given in any Regional Office activity. This award recognizes the employee who has contributed significantly toward office productivity and efficiency.

d. 7S of Good Housekeeping - The 7S Committee will award the employee/functional division with the most orderly work environment/workspace compliant with the 7S standards. The PRAISE Committee and the 7S committee will coordinate in determining the awardees for this category.

e. Certificates shall be prepared by the Functional Divisions who intends to give the awards. Certificate Codes shall be provided by the PRAISE Committee secretariat upon approval of the Recommendation Letter.

Section 29. Stages of the Search for Bulawanong Sulô and Bulawanong Pasidungog Awards - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages namely:

29.1. Screening and Evaluation of Documents Stage - The screening and evaluation of documents stage shall commence a day after the closing of the date of submission.

a. The Schools Division Offices (SDO) shall conduct their Division Search for Outstanding Officials and Employees. They shall nominate their awardees to the Regional PRAISE Committee for the *Bulawanong Sulô* Awards.

b. For *Bulawanong Pasidungog* Awards, each Functional Division in the regional office shall likewise conduct screening within their division prior to the nomination to the Regional PRAISE Committee.

c. Complete documents as enumerated in section 28 of the nominees shall be received by the Regional Office **on or before** the given due date of submission.

d. The Regional PRAISE Committee shall create Review and Evaluation Teams for each awards category. The team shall meet to discuss criteria and evaluate documents. If face-to-face interaction is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the screening and evaluation of document stage.

e. The PRAISE Committee will no longer evaluate the documents of a lone nominee/candidate for any of the categories in the entire region. The lone nominee shall receive a Special Citation during the awarding ceremony.

f. The top three nominees/candidates for each category who obtained at least 65 points and above shall qualify for the validation stage.

g. No nominee shall be removed at any stage of screening or selection for any reason other than he/she can no longer proceed to the next stage following the guidelines and criteria set in this Manual. The PRAISE Committee shall deliberate the results of the evaluation of documents prior to the validation stage.

29.2. Validation Stage - The PRAISE Committee will spearhead the validation of the top three candidates for each category to the concerned schools division offices/schools/districts.

a. All teaching categories shall involve actual classroom demonstration teaching during this stage.

b. During the validation, the nominee shall present original copies of the documents submitted and answer probing questions asked by the team. The team may likewise ask the immediate superior and/or colleagues of the nominee.

c. Points obtained by the candidates may change after the validation of documents which shall comprise 90% of the overall rating. In a case when a candidate fails to meet the required 65 points, after the validation of documents, the next qualified candidate shall be considered for validation.

d. After the validation of documents, the PRAISE Committee shall meet to deliberate on the results, especially those points which either decrease or increase.

e. The committee will have to identify the top three candidates who are considered as finalists for each category.

29.3. Interview of the Finalists Stage – The PRAISE Committee will conduct the interview of the finalists at the Regional Office. Structured interview questions and a topic for the essay writing shall be prepared prior to the interview. Rating achieved during the interview shall comprise 10% of the overall rating of each finalist.

For special cases, when a qualifier/s is/are not physically available or the validation team cannot proceed with on-site validation and interview, the validation and interview of qualifiers shall be conducted through video calls, teleconferencing and other platforms.

29. 4. Deliberation of the Results - The PRAISE Committee will deliberate on the consolidation of results, by category and present to the Regional Director. The Consolidated Rating Sheet shall be duly signed by the PRAISE Committee and by the Regional Director. No member of the PRAISE Committee shall be allowed to disclose any information deliberated by the committee. The Official Result shall be kept with utmost confidentiality and shall only be declared during the Awarding Ceremony.

29.5. Conduct of the Awarding Ceremony - Finalists for each of the categories are recognized and formally presented during the awarding ceremony. The

winners for each of the categories are declared during the Awarding Ceremony. The finalists will be issued Certificate of Recognition, while the winner also receives a trophy and a cash prize.

29.6. Publication of Results - The official results of the *Bulawanong Sulo* Awards and *Bulawanong Pasidungog* shall be disseminated through a Regional Memorandum not more than five days from the Awarding Ceremony. The Annual Report of the PRAISE Implementation in the Regional Office shall be prepared and submitted to the CSC Regional Office on or before the 30th day of January. The Souvenir Program shall also be prepared, and a copy will be provided to the schools division offices on the second quarter of the year.

Section 30. Criteria and Standards - In the evaluation of nominees' documents for Bulawanong Sulô Award, Criteria by category (Annex 1); Rating Sheet for Professionalism and Personal Characteristics (Annex 2); and Consolidated Rating Sheet (Annex 3) shall be used with emphasis on the Equal Opportunity Principle Policy.

30.1. Criteria and Standards for other PRAISE Awards - The criteria and standards for other PRAISE Awards such as the Gawad Agad Award shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which will be presented during the Monday Convocation and or other forms of Regional Office gathering, team building activities, conferences, and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee which may be prescribed duly approved by the Regional Director.

30.2. Other Considerations - Other similar circumstances or considerations in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Regional Director.

Section 31. Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee - The PRAISE Committee shall defer or cancel the screening process for a candidate or nominee, whether individual or group, for any of the following grounds:

31.1. Failure of the candidate or nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee;

31.2. Failure of the teacher candidate to qualify on the category nominated for the screening to awarding period of the *Bulawanong Sulô /Bulawanong Pasidungog Awards;*

31.3. Pendency of any administrative, civil or criminal case before an appropriate tribunal or competent authority;

31.4. Violation/s of any of the provisions of the policies of DepEd, CSC, and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee, and of the screening process; and

31.5. Such acts that PRAISE Committee may consider deemed prejudicial to the discharge of the candidate's duties and functions.

Section 32. Notification of Awarding Ceremony and Results - For the Bulawanong Sulô Awards, a Regional Advisory shall be disseminated on the three finalists per category notifying them to attend the Ceremony where the outstanding candidate will be declared. After the Awarding Ceremony, a Regional Bulletin shall

be disseminated announcing the official results of the Bulawanong Sulô Awards for the Regional Search.

For the national awards, DepEd Regional Office has to disseminate to the field the Regional Office' winning entry/ies of the National Search.

Section 33. Prohibition on the Change of Awards - A change of awards by any candidate or nominee is prohibited after the final screening and deliberation results have been undertaken by the PRAISE Committee duly approved by the Regional Director.

Section 34. Forms of Decisions by the PRAISE Committee - All decisions by the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be concurred by at least majority of its members, taking part in the deliberation

VII. POINT RECOGNITION AND EQUIVALENCY OF PRAISE AWARDS

Section 35. Point Equivalency and Recognition for DepEd Caraga officials and employees - The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/ reclassification/ conversion to higher position, subject to the allowable points under the Merit Selection Plan of the Department of Education.

VIII. POLICY REVIEW AND ENHANCEMENT

Section 36. The PRAISE Committee shall meet on the third Tuesday of January to evaluate the PRAISE implementation of the Region and review the policy to continuously improve the process and guidelines.

IX. FUNDING REQUIREMENTS

Section 37. Source of Funds – Subject to pertinent provisions in this Manual and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the PRAISE incentives and sources of funds, to wit:

Section 37.1. The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Regional Director upon the recommendation of the Regional Personnel Development Committee (PDC) Vice Chairman, as reflected in the Activity Proposal.

Section 37.2. DepEd Caraga shall allocate at least 5% of their Human Resource and Development funds for the PRAISE activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

X. IMPLEMENTING GUIDELINES

Section 38. Rule-Making Authority - DepEd Caraga Regional Director shall, upon the recommendation by the PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective, and efficient implementation of the provisions of this Policy Manual.

XI. EFFECTIVITY

This DepEd Caraga PRAISE Policy Manual shall be effective upon approval by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XII. COMMITMENT

I hereby commit to implement and abide by the provisions of this DepEd Caraga PRAISE Policy Manual which shall be the basis for the grant of awards and incentives stated herein.

The Annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nominations to the CSC-sponsored national awards.

