



Republic of the Philippines
Department of Education
CARAGA REGION

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

2024



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OUTSTANDING TEACHER
 OUTSTANDING MASTER TEACHER
 OUTSTANDING SPECIAL EDUCATION TEACHER
 OUTSTANDING INDIGENOUS PEOPLES EDUCATION (IPED) TEACHER
 OUTSTANDING MULTIGRADE TEACHER
 OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER
 OUTSTANDING SCHOOL PRINCIPAL
 OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR
 OUTSTANDING DIVISION EDUCATION PROGRAM SUPERVISOR
 OUTSTANDING NON-TEACHING PERSONNEL LEVEL 1
 OUTSTANDING NON-TEACHING PERSONNEL LEVEL 2
 OUTSTANDING RESEARCHER
 OUTSTANDING SCHOOL
 OUTSTANDING SCHOOLS DIVISION OFFICE
 OUTSTANDING INCLUSIVE EDUCATION PROGRAM IMPLEMENTER
 OUTSTANDING DIVISION READING PROGRAM IMPLEMENTER
 MOST FUNCTIONAL LEARNING RESOURCE MANAGEMENT CENTER (LRMC)
 NATATANGING BULAWANONG SULŌ
 OUTSTANDING REGIONAL EDUCATION PROGRAM SUPERVISOR



Republic of the Philippines
Department of Education
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I. GENERAL PROVISIONS

Section 1. Short Title. This Manual shall be known as the Policy on Rewards and Recognition of DepEd Caraga, 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 1987
- 2.2. Executive Order No. 80, 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 for Disabled Persons, 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. 7, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- 2.13. DepEd Order No. 9, s. 2002, Establishing the PRAISE in the Department of Education
- 2.14. DepEd Order No. 78, S. 2007, Strengthening of the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education
- 2.15. CSC No. 6, S. 2022, Revised Policies on the Grant of Loyalty Award

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 backgrounds 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, 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 exemplary performance, behavior, and innovative ideas.

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. Non-monetary awards include plaques, trophies, tokens, and certificates.

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 exercise supervision of DepEd Caraga PRAISE operations to ensure that they are conducted within the bounds of its mandated functions.

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 PRAISE Committee shall be constituted as follows:

- 16.1. Chairperson: Assistant Regional Director
- 16.2. Vice Chairperson: Head of Finance Division or equivalent
- 16.3. Members:
 - 16.3.a. Chief of Human Resource and Development Division;
 - 16.3.b. Chief of the Administrative Service Division;
 - 16.3.c. Chief of the Policy, Planning and Research Division;
 - 16.3.d. Administrative Officer V in the Personnel Unit; and
 - 16.3.e. 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).
- 16.4. The PRAISE Secretariat of DepEd Caraga Regional Office will compose of personnel from the following functional division/ unit:
 - 16.4.a. Human Resource and Development Division (HRDD); and
 - 16.4.b. Administrative Services Division (ASD)

Section 17. Duties and Functions of the PRAISE Committee. The duly constituted PRAISE Committee shall be responsible for the development, implementation, 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 continuous improvement of the program 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:
 - 17.14.a. note down minutes of the Meeting.
 - 17.14.b. 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 a 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 the equal opportunity principle is upheld, 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

concurring by the majority of its Members. The Chairperson or at least two (2) members may request the 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. The simple majority (50% + 1) constitutes a quorum which capacitates the Committee to do business and make decisions on matters within 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* Award – granted to any public official or employee in government who has demonstrated exemplary service and conduct based on 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 PRAISE Committee shall initiate and conduct 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 Schools Division Offices on the following award categories:
 - a. Outstanding Teacher (Elementary and Secondary)
 - b. Outstanding Master Teacher (Elementary and Secondary)
 - c. Outstanding Special Education (SpEd) Teacher (Elementary and Secondary)

- d. Outstanding Indigenous Peoples Education (IPed) Teacher (Elementary)
 - e. Outstanding Multigrade Teacher
 - f. Outstanding Alternative Learning System (ALS) Teacher
 - g. Outstanding School Principal (Elementary & Secondary)
 - h. Outstanding Public Schools District Supervisor
 - i. Outstanding Education Program Supervisor
 - j. Outstanding Non-Teaching Personnel Level 1
 - k. Outstanding Non-Teaching Personnel Level 2
 - l. Outstanding Researcher
 - m. Outstanding School (Elementary & Secondary)
 - n. Outstanding Schools Division Office (Small and Medium)
 - o. Outstanding Inclusive Education Implementer
 - p. Outstanding Reading Program Implementer
 - q. Most Functional Learning Resource Management Center (LRMC)
 - r. 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. **Loyalty Award** – is granted to all officials and employees of DepEd Caraga who rendered ten (10) years of continuous and satisfactory service in the government. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered continuous service for purposes of granting the loyalty award. In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.
- 24.4. **Service Award** – conferred to retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on after the date of retirement who shall be given a Plaque of Recognition and any form of token the Office provides.
- 24.5. **On-the-Spot Awards** – 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. Any person (internal or external) may send a letter of recommendation to the PRAISE Committee for deliberation and approval of the Regional Director and proper recording and issuance of certification.

- 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 Agad Award:
 - i. Prompt submission 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 of the previous month.
 - iv. Wearing the prescribed uniform.
 - v. Active participation in 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 of courage and selflessness to the extent of risking one's own life.
- 24.6. **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.
- 24.7. **Gawad ng Regional Director Award** – shall be given in recognition to an “extra-ordinary achievement” that has 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.
- 24.8. **Other awards** – any award duly approved by the Regional Director upon the recommendation of the PRAISE Committee. This may include:
 - a. Career Success Award given to personnel for promotion in any position.
 - b. Successful Examination Award is given to personnel passing an examination such as Career Executive Service Exams (CESWE), Civil Service Examination, Licensure for Professional Teacher, and others
 - c. National/International Recognition Awards
- 24.9. **Hall of Fame Award** – shall recognize the contributions and accomplishments as an organization which have been significant, substantial, and long-standing. This award shall be conferred to any SDO and SDO Program Implementer to who have been awarded for the same awards of the same category for five (5) consecutive years. The awardee shall receive the highest distinction and shall be included in the roster of the Hall of Fame awardees in the Regional Office.
- 24.10. **Most Sustained SDO and SDO Program Implementer** – shall be given to SDO and SDO Program Implementer who are recipients of Hall of Fame Award. They shall be evaluated using the same criteria of the award category in the ensuing year and so on.

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 Award Memorabilia/souvenir.* The Loyalty Awardee shall receive a memorabilia/ souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35, and 40 years	-	gold service medallion

or other memorabilia/ souvenir as maybe provided by the DepEd Caraga PRAISE subject to the availability of funds as follows:

Number of Years of Service	Memorabilia/ Souvenir	Amount (in PhP)
10 years	shall be determined by the PRAISE Committee duly approved by the RD which shall depict the agency as to represent as memorabilia/ souvenir.	3,000 – 3,999
15 years		4,000 – 4,999
20 years		5,000 – 5,999
25 years		6,000 – 6,999
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	30,001 - 35,000.00
40 years		35,001.00 – 40,000

- 25.2. In addition to the loyalty memorabilia/ souvenir, a cash gift which shall not be less than Php 500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.
- 25.3. The Office shall also award Plaque of Recognition to all Loyalty Service awardees. The loyalty memorabilia/ souvenir (except for the 14K gold service 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.
- 25.3.1. For third-level position employees, including but not limited to the Assistant Regional Director and Regional Director, who are inevitably mobile, they are entitled to avail of the awards provided that a certification is presented certifying that upon reaching fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35) and forty (40) years of service, no service recognition rewards were given to them in their previous station similar to that of the “Bulawanong Pasidungog”. They shall be awarded for the most recent milestone year.
- 25.4. *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.
- 25.5. *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.

- 25.6. *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.
- 25.7. *Collective Negotiation Agreement (CNA) Incentive* - is an incentive granted to the following employees of the Regional Office:
- 25.7.1. rank-and-file employees who are members of an employees' organization accredited by the Department of Education National Employees Union (DepEd NEU), an employees' organization accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent of all non- academic rank-and-file employees of the Department in accordance with the rules and regulations issued by the Public Sector Labor Management Council (PSLMC);
 - 25.7.2. rank-and-file employees who are non-members of the CSC-accredited sole and exclusive negotiating agent but want to enjoy or accept benefits under the CNA, subject to the payment of the agency fee to the negotiating agent in accordance with PSLMS Resolution; and
 - 25.7.3. those who perform managerial functions.

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 Non-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	<i>P 5,000 worth of goods*</i>
- School and Program Implementer categories and organization	<i>P 10,000 worth of goods*</i>
- Schools Division Office category	<i>P 20,000 worth of goods*</i>
Hall of Fame Award	Hall Marker (mountable)
Gawad Agad Award	Certificate of Recognition
Gawad Galing Award	Plaque/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	Please refer to Section 25, 25.1
Service Awards	Plaque of Recognition and/or any token/amount subject to the discretion of the Regional Director

<i>Salu-salo</i> Together	No specific amount from any person in a functional division who will share for a “ <i>salu-salo</i> ” in a functional division.
Professional Growth Opportunities	
- Attendance in conferences/ workshop/trainings/ webinars	Fully paid registration and per diems
- Professional Development 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	Token of any amount or benefits shall be determined by the PRAISE Committee duly approved by the Regional Director; Certificate of Recognition, Recognition posted in Hall of Fame in the Regional Office, official social media accounts, etc.

27.1. The PRAISE program will recognize and reward employees for their exceptional productivity, creativity, innovation, and ethical behavior through monetary and/or non-monetary awards.

Monetary awards will be granted when employees' suggestions, inventions, or superior accomplishments result in cost savings, with the award not exceeding 20% of the total savings generated.

Non-monetary awards shall include plaques, trophies, and goods to be given to awardees of the *Bulawanong Sulo* and *Bulawanong Pasidungog*. “Goods” given as prizes may include electronics, merchandise, or other tangible items of value to the awardee.

27.2. Provided, that the PRAISE incentives shall be released during or after 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, if there is any, to be given 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.

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

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, shall be governed by the following procedures:

- 28.1.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.
- 28.1.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.

28.1.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.

28.1.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.

28.1.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.

28.1.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 body.

28.1.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 Awards* and *Bulawanong Pasidungog* recognize 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.

28.2.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 item position prior to the nomination and have been continuously carried 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 have 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.

28.2.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 the scheduled deadline of submission for the SDOs while for the functional divisions of the Regional Office shall be on or before **30th day of September**.

Nominees shall prepare 1 folder 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 to two-paged (A4 size) write-ups about the nominee, 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.** Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO). The nominee's plantilla position as reflected in the Service Record shall be the position indicated in the nomination form.
- v. **Personnel Data Sheet (CSC Form 212)**
- vi. **Certification** signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination.
- vii. **IPCRF for the last 3 rating periods**
- viii. **Rating Sheet for Professionalism and Personal Characteristics**
- ix. **Certificates and other supporting documents** (refer to the criteria and MOVs of the awards category nominated for)
- x. **Signed and Approved Teaching Load/Assignment** (for categories a to f, refer to section 24.1)

- 28.2.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 **PRAISEcaraga@deped.gov.ph**
- 28.2.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.
- 28.2.e. All submitted documents shall be pre-evaluated by PRAISE Secretariat on the compliance and completeness of the submitted documentary requirements. The Regional Office shall issue a Regional Bulletin/ Regional Memorandum/Office Memorandum of the list of the official nominees.
- 28.3. **For the On-the-Spot Awards** – A letter of Recommendation shall be submitted to the Regional PRAISE committee. The letter shall include name/s of the awardee/s and reasons for according the award. Recommendation Letter shall come from any person (internal/ external). 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.
- 28.3.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/ Bulawanong Pasidungog. 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.
- 28.3.b. *Gawad Agad Award* for prompt submissions of reports to the Regional Office shall be awarded by the concerned Functional Division.
- 28.3.c. *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.