EVELYN R. FETALVERO, PhD, CESO IV

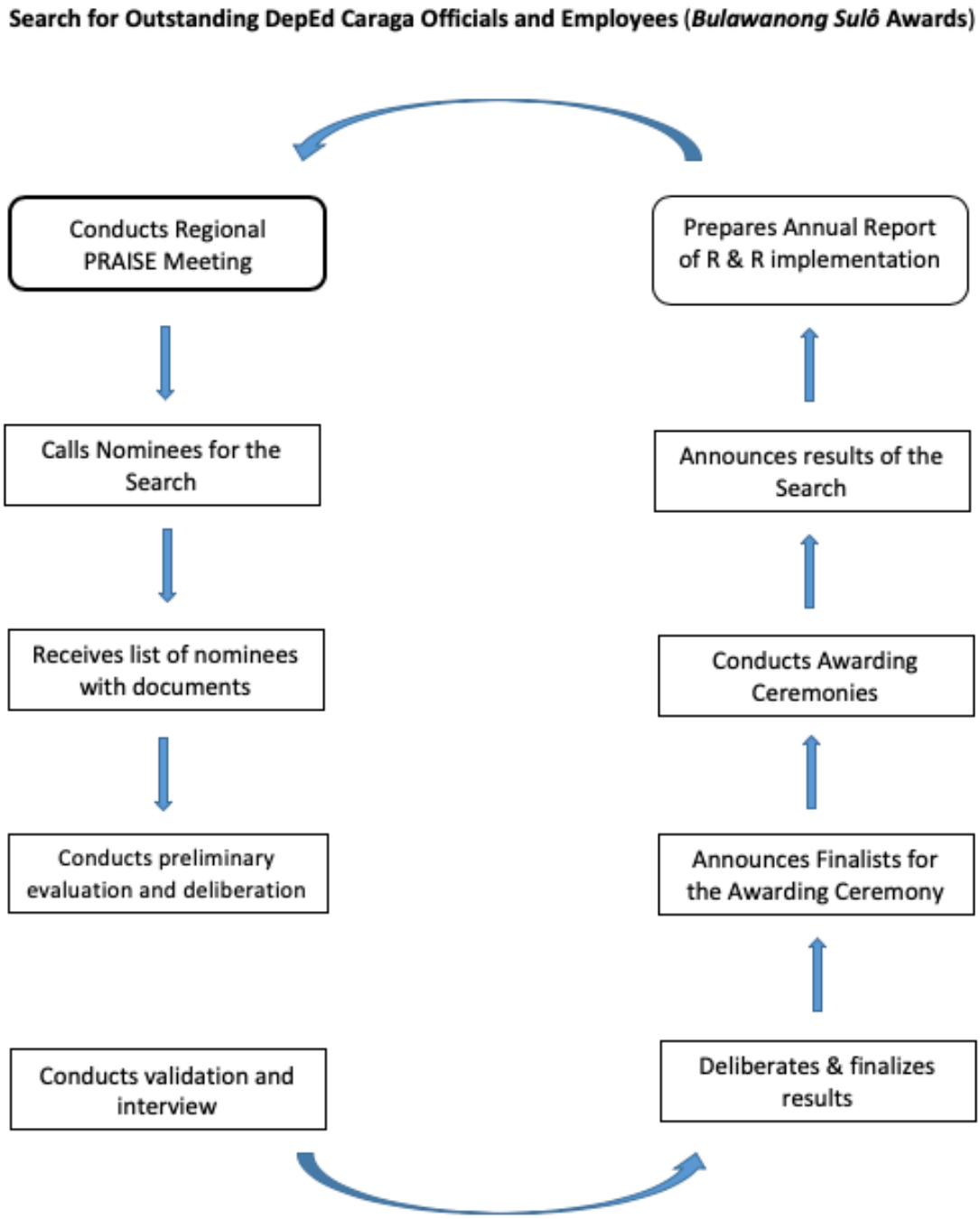
Regional Director

Date: June 15, 2021

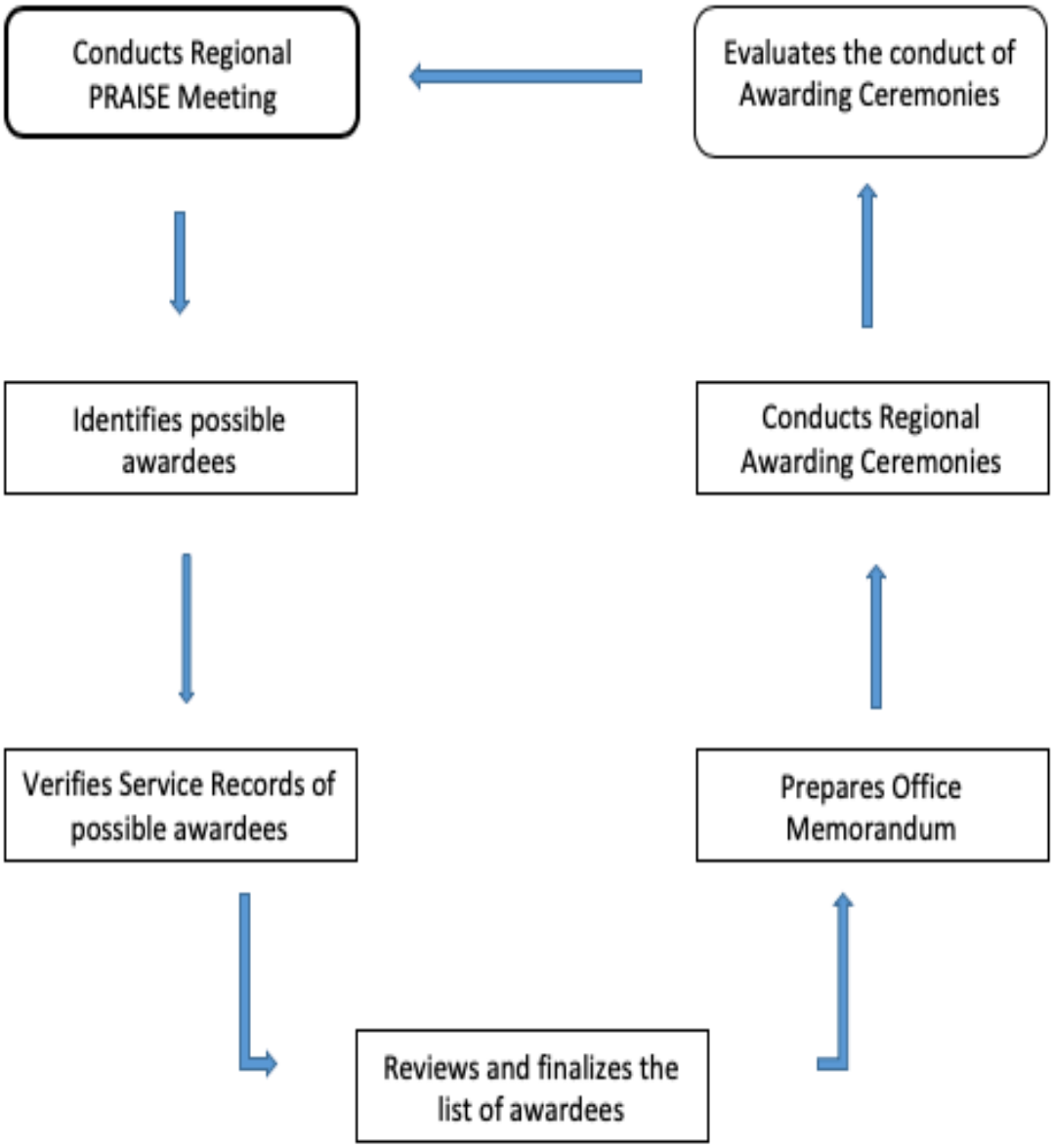
CSC Action:

ANNEXES

Annex A: Rewards and Recognition System Process



Loyalty Service Awardees for Regional Office Employees



Annex B: Omnibus Certification of Authenticity and Veracity of Documents

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I_____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct.

That am assuming full responsibility and accountability on the validity and authenticity of the documents submitted.

That I am aware that any violation will automatically disqualify me from the selection process, without prejudice of being subjected to disciplinary action.

That I am making these statements as part of the requirement for Bulawanong Sulô Awards/ Bulawanong Pasidungog 20____ of the Department of Education Caraga.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Caraga to verify the authenticity of documents I have submitted.

_____
Nominee

Witness:
_____
Division PRAISE Committee Chairperson

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

_____

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc no. _____
Page no. _____
Book no. _____

Annex C: Nomination Form

NOMINATION FORM

Bulawanong Sulô/Pasidungog Awards _____

(Calendar Year)

THE PRAISE COMMITTEE
DepEd Caraga Region
J.P. Rosales Avenue
Butuan City

Recent 2"x2" Picture of the nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria of *the Bulawanong Sulô/ Bulawanong Pasidungog* Awards for DepEd Caraga Officials and Employees, I hereby nominate:

Name of Nominee: _____

Category _____

Current Position of the Nominee _____

Contact Number & email address _____

School/ Office: _____

School/ Office Address: _____

Schools Division _____

(Note: Please enclose, 1-2 pages write-up about the significant accomplishments of the nominee duly signed by the **immediate head**.)

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

_____ _____
Name of Nominator Signature

_____ _____
Position Date Signed

Annex D: Criteria for Bulawanong Sulô Awards and Bulawanong Pasidungog

OUTSTANDING TEACHER

(Elementary and Secondary)

1. INSTRUCTIONAL COMPETENCE - - - - - - **45**

1.1 Teaching Competence (average for the latest 3 rating periods (20)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 20 = \mathbf{18.947}$$

1.2. Outstanding Accomplishment (10)

Outstanding employee or coach or trainer of winning students in the different competitions. To consider only the certificate with the highest points.

MOV: Certificate, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Rank	Points			
	District Level	Division Level	Regional Level	National/ International
1st	3	5	8	10
2nd	2	4	7	9
3rd	1	3	6	8
Finalist	0.5	1	2	4

1.3. Innovation (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.

MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6

Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

1.4. Research (5)

a. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
b. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.
c. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),
d. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
e. Points earned shall be divided according to the number of researchers in a team

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	1
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	2
Presented completed research work in the SDO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Division Memo of the SDO Research Congress	3

Presented research work in the RO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the SDO Research Congress	4
Presented research work in the CO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the RO Research Congress	5

2. PROFESSIONAL - - - - - - - - - 40

2.1. Education (5)

Educational Level	**Points**
With MA units	1
Completed Academic Requirements in a master's degree	2
Master's degree holder	3
Completed Academic Requirements in a doctoral degree	4
Doctoral degree holder	5

2.2. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (10)

(Must enclose Memorandum, Activity Matrix, and Certificate of Recognition.)

Level	**Points**
School	1
District	2
Division	3
Region	5
National	8
International	10

2.3. Demonstration Teacher (10)

To consider only the certificate with the highest points and must enclose Memorandum with Activity Matrix, lesson Plan, and accomplished Classroom Observation Tool (COT)

Level	**Points**
School	1
District	2
Division	3
Regional	5
National	8
International	10

2.4. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5)

a. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
b. Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.
c. International Training is when trainers are internationally recognized/ accredited. The same is true to national training which trainers are nationally recognized/accredited NEAP-Recognized by DepEd.
d. Participant in a specialized training e.g., Scholarship Programs, Short courses, and Study grants sponsored by countries which Philippines has bilateral agreement and/or organizations which DepEd has forged partnership with shall be given (1) point for every month but not to exceed five (5) points.
e. MOVs shall include issuance/memorandum identifying nominee as participants, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Level	Points
School (Conducted in at least 3 days; maximum of 4 training activities; not to exceed 1.0 point)	0.25
District (at least 3 training activities each conducted in at least 3 days; not to exceed 1.5 points)	0.5
Division (at least 2 training activities each conducted in at least 3 days, not to exceed 2.0 points)	1.0
Regional (at least 2 training activities each conducted in at least 3 days, not to exceed 3.0)	1.5
National (at least 1 training activity conducted in at least 3 days)	4.0
International (at least 1 training activity conducted in at least 3 days)	5.0

2.5. Publications (10)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

i. Memorandum where name of nominee is included
ii. Final copy of the material/s as published

d. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (1 point per article but not to exceed 3 pts.)	1
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; not to exceed 6 points)	2
Co-authorship of a book	8

Sole authorship of a book, workbook, big books, textbook, and module	10

3. Community Development - - - - - - - - 5

a. Initiated or served as coordinator/organizer of a community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, livelihood program, etc., for at least 2 years.

b. Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials/city/province/municipality.

c. The project is community-based, not school-based and sponsored by any or the following: LGU, Rural Improvement Club, other government agencies or non-government organization, or funded by private individuals.

d. MOVs: Designation/ Assignment order stating the nature of assignment; action plan noted by the School Head or Brgy. Captain or Head of the organization; Certification by benefitting barangay or community, Narrative Report with pictorials of accomplishments.

Level	Points
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

4. Professionalism/Personal Characteristics - - - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING MASTER TEACHER
(Elementary and Secondary)

1. Instructional Competence - - - - - - - - 45

1.1 Teaching Competence (average for the latest 3 rating periods (20)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.
e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 20 = \mathbf{18.947}$$

1.2. Outstanding Accomplishment (10)

Outstanding employee or coach or trainer of winning students in the different competitions. To consider only the certificate with the highest points.

MOV: Certificate, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Rank	Points			
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1st	3	5	8	10
2nd	2	4	7	9
3rd	1	3	6	8
Finalist	0.5	1	2	4

1.3. Innovation (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.

MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6

Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

1.4. Research (5)

a. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
b. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.
c. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),
d. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
e. Points earned shall be divided according to the number of researchers in a team
f. MOVs: Research Proposal and/or

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	1
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	2
Presented completed research work in the SDO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Division Memo of the SDO Research Congress	3
Presented research work in the RO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the SDO Research Congress (at least 2)	4

Presented research work in the CO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the RO Research Congress	5

2. Professional Growth - - - - - - - - - 40

2.1. Education (5)

Educational Level	**Points**
With MA units	1
Completed Academic Requirements in master's degree	2
Master's degree	3
Completed Academic Requirements in doctoral degree	4
Doctor's degree	5

2.2. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/seminars/ Workshops. To consider only the certificate with the highest points (5)

(Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	**Points**
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

2.3. Demonstration Teacher (5)

To consider only the certificate with the highest points and must enclose Memo with Activity Matrix and lesson Plan, and accomplished Classroom Observation Tool (COT)

Level	**Points**
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

2.4. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5)

a. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

b. Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

c. International Training is when trainers are internationally recognized/ accredited. The same is true to national training which trainers are nationally recognized/accredited NEAP-Recognized by DepEd.

d. Participant in a specialized training e.g., Scholarship Programs, Short courses, and Study grants sponsored by countries which Philippines has bilateral agreement and/or organizations which DepEd has forged partnership with shall be given (1) point for every month but not to exceed five (5) points.
e. MOVs shall include issuance/memorandum identifying nominee as participants, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Level	Points
School (Conducted in at least 3 days; maximum of 4 training activities; not to exceed 1.0 point)	0.25
District (at least 3 training activities each conducted in at least 3 days; not to exceed 1.5 points)	0.5
Division (at least 2 training activities each conducted in at least 3 days, not to exceed 2.0 points)	1.0
Regional (at least 2 training activities each conducted in at least 3 days, not to exceed 3.0)	1.5
National (at least 1 training activity conducted in at least 3 days)	4.0
International (at least 1 training activity conducted in at least 3 days)	5.0

2.5. Organized/managed Learning action cell (LAC) or an In-Service Training (INSET) activity or other similar activities at least on the school level. (10)
a. The In-Service activity shall mainly for the improvement of instruction and/or professional development of teachers based on development needs
b. MOVs: Designation/ Assignment order stating the nature of assignment, Memorandum of the conduct of INSET, Action Plan, Certification of the School Head, Activity Completion Report, Attendance of participants

Criteria	Points
1. Managed/ facilitated Learning Action Cell MOVs: a. LAC Implementation Plan b. Completion Reports/ Minutes c. Attendance of Reports d. Photos	**5** No. of times managed/facilitated LAC from the previous school year — Points 21 and above — 5 16-20 — 4 11-15 — 3 6-10 — 2 1-5 — 1
2. Organized In-Service Training (1 point per INSET but not to exceed 5 points) MOVs a. Activity completion report b. attendance of participants c. school memorandum d. designation order signed by the school principal e. Matrix of the activity	**5**

2.6 Publications (10)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

i. Memorandum where name of nominee is included

ii. Final copy of the material/s as published

d. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (1 point per article but not to exceed 3 pts.)	3
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; not to exceed 6 points)	6
Co-authorship of a book	8
Sole authorship of a book, workbook, big books, textbook, and module	10

3. Community Development - - - - - - - - 5

a. Initiated or served as coordinator/organizer of a community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, livelihood program, etc., for at least 2 years.

b. Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials/city/province/municipality.

c. The project is community-based, not school-based and sponsored by any or the following: LGU, Rural Improvement Club, other government agencies or non-government organization, or funded by private individuals.

d. MOVs: Designation/ Assignment order stating the nature of assignment; action plan noted by the School Head or Brgy. Captain or Head of the organization; Certification by benefitting barangay or community, Narrative Report with pictorials of accomplishments.

Level	Points
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

4. Professionalism/Personal Characteristics - - - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - **100**

OUTSTANDING SPECIAL EDUCATION TEACHER
(Elementary and Secondary)

For this award category, the annual competition is for either teacher for Fast Learners (FL) or teacher for differently abled, conducted alternately.

Basic Requirement: **SPED or Receiving Teacher** handling any of the following classes of at least **3 years**:

a. Fast Learners' category: Fast/G learners

b. Differently abled category:

a. **developmentally delayed learners**
b. Autism
c. Hearing impairment
d Visual Impairment
e. Mental retardation
f. Intellectual disability
g. Learning disability
h. multiple disabilities

1. Instructional Competence and Teaching Effectiveness - - - 90

1.1. Outstanding contribution in the Special Education Program (35)

1.1.1. Introduced/tried out effective approach or innovations in teaching which contributed to the improvement of instructions in meeting the **learners with special educational needs** – 10

Stages of Implementation	Points
Conceptualized	6
Started the implementation	7
Fully implemented in the school	8
Adopted in the district	9
Adopted in the division	10

1.1.2. Written/produced Instructional Materials (IMs) in SPED such as modules**, learning activity sheets**, equipment/teaching devices, technical paper/ publications-10

Level	Points
School	5
District	7
Division	8
Regional	9
National	10

1.1.3. a. Organized/trained socio-cultural activities **for LWDs** (i.e., choral group, dance troupe, theater and drama, arts club, & the like) - 5

b. Students trained presented during programs/activities - 5

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

1.1.4. Graduates (record of number of batches or names of successful graduates in either elementary/secondary level **for Fast/Gifted Learners or under transition program for non-graded**) - 5

1.2 Leadership (30)

1.2.1. Coordinated the organization of classes/implementation of SPED program (5)

Level	Points
School	3
District	4
Division	5

1.2.2. Participated in-service training programs related to SPED (10) Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School Participation to at least 3 trainings each conducted in at least three days	6
District Participation to at least 3 trainings each conducted in at least three days	7
Division Participation to at least 3 trainings each conducted in at least three days	8
Regional Participation to at least 3 trainings each conducted in at least three days	9
National Participation to at least 1 training conducted in at least three days	10

1.2.3. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in **trainings**/seminars/workshops. To consider only the certificate with the highest points (10)

(Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	6
District	7
Division	8
Regional	9
National	10

1.2.4 **Coordinated** in community **activities**/programs/projects for the development of the learners in their areas of interests (5)

1.3. Continuous and Dedicated Service (20)

1.3.1. Rendering continuous and dedicated service in SPED teaching(10)

No. of Years	Points
3-4.9	2
5-6.9	4
7-8.9	6
9-9.9	8
10 and above	10

1.3.2 Rated as SPED Teacher with at least very satisfactory performance rating for the last three years (10)

Average Rating	Points
5.0	10
4.6 – 4.9	9
4.2 – 4.5	8
3.8 – 4.1	7
3.5 – 3.8	6

1.4. Professional Advancement (5)

Level	Points
With MA units	1
With Complete Academic Requirements in MA	2
MA degree holder	3
With doctoral units	4
PhD/EdD degree holder	5

2. Professional/Personal Characteristics - - - - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING SCHOOL PRINCIPAL
(Elementary and Secondary)

1. Managerial Competence - - - - - - 55

1.1. Level of School-Based Management Practice (10)

(Plaque/ Certification, duly signed assessment tool by the SDO/RO SBM validators, Memorandum/ Bulletin)

Level of Practice	Points	
	Regional	Division
Level 3	10	4
Level 2	8	3
Level 1	5	2

1.2 School Performance Indicators - 20

MOVs: SIP report validated by the SDO Planning Officer; EBEIS generated report

a. Net Enrollment Rate (NER) of the current school year (5)

Range	Points
99-100%	5
97-98%	4
95-96%	3
93-94%	2
91-90%	1

b. Completion Rate (previous school year) (5)

Range	Points
99-100%	5
97-98%	4
95-96%	3
93-94%	2
91-90%	1

c. Percentage of No Longer Participating in Learning Activities (NLPA) in the current school year (5)

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3

4.6% - 6.5%	2
6.6% - 8.5%	1

d. Dropout Rate in the current school year (5)

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

1.3 Financial Management (MOOE and other school funds (canteen funds) liquidation) in the current school year (5)

MOV: Financial Reports for the last 6 months signed and attested by the SDO Accountant

Percentage of Liquidation	Points
100% liquidation of MOOE and other school funds on or before the due date	5
96-99% liquidation of MOOE and other school funds on or before the due date	4
91-95% liquidation of MOOE and other school funds on or before the due date	3
86-90% liquidation of MOOE and other school funds on or before the due date	2
81-95% liquidation of MOOE and other school funds on or before the due date	1

1.4 Learning and Development Programs for Teachers (15)

a. Percentage of Teachers sent to DepEd CO-initiated trainings, webinars, and other PDP activities (2.5)

MOVs: DepEd Memorandum with names of teachers, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75

61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

b. Percentage of Teachers sent to DepEd RO-initiated trainings, webinars, and other PDP activities (2.5)

MOVs: DepEd Memorandum with names of teachers, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

c. Percentage of Teachers sent to DepEd SDO-initiated trainings, webinars, and other PDP activities (2.5)

MOVs: DepEd Memorandum with names of teachers, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

d. Percentage of Teachers participated in School-Based In-Service Trainings (INSET), webinars, LAC Sessions, and other PDP activities (2.5)

MOVs: School Memorandum, Activity Completion Reports with Attendance, LAC Session Reports, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

e. Percentage of Teachers sent to scholarships in the last 3 years

MOVs: Memorandum, Scholarship Contracts, Names of Teacher-Scholars, REAP (2.5)

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

f. Number of Instructional Supervision Conducted (previous school year) (2.5)

Frequency	Points
12 and more	2.5
10-11	2.0
8-9	1.5
6-7	1.0
4-5	0.5

1.5 Awards and Distinction Received by the School Managed in the last 3 years (from DepEd and/or another Sponsoring Agency) (5)

MOVs: Plaque/ Certification (present only the highest level), Letter of Conferment, Department Issuance, photos

Level	Points
National	5
Regional/Provincial	3
Division/ Municipal/ City	1

2. Professional Competence - - - - - - - 35

2.1 Average rating for the last 3 rating periods (10)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.
e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 10 = \mathbf{9.947}$$

2.2 Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops (5)

Stages of Implementation	**Points**
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	1
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	2
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	3
Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	4
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	5

2.3 Training and workshops organized (within the last 3 years) (5)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	**Points**
Division	5
District	4
School	3

2.4. Publication (5)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

i. Memorandum where name of nominee is included

ii. Final copy of the material/s as published

d. Points earned shall be divided among the number of authors.

Nature of Publication	**Points**
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 point each but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

2.5 Professional Advancement (5)

Level	Points
Doctoral degree	5
CAR in doctoral degree	4
Master's degree	3
CAR in MA	2

2.6. Awards, distinction received by the nominee within the last 3 years (5)

Level	Points
International	5
National	4
Regional	3
Division	2
District	1
School	0.5

3. Professionalism/Personal Attributes - - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING MULTIGRADE TEACHER

1. Experience as Multigrade Teacher- - - - - - 20

No. of Years	Points
3-4.99	14
5-6.99	16
7-8.99	18
9 and above	20

2. Instructional Competence- - - - - - - - 55

2.1 Teaching Competence (20)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.
e.g.

$$\frac{(4.720\ +\ 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 20 = \mathbf{18.947}$$

2.2 Outstanding Accomplishments (20)

Outstanding employee or coach or trainer of winning students in the different competitions. To consider only the certificate with the highest points.
MOV: Certificate, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Rank	Points			
	District Level	Division Level	Regional Level	National/ International
1st	5	10	15	20
2nd	3	8	13	18
3rd	1	7	12	17
Finalist	0.5	6	11	16

2.3 Creativity & Innovation (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.
MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6
Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

2.4. Publication/Authorship (5)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
   i. Memorandum where name of nominee is included
   ii. Final copy of the material/s as published
d. Points earned shall be divided among the number of authors.

Nature of Publication (Published within the last 3 years)	**Points**
Articles published (0.5 points per article but not to exceed 2 pts.)	1
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs;1 point each not to exceed 3 points)	2
Co-authorship of a book	4

Sole authorship of a book, workbook, big books, textbook, and module	5

3. Professional Growth- - - - - - - - - 15

3.1. Education (5)

Educational Level	Points
With MA units	1
Completed Academic Requirements for MA	2
Master's degree	3
Completed Academic Requirements for doctoral degree	4
Doctoral degree	5

3.2. Training/Seminars/Workshop/Conferences/Webinars/Online Courses attended (10)

a. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
b. Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.
c. International Training is when trainers are internationally recognized/ accredited. The same is true to national training which trainers are nationally recognized/accredited NEAP-Recognized by DepEd.
d. Participant in a specialized training e.g., Scholarship Programs, Short courses, and Study grants sponsored by countries which Philippines has bilateral agreement and/or organizations which DepEd has forged partnership with shall be given (1) point for every month but not to exceed five (5) points.
e. MOVs shall include issuance/memorandum identifying nominee as participants, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Level	**Points**
School (Conducted in at least 3 days; 0.5 point each but not to exceed 2.0 point)	2
District (Conducted in at least 3 days; 1 point each but not to exceed 4 points)	4
Division (Conducted in at least 3 days, 1.5 points each not to exceed 6 points)	6
Regional (Conducted in at least 2 days, not to exceed 8)	8
National (at least 1 training activity conducted in at least 3 days)	9
International (at least 1 training activity conducted in at least 3 days)	10

4. Professionalism and Personal Characteristics - - - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING ALS MOBILE TEACHER

A checklist is indicated to know **the hardcopy and electronic/scanned copy files** that are needed to be submitted per section or item. Certification by the principal/school head is required on all supporting documents.

SECTION 1: Instructional Competence and Teaching

Section 1A Demonstrated competence in the teaching of the Learning Strands (subject area) as evidenced by high performance evaluation of teaching competence and rank as an ALS Mobile Teacher.

Hardcopy Document/s required	***Digital/scanned files required***
Sec.1A-1 Certified true copy of service record for employment history	None
Sec. 1A-2 Performance Rating with summary of ratings with numerical and descriptive equivalent for (e.g 3 years)	Other proofs *(Percentage increase of A and E passers from 2019 to date, Percentage increase of ALS enrolment (basic, functional, A and E)*

Section 1B Instructional Materials originally produced and used for the improvement of teaching to raise the level of literacy in the target areas from 2019 to date (e.g. community based-learning materials, etc.

Hardcopy Document/s required	***Digital/scanned files required***
Certified listing of instructional materials produced (2017 to date)	Sec. 1B-1 Proof of Published books, workbooks, modules, learning activity sheets, journal articles RBI canned lessons: ✓ Title page ✓ Copyright page *(with publisher & publishing house)*
Sec. 1B-1 Published books, workbooks, modules, learning activity sheets, journal articles, RBI canned lessons Title | Year | Role Author/s *(single or co-authorship) Writer Editor QA team Illustrator Layout artist, etc.* | Level of Adoption *(school-wide/ district division region or nationwide*	
Sec. 1B-2 Unpublished books, workbooks, modules, learning activity sheets, journal articles Title | Year | Author/s *(single or co-authorship)*	Sec. 1B-2 Proof of Unpublished books, workbooks, modules, learning activity sheets, journal articles:
Sec. 1B-1 Proof of PUBLISHED books, workbooks, modules, journal articles, learning activity sheets ✓ Title page ✓ Copyright page (with publisher & publishing house ***Sec. 1B-2*** Proof of UNPUBLISHED books, workbooks, modules, journal articles, learning activity sheets ✓ Title page	

Sec. 1B-3 One page description and certification by the official concerned, attesting to the use of the published materials submitted *(school-wide, division-wide, region-wide, nationwide etc.)* **Do not include**	

x Periodic tests, daily lesson plans used in the classroom
x News items published in the school paper
x Brochures

Section 1C Original Research and/or Creative Outputs from 2019 to date

Hardcopy Document/s required	***Digital/scanned files required***
Sec. 1C-1 Certified listing of researches (completed by the nominee)	Proof of Researches completed (2019 to date).
Sec. 1C-1 Original Research ***Title*** | ***Dates started & Completed*** | ***Date Published (if applicable)*** | ***Role of Nominee*** *(sole researcher, team member/team leader)*	✓ **Abstract for each completed research** (to include rationale, objectives, methods or procedures, major findings, recommendations and impact of the study).
Sec. 1C-2 One page description and certification of the official concerned, attesting to the use of the material submitted *(school-wide, district-wide, division-wide, region-wide, nationwide etc.)* **Do not include**	

x Thesis/Dissertation
x Students' investigatory projects where the nominee is the coach or adviser

Section 1D Innovative Teaching Devices, Approaches, Practices, and Strategies from 2019 to date

Hardcopy Document/s required	***Digital/scanned files required***
Sec 1D-1 Certified summary of innovative/improvised /indigenous **teaching devices, models, apparatuses and multimedia materials** that is made by the nominee. (Submit your top 10 outputs)	**Sec. 1D-1 Photos** of top 10 innovative/improvised /indigenous **teaching devices** with captions.
Sec. 1D-1 *Teaching Devices* ***Type of Material*** | ***Title*** | ***Nature/ Description*** | ***How and when it is used***	
Sec 1D-2 Certified summary of top ten original/innovative/ **teaching approaches/ practices/strategies**. (Submit your top 10 outputs) Sec. 1D-2 *Teaching Practices* ***Title*** | ***Brief Description*** | ***Is it original, modified or adapted approach or strategy?*** **Do not include**	**Sec. 1D-2 Action Photos** of top 10 original/innovative teaching approaches/ practices/strategies

x Already existing teaching devices such as movie, PowerPoint, charts, flashcards are not considered as innovative **unless** the nominee has made improvements on the design.