- 28.4. **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 towards office productivity and efficiency.
- 28.5. **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.

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.
- 29.1.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.
- 29.1.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.
- 29.1.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.
- 29.1.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.
- 29.1.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.
- 29.1.f. 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.

- 29.1.g. The top three nominees / candidates for each category who obtained at least 65 points and above shall qualify for 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.
- 29.2.a. All teaching categories shall involve actual classroom demonstration teaching during this stage. In case of IATF travel restrictions, video calls or teleconferencing shall be conducted.
 - 29.2.b. During the validation, the nominee shall present original copies of the documents submitted and answer probing questions asked by the team. No additional document/s shall be required from the nominee. The team may likewise ask the immediate superior and/or colleagues of the nominee for counter validation specifically on Professional and Personal Characteristics.
 - 29.2.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.
 - 29.2.d. After the validation of documents, the PRAISE Committee shall meet to deliberate on the results, especially those points which either decrease or increase.
 - 29.2.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 for individual categories 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 Plaque 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 specifying the finalists and winners shall be disseminated through a Regional Memorandum/ Regional Bulletin 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 Disqualification 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. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination form and for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.
- 31.2. For teachers nominated for teacher categories, failure to submit a signed and approved teaching assignment/load of the Bulawanong Sulô Awards.

Nominees for the teacher categories shall not only occupy a teaching item position but must also be handling and assigned as actual classroom teacher from the time of application until the awarding ceremony or for the whole duration of the Search. An approved teaching assignment/load of teaching hours (360 min/day) signed by the School Head and the District Supervisor shall be submitted to substantiate the qualification.

31.3. *Grounds for Disqualification* – Candidates/nominees for any of the awards shall have no pending case 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.

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

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 thirty (30) days before the official acceptance of letter of intent or nomination.

However, nominees with a pending case that has already been considered dismissed and awaiting a formal resolution shall not be disqualified as a candidate or nominee, provided that a certification duly issued by the Secretary of the investigation committee or body is submitted.

31.3.b. All employees whose conviction for violation of any criminal, administrative, and criminal cases decided with finality are disqualified as nominee/candidate for any category under this PRAISE awards.

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 shall 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. RECOGNITION OF PRAISE AWARDEES FOR PERSONNEL ACTION

Section 35. Recognition of PRAISE Awardees for Personnel Action - The awards conferred to the awardees and finalists shall be credited under Outstanding Accomplishments subject to the appreciation to the HRMPSB concerned 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 first quarter of the Calendar Year 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:

- 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.

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.

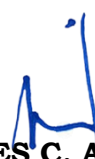
XI. EFFECTIVITY

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.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Date: 06-27-2024

CSC Action:

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC No. 1, S. 2001 and may now be implemented.

WINSTON L. PLAZA
Director IV
CSC Regional Director

Date: _____

ANNEXES

Annex A: Rewards and Recognition System Process

Annex B: Omnibus Certification of Authenticity and Veracity of Documents

Annex C: Nomination Form

Annex D: Professionalism and Personal Characteristics Rating Sheet

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

Annex F: Criteria & Means of Verification (MOVs)

1. Outstanding Teacher
2. Outstanding Master Teacher
3. Outstanding Special Education (SpEd) Teacher
4. Outstanding Indigenous Peoples Education (IPEd) Teacher
5. Outstanding Multigrade Teacher
6. Outstanding Alternative Learning System (ALS) Teacher
7. Outstanding School Principal
8. Outstanding Public Schools District Supervisor
9. Outstanding Education Program Supervisor
10. Outstanding Non-Teaching Personnel Level 1
11. Outstanding Non-Teaching Personnel Level 2
12. Outstanding Researcher
13. Outstanding School
14. Outstanding Schools Division Office
15. Outstanding Inclusive Education Implementer
16. Outstanding Reading Program Implementer
17. Most Functional Learning Resource Management Center (LRMC)
18. *Natatanging Bulawanong Sulô*
19. Outstanding Regional Education Program Supervisor



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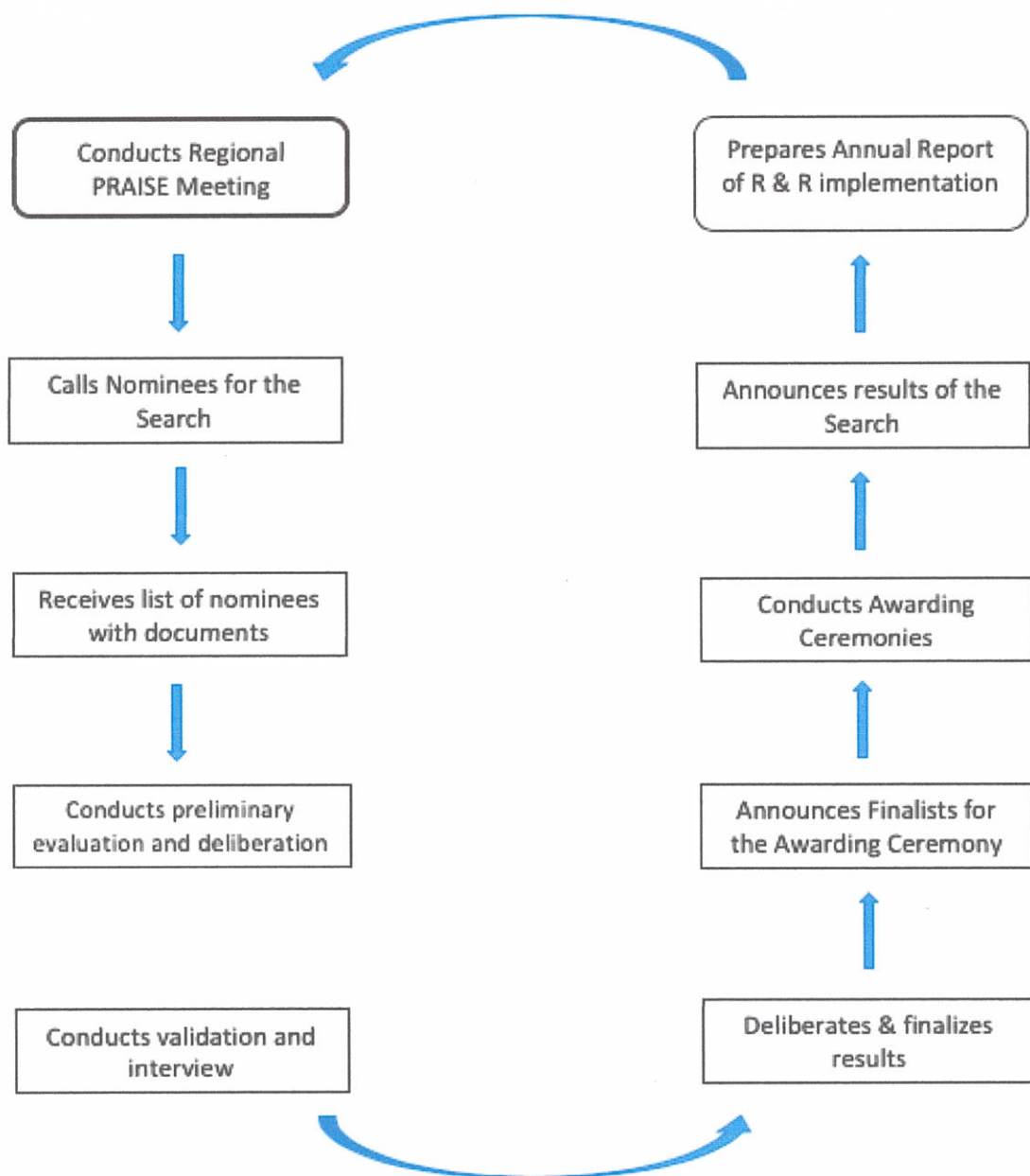
Annex A:
REWARDS AND RECOGNITION
SYSTEM



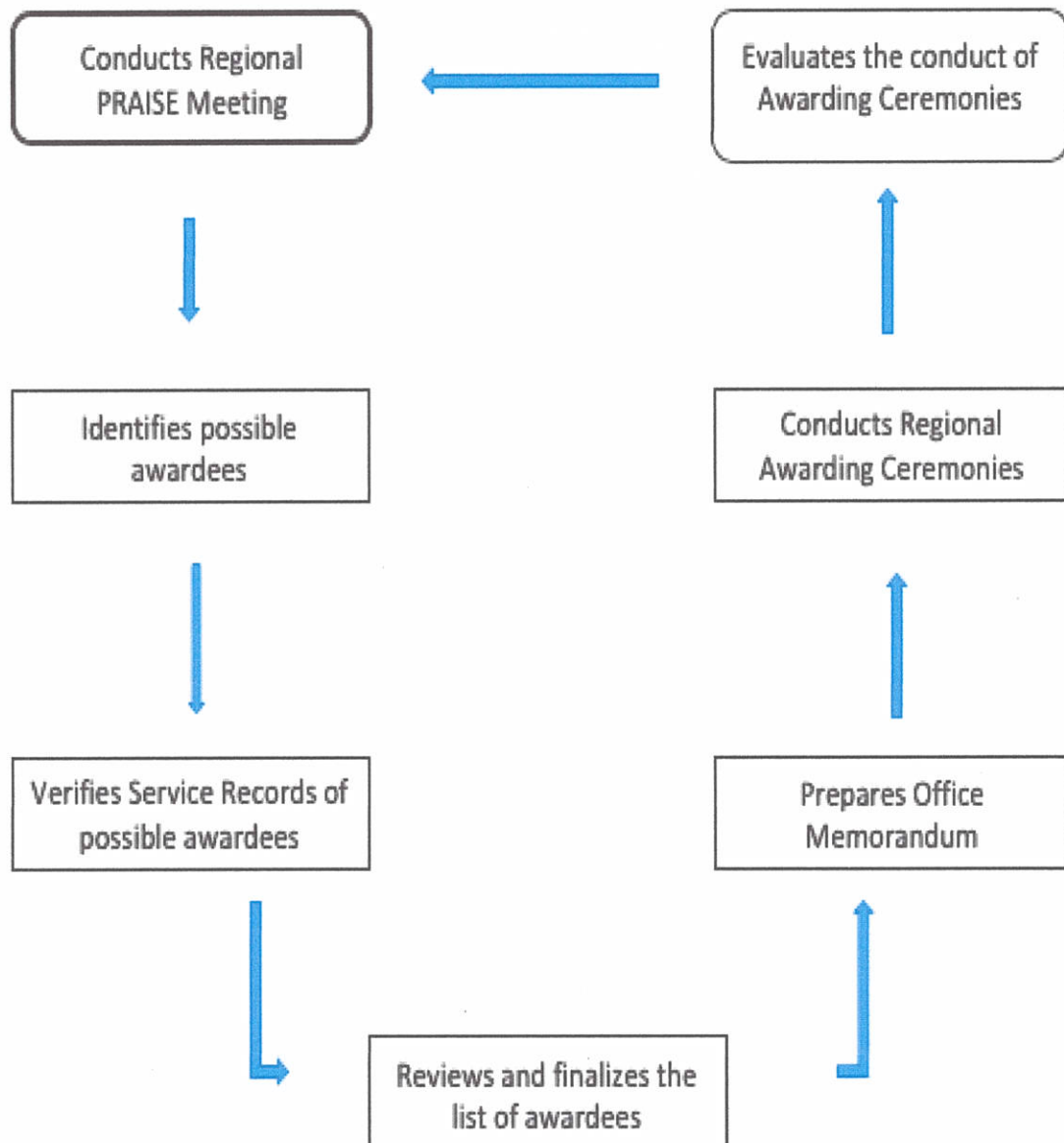
Republic of the Philippines
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Rewards and Recognition System Process

Search for Outstanding DepEd Caraga Officials and Employees (*Bulawanong Sulô* Awards)



Loyalty Service Awardees for Regional Office Employees





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Annex B:
OMNIBUS CERTIFICATION OF
AUTHENTICITY AND VERACITY OF
DOCUMENTS



Republic of the Philippines
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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 documents 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 I am assuming full responsibility and accountability for 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 to 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:

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. _____



Republic of the Philippines
Department of Education
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Annex C:
NOMINATION FORM



Republic of the Philippines
Department of Education
CARAGA REGION

NOMINATION FORM

Bulawanong Sulô Awards / Bulawanong Pasidungog (Calendar Year)

THE PRAISE COMMITTEE

DepEd Caraga Region
J.P. Rosales Avenue, Butuan City

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

Category	
Name of Nominee / Focal Person	
Current Position	
Contact Number	
Email Address	
School/Office	
School/Office Address	
District (if applicable)	
School Division	
Name of ASDS	
Name of SDS	

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
(Division PRAISE Chair)

Signature

Position

Date Signed

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

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting Bulawanong Sulô Awards / Bulawanong Pasidungog. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.