Section 1E Involvement in Extra and Co-curricular Activities from 2019 to date

Hardcopy Document/s required	***Digital/scanned files required***
Sec. 1E-1 Certified listing of involvements in extra and co-curricular activities for students (e.g adviser, coach, trainer of strand/subject- related clubs and other student organizations).	Sec. 1E-1 Scanned certificates of involvement Sec. 1E-2 Proof of awards received and won by students advised/coached/trained or organization where the nominee has conducted the activity/ies.

Sec. 1E-1 *Involvement in Extra and Co-curricular Activities*			
Club/ organi-zation	***Role of the nominee***	***Date/s***	***Awards received by students advised or trained and/or awards won by the group/ org.***

Do not include

x Program invitations to school activities where your name has been mentioned certificates of appreciation as member in ad hoc committees and as emcee in school programs.

Section 1F Educational Attainment

Hardcopy Document/s required	***Digital/scanned files required***
Sec. 1F-1 Certified listing of degrees obtained by the nominee (begin with the most recent) and academic distinction/s earned	Sec. 1F-1 Scanned Certificates of academic distinction/ awards as a college graduate (i.e summa cum laude, magna cum laude, cum laude)

Sec. 1F-1 Educational attainment				
Degrees earned	***Major/ Speciali-zation***	***School and Address***	***Year gradua-ted***	***Acad. Distinc-tion***

Sec. 1F-2 Certified true copy of transcript/s of records and diploma/s for the highest degree/s with the school seal attained and/ or for the degree/s being pursued.

Section 1G Professional Advancement from 2019 to date

Hardcopy Document/s required	***Digital/scanned files required***
Sec 1G-1 Certified listing of advanced training, workshop or seminar from 2019 to date	Sec. 1G-1 Scanned certificates of Participation

Sec. 1G-1 Professional Advancement			
Inclusive Dates *(from most recent)*	**Category** *International/ National/ Regional/ Division/ District/School*	***Title of Training***	***Administering institution & Address***

SECTION 2: Professional Leadership and Community Involvement (2019 to Date)

Section 2A Involvement in Professional and Community Activities *20%*

Hardcopy Document/s required	***Digital/scanned files required***
Sec. 2A-1 Certified Listing of the nominee's leadership roles and/or appointments in the school (cite only 10 most important).	Sec. 2A-1 Scanned Certificates and/ or appropriate memo/circular appointing the nominee to a position of leadership (e.g grade/ strand or subject area chair/ coordinator, committee chair, OIC/ TIC of the school, event organizer, guidance counselor, librarian, clinic teacher, etc.)

Sec. 2A-1 Leadership in the school			
Inclusive Dates *(from most recent)*	***Role/ Position***	***Appointed by***	***Administering institution & Address***

Sec. 2A-2 Certified listing of Leadership roles in the conduct of professional growth activities like seminars and/or training programs (cite only 10 most important).

Sec. 2A-2 Leadership in the conduct of Professional growth activities			
Inclusive Dates *(from most recent)*	***Role/ Position***	***Seminar/ Training Program***	***Organization***

Sec. 2A-3 Certified listing of Leadership roles in any professional organization related to teaching (cite only 10 most important).

Sec. 2A-3 Leadership in the conduct of Professional growth activities			
Inclusive Dates *(from most recent)*	***Role/ Position***	***Seminar/ Training Program***	***Organization***

Sec. 2A-4 Certified listing of Leadership roles in community/civic movements outside of teaching professional organization related to teaching (cite only 10 most important).

Sec. 2A-3 Leadership in the conduct of Professional growth activities			
Inclusive Dates *(from most recent)*	***Role/ Position***	***Organization***	***Nature of Organization***

Sec 2A-2 Scanned Certificates and other pieces of evidence of leadership in the conduct of professional growth activities like seminar and/ or training programs (e.g as organizer, consultant, chair, planner, facilitator, reactor, evaluator, trainer, resource person, coordinator, LAC Leader, etc.)
Other proofs (e.g memorandum, invitation letter, program of activities)

Sec 2A-3 Scanned Certificates and other pieces of evidence of leadership in any professional organization related to teaching (e.g. teacher's club, PTCA, etc.)

Sec. 2A-4 Scanned Certificates and other pieces of evidence of leadership in community and civic movements outside of teaching (religious activities, civic organization, barangay activities).

SECTION 3: Professionalism and Personal Characteristics

Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be field-up by the immediate head 10%

Summary:

SECTION 1	Instructional Competence and Teaching Effectiveness		**70%**
	Level	Points	
SECTION 1A	*Demonstrated competence in the teaching of the Learning Strands (subject area) as evidenced by high performance evaluation of teaching competence and rank as an ALS Mobile Teacher.*		10

SECTION 1B	*Instructional Materials originally produced and used for the improvement of teaching to raise the level of literacy in the target areas*		10
	National	10	
	Region	8-9	
	Division	6-7	
	District	4-5	
	School	1-3	
SECTION 1C	*Original Research and/or Creative Outputs*		10
	National	10	
	Region	8-9	
	Division	6-7	
	District	4-5	
	School	1-3	
SECTION 1D	*Innovative Teaching Devices, Approaches, Practices, and Strategies*		10
	Teaching Devices	1-5	
	Teaching Practices	1-5	
SECTION 1E	*Involvement in Extra and Co-curricular Activities*		10
	National	9-10	
	Region	7-8	
	Division	5-6	
	District	3-4	
	School	1-2	
SECTION 1F	*Educational Attainment*		10
	PhD	8-10	
	MA	5-7	
	Bachelor	1-4	
SECTION 1G	*Professional Advancement*		10
	International	10	
	National	9	
	Region	7-8	
	Division	5-6	
	District	3-4	
	School	1-2	
SECTION 2:	Professional Leadership and Community Involvement		**20%**
	Leadership in the school	1-10	
	Leadership in the conduct of Professional growth activities	1-10	
SECTION 3:	Professionalism and Personal Characteristics		**10%**
TOTAL			**100%**

OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR

1. Instructional Supervisory Leadership- - - - - - 20

1.1 Instructional Supervision (10)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to *Sulong Edukalidad*, particularly on ensuring that all learners are functional readers from the previous and current school year. Must be supported with Instructional Supervisory Plan and Technical Assistances reports duly signed by the Schools Division Superintendent

MOVs: Approved Supervisory Plan, Instructional Supervisory Report, Technical Assistance Plan and Report to a minimum of 2 schools

No. of IS and TA conducted to schools	**Points**
11-12 instances	10
9-10 instances	8
7-8 instances	6
5-6 instances	4
3-4 instances	2

1.2 Academic Performance of District assigned (10)

Consolidated MPS of all subject areas of all schools in the assigned District in the previous school year.

MOVs: SMEA Report validated by the SDO Planning Officer and proved by the SDS

Consolidated MPS	**Points**
96-100%	10
91-95%	9
86-90%	8
81-85%	7
76-80%	6
71-75%	5
66-70%	4
61-65%	3
56-60%	2
51-55%	1

2. Outstanding Accomplishments- - - - - - - 65

2.1. Performance Rating (20)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.
e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 20 = \mathbf{18.847}$$

2.2 Outstanding Employee Award/Leadership in Organization (5)

To consider only the certificate with the highest points.

Level	**Points**
School	1
District	2
Division	3
Regional	4
National	5

2.3. Innovations (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.
MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	**Points**
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6

Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

2.4 Research and Development Practices (10)

a. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

b. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.

c. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),

d. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

e. Points earned shall be divided according to the number of researchers in a team

Stages of Implementation	**Points**
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	2
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	4
Presented completed research work in the SDO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Division Memo of the SDO Research Congress	6
Presented research work in the RO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the SDO Research Congress	8

Presented research work in the CO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the RO Research Congress	10

2.5. Publication (5)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
   i. Memorandum where name of nominee is included
   ii. Final copy of the material/s as published
d. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 point each but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

2.6 Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (5)
(Must enclose Memorandum, Activity Matrix, and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Region	4
National/ International	5

2.7 Education and Training (10)

a. Education - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

b. Training and workshops organized (within the last 3 years) - 5

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	**Points**
Division	5
District	4
School	3

3. **Community Development - - - - - - - - - 5**

a. Initiated or served as coordinator/organizer of a community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, livelihood program, etc., for at least 2 years.

b. Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials/city/province/municipality.

c. The project is community-based, not school-based and sponsored by any or the following: LGU, Rural Improvement Club, other government agencies or non-government organization, or funded by private individuals.

d. MOVs: Designation/ Assignment order stating the nature of assignment; action plan noted by the School Head or Brgy. Captain or Head of the organization; Certification by benefitting barangay or community, Narrative Report with pictorials of accomplishments.

Level	**Points**
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

4. Professional and Personal Characteristics- - - - 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING DIVISION EDUCATION PROGRAM SUPERVISOR

1. Instructional Supervisory Leadership- - - - - - 25

1.1 Instructional Supervision (10)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to *Sulong Edukalidad*, particularly on ensuring that all learners are functional readers from the previous and current school year.

MOVs: Approved Supervisory Plan/ Instructional Supervisory Report/ Observation Report/ Technical Assistance Plan and Report to a minimum of **5 Schools** duly signed by the school principal given IS or TA and noted by the Functional Division Chief.

No. of IS and TA conducted to schools	**Points**
11-12 instances	10
9-10 instances	8
7-8 instances	6
5-6 instances	4
3-4 instances	2

1.2 Curriculum Implementation Management (5)

Consolidated MPS of all schools in the assigned learning area.

MOVs: Annual Accomplishment Report which include the consolidated MPS of all schools in the assigned learning area validated by the SDO Planning Officer and approved by the SDS.

Consolidated MPS	**Points**
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

1.3 Percentage of Learning Resource Materials (i.e. SLMs, WLAs, Contextualized Learning Materials) quality assured and approved by the LR Manager for printing and utilization (5)

Consolidated MPS	**Points**
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

1.4 Learning and Development Programs (5)

Percentage of Teachers (in the same learning area) trained for content/ skills enhancement organized by the nominee -

Percentage of Teachers Trained for content/ skills enhancement	**Points**
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

2. Outstanding Accomplishments- - - - - - - 60

2.1. Performance Rating (20)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 20 = \mathbf{18.847}$$

2.2 Outstanding Employee Award/Leadership in Organization (5)

To consider only the certificate with the highest points.

Level	**Points**
School	1
District	2
Division	3
Regional	4
National	5

2.3. Innovations (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.

MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6
Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

2.4 Research and Development Practices (5)

a. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

b. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.

c. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),

d. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

e. Points earned shall be divided according to the number of researchers in a team

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	1
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	2

Presented completed research work in the SDO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Division Memo of the SDO Research Congress	3
Presented research work in the RO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the SDO Research Congress	4
Presented research work in the CO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the RO Research Congress	5

2.5. Publication (5)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
   i. Memorandum where name of nominee is included
   ii. Final copy of the material/s as published
d. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

2.6 Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (5)

MOVs: Memorandum, Activity Matrix, and Certificate of Recognition.

Level	**Points**
School	1
District	2
Division	3
Region	4
National/ International	5

2.7 Education and Training (10)

a. Education (5)

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

b. Training and workshops organized (within the last 3 years) (5)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	**Points**
Division	5
District	4
School	3

3. **Community Development - - - - - - - - - 5**

a. Initiated or served as coordinator/organizer of a community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, livelihood program, etc., for at least 2 years.

b. Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials/city/province/municipality.

c. The project is community-based, not school-based and sponsored by any or the following: LGU, Rural Improvement Club, other government agencies or non-government organization, or funded by private individuals.

d. MOVs: Designation/ Assignment order stating the nature of assignment; action plan noted by the School Head or Brgy. Captain or Head of the organization; Certification by benefitting barangay or community, Narrative Report with pictorials of accomplishments.

Level	**Points**
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

4. Professional and Personal Characteristics-	**- - -**	**10**
	TOTAL	**100**

OUTSTANDING SCHOOL-Based Management (SBM) COORDINATOR
(Elementary and Secondary Level)

I. SBM Level of Practice- - - - - - - - 20

School of the nominated SBM Coordinator shall be. SBM Advanced Level Implementer (Regional Level)

II. Relevant Experience (School SBM Coordinator)- - - 20

Must attach a certified true copy of the Designation Letter/ Order issued by the School Head

Number of Years' Experience	Points
More than 5 years	20
4-5 years	15
at least 3 years	10

III. Learners' Performance- - - - - - - - 15

This is the school's overall Mean Percentage Score (MPS) of the immediate past school year. Attach duly signed SBM Validation E-Tool

MPS	Points
91% and above	15
81-90%	12
75-80%	9
74% and below	6 points

IV. Performance Rating- - - - - - - - 15

Average of Performance rating for the last three rating periods.

Attach photocopy of the IPCRF duly signed by superior and Approving authority

$$\frac{Average\ Rating\ of\ the\ 3\ rating\ periods}{5.00} \times 15$$

V. Research-- - - - - - - - - 10

Research may either be action research or basic research on School-Based Management and presented to any research body. Attach the action research, certificate of recognition, and certification that the Action Research was presented

Level	Points
International	10
National	8

Regional	6
Division	4
District	2

VI. Trainings- - - - - - - - - 15

a. Speakership (5)

Topics must be related to SBM.Attach certificate of recognition as speaker

Level	Points
International	5
National	4
Regional	3
Division	2
District	1

b. Organized/ Conducted (5)

Training conducted must be about School-Based Management. The coordinator must be the one leading the Technical Working Group

Level	Points
Regional	5
Division	4
District	3
School	2

c. Attended (5)

Trainings must be relevant to SBM conducted at least 8 hours

Attach Certificate of Participation/Attendance, Travel Authority

and memorandum

Level	Points
Regional	5
Division	4
District	3
School	2

VII. Innovation- - - - - - - - - 5

Innovation must be for the better implementation of SBM. Attach copy of the concept paper/Approved Activity Proposal, Accomplishment Report and Certificate of Recognition and

proof of utilization signed by immediate superior

Level of Implementation	**Points**
Innovation is fully implemented	5
Innovation is partially implemented	2

TOTAL- - - - - - - - - 100

OUTSTANDING NON-TEACHING PERSONNEL LEVEL I

(Division and Regional levels)

This is open to all non-teaching level 1 personnel from the schools, districts, schools division offices and the Regional Office with salary grade 9 and below.

1. Performance Rating- - - - - - - - - 30

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 30.
e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 30 = \mathbf{28.420}$$

2. Awards Received - - - - - - - - 10

To consider only the certificate with the highest points.
MOV: Certificate, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Rank	Points			
	District Level	Division Level	Regional Level	National/ International
1st	3	5	8	10
2nd	2	4	7	9
3rd	1	3	6	8
Finalist	**0.5**	**1**	**2**	**4**

3.Innovations- - - - - - - - - - 20

Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development. Innovative work should have been implemented **within the last 3 years** shall be considered as innovation.
MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Conceptualized Innovation MOV: Proposal duly signed by the Head of Office (5 point each but not to exceed 10 points)	10
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan (6 points each but not to exceed 12 points)	12
Fully implemented in the office where nominee is assigned MOV: Accomplishment Report verified by the Head of Office (7 points each but not to exceed 14 points)	14

Adopted in the other 2 -3 similar offices MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office (8 points each but not to exceed 16 points)	16
Adopted 4-5 similar offices MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent (9 points each but not to exceed 18 points)	18
Adopted and institutionalized in all Divisions and Schools in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director (10 points each but not to exceed 20 points)	20

4. Professional Development- - - - - - - - 25

4.1. Education (5)

Educational Level	Points
With MA units	1
CAR in MA	2
Master's degree	3
CAR in doctoral degree	4
Doctoral degree	5

4.2. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (10)

a. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

b. International Training is when trainers are internationally recognized/ accredited. The same is true to national training which trainers are nationally recognized/accredited NEAP-Recognized by DepEd.

c. Participant in a specialized training e.g., Scholarship Programs, Short courses, and Study grants sponsored by countries which Philippines has bilateral agreement and/or organizations which DepEd has forged partnership with shall be given (1) point for every month but not to exceed five (5) points.

d. MOVs shall include issuance/memorandum identifying nominee as participants, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Level	**Points**
School / District (Conducted in at least 3 days; 1 point each but not to exceed 4 points)	4
Division (Conducted in at least 3 days, 1.5 points each but not to exceed 6 points)	6
Regional	8

(Conducted in at least 3 days, 2.0 points each but not to exceed 8 points)	
National (at least 1 training activity conducted in at least 3 days)	9
International (at least 1 training activity conducted in at least 3 days)	10

4.3. Consultant/Resource Speaker/Facilitator in Training/Seminars/ Workshops (5)

To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

4.4 Publication/Authorship (5)

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

5. Community Development - - - - - - - - 5

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

6. Professionalism/Personal Characteristics- - - - - 10

TOTAL **100**

OUTSTANDING NON-TEACHING PERSONNEL LEVEL II

(Division and Regional levels)

This is open to all non-teaching employees in the schools, districts, schools division offices and the Regional Office with Salary Grade 10 to 21.

1. Performance Rating- - - - - - - - - 30

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 30.
e.g.

$$\frac{(4.720\ +\ 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 30 = \mathbf{28.420}$$

2. Awards Received- - - - - - - - - 10

To consider only the certificate with the highest points.
MOV: Certificate, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Rank	Points			
	District Level	Division Level	Regional Level	National/ International
1st	3	5	8	10
2nd	2	4	7	9
3rd	1	3	6	8
Finalist	0.5	1	2	4

3. Innovations- - - - - - - - - - 10

Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development. Innovative work should have been implemented **within the last 3 years** shall be considered as innovation.
MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the office where nominee is assigned MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the other 2 -3 similar offices MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6

Adopted 4-5 similar offices MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent;	8
Adopted and institutionalized in all Divisions and Schools in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director;	10

4. Professional Development- - - - - - - - 35

4.1. Education (10)

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
CAR in MA	6
Master's degree	8
CAR in doctoral degree	9
Doctoral degree	10

4.2. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5)

a. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

b. International Training is when trainers are internationally recognized/ accredited. The same is true to national training which trainers are nationally recognized/accredited NEAP-Recognized by DepEd.

c. Participant in a specialized training e.g., Scholarship Programs, Short courses, and Study grants sponsored by countries which Philippines has bilateral agreement and/or organizations which DepEd has forged partnership with shall be given (1) point for every month but not to exceed five (5) points.

d. MOVs shall include issuance/memorandum identifying nominee as participants, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Level	**Points**
School / District (Conducted in at least 3 days; 1 point each but not to exceed 4 points)	1
Division (Conducted in at least 3 days, 1.5 points each but not to exceed 6 points)	2
Regional (Conducted in at least 3 days, 2.0 points each but not to exceed 8 points)	3
National (at least 1 training activity conducted in at least 3 days)	4
International	5

(at least 1 training activity conducted in at least 3 days)	

4.3 Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (5)

To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

4.4 Training and workshops organized (within the last 3 years) - 10

MOV: Approved Activity Proposal, Session Guide, Activity Completion Reports (with attendance sheet signed by the participants), QATAME Result. Only present documents of the trainings conducted in the highest level.

Level	Points
District/ School/ Assigned Office	6
Division	8
Regional	10

4.5 Publication/Authorship - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

5. Community Development- - - - - - - - 5

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

6. Professionalism/Personal Characteristics- - - - - 10

TOTAL 100

OUTSTANDING RESEARCHER

1. Originality- - - - - - - - - - 30

Evidence of the researcher's original scientific or research contributions to the academic field. The research work contributed to the development/ formulation of a new principle, policy, theory, technology, concept, method, or technique.

Qualified research is funded by the Basic Education Research Fund (BERF) and/or SEF or other funds and investigatory projects in Mathematics, Science, and other field of studies relative to the delivery of basic education. Thesis, dissertations, or research projects as requirements for completion of degree studies are not considered. Investigatory Projects which nominee served as coach/ consultant will not be considered. (Cumulative points but not to exceed 30 points)

For Educational/ Social Research

Indicator	Level	Points
For Basic Research: Policy generated from the result of the research work (MOV: Copy of the Policy, Certification from the Policy, Planning, and Research Division (PPRD)/Planning Unit that results is the basis for the policy formulation) For Action Research: Methodology/ Strategy/ Intervention is adopted to address a problem. MOV: Copy of the Research Work, Certificate of Adoption signed by the head of office (school head, PSDS in the District, SDS, FD Chief, or Regional Director	Regional Level (6 points each but not to exceed 30 points)	30
	Division Level (5 points each but not to exceed 25 points)	25
	School/Level (4 points each but not to exceed 20 points)	20

For Scientific Research

Indicator	Level	Points
Introduced new research-based Method/ Technology used to address a problem in the community	City or Municipality or higher level (6 points per method/ technology but not to exceed 30 points)	30
	Barangay level (5 points but not to exceed 25 points)	25
	Purok/ Community	20

	(4 points but not to exceed 20 points)	

2. Productivity **10**

Number of research and development projects completed and undertaken as principal investigators / creators in the last 3 years - - - 10

Number of Research Completed	Points
Five (5) or more research completed within the last three years	10
Four (4) research completed within the last three years	8
Three (3) research completed within the last three years	6
Two (2) research completed within the last three years	4
One (1) research completed within the last three years	2

3. Research Work publication and Presentation- - - - - 20

Assessment shall be based on research published (electronic or print of a reputable institution) in the last three years indicating the titles of journals where these works where published; unpublished reports of completed projects; and intellectual properties. Each research published and presented shall be credited on the following basis, but not to exceed 20 pts.

3.1 Publication (10)

MOV: Certificate of Paper Publication, Extended Abstract of the Research Work, Copy Research Journal. Only present one which is published at the highest level.

Indicators	Points
Published a completed research work in the international level research journal or research conference proceedings	10
Published a completed research work in the national level research journal or research conference proceedings	8
Published a completed research in the regional level research journal or research conference proceedings	6
Published a completed research in the division level research journal or research conference proceedings	4
Published a completed research in the district/ school level research journal or research conference proceedings	2

3.2 Paper Presentation (10)

Completed Research Work presented in a research congress or conferences. Present only documents at the highest level.

MOV: Certificate of Paper Presentation, Extended Abstract of the Research Work, Copy of the Memoranda or Invitation Letter, Program/ Conference Matrix where the schedule, title and name of presenter appeared.

Indicators	Points
Presented a completed research work in the international level	10
Presented a completed research work in the national level	8
Presented a completed research work in the regional level	6
Presented a completed research work in the division level	4
Presented a completed research work in the school level (LAC session)	2

4. Recognition given to the research work - - - - - - - 20

Documentation of the researcher's receipt of awards for outstanding achievement in the academic field. Citations, awards, and other forms of recognition from the schools, divisions, region, national and international given to the research work (or the researcher/writer) such as best paper, best paper presenter, etc. within the last three years shall be considered. Only present recognition at the highest level.

Indicators	Points
International level	20
National level	15
Regional level	10
Division level	5

5. Documentation of researcher's participation as a panel or judge of the work of others in the field of research - - - - - 10

Certificate of Recognition that the researcher has participated as a panel or judge or as a Resource Person in research related activity sponsored by DepEd or other organizations within the last three years. Serving as panel to a dissertation/ thesis defense which the nominee worked as a part-time professor or instruction will not be considered. (Cumulative Points but not to exceed 10 points)

Indicators	Points
Acted as Resource Person/Chairperson of the Board of Judges in a national level Research activity	10
Acted as Resource Person/Chairperson of the Board of Judges in a Regional level Research activity	9
Acted as a member of the Board of judges in a regional level Research activity	8
Acted as Resource Person/chairperson of the Board of Judges in the division/provincial level research activity	7
Acted as a member of the Board of Judges in the division level	6
Acted as a Resource Person/chairperson of the Board of Judges in the district level	5
Acted as member of the Board of Judges in the district level	4
Acted as Resource Person/chairperson of the Board of Judges in the school level	3
Acted as member of the Board of Judges in the school level	2

6. Average Performance Rating for the last 3 rating periods- - 10

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 10 = \mathbf{9.47}$$

TOTAL - 100

OUTSTANDING SCHOOL

(Elementary and Secondary)

1. School-Based Management- - - - - - 70%

For this portion, the SBM Validation e-Tool is utilized to automatically generate the rating after feeding the needed data.

A. Key Performance Indicators (KPIs) . . . 60 %

Sixty percent (60%) of the total of the following KPIs of the school (average of the performance, three (3) years back):

a. Enrollment - 45%

Option 1

If the enrolment for the last three years is increasing

Option 2

If the enrolment for the last three years is decreasing or fluctuating, consider the participation rate

b. Dropout, Completion and Cohort Survival - 25%

c. NAT MPS (3 years) - 30 %

(The most recent NAT MPS available shall be considered.) 100%

Note: Key Performance Indicators is given a weight of 60%.