Republic of the Philippines
Department of Education
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Annex D:
PROFESSIONALISM AND PERSONAL
CHARACTERISTICS RATING SHEET



Republic of the Philippines
Department of Education
 CARAGA REGION

RATING SHEET FOR PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee: _____

School/Office: _____

Division: _____

Category: _____

Name of Immediate Superior: _____

Directions: Put a check mark (/) 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: _____



Republic of the Philippines
Department of Education
CARAGA REGION

Annex E:
CONSOLIDATED RATING SHEET
(sample for Outstanding Teacher)



Republic of the Philippines
Department of Education
CARAGA REGION

CONSOLIDATED RATING SHEET

Bulawanong Sulô/Pasidungog Awards (Calendar Year)

Category: _____

Criteria/Indicators		Maximum Points	Points gained per indicator		
			Nominee 1	Nominee 2	Nominee 3
1. Instructional Competence (40)	1.1. Teaching Competence	20			
	1.2. Outstanding Accomplishment	10			
	1.3. Creativity & Innovation	5			
	1.4. Research	5			
2. Professional & Personal Competence (40)	2.1. Performance Rating	15			
	2.2. Education	5			
	2.3. Resource Speakership/ Learning Facilitation	10			
	2.4. Membership in TWG of Committee	5			
	2.5. Trainings Attended	5			
3. Community Development & Involvement (10)	3.1. Outreach Activity	5			
	3.2. Networking / Linkages	5			
4. Professionalism / Personal Characteristics & Attributes (10)		10			
TOTAL POINTS		100			

Reviewed by: _____
PRAISE Committee

NOTED: _____

Schools Division Superintendent/Regional Director



Republic of the Philippines
Department of Education
CARAGA REGION

Annex F:
CRITERIA &
MEANS OF VERIFICATION (MOVs)



Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING TEACHER



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Republic of the Philippines
Department of Education
 CARAGA REGION

OUTSTANDING TEACHER
 (Elementary and Secondary)

Requirements:

1. Rendered at least three years of continuous service as a classroom teacher in the Department of Education as of the deadline of submission until the end of the search stages.
2. Have a performance rating (IPCRF) of at least Very Satisfactory or its equivalent for three rating periods prior to the nomination.
3. Signed & approved Teaching Load/Assignment and Class Program (Adviser) for the last three S.Y. must be submitted.

Summary:

Criteria	Points
1. Instructional Competence & Teaching Effectiveness	40
2. Professional & Personal Competence	40
3. Community Development & Involvement	10
4. Professionalism/Personal Characteristics & Attributes	10
<i>Total</i>	100

1. INSTRUCTIONAL COMPETENCE & TEACHING EFFECTIVENESS - 40

1.1. Teaching Competence (20)

The overall ability and authority of teachers in carrying out their profession, including responsibilities in educating students with knowledge and skills.

1.1.a. Demonstration Teacher (5)

Served as Demonstration Teacher **within the last 3 years.**

MOVs: (All listed MOVs must be submitted.)

- A. Any issuance/Memorandum/Letter of Request,
- B. Lesson Plan,
- C. Classroom Observation Tool (COT), and
- D. Certificate of Recognition/Commendation/Appreciation

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

1.1.b. INSET/LAC Sessions (5)

Conducted/participated INSET/LAC Sessions regarding the improvement of teaching competence **within the last 3 years.**

MOVs:

- A. *Approved INSET/ LAC Plan*
- B. *Certificate of Recognition/ Participation/ Attendance*
- C. *Accomplishment/ Narrative Report with attachments (training matrix, pictorials, program, attendance sheet, etc.)*

MOVs Submitted	Points
ALL MOVs	5
2 MOVs	3
only 1 MOV	1

1.1.c. NAT Performance (5)

Considered the **latest NAT Result** of the school where the teacher nominee is currently teaching.

MOV:

Certification of NAT Result verified by the planning officer & noted by the SDS

NAT MPS	Points
75% & above	5
65% – 74.99%	4
55% – 64.99%	3
45% – 54.99%	2
below 45%	1

1.1.d. Holding Power (Dropout Rate) (5)

MOVs:

- A. *Certification of Drop-out Rate (previous SY) verified by the planning officer & noted by the SDS*
- B. *Must be presented during the validation:*
 - Class Adviser (SF 1, SF 2, & SF 5 of the previous SY)*
 - Non-Adviser (School data / SF4 & SF6 of the previous SY)*

Dropout Rate	Points
0%	5
0.01% - 1%	4
1.01% - 2%	3
2.01% - 3%	2
3.01% and above	1

1.2. Outstanding Accomplishments (10)

Outstanding employee, coach, or trainer of winning students in various competitions or winner in a competition (teacher's category). To consider only the certificate with highest point **within the last 3 years**.

1.2.a. Outstanding Employee Award (5)

MOVs: (All listed MOVs must be submitted.)

- A. Any issuance, memorandum or document showing the Criteria for the Search;
- B. Any issuance, memorandum, bulletin or document for Results Announcement or Letter of Conferment; and
- C. Certificate/Plaque of Recognition/ Commendation/ Merit/Medal

Level	Points
National/International	5
Regional	4
Division/Provincial	3
District/Municipal/City	2
School	1

1.2.b. Winning Coach / Winner in a Competition (5)

MOVs: (All listed MOVs must be submitted.)

- A. Any issuance, memorandum or document showing the conduct of the activity/contest;
- B. Any issuance, memorandum, bulletin or document for Results Announcement or Letter of Conferment; and
- C. Certificate/Plaque of Recognition/ Commendation/ Merit/Medal

Rank	Points			
	District/ Municipal/ City Level	Division/ Provincial Level	Regional Level	National/ International
1 st	2	3	4	5
2 nd	1	2	3	4
3 rd	0.5	1	2	3

1.3. Creativity & Innovation (5)

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

MOVs:

- A. Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the innovation, within the school/office duly signed by the Head of Office
- D. Certification of adoption of the innovation by another school/district/higher office duly signed by the Head of Office
- E. Certification that the module/instructional material underwent the quality-assurance procedure

MOVs Submitted	Points
A, B, C, D & E	5
A, B, C & D/E	4
Only A, B & C	3
Only A & B	2
Only A	1

1.4. Research (5)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted **within the last 3 years**. Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, 2. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research, within the school/office duly signed by the Head of Office
- D. Certification of adoption of the research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

MOVs Submitted	Points
A, B, C, D & E	5
A, B, C & D/E	4
Only A, B & C	3
Only A & B	2
Only A	1

2. PROFESSIONAL & PERSONAL COMPETENCE - 40

2.1. Performance Rating (15)

The three recent performance ratings (IPCRF) 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 15.

MOV:

Scanned copy of the 3 recent approved IPCRF

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 15 = \mathbf{14.210}$$

2.2. Education (5)

MOV: *A copy of scholastic/academic record such as but not limited to Transcript of Records (TOR), including certification of completion of graduate and post-graduate units/degrees*

Educational Level	Points
with MA units	1
Completed Academic Requirements (CAR) in a master's degree	2
Master's degree holder	3
Completed Academic Requirements (CAR) in a doctoral degree	4
Doctoral degree holder	5

2.3. Resource Speakership/Learning Facilitation (5)

This shall apply to nominee who has been requested and invited to share his/her knowledge and expertise on specific subject matter/s. This may include nominee who served as a Resource Speaker, Resource Person, Trainer, Consultant, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc. To consider only the certificate with highest point **within the last 3 years**.

MOVs: (All listed MOVs must be submitted.)

- A. Issuance/Memorandum/Invitation/ Training Matrix/ Program,
- B. Certificate of Recognition/Merit/ Commendation/Appreciation, and
- C. Slide Decks/Session Guides used

Level	Points
School	1
District /Municipal/City	2
Division/ Provincial	3
Regional	4
National/ International	5

2.4. Membership in Technical Working Group (TWG) or Committee (5)

This shall apply to nominee who has been chosen and requested to use his/her technical knowledge, skills, and expertise to develop an output, or work towards an outcome. This may include but not limited to the development and/or validation / evaluation / translation of framework, models, policies, and learning materials **within the last 3 years**.

MOVs: (All listed MOVs must be submitted.)

- A. Issuance/Memorandum showing the membership in TWG or Committee,
- B. Certificate of Participation or Attendance, and
- C. Output/Adoption by the organization

Level	Points
School	1
District /Municipal/City	2
Division/ Provincial	3
Regional	4
National/ International	5

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

Trainings conducted for **at least three days or 24 hours** and acquired **within the last 3 years** that are relevant to the position nominated for as of the deadline of submission. Only with complete set of MOVs submitted per training shall be considered and counted.

MOVs:

- A. Issuance/Memorandum of the conduct of the training, and
- B. Certificate of Participation/ Attendance/ Completion

Number of Hours	Points
24 – 48 hours	2
49 – 72 hours	4
73 – 96 hours	6
97 – 120 hours	8
121 hours or more	10

3. COMMUNITY DEVELOPMENT & INVOLVEMENT - 10

3.1. Outreach Activity (5)

Sponsored/conducted/participated feeding program, tree planting, home visitation program and other similar activities or community project / activity of another agency or coordinator of a rural service improvement activity in a community **within the last 3 years**.

MOVs:

- A. Approved Activity Proposal/ Action Plan
- B. Accomplishment/ Narrative Report with attachments
- C. Certificate of Recognition/ Commendation/ Appreciation/ Participation

MOVs Submitted	Points
A, B & C	5
A & B/C	3
only C	1

3.2. Networking/Linkages (5)

Sponsored/conducted/participated Income Generating Projects and Programs for School Founding Anniversary, Brigada Eskwela and other similar school activities **within the last 3 years**.

MOVs:

- A. *Approved Activity Proposal/ Action Plan*
- B. *Accomplishment/ Narrative Report with attachments*
- C. *Certificate of Recognition/ Commendation/ Appreciation/ Participation*

MOVs Submitted	Points
A, B & C	5
A & B/C	3
only C	1

4. PROFESSIONALISM / PERSONAL CHARACTERISTICS & ATTRIBUTES - 10

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

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING MASTER TEACHER



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Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING MASTER TEACHER

(Elementary and Secondary)

1. Instructional Competence - - - - - 45

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

The latest three (3) performance ratings of the nominee as Master Teacher 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.

(MOV: Signed and approved IPCRFs for the last 3 years as Master Teacher)

e.g.