Please refer to the example below:

(Enrolment 2.5 x 45%) + (Dropout Rate 1.0 +
Completion rate 1.3 + Cohort Survival Rate 2.1/3 x 25%)
+ (NAT MPS 2.2 x 30%)
= (1.125 + 0.36 + 0.66)
= 2.145

Thus, the total weight for KPIs is (2.145 X 60% weight for KPIs)

Score =1.287

B. Document Analysis, Observation and Discussion . 40%

Forty percent (40%) of the total of the following areas:

a. Leadership - 30%

A network of leadership and governance guides the education system to achieve its shared vision, mission and goals making them responsive and relevant to the context of diverse environments.

b. Curriculum & Learning - 30%

The curriculum learning systems anchored on the community and learner's contexts and aspirations are collaboratively developed and continuously improved.

c. Accountability - 25%

A clear, transparent, inclusive, and responsive accountability system is in place, collaboratively developed by the school community, which monitors performance and acts appropriately on gaps and gains.

d. Resource Management - 15%

Resources are collectively and judiciously mobilized and managed with transparency, effectiveness, and efficiency.

100%

Note: For Document Analysis, Observation and Discussion, please use the SBM Assessment Tool which is computed as follows:

(Leadership and Governance 2.6 x 30%) + (Curriculum and Instruction 2.1 x 30%) + (Accountability and Continuous Improvement 3.0 x 25%) + (Resource Management 2.5 x 15%) x 40%

= (0.78 + 0.63 + 0.75 + 0.375) x 40%

= 2.535 x 40%

Thus, the rating for the DOD is 1.014

Take note that SBM comprise 70% only of the criteria; thus, to get the final rating for SBM Practices, please consider this:
Get 70% from the combined Score of KPIs x 60% + Score of DOD x 40%
That is, [(1.287 x 60%) + (1.014 x 40%)] x 70%
(0.77+0.406) x 70%
(1.17) x 70% = 0.82

2. Scholarship - - - - - - - - - 10%

Scholarships availed must be relevant to being a teacher or school head which must cover two years (current school year and immediate past school year)

A. Scholarship availed by teachers – 10%

Availed during the immediate past School Year with a minimum of one (1) month

a. level of scholarship

Level of Scholarship	Weight
Regional	1
National	2
International	3

b. no. of teachers availed of the scholarship

No. of teachers availed of scholarship	Weight
1 teacher	1
2 teachers	2
3 or more teachers	3

3. Awards & Recognition (Teachers/Learners/School)- - - 10%

Awards must be those from DepEd recognized bodies and/or DepEd initiated programs, projects and activities for the last two years

Level	Weight
Region	1
National	2
International	3

4. Functionality of the School/Pupil/Student Handbook (localized) - - -10

Level of implementation	Weight
Initially started	1
Fully crafted	2
Distributed and implemented	3

TOTAL **100%**

(Reference: DepEd Order No. 83, s. 2012: Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT)

OUTSTANDING SCHOOLS DIVISION OFFICE
(Medium and Small)

1. Performance Indicators- - - - - - - - 15

a. Net Enrollment Rate (NER) (5)

i. Elementary (2.5)

Percentage of Increase	Points
91-100%	2.5
81-90%	2.25
71-80%	2.0
61-70%	1.75
51-60%	1.5
41-50%	1.0
31-40%	0.75

ii. Secondary (JHS and SHS) (2.5)

Percentage	Points
91-100%	2.5
81-90%	2.25
71-80%	2.0
61-70%	1.75
51-60%	1.5
41-50%	1.0
31-40%	0.75

b. Percentage Learners No longer Participating in Activities (NLPA) (5)

i. Elementary (2.5)

Percentage	Points
0 - 0.5 %	2.5
0.6% - 1.0%	2.0
1.1 % - 1.5%	1.75
1.6 % - 2.0 %	1.5
2.1 % - 2.5%	1.0
2.6 % - 3.0 %	0.75
3.5% - 4.0%	0.5
4.0 % - 4.5%	0.25

ii. Secondary (2.5)

Drop Out Rate	Points
0 - 0.5 %	2.5
0.6% - 1.0%	2.0
1.1 % - 1.5%	1.75
1.6 % - 2.0 %	1.5
2.1 % - 2.5%	1.0
2.6 % - 3.0 %	0.75
3.5% - 4.0%	0.5
4.0 % - 4.5%	0.25

c. Completion Rate (5)

i. Elementary (2.5)

Percentage of Increase	Points
96% - 100%	2.5
91% - 95%	2.0
86% - 90%	1.5
81% - 85%	1.0

ii. Secondary (2.5)

Percentage of Increase	Points
81% and above	2.5
71% - 80%	2.0
61% - 70%	1.5
51% - 60%	1.0

2. Division Monitoring Evaluation Adjustment (DMEA) Policy/ Standard Compliance - - - - - - - - 5

MOVs: DMEA Reports submitted to QAD with supporting documents and other MOVs

Overall Percentage of Physical and Financial Accomplishments vs Targets	Points
99% - 100%	5
97% - 98%	4
95% - 96%	3
93% - 94%	2
91% - 92%	1

3. PRIME-HRM Recognition / ISO Certification- - - - 10

(MOVs: Plaque/ Certification from the CSC or Letter of Conferment from CSC/ ISO)

PRIME HRM Level	Points
PRIME-HRM Level 2 by the CSC-RO (Bronze) or ISO Certified	10
Recognized PRIME-HRM Level 2 in 3 core systems	8
Recognized PRIME-HRM Level 2 in 2 core systems	6
Recognized PRIME-HRM Level 2 in 1 core system	4
Recognized PRIME-HRM Level 1	2

4. Submission of Financial Reports, utilization of previous FY funds& downloading of MOOE to schools on the previous FY- - 10

Criteria	**Points**
1. Submitted Complete Annual Financial Report on or before the deadline MOVs: Received/Released Copy with Time/date stamp	2

2. Utilization of Funds of the previous Fiscal Year (PMIS generated report, validated by the Finance Division)	3 Percentage of Utilization of Funds of the previous Fiscal Year — Points 91% - 100% — 3 81-90% — 2 71-80% — 1
3. Utilization and Liquidation of School's MOOE in the previous FY MOV: Funds Utilization Report	3 Percentage of Schools with 100% utilization and liquidation of MOOE — Points 91% - 100% — 3 81-90% — 2 71-80% — 1
4. Full Implementation of Audit Observation (AOM), Notice of Suspension, and Notice of Disallowance in the previous FY MOV: **COA Certification**	2

5. Learning and Development Programs- - - - - 10

Criteria	MOVs	Points
Annual L and D Plan	Approved L and D Plan with LDNA and Competency Needs Assessment Report as bases for the development of L and D plan	2
Number of PDP with CPD Accreditation	PTR Number Activity Completion Report (1 point per program but not exceeding 4 points)	4
Number of PDP which NEAP-Caraga Recognized	Certification from NEAP-Caraga REC Form 1 and 2 (1 point per program but not exceeding 4 points)	4

6. Compliance and submission of Reports- - - - - 14

MOVs: validated by the concerned Functional Division

Functional Division	Points
ASD	2
CLMD	2

ESSD	2
FTAD	2
HRDD	2
PPRD	2
QAD	2

7. Disaster Risk Reduction and Management (DRRM) - - - 5

Criteria/ Indicator	MOVs	Points
Compliance to Program/Project Standards (Adherence to the standards set for Eco-friendly school)	Evaluation checklist result Accomplishment Reports, Photos, Records, Recognition from DENR/ EMB EiE preparedness Plans	2 Percentage of Schools compliant / Points 96-100% / 2 91-95% / 1.75 86-90% / 1.50 81-85% / 1.25 76-80% / 1.0
Unique practices in promoting DRRM/CCA/EiE/PAP's	photos, narrative/completion report, approved activity by responsible officials (1 per practice but not to exceed 3 points)	3

8. Regional School-Based Management (SBM) Level Accreditation- 5

MOVs: Plaque/ Certification from the Regional office and Copy of the Regional Memorandum

Percentage of Schools Recognized as SBM Level 3 by the Regional Office (Within the last 3 Years)	Points
10 % and above	5
9 - 10 %	4
7 - 8 %	3
5 - 6 %	2
3 - 4 %	1
1 - 2 %	0.5

9. Organizational Award received recognized or sanctioned by DepEd Central Office or other National Government Agency for any Program Implementation given to the SDO (previous school year) – - 5

MOVs: Plaque/ Certification; Memorandum/ Letter of Conferment

Awards Received/ Rank (Previous Calendar Year)	Points	
	National	Regional
1st Place	5	3
2nd Place	4	2
3rd Place	3	1
Finalist	2	0.5

10. Research- - - - - - - - - 3

Number of research utilized for policy formulation and implementation (within the last 3 years) MOVs: Certification	Points
National (1point per research but not to exceed to 3 points)	3
Regional (0.5 per research but not to exceed to 2 points)	2
Division (0.25 each but not to exceed 1 points)	1

11. School Sites with titles/ usufruct - - - - - 2

Percentage of School Sites with Title (previous CY)	Points
50% and above	2
25 - 49%	1.5
1 - 24%	1

12. Percentage of Schools and Learning Centers provided with TA on BE-LCP and Learning Delivery Modality - - - - - 3

MOV: TA Plan, TA Accomplishment Report, LDM Portfolio

Percentage	Points
96% - 100%	3
91% - 95%	2.5
86% - 90%	2
81% - 85%	1.5
76% - 80%	1.0

13. Percentage of M&E conducted on BE-LCP, Basic Education Curriculum and Special Curriculum Programs- - - - - 3

MOVs: M&E Plan, M&E Report

Percentage	Points
96% - 100%	3
91% - 95%	2.5
86% - 90%	2
81% - 85%	1.5
76% - 80%	1.0

14. Percentage of quality assured Division-initiated SLMs/ WLAs/ Canned Lessons for TV and RBI (number of MEL Competencies vs. the total number of MELCs - - - - - - - - - - 5

MOVs: Certification of Quality Assurance, LR Assessment Results.

Percentage	Points
96% - 100%	5
91% - 95%	4
86% - 90%	3
81% - 85%	2
76% - 80%	1

15. Percentage of Utilization of Downloaded funds for BE-LCP Implementation-

Percentage	Points
96% - 100%	5
91% - 95%	4
86% - 90%	3
81% - 85%	2
76 % - 80%	1

TOTAL **100**

OUTSTANDING INCLUSIVE EDUCATION PROGRAM IMPLEMENTER

I. Scope of the Award Category

All Schools Division Offices (SDOs) are entries to this category. SDOs will be evaluated based on how they implemented the K to 12 Basic Education Curriculum and the various programs of the department to ensure that learners will be provided with equitable opportunity to create, learn, and share what they know and can do in both curricular and co-curricular activities regardless of sex, disability, culture, ability, age, ethnicity, social class, religious beliefs, and other characteristics. Specifically, this award category will look into the SDOs inclusion practices particularly in the implementation of Mother Tongue-based Multilingual Education (MTB-MLE) in K to 3, varied offerings in Technology and Livelihood Education (TLE) in Junior High School, and the tracks and strands in Senior High School, and the existing programs such as Special Education, Indigenous Peoples Education, Madrasah Education, and Flexible Learning Options including Alternative Delivery Modes and Alternative Learning System, and Special Interest Programs to cater to learners who manifest the interest and aptitudes for particular skillsets. (Reference: DepEd Order No. 19, s. 2019)

II. Criteria for Stage I Evaluation (Key Dimensions of Inclusive Education)

A. Learners' Participation and Representation..... 10 points

- Programs or initiatives to ensure participation and representation of learners in school organizations, in curricular and co-curricular activities, and in educational planning, program development and implementation

Indicators	Points
Three-year disaggregated data on enrolment per program presented in graphical or tabular presentation with analysis (*to include exceptionalities for SPEd learners (non-graded/gifted or fast learners), ethnicity for IP learners, and specialization for TLE/TVL learners*)	4
Contextualized implementing guidelines for selection/admission of learners for Special Interest Programs/Special Curriculum/TVL tracks	3
Representation of learners in education planning, program development and implementation	3

B. Curriculum Implementation.....10 points

- Implementation of flexible and contextualized curriculum to cater the diverse learners' abilities, socio-cultural backgrounds, historical contexts, and biographical realities.

Indicators	**Points**
Implementation of programs or initiatives to address contexts, needs, and concerns not covered by existing programs and initiatives of DepEd	2
Contextualization of the curriculum and learning materials at the school level	2

Provision of opportunities for learners to create, learn, and share what they know in both curricular and non-curricular activities	2
Provision of equitable and appropriate learning opportunities for all learners to facilitate active participation and shared responsibility and accountability in the teaching-learning process	2
Implementation of programs and services adhering to the principles of universal design for learning (UDL) to remove barriers to learning and participation	2

C. Learning Resources.....10 points

- Development and production of contextualized learning resources anchored on the needs of individual learners and based on the standards set by the Bureau of Learning Resources.

Indicators	Points
Developed and produced learning resources are free from any discriminatory content, are appropriate to diverse learners, and are sensitive to social and cultural contexts.	2
Learning resources developed promote active learning in different contexts and lifelong learning.	2
Community is utilized as a learning resource.	2
Developed and quality assured learning resources are uploaded in the Learning Resource Portal to ensure that these resources are properly managed, utilized, generated, allocated, recorded and audited, when applicable.	2
All types of learners have access to adequate and appropriate learning resources.	2

D. Learning Delivery.....10 points

- Strategies implemented to ensure that diverse learners learn together, and the delivery of educational services and programs are flexible based on the profile, needs and contexts of the learners

Indicators	Points
Offered a range of programs in schools to serve as a menu of options for different types of learners to ensure that “no learner is left behind”.	2
Developed school implementing policies, mechanisms, and strategies for delivering equal and equitable opportunities for diverse learners.	2
Involved stakeholders- the learners, their parents and/or caregivers, and the immediate community- in meeting learning standards and in identifying and addressing learning gaps of disadvantaged and marginalized learners.	2
Formulated and implemented appropriate interventions for the disadvantaged and marginalized learners.	2
Enhanced curriculum implementation by aligning teaching-learning processes, formative and summative assessments and the learning standards deemed appropriate to the learners’ context.	2

E. Educational Assessment .....10 points

- Initiative implemented to measure learners' mastery of competencies and enable them to participate in various types of activities to enhance their understanding of concepts and ideas and the strategies to meet the needs of learners with special education needs

Indicators	Points
Mechanisms and frequency of assessments conducted to identify learners with special educational needs and additional resources to support their learning.	3
Modification or adaption of the assessment methods used in the mainstream classroom to meet the needs of learners with specific needs and difficulties.	3
Development of assessment tools that put premium in the application of higher order thinking skills and integrative understanding across subject areas and are adapted according to the principles of Universal Design for Learning (UDL)	4

F. Learning Environment.....10 points

- Mechanisms implemented to ensure that physical learning environment and teaching-learning processes are fully accessible to all types of learners for them to feel safe, supported, stimulated, and respected as they express themselves as part of a positive and inclusive school community

Indicators	Points
Use of appropriate language/s, modes and means of communication to maximize academic and social development.	2
Provision of accessible and functional support facilities such as, but not limited to, water and sanitation facilities, clinic, library, Science and computer laboratories, Guidance Office, prayer room, and Community Learning Centers (CLCs) and opportunity for indigenous leaners to use ancestral domain where Indigenous Knowledge Systems and Practices (IKSPs) are experienced, lived, and learned as their primary learning environment and learning space.	3
Implementation of affirmative action to eradicate all forms of discrimination and abuse against all types of learners in the schools and in the entire division.	3
Initiatives to foster harmonious relationships and respect for diversity and practice of positive discipline among learners, teachers, parents, and administrators.	2

G. Professional Development.....10 points

- Initiatives implemented to ensure that implementers possess the proper values, perspectives, attitudes, as well as competencies to address educational needs of diverse learners

Indicators	Points
100% of the teachers are capacitated in establishing learning environments that are responsive to learner diversity (e.g. Domain 3: Diversity of Learners in the Philippine Professional Standards for Teachers (PPST)).	5

Conduct of capacity building activities such as, but not limited to, the Teacher Induction Program (TIP), In-Service Trainings (INSETs), attending seminar workshops/conferences, Skills Enhancement Training, Learning Action Cell (LAC) sessions, immersions, community engagement, coaching, mentoring and benchmarking.	5

H. School Leadership and Management.....10 points

- Initiatives and programs implemented in schools to promote inclusion and to cater the various interest of learners to respond to the context of the leaners and the communities being served

Indicators	Points
Provision of technical support to teachers in contextualizing the curriculum and teaching-learning materials, and using learner-centered and culturally-responsive pedagogy and inclusive assessment.	2
Development of research-based improvements in instruction and school management for Inclusive Education.	2
Practices and innovations are properly documented for sharing, replication, and for continuous improvement.	3
Implementation of Inclusive Education is strengthened by School-Based Management (SBM) and are reflected in the School Improvement Plan (SIP)	3

I. Partnerships.....10 points

- Continuous conduct of intensive advocacy and social mobilization efforts to strengthen Inclusive Education implementation in the Division

Indicators	Points
Institutionalization of continuous engagement with stakeholders/ partners in the planning, implementation, monitoring and evaluation of curricular and co-curricular programs and activities to ensure quality implementation of Inclusive Education.	5
Strengthened external linkages and partnerships to ensure proper coordination, resource sharing, and sustainability of Inclusive Education implementation.	5

J. Governance Support.....10 points

- Initiatives or programs implemented to realize the implementation of Inclusive Education

Indicators	Points
100% utilization of support funds for the implementation of Inclusive Education	5
Collaboration with LGUs to maximize the utilization of Special Education Fund (SEF) and other local resources to support the implementation of inclusion programs.	5

III. Required Documents

A. **Write-up of Actions/Accomplishments**: **Maximum of 30 pages** (A4 size bond paper, Bookman Old Style, 11-point size) to include Executive

Summary, description of actions/accomplishments of the SDO within three years in relation to each indicator in the key dimensions in the implementation of Inclusive Education. The write-up should adhere to the following pointers:

a. Actions/Accomplishments to be presented must be brief, factual, and in bullet form. **Only include those with supporting evidence**.
b. Establish **baseline data** for quantifiable indicators.
c. The write-up should be printed in A4-size bond paper placed in a legal-size folder (white color) to be submitted in three (3) copies. Use of special paper for printing, and hard or ring-bound for covers are highly discouraged.
d. **Means of verification and other supporting evidence should be included in the submission of entries in electronic format only**. These shall be organized in folder by indicator, properly labeled, in PDF file and should be readable and/or printable in standard quality. Hard copy of the documents shall be at the custody of the SDOs in preparation for the validation of entries. **These shall be prepared by the program focal persons.**

B. **Certification** from the Chairperson of the Division PRAISE Committee or its equivalent that the entry has undergone evaluation and validation by the Committee.

C. **Endorsement** from the Schools Division Superintendent (SDS).

TOTAL 100

Note: *Strict compliance to the above required documents as well as the specified formats are enforced.*

Outstanding Inclusive Education Program Implementer
ENTRY WRITE-UP

(*Maximum of 30 pages, A4-size, Bookman Old Style, 11-point size, including Executive Summary and Other Information*)

I. Executive Summary (This shall be written in one page only stating the reasons why the SDO is deserving to be awarded as the Outstanding Inclusive Education Program Implementer.)
II. Key Dimensions of Inclusive Education (Description of the actions implemented/highlights of accomplishments per criteria/key dimension in the last three (3) years, to include baseline data and increase in KPIs, when applicable. Data may be presented in tables or graphs with corresponding analysis.) A. Learners' Participation and Representation B. Curriculum Implementation C. Learning Resources D. Learning Delivery E. Educational Assessment F. Learning Environment G. Professional Development H. School Leadership and Management I. Partnerships J. Governance Support
III. Other Information (List or mention major awards/citations received by the SDO in the implementation of inclusive education for the past three (3) years.

OUTSTANDING DIVISION READING PROGRAM IMPLEMENTER

I. Scope of the Activity

The Department of Education through the Curriculum and Learning Management Division shall organize the Search for the Outstanding Reading Program Implementer in the region.

This activity aims to recognize and give award to Schools Division Offices (SDOs) with effective reading programs to all students. These reading programs pave an avenue to make learning easier, engender multi- sensory development and open doors to academic success of the public school learners.

This activity is open to all SDOs. This award category shall look into the SDOs active implementation of its reading program in the 4 key stages, (Key stage 1 – from Kinder to Grade 3, Key stage 2- from Grades 4-6, Key stage 3- from Grade 7 to 10 and Key Stage 4- from Grade 11 to 12).

The reading program shall take into consideration the integration of reading skills across learning areas in all medium of instructions used in all grade levels with proficiency in reading.

II. A. Criteria for Evaluation

Indicator	Points
A. Effectiveness of the Reading Program	**25**
- Reading Program is research based, caters to the child's stage of reading development, addresses child's reading strengths and weaknesses, provide multiple reading opportunities, appropriate instructional strategies, and employ a variety of reading assessments. - has mechanisms to implement face to face and virtual instruction and activities to ensure reading continuity considering limited internet connectivity, availability of gadgets, reading materials and mentors - has mechanism which includes the integration of reading across learning areas in all medium of instructions used in all grade levels and involvement of other subject teachers in the reading advocacy	
- List of Schools with active and effective Reading Programs in the Division - List of reading Program Key Players and their Terms of Reference	
- Report of schools with reading and literacy corners/ kiosk/ stations, observable reading dashboard and comparative Reading Assessment chart , reading corners equipped with reading materials and properly labeled (with MOVs) - Report on the inclusion of Reading Programs in the WFP and AIP	
- Report on the availability of aligned Reading Materials, Intervention Plan and Intervention Process, Remedial Session Guide, Quality Assured Teacher made Worksheets, List of	

Remedial Materials suited for the domain/ competency being mastered	
B. Complete Records of Assessment	**20**
- Report on the availability of baseline data (for the last 3 school years), utilization of result supported by research in planning and implementation , comparative Reading Assessment for the last 3 years and availability of quality assured reading assessment tools	
- Complete records of Phil IRI or classroom based assessment with proven validity and reliability for diagnosing student needs and measuring progress - Reading Assessment Test Result for the last 3 school years with graphic presentation of the analysis of baseline data	
- List of domains/ competencies not mastered during pre-assessment, tabulated list of pupils being assessed	
- Report on the decrease number of reported non-readers as well as the report on specified strategies and activities to decrease struggling readers	
C. Monitoring, Evaluation and Technical Assistance	**20**
- Accomplishment Report on the Monitoring and Evaluation of Schools' Reading Program, reading assessment, SLAC in reading, literacy kiosks/corners, dashboards, etc.	
- Accomplishment Report of the Division Evaluation Team on the conduct of reading assessments, including report on the issues, challenges and success stories	
- Progress reports of different reading programs and provision of Technical assistance and effectivity of the conducted interventions	
- Mechanism, tools and processes on supervision of the continuing reading assessment and achievement of students	
D. Programs, Trainings and Activities	**15**
- Professional development plan that ensures teachers have the skills and support necessary to implement the program effectively. Provision on the continuous development for teachers such as SLAC in Reading, and remedial activities and mentoring	
- Accomplishment Report on the conduct of Reading culmination activities, competitions and other cooperative learning programs to implement methods that have been proven to teach reading - Accomplishment report on trainings on teaching beginning reading and remedial reading, literacy instruction and school in-service trainings related to reading with consolidated list of trained teachers and their trainings related to reading	
- Accomplishment report on the conduct of Reading Program Implementation Review with School Heads/ Key players and implementers	
E. Collaboration and Linkaging	**10**
- Availability of the report on the existing partnership and fund support among stakeholders (Involvement of Parent, Subject Teachers and other Stakeholders) and information drive conducted	
- Innovations implemented by the schools to encourage participation and sustainability of the program	

F. Outstanding Accomplishment and Impact	10
- State outstanding accomplishment in brief, factual and bullet form with evidence of effectiveness	
- Impact of the program implementation by indicating problems addressed and students/ teachers/ stakeholders benefitted	
Total	**100**

II. B. Criteria for Evaluation per Key stage

To determine the Outstanding Division Reading Implementer, each stage shall be evaluated using the criteria for evaluation. Points from the components/ indicators of the criteria shall be added and computed to get the 25% weight. The percentage garnered from the four key stages shall be added to get the average to determine the winner.

Key Stage	Weight
1	25%
2	25%
3	25%
4	25%
Grand Total	**100%**

III. Required Nomination Documents

1. Each nomination requires the submission of one original folder containing a write- up of accomplishments maximum of 45-50 pages (a4 size bond paper, Bookman old style, 11 point size). This will include the executive summary (not more than 200 words) and the description /accomplishment report of the indicators of the six criteria: Effectiveness of the reading program; Complete records of assessment; Programs, trainings and Activities; Collaboration and Linkaging; and, Outstanding Accomplishment and Impact, awards received and other information. The documents shall follow to the following pointers:

a. Reports/accomplishments shall be brief, factual and in bullet form. Only those with
supporting evidence shall be included in the report.

b. The document shall be printed in a4 size bond paper placed in a long size folder
(white) to be submitted in three copies.

- Executive summary (1 page)
- Description and Accomplishment Report of the indicators of the six criteria (maximum of 10-12 pages per key stage) with proper label
- Awards Received (1 or 2 page)
- Other information (1 or 2 pages)

c. A pdf format of the said required document shall also be submitted.

d. Other Means of Verifications (MOVs) of some documents (with corresponding soft and hard copies) shall be in the care of the division focal person for further validation of entries.