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

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 Level (with DepEd Endorsement/Memo)
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	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, implementation report/accomplishments with actual pictures (*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)

- 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.
- A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director.
- Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team
- 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 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 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 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 (at least 2)	4
Presented research work in the CO research congress MOV: 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; DepEd National Memo of the CO Research Congress	5

2. Professional Growth - - - - - 40

2.1. Education (5)

MOV: Transcript of Records (Certified, Authenticated, and Verified (CAV))

Educational Level	Points
Completed Academic Requirements in master's degree	1
Master's degree	2
With doctoral degree units	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, Slide Decks, Pictures of Actual Activity, List of Participants 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

MOVs: Memo with Activity Matrix, Lesson Plan, Pictures of Actual Demo, List of Participants and Accomplished Classroom Observation Tool (COT)(Demonstration may include those delivered during mass trainings, seminars and workshops)

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)

- Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
- Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.
- 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.
- 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.
- 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 within the last 3 years. (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, Slide Decks, Pictures of actual activity, 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	<table border="1"> <thead> <tr> <th colspan="2">5</th></tr> <tr> <th>No. of times managed/facilitated LAC from the previous school year</th><th>Points</th></tr> </thead> <tbody> <tr> <td>21 and above</td><td>5</td></tr> <tr> <td>16-20</td><td>4</td></tr> <tr> <td>11-15</td><td>3</td></tr> <tr> <td>6-10</td><td>2</td></tr> <tr> <td>1-5</td><td>1</td></tr> </tbody> </table>	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
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 pts.) 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, and textbook	10

3. Community Development - - - - - 5

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



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
SPECIAL EDUCATION (SpEd) TEACHER**



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Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 CARAGA REGION

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/Gifted 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 (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 with at least very satisfactory performance rating as SPED Teacher 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 – 3.7	6

1.4. Professional Advancement (5)

MOV: Transcript of Records (Certified, Authenticated, and Verified (CAV))

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**



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
INDIGENOUS PEOPLES EDUCATION (IPEd)
TEACHER**



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Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING IPED TEACHER

For this award category, nominees must be currently teaching in IPED implementing schools.

1. Experience as an IPED Teacher (at least 3 consecutive years) - - - - - 20

MOVs: approved assignment/advised order/designation as teacher in an IPED implementing school for three consecutive years, approved class program/ teacher's schedule for three consecutive years

No. of Years	Points
9-10 (or more)	20
7-8	18
5-6	16
3-4	14

2. Instructional Competence - - - - - 35
2.1 Teaching Competence (20)

MOVs: performance rating sheets for the past 3 rating periods

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

e.g.

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

2.2 Cultural Competency, Language Proficiency, and Pedagogical Skills - 15

The nominee demonstrated a deep understanding and respect for the culture, traditions, and values of the indigenous community he/she is working with. He/She is also proficient in the indigenous language(s) spoken by the community for effective communication and instruction. The nominee demonstrated strong teaching skills tailored to the needs and learning styles of indigenous students, including incorporating culturally relevant teaching methods and materials.

MOVs (signed documents to be presented):

- List of community competencies with behavioral objectives based on Bloom's Taxonomy (school or division level)
- Indigenized community competencies as a result of Interfacing community competencies with DepEd competencies (school or division level)

- c. 4 Indigenized lesson plans for SY 2023-2024 (1 LP per quarter) indicating learners' evaluation results
- d. Accomplished COTs for the past 3 consecutive years
- e. Video of actual delivery of 1 indigenized lesson plan

No. of MOVs Presented	Points
All 5 MOVs	15
b, c, d, & e only	13
c, d, & e only	10
combination of 3 MOVs except c, d, & e	9

3. Outstanding Accomplishment - - - - - 15

- 3.1 Introduced an effective approach/innovation/contextualization in teaching which contributed to the improvement of instructions responsive to the needs and context of IP learners (5)

MOV: Certification, Material (signed report/write-up)

Stages of Implementation	Points
Fully implemented in the school	5
Started the implementation	3
Conceptualized	1

- 3.2 Received accolades with the IP approach/ Instructional Materials/ Action Research made (5)

MOV: Certification, Material (signed report/write-up/action research/IMs)

Stages of Implementation	Points
Division	5
District	4
School	3

- 3.3 Resource Speakership/Consultancy in IPed related trainings/SLAC Sessions (5)

MOV: certification, signed report/documentation with photos

Stages of Implementation	Points
Division	5
District	4
School	3

4. Continuous Learning and Development - - - - - 10

4.1 Education (5)

MOVs: TOR

Educational Level	Points
Doctoral Degree	5
Doctoral Degree (CAR)	4
With units of Doctoral Degree	3.5
Master's Degree	3
Master's Degree (CAR)	2
With units of Master's Degree	1

4.2 4.1 Trainings/Seminars/Workshops/Conferences/Webinars/Online Courses Attended (5)

Note: accumulated hours for the last 5 years

MOVs: Certificates of participation

Topic/Content			
General Education		IPEd-Related	
No. of hours attended	Points	No. of hours attended	Points
40 or more	3	40 or more	5
24-32	2	24-32	4
8-16	1	8-16	3

5. Community Engagement - - - - - 10

The nominee was able to engage with the local community, build trust, and involve community members in the educational process within the last three years

MOVs: Certification, Approved Activity Design, signed Activity Documentation Report

A. Teaching-Learning Related or School Initiatives (5)	
Role	Points
Chairperson/Organizer	5
Vice Chair	4
Member	3

B. Non-teaching related or Initiative with the community (5)	
Role	Points
Chairperson/Organizer	5
Vice Chair	4
Member	3

6. Professional/Personal Characteristics - - - - - 10

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

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING MULTIGRADE TEACHER



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Website: caraga.deped.gov.ph



Certificate No. PHP CMS
24 83 0191



Republic of the Philippines
Department of Education
 CARAGA REGION

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 as a **Multigrade Teacher** 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.

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

5.00 (*highest rating*)

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.)	0.5
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 point each not to exceed 3 points)	1
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

3.0 Professional Growth- - - - - 15

3.1 Education (5)

MOV: Transcript of Records (Certified, Authenticated, and Verified (CAV))

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

4.0 Professionalism and Personal Characteristics - - - - - 10

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

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER



Address: J.P. Rosales Avenue, Butuan City
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Republic of the Philippines
Department of Education
 CARAGA REGION

Outstanding ALS Teacher

A checklist is indicated to know **the hardcopy 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 Effectiveness					70%
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
Hardcopy Document/s required			Other required proofs		
Sec.1A-1 Certified true copy of service record for employment history.			Updated copy		
Sec. 1A-2 Performance Rating with summary of ratings with numerical and descriptive equivalent for (e.g 3 years)			*Complete current enrollment data (2023-2024) *3-year comparative enrollment (BLP, ELEM, JHS 2021-2022, 2022-2023, 2023-2024 *3-Year Comparative Results on Presentation Portfolio Assessment (showing takers and passers		
Section 1B Instructional Materials originally produced and used for the improvement of teaching to raise the level of literacy in the target areas from 2020 to date (e.g. community based-learning materials, etc.					10
Certified listing of instructional materials produced (2020 to date)					
Sec. 1B-1 Published books, workbooks, modules, learning activity sheets, journal articles, RBI canned lessons				National 10	
Title	Year	Role	Level of Adoption		
		Author/s (single or co-authorship) Writer Editor QA team Illustrator Layout artist, etc.	nationwide) region division district (School-wide/		
Sec. 1B-1 Proof of Published books, workbooks, modules, learning activity sheets, journal articles RBI canned lessons				✓ Title page	Region 8-9
				✓ Copyright page (with publisher & publishing house)	
Sec. 1B-2 Unpublished books, workbooks, modules, learning activity sheets, journal articles				District 4-5	
Title	Year	Author/s (single or co-authorship)			
Sec. 1B-1 Proof of PUBLISHED books, workbooks, modules, journal articles, learning activity sheets. Copyright page (with publisher & publishing house) ✓ Title Page ✓ Copyright page (with publisher & publishing house)					
Sec. 1B-2 Proof of UNPUBLISHED books, workbooks, modules, journal articles, learning activity sheets. ✓ Title page				School 1-3	
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 2020 to date				10
Sec. 1C-1 Certified listing of research (Completed by the nominee)			Proof of Research completed (2020 to date).	National 10
Sec. 1C-1 Original Research			✓ Abstract for each completed research (to include rationale, objectives, methods or procedures, major findings, recommendations, and impact of the study).	Region 8-9
Title	Dates started & completed	Date Published (if applicable)		Division 6-7
Role of Nominee <i>(sole researcher, team member/ team leader)</i>				District 4-5
Sec. 1C-2 One-page description and certification of the official concerned, attesting to the use of the material submitted (<i>school- wide, district-wide, division-wide, region-wide, nationwide etc.</i>)				School 1-3
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 2020 to date				10
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.	1-5
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 Action Photos of top 10 original/innovative teaching approaches/ practices/strategies.	1-5
Sec. 1D-2 Teaching Practices				
Title	Brief Description	Is it original, modified or adapted approach or strategy?		
Do not include 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 2020 to date				10
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 Hard copy of certificates of involvement.	National 10
Sec. 1E-1 Involvement in Extra and Co-curricular Activities			Proof of awards received and won by students advised/coached/train ed or organization	Region 8-9
Club/ organization	Role of the nominee	Date/s		Division 6-7
				District

			<i>awards won by the group/ org.</i>	where the nominee has conducted the activity/ies.	4-5 School 1-3
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					10
Sec. 1F-1 Certified listing of degrees obtained by the nominee (begin with the most recent) and academic distinction/s earned				Sec. 1F-1 Photocopy of certificates of academic distinction/ awards as a college graduate (i.e summa cum laude, magna cum laude, cum laude)	Doctoral degree - 10 CAR in doctoral degree - 9 With PH/EdD Units - 8 Master's degree - 7
Sec. 1F-1 Educational attainment					CAR in MA/MS - 6 MA/MS units - 5 At least 27 MA/MS units - 4 At least 18 MA/MS units - 3 Less than 18 MA/MS units - 2
Degrees earned	Major/ Specialization	School and Address	Year graduated	Acad. Distinction	
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 2020 to date					10
Sec 1G-1 Certified listing of advanced training, workshop, or seminar from 2019 to date					International 10 National 9 Region 7-8 Division 5-6 District 4-3 School 1-2
Sec. 1G-1 Professional Advancement				Sec. 1G-1 Photocopy of certificates of Participation	
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 (2020 to Date)					
Section 2A Involvement in Professional and Community Activities					20%
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 Photocopy of 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					10
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 Photocopy of 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)	10
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 Photocopy of certificates and other pieces of evidence of leadership in any professional organization related to teaching (e.g. teacher's club, PTCA, etc.)	
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-4 Photocopy of certificates and other pieces of evidence of leadership in community and civic movements outside of teaching (religious activities, civic organization, barangay activities).	
Sec. 2A-4 Leadership in the conduct of Professional growth activities					
Inclusive Dates (from most recent)	Role/ Position	Organization	Nature of Organization		
SECTION 3: Professionalism and Personal Characteristics					10%
Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be field-up by the immediate head					
TOTAL					100%



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
SCHOOL PRINCIPAL**



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Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING SCHOOL PRINCIPAL
(Elementary and Secondary)

Requirements:

1. Rendered at least three years of continuous service as a school principal in the Department of Education as of the deadline of submission until the end of the search stages.
2. Have a performance rating (OPCRF) of at least Very Satisfactory or its equivalent for three rating periods prior to the nomination.

1. INSTRUCTIONAL LEADERSHIP - 6

1.1 Drop-Out Rate (3)

Considered the **previous SY Drop-out Rate** of the school where the nominee is currently assigned.

MOVs:

- A. *Certification of Drop-out Rate verified by the Planning Officer and noted by the SDS*
- B. *SRC/ School Data/ SF4/ SF6 must be presented during the validation*

Dropout Rate	Points
0%	3
0.01% - 1%	2.5
1.01% - 2%	2
2.01% - 3%	1.5
3.01% and above	1

1.2 NAT Performance (3)

Considered the **latest NAT Result** of the school where the nominee is currently assigned.

MOV:

Certification of NAT Result verified by the planning officer and noted by the SDS

NAT MPS	Points
75 & above	3
65 – 74.99	2.5
55 – 64.99	2
45 – 54.99	1.5
below 45	1

2. LEARNING ENVIRONMENT - 10

2.1 Adherence to Child Protection Policy (5)

Nurture values and environments that are protective of all children, inclusive of all learners, and demonstrate behaviors consistent to the organization's vision, mission, and goals.