2. Certification from the chairperson of the Division PRAISE committee that the entry has undergone evaluation and validation of the committee.

3. Endorsement from the Schools Division Superintendent.

MOST FUNCTIONAL LEARNING RESOURCE MANAGEMENT CENTER (LRMC)

This is open to all Schools Division offices. There shall be two components of the contest, the LRMDC and the library hub. The entry that gets the highest total rating of the two components shall be declared as the awardee for this category.

All information presented by the Writer/Developer/Illustrator in any of the localized, developed, redeveloped, or contextualized resource materials (print or non-print) available inside the center shall be his/her liability in any issues that may arise regarding originality and authenticity. Citation and giving appropriate credit to the original source must be properly observed. Plagiarism of any kind will result to disqualification.

Indicators/Criteria	Weight
Establishment of LR Center - Center with available printing and Reproduction equipment	10%
Governance - Inventory of LR needs - Inventory of existing LRs - Division LR Plan - Directory of School LR Team (QA Team (with LREs), Writers, Editors, Illustrators, Lay-out Artist, - Resource mobilization and partnership with internal and external stakeholders - Documentation of LR Team meetings and activities and other proof of functionality of the LRMDC	15%
Provision of LRs - Distribution of centrally procured and regionally reproduced LRs - Developed, redeveloped, contextualized LR – by learning area and grade level - Existence of any initiative/mechanism to access the LR Portal - Existence of modified and enhanced LRs for ADM	15%
LR Portal Utilization - LR Portal Registration - Number of contextualized LRs uploaded in the LR Portal - Utilization of LRs downloaded from the Portal	10%
Functional School Library - Percentage of schools with functional library - Percentage of schools with access to the LR Portal - Wide selection of Resource Materials - Accomplishment at the Division Level according to services delivered	 15% 15% 10% 10%
TOTAL	100%

NATATANGING BULAWANONG SULÔ

General Guidelines

Natatanging Bulawanong Sulô is awarded to a DepEd internal organization for demonstrating the spirit of volunteerism, selflessness, philanthropy and for embodying the core values of the Department of Education - Maka-Diyos, Maka-Tao, Maka-Kalikasan at Maka-Bansa through community engagement and services. This award aims to highlight the exemplary performance and dedication of the organization in helping people and communities beyond their regular functions and even amidst adversities.

Organization is defined, for the purposes of nominations, as a group of individuals comprised of teaching, non-teaching or teaching-related personnel education leaders in the Department of Education Caraga who are joined together for a common cause deemed as their civic responsibility. They contribute their time, service and resources, which are beyond the scope and nature of their work, with the belief that their activities are meaningful and beneficial to the community they serve.

The following organizations are qualified for nomination:

a. Education Leaders Associations;

b. Faculty Clubs and Teachers Association;

c. Teacher Cooperatives; and

d. Non-Teaching and Teaching-Related Associations/Organizations

Documentary requirements

The following shall be attached to the nomination form:

1. Certification that the organization is recognized by DepEd
2. Constitution and By-Laws of the organization
3. List of Officers and members
4. Action Plan
5. Certification that the organization is not directly or indirectly related to tobacco, liquor company or any forms of gambling institution and is not in any way linked to practices which are identified by Philippine Law as illegal.
6. Evidence requirements or any modes of verification (MOVs) for meeting each of the given criteria

Criteria	Rating
1. Alignment of the Vision, Mission and Goal (VMG) of the Organization to the of DepEd's VMG and its core values - Maka-Tao,Maka-Kalikasan, Maka-Bansa and Maka-Diyos.	20
Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates on love and respect for fellowmen (Makatao); environmental preservation and protection (makakalikasan); communicates love and respect of God regardless of religious affiliation (Maka-Diyos); and collaborates widely with other agency or	

institution including DepEd schools (private or public) in the promotion of any of the core values. - 20	
Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates 3 of 4 DepEd Core Values; and Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. - 16	
Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates 2 of 4 DepEd Core Values; Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. - 12	
Organization's VMG elaborated and are aligned with the VMG of the Department of Education Advocates 1 of 4 DepEd Core Values; and Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. -8	
Organization's VMG are not aligned with the VMG of the Department of Education and did not elaborate on the core values of the Department of Education. – 4	
2. Contribution of Program, Activities and Projects are centered to the improvement of student services or enhancement of SDO/ school operation in the delivery of the quality basic education services.	30
Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P100,000.00 Scope Recipients of the program and projects are more than 5 schools in the division. Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 5 years supported with evidence. - 30	
Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P75,000.00. Scope Recipients of the program and projects are 4 schools in the division. Sustainability	

Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 4 years supported with evidence. – 24	
Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P50,000.00 Scope Recipients of the program and projects are 3 schools in the division. Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 3 years supported with evidence. – 18	
Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P25,000.00. Scope Recipients of the program and projects are 2 schools in the division. Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 2 years supported with evidence.-16	
Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting P1,000.00 and above. Scope 1 school from the division is a recipient of the program and projects Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 1 year supported with evidence. – 6	
3. Organization conducted activities which promote numeracy, language, scientific, media and information literacy, GAD, arts, health, culture, sports, and technology which contributed to the holistic development of students and/or teacher.	30
Impact	

Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which aimed at promoting any of the following: numeracy, language literacy, GAD, scientific literacy, arts, health, culture, sports, and technology which contributed to the holistic development of students and/or teacher proved and supported by MOVs (concept note/ proposal, pictures, attendance sheets, after activity evaluation report & amount invested in the program) Scope Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 100% of schools in the division Sustainability (10%) Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/or teachers for 4 years supported with evidence. Consistently participated in any DepEd programs for 5 consecutive years. – 30
Impact Submitted 4 MOVs Scope Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 75-99 % of schools in the division. Sustainability Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 3 years supported with evidence. -24
Impact Submitted 3 MOVs Scope Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 50-79 % of schools in the division. Sustainability Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 2 years supported with evidence. -18
Impact Submitted 2 MOVs Scope

Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 25-49 % of schools in the division. Sustainability Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 1 year supported with evidence -12	
Impact Submitted 1 MOV Scope Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated less than 25% schools in the division Sustainability Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers within the year supported with evidence. - 6	
4. Active Participation to DepEd Programs like Brigada Eskwela, Adopt-A-School Program, Work Immersion Programs	20
Consistently participated in any DepEd programs for 5 consecutive years - 20	
Consistently participated in any DepEd programs for 4 consecutive years - 16	
Consistently participated in any DepEd programs for 3 consecutive years - 12	
Consistently participated in any DepEd programs for 2 consecutive years - 8	
Participated DepEd Programs in 1 year – 4	
Total	100

OUTSTANDING REGIONAL EDUCATION PROGRAM SUPERVISOR

1. Instructional Supervisory Leadership- - - - - - 20

1.1 Instructional Supervision (5)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to Schools Division Offices relative to *Sulong Edukalidad*, BE LCP, etc.

MOVs: Approved Supervisory Plan/ Instructional Supervisory Report/ Observation Report/ Technical Assistance Plan and Report to a minimum of to the assigned SDO, signed and attested by RFTA Team Leader.

Frequency	**Points**
6 or more	5
5	4
4	3
3	2
2	1

1.2 Support in the Curriculum Management and Implementation (5)

Provided support for curriculum implementation through the application of efficient and effective programs, projects, and activities proposed, organized by the nominee, and conducted in the last calendar year. One (1) point per program but not to exceed 5 points.

1.3 Learning and Development Programs (5)

Percentage of trained DepEd Personnel for content/ skills enhancement organized by the nominee -

Percentage DepEd Personnel Trained for content/ skills enhancement	**Points**
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

1.4 Monitoring and Evaluation on Program, Projects, and Activities (5)

Conducted Monitoring and Evaluation on implemented PPAs.

MOVs: Approved and Quality assured M&E Tool, M& E Report

Indicator	**Points**
• Developed at least 2 M & E tools (1 point) • Conducted at least 2 M & E (1 point)	5

• Submitted M & E Report • M&E Results were used to release 2 contextualized policies (2 points)	
• Developed at least 1 M & E tool (1point) • Conducted at least 1 M & E (1 point) • Submitted M & E Report (1) • M&E Results were used to propose 1 policy recommendations (1 point)	4
• Developed at least 1 M & E tool (1 point) • Conducted at least 1 M & E (1 point) • Submitted M&E Report (1 point)	3
• Developed at least 1 M & E tools (1 point) • Conducted at least 1 M & E (1 point)	2
• Developed at least 1 M & E tool (1 point) or • Conducted at least 1 M & E (1 point)	1

2. Outstanding Accomplishments- - - - - - - 65

2.1. Performance Rating (25)

The three (3) recent performance ratings of the nominee prior to the screening should be at least Very Satisfactory. The rate of the average numerical rating for the 3 periods vs. the highest possible rating shall be multiplied by 20.
e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00\ (highest\ rating)} \times 25 = \mathbf{23.68}$$

2.2 Outstanding Employee Award/Leadership in Organization - 5

To consider only the certificate with the highest points.

Level	**Points**
School	1
District	2
Division	3
Regional	4
National	5

2.3. Innovations (10)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovative and creative work plan, Re-Entry Action Plan, or quality-assured module (SLMs) or instructional materials (WLAs), proposed and/or implemented **within the last 3 years** shall be considered as innovation.

MOV: copy of the innovation *(only submit the innovation which is at the highest stage of implementation)*

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	2
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	4
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	6
Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	8
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	10

2.4 Research and Development Practices (5)

a. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

b. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.

c. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),

d. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

e. Points earned shall be divided according to the number of researchers in a team

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	1
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	2

Presented completed research work in the SDO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Division Memo of the SDO Research Congress	3
Presented research work in the RO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the SDO Research Congress	4
Presented research work in the CO research congress MOV: Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by SDS; Regional Memo of the RO Research Congress	5

2.5 Publication (5)

a. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

b. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

c. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

i. Memorandum where name of nominee is included

ii. Final copy of the material/s as published

d. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

2.6 Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (5)

MOVs: Memorandum, Activity Matrix, and Certificate of Recognition.

Level	**Points**
School	1
District	2
Division	3
Region	4
National/ International	5

2.7 Education and Training (10)

a. Education (5)

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

b. Training and workshops organized (within the last 3 years) (5)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	**Points**
Division	5
District	4
School	3

3. **Community Development (5)**

a. Initiated or served as coordinator/organizer of a community project or activity or of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, livelihood program, etc., for at least 2 years.

b. Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials/city/province/municipality.

c. The project is community-based, not school-based and sponsored by any or the following: LGU, Rural Improvement Club, other government agencies or non-government organization, or funded by private individuals.

d. MOVs: Designation/ Assignment order stating the nature of assignment; action plan noted by the School Head or Brgy. Captain or Head of the organization; Certification by benefitting barangay or community, Narrative Report with pictorials of accomplishments.

Level	**Points**
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

4. Professional and Personal Characteristics-	**- - -**	**10**
	TOTAL	**100**

Annex E: Professionalism and Personal Characteristics Rating Sheet

RATING SHEET for

PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee: _____

School/Office: _____

Division: _____

Category: _____

Name of Immediate Superior: _____

Directions: Put a check (/) on the space provided for if the nominee AT ALL TIMES exhibits the following indicators otherwise put an (x).

INDICATORS	**/**
A. Manifested genuine enthusiasm and pride in the nobility of teaching/related teaching profession	
1. Demonstrate punctuality at all times.	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects/office activities as required	
5. Communicate the DepEd vision, mission, and core values to stakeholders	
B. Observe and demonstrates desirable personal and professional (RA 6713) and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	

9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and is able to work harmoniously with superiors and colleagues	
2. Maintains good working relationship with co-workers, parents and stakeholders	
3. Performs well whether as a team leader or member	
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs/liabilities	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
3. Has not been subjected to any complaint/ charged administratively relative to financial matters	
NO. OF CHECKS (/)	
TOTAL POINTS = NO. OF CHECKS X (0.5)	

Rated by:

_____

Signature over Printed Name of the Immediate Head

Date: _____

Annex F: Consolidated Rating Sheet (sample for Outstanding Teacher)

CONSOLIDATED RATING SHEET

Bulawanong Sulô/Pasidungog Awards _____

(Calendar Year)

Category: _____

Criteria/Indicators		Maximum Points	Points gained per indicator		
			Nominee 1	Nominee 2	Nominee 3
Instructional Competence (45pts)	Teaching Competence	20			
	Outstanding Accomplishment	10			
	Creativity & Innovation	10			
	Research	5			
Professional Growth (35 pts.)	Professional Advancement	5			
	Demo Teaching	10			
	Resource Speakership	10			
	Training Programs attended	5			
	Authorship	5			
Community Development (10 pts.)	Outreach	10			
Professionalism & Personal Characteristics (10 pts.)	Personality	5			
	Potential	5			
TOTAL POINTS		100			

Reviewed by:

PRAISE Committee

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NOTED:

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Schools Division Superintendent/Regional Director