MOVs:

- A. *Established a Child Protection Committee (List of the committee members)*
- B. *Documents and records of acted grievances*
- C. *Approved Action Plan on Child Protection*
- D. *Assembly, Orientation or PTA meetings disseminating DepEd Policies on Positive Classroom Discipline, Anti-Bullying, and other Child Protection Policy, supported by the issuance of a memorandum*
- E. *Minutes of the meeting or Accomplishment/ Narrative Report with attachments (attendance sheets, pictorials, etc.)*

MOVs Submitted	Points
all MOVs	5
any 4 MOVs	4
any 3 MOVs	3
any 2 MOVs	2
only 1 MOV	1

2.2 Learning Resources (5)

Learning environment & resources are accessible, conducive, safe, promote effective learning and programs are institutionalized. Only with complete set of MOVs submitted per program shall be considered and counted.

- a. Clean and Green Program
 - i. Comfort Rooms are tiled, clean and water sealed
 - ii. Gulayan sa Paaralan and the manifestation of sustainable beautification program
 - iii. Solid Waste Management
- b. Brigada Eskwela
- c. DRRM

MOVs:

- A. *Presence of Program Managers mentioned above (Designation Order),*
- B. *Accomplishment/ Narrative Report with attachments, and*
- C. *Monitoring and Evaluation Report*

Number of institutionalized programs	Points
all 5 programs	5
4 programs	4
3 programs	3
2 programs	2
only 1 program	1

3. HUMAN RESOURCES AND TEAM DEVELOPMENT - 15

3.1 Attendance of Personnel to National/ Regional/ Division Level Seminar/Training/Workshop within the last 3 years (5)

MOVs: (All listed MOVs must be submitted.)

- A. Memorandum/Issuances,
- B. Certificate of Participation/Appearance/Attendance/Completion,
- C. Summary/List of Personnel (Teaching & Non-Teaching) with the title of the Training/Seminar/Workshop attended & Date of Conduct) prepared by the school head, and
- D. Updated SF 7

Percentage of Personnel attended	Points
100%	5
80% - 99%	4
70% - 89%	3
60% - 79%	2
59% and below	1

3.2 LAC / INSET (5)

Conducted INSET / LAC Sessions regarding the improvement of teaching competence **within the last 3 years.**

MOVs: (All listed MOVs must be submitted.)

- A. Approved INSET/LAC Plan,
- B. Memorandum/Issuances on the conduct of LAC & INSET, and
- C. Narrative/Accomplishment Report with attachments (training matrix, pictorials, program, attendance sheet, etc.)

School conducts twice LAC Sessions in a month & conducts 1 INSET in a year	5
School conducts monthly LAC Session & conducts 1 INSET in a year	4
School conducts LAC Session twice a year & conducts 1 INSET in a year	3
School conducts LAC Sessions once a year & 1 INSET	2
School conducts LAC Session once a year & no provision of INSET	1

3.3 Performed/implemented RPMS processes among school personnel (5)

RPMS is designed to manage, monitor, and measure the performance of both teaching and non-teaching personnel. This ensures that all employees are working towards achieving DepEd's vision, mission, values, and strategic priorities. It is the responsibility of the school principal to implement the 4 phases of RPMS within the given timeline. To consider the RPMS Cycle of the previous SY.

MOVs:

- A. Orientation on RPMS/ Target Setting (memorandum/ issuance & minutes of the meeting/Narrative Report with attendance sheets, pictorials, etc.)
- B. Accomplished Performance Monitoring and Coaching Form (PMCF)
- C. Midyear Review & Assessment (copy of MRF/Recalibration Forms)
- D. Agreements based on PMCF, MRF, IPCRF-DP (Inter-Observer Agreement Forms)
- E. Classroom Observations (Observation Notes Form)

MOVs Submitted	Points
all MOVs	5
4 MOVs	4
3 MOVs	3
2 MOVs	2
only 1 MOV	1

4. PARENTS' INVOLVEMENT AND COMMUNITY PARTNERSHIP - 12

4.1 School-Community Partnership (4)

MOVs:

- A. Organized General PTA / SGC (List of Officers) and Conducted General PTA Meeting (Memorandum, Agenda, Program, Minutes, Attendance Sheets, Pictorials)
- B. Invitation and Pictorials on community activities involvement
- C. Proposal of initiated projects (approved & implemented)
- D. Accomplishment Report of initiated projects with attachments

MOVs Submitted	Points
All MOVs	4
3 MOVs	3
2 MOVs	2
1 MOV	1

4.2 School-to-Alumni Partnerships & other organizations (4)

MOVs:

- A. Organized Alumni Association (List of Officers)
- B. Approved Project Proposal/ Documentation with pictorials on Alumni/NGO implemented project
- C. Deed of Donations
- D. Deed of Acceptance

(within the last 3 years)

MOVs Submitted	Points
All MOVs	4
3 MOVs	3
2 MOVs	2
1 MOV	1

4.3 Outreach Activity (4)

Sponsored/conducted feeding program, tree planting, and other similar activities or community project / activity of another agency or coordinator of a rural service improvement activity in a community **within the last 3 years**.

MOVs:

- A. *Approved Activity Proposal/ Action Plan*
- B. *Accomplishment/ Narrative Report with attachments*
- C. *Certificate of Recognition/ Commendation/ Appreciation*

MOVs Submitted	Points
A, B & C	4
A & B	3
A & C	2
only C	1

5. SCHOOL LEADERSHIP, MANAGEMENT & OPERATIONS - 10

5.1 School Improvement (5)

MOVs:

- A. *Minutes of the Meeting on crafting of the SIP / Accomplishment Report with attachments (Attendance Sheet, Pictorials, etc.)*
- B. *Approved/ Accepted SIP/ AIP/ WFP/ APP by the SDS*
- C. *Filled-out monitoring report/ Accomplished Project Monitoring Report Form as indicated in DO No. 44, s. 2015*

MOVs Submitted	Points
MOVs A, B and all MOV C (SIP, AIP, WFP, & APP)	5
MOVs A, B and any 3 of MOV C (SIP, AIP, WFP, & APP)	4
MOVs A, B and any 2 of MOV C (SIP, AIP, WFP, & APP)	3
MOVs A, B and any 1 of MOV C (SIP, AIP, WFP, & APP)	2
Either MOVs A or B and any of MOV C	1

5.2 Utilization of MOOE (5)

MOVs:

- A. *Physical & Financial Reports / SMEA*
- B. *Certification stating the Percentage of Utilization of MOOE verified by the Budget Officer/ Accountant and noted by the SDS*
- C. *Other related documents*

Percentage of Utilization	Points
100%	5
90%	4
80%	3
70%	2
60% and below	1

6. PERFORMANCE RATING - 10

The three recent performance ratings (OPCRF) 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 10.

MOV:

Scanned copy of the 3 recent approved IPCRF

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 10 = \mathbf{9.473}$$

7. OUTSTANDING ACCOMPLISHMENTS - 15

7.1 Outstanding Employee Award / Awards, distinction received by the nominee within the last 3 years (5)

MOVs: *(All listed MOVs must be submitted.)*

- A. Any issuance, memorandum or document showing the Criteria for the Search;
- B. Any issuance, memorandum, bulletin or document for Results Announcement or Letter of Conferment; and
- C. Certificate/Plaque of Recognition/Commendation/ Merit/Medal

Level	Points
National/International	5
Regional	4
Division/Provincial	3
District/Municipal/City	2
School	1

7.2 Innovations & Research and Development Projects (5)

Innovation/Research conducted & implemented **within the last 3 years**. Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. *Proposal duly approved by the Head of Office*
- B. *Accomplishment Report verified by the Head of Office*
- C. *Certification of utilization of the innovation/research, within the school/office duly signed by the Head of Office*
- D. *Certification of adoption of the innovation/research by another school/district/higher office duly signed by the Head of Office*
- E. *Certification that the innovation underwent the quality-assurance procedure / Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research*

MOVs Submitted	Points
A, B, C, D & E	5
A, B, C & D/E	4
Only A, B & C	3
Only A & B	2
Only A	1

7.3 Resource Speakership/Learning Facilitation (5)

This shall apply to the nominee who has been requested and invited to share his/her knowledge and expertise on specific subject matter/s. This may include nominee who served as a Resource Speaker, Resource Person, Trainer, Consultant, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc. **within the last 3 years**.

MOVs: (All listed MOVs must be submitted.)

- A. *Issuance/Memorandum/ Invitation/ Training Matrix/ Program,*
- B. *Certificate of Recognition/ Merit/ Commendation/ Appreciation, and*
- C. *Slide Decks/ Session Guides used*

Level	Points
National/ International	5
Regional	4
Division/ Provincial	3
District /Municipal/City	2
School	1

8. PERSONAL & PROFESSIONAL COMPETENCE - 12

8.1 Education (4)

MOV: A copy of scholastic/academic record such as but not limited to Transcript of Records (TOR), including certification of completion of graduate and post-graduate units/degrees

Educational Level	Points
Doctoral degree holder	4
Completed Academic Requirements (CAR) in a doctoral degree	3
Master's degree holder	2
Completed Academic Requirements (CAR) in a master's degree	1

8.2 Participant in training activities (4)

Training/ Scholarship Programs / Short Courses conducted for **at least three days or 24 hours** and acquired **within the last 3 years** that are relevant to the position nominated for as of the deadline of submission. Only complete MOVs submitted shall be considered and counted.

MOVs:

- A. Issuance/Memorandum of the conduct of the training, and
- B. Certificate of Participation/Attendance/Completion

Number of Hours	Points
97 hours or more	4
73 hours – 96 hours	3
49 hours – 72 hours	2
24 hours – 48 hours	1

8.3 Chair/Co-chair in Technical Working Group (TWG) or Committee (4)

This shall apply to nominee who has been chosen and requested to use his/her technical knowledge, skills, and expertise to develop an output, or work towards an outcome. This may include but is not limited to the development and/or validation / evaluation / translation of framework, models, policies, and learning materials **within the last 3 years**.

- MOVs: *(All listed MOVs must be submitted.)*
- A. *Issuance/Memorandum showing the membership in TWG or Committee,*
 - B. *Certificate of Participation or Attendance, and*
 - C. *Output/Adoption by the organization*

Level	Points
National	4
Regional	3
Division/ Provincial	2
District /Municipal/City	1

9. PROFESSIONALISM / PERSONAL CHARACTERISTICS & ATTRIBUTES - 10

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

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
PUBLIC SCHOOLS DISTRICT
SUPERVISOR**

**OUTSTANDING
EDUCATION PROGRAM SUPERVISOR**



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Republic of the Philippines
Department of Education
 CARAGA REGION

OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR
OUTSTANDING EDUCATION PROGRAM SUPERVISOR

I. Supporting Curriculum Management and Implementation.....20

Supervisors are expected to provide assistance for effective management and implementation of Curriculum Reforms, Learning Resources, and Assessment of Learning Outcomes

1. Management of Programs, Projects, and Activities (PPAs) aligned with Curriculum Standards/ MATATAG Agenda 10

MOVs:

- A. Approved Annual Action Plan of the PPAs managed within 3 years signed by the head of the agency
- B. Annual Implementation Report/ Activity Completion Report of the PPAs managed
- C. Monitoring and Evaluation Report of PPAs conducted/implemented
- D. Submitted recommendation to CO/RO/SDO to improve PPA Implementation

MOVs	Points
All four (4) MOVs are present	10
A, B, and C	6
A and B	4
A only	2

2. Subject Matter Expert/ Membership in National/Regional TWGs or Committees. 10

- a. Chosen/Requested to use technical knowledge, skills. Experience to develop an output, or work towards and outcome in the national/regional level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in National/Regional TWGs or Committees must be relevant to the criteria nominated for, and/or
- b. Conducted activities such as sharing of one's expertise, writing or quality assure instructional materials, capacity building and needs assessment that support learning resource development in region/ division/ districts/ schools/ learning centers within the last 3 years.

MOVs:

- A. Issuance/ Memorandum showing the membership in TWG or Committees,
- B. Certificate of Participation/ Certificate of Appreciation
- C. Output/ Adoption by the organization/DepEd

Rubrics:

Document:

MOVs	Points
All MOVs	5
A and B	3

Level:

Level	Points
National	5
Regional	3

II. Strengthening Shared Accountability.....20

Supervisors are expected to provide harmonized needs-based support to division personnel/ school heads and other field implementers to inform forward planning and decision-making

1. Conducted Monitoring and Evaluation on the Status and Progress of Programs and Projects aligned with the educational development plan MOVs: A. Approved M&E Implementation Plan B. Approved Monitoring and Evaluation Tool C. Division Memorandum for the Conduct of the M&E D. Travel Authority and Certificate of Appearance E. Monitoring and Evaluation Report of PPAs conducted/implemented F. Submitted recommendation to CO/RO/SDO to improve PPA Implementation <table> <tr> <th>MOVs</th><th>Points</th></tr> <tr> <td>All four (6) MOVs are present</td><td>8</td></tr> <tr> <td>A, B, C and D</td><td>6</td></tr> <tr> <td>A, B and C</td><td>4</td></tr> <tr> <td>A and B</td><td>2</td></tr> <tr> <td>Only A</td><td>1</td></tr> </table>	MOVs	Points	All four (6) MOVs are present	8	A, B, C and D	6	A, B and C	4	A and B	2	Only A	1	8
MOVs	Points												
All four (6) MOVs are present	8												
A, B, C and D	6												
A, B and C	4												
A and B	2												
Only A	1												

2. Instructional Supervisory Leadership 2.1 Instructional Supervision/Technical Assistance conducted to Districts/Schools/Learning Centers MOVs: A. Approved Instructional Supervisory Plan/Technical Assistance Plan B. Division Memorandum for the Conduct of Instructional Supervision/ Field Technical Assistance C. Instructional Supervisory Report/Technical Assistance Report submitted and confirmed by the head of office D. Travel Authority and Certificate of Appearance <table border="1" data-bbox="295 801 1134 983"> <thead> <tr> <th>MOVs</th><th>Points</th></tr> </thead> <tbody> <tr> <td>All four (4) MOVs are present</td><td>8</td></tr> <tr> <td>A, B, and C</td><td>6</td></tr> <tr> <td>A and B</td><td>4</td></tr> <tr> <td>A only</td><td>2</td></tr> </tbody> </table> 2.2 Number of Instructional Supervision/ Technical Assistance Conducted with complete MOVs in the School Year 2023-2024 <table border="1" data-bbox="319 1120 1110 1301"> <thead> <tr> <th>No. of IS/TAs Conducted</th><th>Points</th></tr> </thead> <tbody> <tr> <td>More than 10 times</td><td>4</td></tr> <tr> <td>7-9</td><td>3</td></tr> <tr> <td>4-6</td><td>2</td></tr> <tr> <td>1-3</td><td>1</td></tr> </tbody> </table>	MOVs	Points	All four (4) MOVs are present	8	A, B, and C	6	A and B	4	A only	2	No. of IS/TAs Conducted	Points	More than 10 times	4	7-9	3	4-6	2	1-3	1	12
MOVs	Points																				
All four (4) MOVs are present	8																				
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7-9	3																				
4-6	2																				
1-3	1																				

III. Fostering a Culture of Continuous Improvement.....20

Supervisors are expected to provide support in creating an environment to ensure efficient and effective delivery of basic education services.

1. Innovations Innovation is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions and devices. Innovation shall be an application of education/application of learning and development attended. Innovation can be any of the following: a. Applied appropriate instructional leadership support strategies to help districts or schools or learning centers for the continuous improvement of the teaching-learning process b. Utilized relevant technology-based innovations including ICT in the effective delivery of roles and functions to support districts/schools/learning centers.	10
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- c. Implemented communities of practice such as job-embedded learning, learning networks, and learning action cells, to improve the delivery of basic education services
- d. Used communication platforms including print and non-print media to support districts/schools/learning centers in improving basic education services.

1.1 Innovations designed and implemented

MOVs:

- A. Transcript of Records (TOR) for application of Education or Certificate of Participation for application of learning and development
- B. Application Plan signed by the head of agency (SDS)
- C. Accomplishment Report verified by the Head of Agency
- D. Certification of the utilization/adoption signed by the authority concerned
- E. Accomplishment Report of the utilization/adoption signed by the authority concerned

MOVs Presented	Points
All five (5) MOVs are present	6
MOV A, B, C and D	4
MOV A, B and C	2
MOV A and B	1

1.2 Number of innovations designed and implemented in the last three years with complete MOVs as enumerated in 1.1

No. of Innovations implemented	Points
3 and above	4
2	2
1	1

2. Research Work

10

- 2.1 Conducted research and utilized research findings to improve practice.

MOVs:

- A. Approved Research Proposal signed by the head of the Agency/ Approval Letter Signed by the Regional Research Committee Chair
- B. Certificate of Acceptance from the National or Regional Research Committee
- C. Certificate of Recognition for presenting research work in a research forum or congress organized by the Department of Education (in any governance level)
- D. Approved Action Plan to utilize findings of research undertaken to improve workplace practice or teaching-learning practice signed by the head of the agency.
- E. Accomplishment Report of the utilization/adoption signed by the authority concerned

MOVs Presented	Points
All five (5) MOVs are present	6
MOV A, B, C and D	4
MOV A, B and C	3
MOV A and B	2
MOV A only	1

- 2.2 Number of research works conducted/ implemented within the last 3 years with MOVs with enumerated in 2.1

No. of Research implemented	Points
3 and above	4
2	2
1	1

IV. Developing Self and Others.....20

Supervisors are expected to commit to ensuring people and team effectiveness

1. Education Highest Educational Attainment MOVs: a. Transcript of Records (CAV), and b. Diploma (if graduated) <table border="1"><thead><tr><th>Total Number of Hours</th><th>Points</th></tr></thead><tbody><tr><td>PhD/ EdD</td><td>5</td></tr><tr><td>Completed Academic Requirements in PhD/EdD</td><td>3</td></tr><tr><td>PhD/EdD Units</td><td>1</td></tr></tbody></table>	Total Number of Hours	Points	PhD/ EdD	5	Completed Academic Requirements in PhD/EdD	3	PhD/EdD Units	1	5				
Total Number of Hours	Points												
PhD/ EdD	5												
Completed Academic Requirements in PhD/EdD	3												
PhD/EdD Units	1												
2. Professional and Learning and Development Program attended/participated in the last three years. Attendance/Participation to L&D/ PDP which are relevant to the current position which are targeting competencies in the Philippine Professional Standards for Supervisors, RPMS-Linked Competencies (Core Competencies, Leadership Skills, and Functional Skills, etc), MATATAG Training, Reading Program, Catch Up Fridays, Learning-Focused Trainings, etc. MOV: Certificate of Participation with the Memorandum as Participant. <table border="1"><thead><tr><th>Total Number of Hours</th><th>Points</th></tr></thead><tbody><tr><td>More than 120 hours</td><td>5</td></tr><tr><td>97 – 120 hours</td><td>4</td></tr><tr><td>73-96 Hours</td><td>3</td></tr><tr><td>49-72 Hours</td><td>2</td></tr><tr><td>24- 48 Hours</td><td>1</td></tr></tbody></table>	Total Number of Hours	Points	More than 120 hours	5	97 – 120 hours	4	73-96 Hours	3	49-72 Hours	2	24- 48 Hours	1	5
Total Number of Hours	Points												
More than 120 hours	5												
97 – 120 hours	4												
73-96 Hours	3												
49-72 Hours	2												
24- 48 Hours	1												

3. Professional Learning and Development Programs/ Trainings/ Workshops Organized within the last 3 years 3.1 Professional Learning and Development Programs Organized and Delivered MOVs: A. Certificate of PDP Recognition/ Accreditation from NEAP/ PRC CPD B. Certificate of Recognition/ Appreciation as Organizer or Proponent of the PDP C. Approved Activity Proposal D. Memorandum issued in conducting/implementing the PDP E. Activity Completion Report (Executive Summary List of Participants, Signed attendance sheets, QAME Result, etc.) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">MOVs Presented</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td>All five (5) MOVs are present</td> <td style="text-align: center;">5</td> </tr> <tr> <td>MOV A, B, C, and D</td> <td style="text-align: center;">4</td> </tr> <tr> <td>MOV A, B, and C</td> <td style="text-align: center;">3</td> </tr> <tr> <td>MOV A and B</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Only A</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> 3.2 Number of Professional Learning and Development Programs organized and delivered within the last 3 years with complete MOVs enumerated in 2.1 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">No. of PDPs Conducted</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5 and above</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	MOVs Presented	Points	All five (5) MOVs are present	5	MOV A, B, C, and D	4	MOV A, B, and C	3	MOV A and B	2	Only A	1	No. of PDPs Conducted	Points	5 and above	5	4	4	3	3	2	2	1	1	10
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5 and above	5																								
4	4																								
3	3																								
2	2																								
1	1																								

V. Outstanding Accomplishments.....20

1. Performance Rating.....10
- The last three (3) performance ratings should be at least Very Satisfactory.
- Performance Rating shall be computed by:

$$\text{Rating} = \frac{\text{Average of the 3 performance rating}}{5.000 \text{ (highest performance rating)}} \times 10$$

2. Outstanding Employee Award/ Leadership in Organization (DepEd-Initiated/Endorsed, CSC Honors Award Program and other Recognized Partners). Awards from the same award giving body such as searches that are progressive (nominative to a higher rank level), only the highest-level award shall be credited.

MOVs:

- A. Any issuance, memorandum or document showing the Criteria for the Search
- B. Certificate/Plaque of Recognition/Merit
- C. DepEd CO/RO/SDO Memorandum/Bulletin with name as awardee

Level	Points
National	5
Regional	4
Division	3
Municipal/District	2

3. NEAP Accredited Learning Facilitator

This shall apply to nominees who have been given accreditation as Learning Facilitator by the National Educators Academy of the Philippines (NEAP)

MOVs:

- A. Certificate of Recognition as Learning Facilitator issued by NEAP CO/Regional Office
- B. DepEd Issuance on the result of the Screening of NEAP Learning Facilitator

Rubrics:

Level	Points
Accredited NEAP National Trainer/ Learning Facilitator	5
Accredited NEAP Regional Trainer/ Learning Facilitator	3

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING NON-TEACHING PERSONNEL LEVEL 1



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Republic of the Philippines
Department of Education
 CARAGA REGION

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.

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

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
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	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 that 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 (1 point each but not to exceed 2 points)	2
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan (2 points each but not to exceed 4 points)	4

Fully implemented in the office where nominee is assigned MOV: Accomplishment Report verified by the Head of Office (3 points each but not to exceed 8 points)	6
Adopted in the other 2 or more similar offices MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office (4 points each but not to exceed 8 points)	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 (5 points each but not to exceed 10 points)	10

4. Membership in a Technical Committee (5)

MOV. Copy of the memorandum indicating the name of a candidate of the nominee as Member of the technical committee, Copy of the designation order member, pictures and other applicable MOVs such Action Plan/ Annual Accomplishment Report.

Level	Member
National/ International	5
Regional	4
Division	3
District	2
School	1

5. Professional Development- - - - - 25

5.1. Education (10)

Educational Level	Points
Less than 18 MA/MS units	1
At least 18 MA/MS units	2
At least 27 MA/MS units	3
At least 36 MA/MS units	4
CAR in MA/MS	6
Master's degree	7
With Ph/EdD units	8
CAR in doctoral degree	9
Doctoral degree	10

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

- Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
- 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.
- 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 (Conducted in at least 3 days, 2.0 points each but not to exceed 8 points)	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

5.3. 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

5.4. 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

6. 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

7. Professionalism/Personal Characteristics- - - - - 10

(Refer to Annex D)

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
NON-TEACHING PERSONNEL LEVEL 2**



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Republic of the Philippines
Department of Education
CARAGA REGION

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 23.

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.

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

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
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	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)

- Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
- 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.
- 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.
- 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; 0.5 point each but not to exceed 1 point)	1
Division (Conducted in at least 3 days, 1 point each but not to exceed 2 points)	2
Regional (Conducted in at least 3 days, 1.5 points each but not to exceed 3 points)	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

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

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

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

(Refer to Annex D)

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
RESEARCHER**



Address: J.P. Rosales Avenue, Butuan City
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Republic of the Philippines
Department of Education
CARAGA REGION

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 (4 points but not to exceed 20 points)	20

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 were 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 completed research work in the international level research journal or research conference proceedings	10
Published completed research work in the national level research journal or research conference proceedings	8
Published completed research work in the regional level research journal or research conference proceedings	6
Published completed research in the division level research journal or research conference proceedings	4
Published 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 10.

e.g.

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

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
SCHOOL**



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Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING SCHOOL
(Elementary and Secondary)

1. Performance Indicator - 15

1.1 Drop-Out Rate (5)

MOVs:

- A. Certification of the Summary of Drop-out Rates for the last three SY verified by the Planning Officer and noted by the SDS
- B. SRC/School Data/SF4/SF6 for the last three SY must be presented during the validation

Dropout Rate	Points
0%	5
0.01% - 1%	4
1.01% - 2%	3
2.01% - 3%	2
3.01% & above	1

1.2 NAT Performance (5)

MOV:

Certification of NAT MPS Results for the last 3 years verified by the planning officer and noted by the SDS

Average of the NAT MPS for the last 3 years x 0.05

1.3 Cohort Survival Rate (5)

MOVs:

Certification indicating the Enrollment of the grade levels below as reflected in the LIS verified by the Planning Officer and noted by the SDS

*Elementary - BOSY Grade 6 Enrollment, Current SY
BOSY Grade 1 Enrollment, 5 years ago*

*Secondary - Junior High School
BOSY Grade 10 Enrollment, Current SY
BOSY Grade 7 Enrollment, 3 years ago*

*Junior High School to Senior High School
BOSY Grade 12 Enrollment, Current SY
BOSY Grade 7 Enrollment, 5 years ago*

Level	Formula
Elementary (Grade 6)	$CSR = \frac{\text{Enrollment}_{\text{Grade 6, SY N}}}{\text{Enrollment}_{\text{Grade 1, SY N-5}}} \times 100$ where: Enrollment_{Grade 6, SY N} = BOSY Grade 6 Enrollment, Current SY Enrollment_{Grade 1, SY N-5} = BOSY Grade 1 Enrollment, 5 years ago
Junior High School (Grade 10)	$CSR = \frac{\text{Enrollment}_{\text{Grade 10, SY N}}}{\text{Enrollment}_{\text{Grade 7, SY N-3}}} \times 100$ where: Enrollment_{Grade 10, SY N} = BOSY Grade 10 Enrollment, Current SY Enrollment_{Grade 7, SY N-3} = BOSY Grade 7 Enrollment, 3 years ago
Junior High School to Senior High School (Grade 12)	$CSR = \frac{\text{Enrollment}_{\text{Grade 12, SY N}}}{\text{Enrollment}_{\text{Grade 7, SY N-5}}} \times 100$ where: Enrollment_{Grade 12, SY N} = BOSY Grade 12 Enrollment, Current SY Enrollment_{Grade 7, SY N-5} = BOSY Grade 7 Enrollment, 5 years ago

CSR	Points
100%	5
90% - 99%	4
80% - 89%	3
70% - 79%	2
below 70%	1

2. Financial Management - 10

2.1 Budget Preparation and Implementation (5)

- MOV's: *(All MOV's must be submitted)*
- SIP/AIP/WFP/APP,
 - Liquidation Reports/Mandatory Financial Reports,
 - Functional organized BAC, and
 - Certification stating the Percentage of Utilization of Funds verified by the Budget Officer/Accountant and noted by the SDS

Preparation and Utilization of Funds	Points
100%	5
90% - 99%	4
80% - 89%	3
70% - 79%	2
below 70%	1

2.2 Liquidation of Cash Advance (5)

MOVs: (All MOVs must be submitted)

- A. Liquidation Reports/Financial Reports
- B. Certification stating the Percentage of Liquidation of Funds verified by the Budget Officer/Accountant and noted by the SDS

Liquidation of Cash Advance	Points
100%	5
90% - 99%	4
80% - 89%	3
70% - 79%	2
below 70%	1

3. Personnel Development - 15

3.1 Provision of Learning & Development (5)

Conducted INSET / LAC Sessions regarding the improvement of teaching competence **within the last 3 years.**

MOVs: (All MOVs must be submitted)

- A. Approved INSET/LAC Plan
- B. Memorandum/Issuances
- C. Narrative/Accomplishment Report with attachments (training matrix, pictorials, program, attendance sheet, etc.)

School conducts twice LAC Sessions in a month & conducts 1 INSET in a year	5
School conducts monthly LAC Session & conducts 1 INSET in a year	4
School conducts LAC Session twice a year & conducts 1 INSET in a year	3
School conducts LAC Sessions once a year & 1 INSET	2
School conducts LAC Session once a year & no provision of INSET	1

3.2 Attendance of Personnel to National/ Regional/ Division Level Seminar/Training/Workshop within the last 3 years (5)

MOVs: (All MOVs must be submitted)

- A. Memorandum/ Issuances,
- B. Certificate of Participation/ Appearance/ Attendance/ Completion,
- C. Summary/ List of Personnel (Teaching & Non-Teaching) with the title of the Training/ Seminar/ Workshop attended & Date of Conduct) prepared by the school head, and
- D. Updated SF 7

Percentage of Personnel attended	Points
100%	5
80% - 99%	4
70% - 89%	3
60% - 79%	2
59% and below	1

3.3. Conduct of Research (5)

Teaching Personnel conducted an educational research activity duly approved by educational authorities either for improvement of instruction/teaching competence, for community development, or teacher welfare **within the last 3 years**.

MOVs: (All MOVs must be submitted)

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, 2. 2017;
- B. Accomplishment Report verified by the school head;
- C. Certification of utilization of the research, within the school/ office duly signed by the school head;
- D. Summary/ List of Teaching Personnel approved, conducted, and utilized research with their corresponding Title, prepared by the school head; and
- E. Updated SF 7

Percentage of Personnel	Points
30% and above	5
25% - 29%	4
20% - 24%	3
15% - 19%	2
18% and below	1

4. School Environment - 20

4.1 School Site Ownership (5)

MOVs:

- A. Land Title in the name of DepEd/School
- B. Deed of Donation / Contract

Status	Points
The land title is in the name of Department of Education/School	5
There is a Contract of usufruct executed in favor of DepEd	4
The Title is still on process	3
The document shows that the site is only donated	2
The deed of donation/purchase is on process	1

4.2 Learning Environment & Resources (5)

Learning environment & resources are accessible, conducive, safe, promote effective learning and programs are institutionalized.

- a. Clean and Green Program
 - i. Comfort Rooms are tiled, clean and water sealed
 - ii. Gulayan sa Paaralan and the manifestation of sustainable beautification program
 - iii. Solid Waste Management
- b. Brigada Eskwela
- c. DRRM

MOVs:

- A. Presence of Program Managers mentioned above (Designation Order)
- B. Accomplishment/Narrative Report with attachments
- C. Monitoring and Evaluation Report

(All MOVs must be present in each program before they can be accounted for)

Number of institutionalized programs	Points
all 5 programs	5
any 4 programs	4
any 3 programs	3
any 2 programs	2
only 1 program	1

4.3 Health and Nutrition (5)

Implementation of the School-Based Feeding Program, Deworming, and Immunization.

MOVs:

- A. *Baseline & Endline NS Report*
- B. *Monthly Menu*
- C. *Terminal Report of Feeding Program with attachments*

Percentage of the severely wasted or below normal NS improved to normal NS	Points
100%	5
90%	4
80%	3
70%	2
60% and below	1

4.4 Child Protection (5)

Learning managers and facilitators (teachers, administrators, and community members) nurture values and environments that are protective of all children, inclusive of all learners, and demonstrate behaviors consistent to the organization's vision, mission, and goals.

MOVs:

- A. *Established a Child Protection Committee*
- B. *Documents and records of acted grievances*
- C. *Assembly, Orientation or PTA meetings disseminating DepEd Policies on Positive Classroom Discipline, Anti-Bullying, and other Child Protection Policy supported by the issuance of a memorandum*
- D. *Other related reports/ documents*

There is a manifestation of adherence on the provisions of DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy) thru the installation of programs services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence resulting to zero incidence of child abuse.	5
There is evidence of ensuring the institutionalization of effective child protection policies and procedures and monitor the school's compliance resulting to positive and non-violent discipline of children	4
There is a manifestation that all internal and external stakeholders of the school are aware of the DepEd Child protection policy	3
There is an organized Child Protection Committee in the school; and capability building was conducted for the school stakeholders	2
There is an organized Child Protection Committee in the school	1

5. Partnerships & Linkages - 10

5.1 School-Community Partnership (5)

MOVs:

- A. Organized General PTA / SGC (List of Officers)
- B. Conducted General PTA Meeting (Memorandum, Agenda, Program, Minutes, Attendance Sheets, Pictorials)
- C. Invitation and Pictorials on community activities involvement
- D. Proposal of initiated projects (approved & implemented)
- E. Accomplishment Report of initiated projects with attachments

MOVs Submitted	Points
All MOVs	5
4 MOVs	4
3 MOVs	3
2 MOVs	2
only 1 MOV	1

5.2 School-to-Alumni Partnerships & other organizations (5)

MOVs:

- A. Organized Alumni Association (List of Officers)
- B. Approved Project Proposal/ Documentation with pictorials on Alumni/ NGO implemented project
- C. Deed of Donations
- E. Deed of Acceptance

(within the last 3 years)

Alumni Association is organized and actively supports/ assists the school in the form of monetary, work, technical assistance and grants-in-kind annually and accomplishment is evident. (well established)	5
Organized and actively supports/ assists the school in the form of monetary contribution or grants-in-kind, and volunteer work only upon request of the school. during their fellowship gathering.	3
Existing Association in the school but not functional	1

6. School Improvement - 10

6.1 School Improvement Plan (5)

MOVs:

- A. Minutes of the Meeting on crafting of the SIP / Accomplishment Report with attachments (Attendance Sheet, Pictorials, etc.)
- B. Approved/ Accepted SIP/ AIP/ WFP/ APP by the SDS
- C. Filled-out monitoring report/ Accomplished Project Monitoring Report Form as indicated in DO No. 44, s. 2015

MOVs Submitted	Points
MOVs A, B and all MOV C (SIP, AIP, WFP, & APP)	5
MOVs A, B and any 3 of MOV C (SIP, AIP, WFP, & APP)	4
MOVs A, B and any 2 of MOV C (SIP, AIP, WFP, & APP)	3
MOVs A, B and any 1 of MOV C (SIP, AIP, WFP, & APP)	2
Either MOVs A or B and any of MOV C	1

6.2 Utilization/ Implementation of the SIP / AIP (5)

MOVs:

- A. Accomplishment Tracking Form / SIP Cumulative Accomplishment Form
- B. SIP 3-year Report on Physical Outputs / SMEA
- C. Financial Status of Programs and Projects
- D. Pictorials

100% of the Programs, Projects and Activities were implemented	5
90 - 99% of the Programs, Projects and Activities were implemented	4
80 - 89% of the Programs, Projects and Activities were implemented	3
70 - 79% of the Programs, Projects and Activities were implemented	2
60 - 69% of the Programs, Projects and Activities were implemented	1

7. Culture of Excellence - 10

Winner in various competitions/contests, bringing recognition, pride, and honor to the school. To consider only the certificate with highest point **within the last 3 years**.

7.1 Learner (5)

MOVs:

- A. Any issuance, memorandum or document showing the conduct of the activity/contest;
- B. Any issuance, memorandum, bulletin or document for Results Announcement or Letter of Conferment; and
- C. Certificate/Plaque of Recognition/ Commendation/ Merit/Medal

Rank	Points			
	District/ Municipal / City Level	Division/ Provincial Level 1	Regional Level	National/ International
1 st	2	3	4	5
2 nd	1	2	3	4
3 rd	0.5	1	2	3

7.2 Teacher/Administrator/School (5)

Outstanding employee, coach, or trainer of winning students in various competitions or a winner in a competition.

MOVs:

- A. Any issuance, memorandum or document showing the conduct of the activity/contest;
- B. Any issuance, memorandum, bulletin or document for Results Announcement or Letter of Conferment; and
- C. Certificate/Plaque of Recognition/ Commendation/ Merit/Medal

Rank	Points			
	District/ Municipal / City Level	Division/ Provincial Level 1	Regional Level	National/ International
1 st	2	3	4	5
2 nd	1	2	3	4
3 rd	0.5	1	2	3

8. Performance Rating - 10

The three recent performance ratings (OPCRF) of the school/school head 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 10.

MOV:

Scanned copy of the 3 recent approved IPCRF

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 10 = \mathbf{9.473}$$

TOTAL - 100



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
SCHOOL DIVISION OFFICE**



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Republic of the Philippines
Department of Education
 CARAGA REGION

OUTSTANDING SCHOOLS DIVISION OFFICE
 (Medium and Small)

1. Performance Indicators- - - - - 15

a. Net Enrollment Rate (NER) (5)

i. Elementary (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

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)

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

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 Accomplishment (previous year prior the nomination)	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
3. Utilization and Liquidation of School's MOOE in the previous FY MOV: Funds Utilization Report (BE LCP, Generated Funds from Partners)	3	
	Percentage of Schools with 100% utilization and liquidation of MOOE	Points
	91% - 100%	3
	81-90%	2
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 (previous year prior the nomination) (for the previous year)** - - - - - **10**

Criteria	MOVs	Points
Number of PDP with CPD Accreditation	PTR Number Activity Completion Report (1 point per program but not to exceed 5 points)	5
Number of PDP which NEAP-Caraga Recognized	Certification from NEAP-Caraga REC Form 1 and 2 (1 point per program but not to exceed 5 points)	5

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	2	
	Accomplishment Reports, Photos, Records, Recognition from	Percentage of Schools compliant	Points
	DENR/ EMB	96-100%	2
	EiE preparedness	91-95%	1.75
	Plans	86-90%	1.50
		81-85%	1.25
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)	76-80%	1.0
		3	

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

MOVs: Plaque/ Certification from the Regional office/ 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 calendar year prior the nomination) – - - - 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 (less non-alienable)	Points
50% and above	2
25 - 49%	1.5
1 - 24%	1

12. **Percentage of Schools and Learning Centers provided with TA on BE-Recovery Plan - - - - 3**

MOV: TA Plan, TA Accomplishment Report (previous year)

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-Recovery Plan, Basic Education Curriculum and Special Curriculum Programs- - - 3

MOVs: M&E Plan, M&E Report (previous year)

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 (previous year) - - - - - 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 Annual Utilization and efficient Collection of Provident Funds for the previous Fiscal Year - - - - - 5

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

TOTAL 100



Republic of the Philippines
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Republic of the Philippines
Department of Education
CARAGA REGION

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 skill sets. (Reference: DepEd Order No. 21, 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 (<i>to include exceptionalities for SPED learners (non- graded/ gifted or fast learners), ethnicity for IP learners, and specialization for TLE/TVL learners</i>)	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**10points**

- 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 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 Assessment10 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 learners 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 learners 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.)



Republic of the Philippines
Department of Education
CARAGA REGION

**OUTSTANDING
READING PROGRAM IMPLEMENTER**



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Republic of the Philippines
Department of Education
CARAGA REGION

OUTSTANDING DIVISION READING PROGRAM IMPLEMENTER

I. Scope of the Activity

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

This search is open to all Schools Division Offices with effective reading programs implemented for at least two years. 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) in the two learning areas, namely: English and Filipino. The reading program shall also take into consideration the integration of reading skills across learning areas in all medium of instructions used in all grade levels.

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.

II. A. Criteria for Evaluation

Components and Indicators	Weight	Score
1. EFFECTIVENESS OF THE READING PROGRAM		
A. Reading Program The components in the Reading Program are well articulated in the Reading Program Manual.	20	
- Reading Program is: a.) research based, caters to the child's stage of reading development; b.) addressing the learner's reading strengths and weaknesses in all key stages; c.) appropriate instructional materials and strategies, and instructional design is logical and well placed and employ a variety of reading assessments; d.) Objectives based on the decrease of non-readers and frustration readers, and increase of instructional and of independent readers across grade levels are met; and, e.) Included in the WFP and DEDP	5 out of 5 features are met -10 4 out of 5 features are met - 8 3 out of 5 features are met – 6 2 out of 5 features are met – 4 1 out of 5 features are met - 2	

- Make use of effective instructional time and provides variety of reading opportunities in the integration of reading activities across learning areas in all medium of instructions used in all grade levels (Intervention, Mechanics of Implementation, Result of the intervention, Accomplishment report on the conducted intervention)	Integrated in the subjects with same medium of instruction: 4-learning areas- 5 3 learning areas- 4 2 learning areas- 3 1 learning area- 2	
- The Division reading program is cascaded to the schools of which the schools anchored their respective reading programs.	100% of the Schools have actively implemented the Reading Program of the SDO and - 5 75%-99% of the Schools have implemented the Reading Program- 4 50%-74% of the Schools have implemented the Reading Program- 3 30%-49% of the Schools have implemented the Reading Program- 2 10%-29% of the Schools have implemented the Reading Program- 1	
B. Learning Resource Materials	10	
- Report on the availability of different learning resources. a.) Materials are appropriate to suit the needs of the learners b.) Materials addressed the reading competencies of the students and reading opportunities c.) Materials with guided practice opportunities for explicit teaching and teacher-directed feedback (for typically progressing readers and more for struggling readers) Materials with differentiated Instruction	5 out of 5 criteria are met -5 4 out of 5 criteria are met - 4 3 out of 5 criteria are met - 3 2 out of 5 criteria are met- 2 1 out of 5 criteria are met- 1	

d.) systematic and continuous use of learning resources of the big 6 for literacy instruction : oral language, phonological awareness, phonics, vocabulary, fluency and reading comprehension e.) Supplementary reading materials for instructional and additional reading supplements for independent readers		
- Report on the result on the utilization of appropriate Reading Materials, Quality Assured Teacher made Worksheets, List of Remedial Materials suited for the domain/ competency being mastered and the big 6.	100% least learned competencies have corresponding intervention materials - 5 75%-99% least learned competencies have corresponding intervention materials - 4 50%-74% least learned competencies have corresponding intervention materials 3 30%-49% least learned competencies have corresponding intervention materials- 2 10%-29% least learned competencies have corresponding intervention materials - 1	
C. Assessment	10	
- Report on the utilization of Assessment data from different reading assessments - Baseline data of the last 2 School Years with graphical presentation and textual analysis per grade Level - Assessments that teachers can use to guide student movement through reports (e.g., screening, progress monitoring, diagnostic, and outcome measures) - Students performance data are analyzed and summarized to evaluate and adjust instruction - Completeness of Consolidated Data in all grade levels (SY 2022-2023) with graphical presentation and analysis (Division Consolidated FLAT Result Division Consolidated Report on Phil IRI)	5 out of 5 items are met -10 4 out of 5 items are met - 8 3 out of 5 items are met - 6 2 out of 5 items are met - 4 1 out of 5 items are met - 2	

D. Mechanics of Implementation	15	
- Implementation plan is accomplished on the set timeline. Reading intervention plans and literacy activities are conducted with a sufficient amount of time for the reading program. - Report on the result of the conducted Remedial, Intervention and Enrichment Activities	100% implementation plan is accomplished - 5 75%-99% implementation plan is accomplished - 4 50%-74% implementation plan is accomplished -3 30%-49% implementation plan is accomplished - 2 10%-29% implementation plan is accomplished - 1	
- Indicates the Remedial Reading activities for Non- Readers and Frustration Readers	100% of identified Non- readers are provided with remedial activities - 5 75%-99% of identified Non-readers are provided with remedial activities - 4 50%-74% of identified Non-readers are provided with remedial activities 3 30%-49% of identified Non-readers are provided with remedial activities - 2 10% -29% of identified Non-readers are provided with remedial activities - 1	
- There are variety of reading opportunities for instructional and independent readers	100% of identified instructional Readers and independent readers are provided with reading opportunities and activities - 5 75%-99% of identified instructional Readers and independent readers are provided with reading opportunities and activities - 4 50%-74% of identified instructional Readers and independent readers are provided	

	with reading opportunities and activities - 3 30%-49% of identified instructional Readers and independent readers are provided with reading opportunities and activities - 2 10%-29% of identified instructional Readers and independent readers are provided with reading opportunities and activities - 1	
E. Monitoring, Evaluation and Technical Assistance	10	
Conducted monitoring and evaluation with approved M and E plan and mechanism	100% of the schools with Reading Programs in the SDO are monitored and supported with M and E reports- 5 75%-99% of the schools with Reading Programs in the SDO are monitored and supported with M and E reports - 4 50%-74% of the schools with Reading Programs in the SDO are monitored and supported with M and E reports - 3 30%-49% of the schools with Reading Programs in the SDO are monitored and supported with M and E reports - 2 10%-29% of the schools with Reading Programs in the SDO are monitored and supported with M and E reports - 1	
Provision of Technical to schools with approved TA plan	100% of the schools with active Reading Programs in the SDO are provided with TA with supported TA report - 5 75%-99% of the schools with active Reading Programs in the SDO are provided with TA with supported TA report - 4	

	50%-74% of the schools with active Reading Programs in the SDO are provided with TA with supported TA report - 3 30%-49% of the schools with active Reading Programs in the SDO are provided with TA with supported TA report -2 10%-29% of the schools with active Reading Programs in the SDO are provided with TA with supported TA report - 1	
F. Programs, Trainings and Activities, SLAC	10	
- Upskilling and reskilling of reading key players and teachers on reading and other literacy intervention. The PD program is customized to meet participants' varying needs (e.g., first-year teachers, beginning reader teachers, Public Schools District Supervisors, other Learning area Supervisors and School heads).	100% are capacitated and on reading and other literacy intervention – 5 75%-99% are capacitated and on reading and other literacy intervention – 4 50%-74% are capacitated and on reading and other literacy intervention – 3 30%-49% are capacitated and on reading and other literacy intervention – 2 10% -29 % are capacitated and on reading and other literacy intervention –1	
- Number of reading activities conducted vis-a vis the plan with MOVs a. Reading Month celebration/ reading culmination activities b. b. enrichment activities for all learners c. Mentoring d. Initiated teacher professional development /trainings e. LAC on reading and other literacy intervention	5 out of 5 items are met -5 4 out of 5 items are met - 4 3 out of 5 items are met – 3 2 out of 5 items are met – 2 1 out of 5 items are met - 1	

G. Collaboration and Linkaging	10	
- Existing partnership and support among stakeholders (Involvement of Parents, Subject Teachers, community and other Stakeholders) are evident in the reading program.	75%-99% stakeholders collaborated and provided support with MOU – 8 50%-74% stakeholders collaborated and provided support with MOU - 6 30%-49% stakeholders collaborated and provided support with MOU – 4 10% -29% stakeholders collaborated and provided support with MOU – 2	
2. OUTCOME OF THE PROGRAM Evidence on the impact and changes that have occurred in the program Percentage who read different reading levels who have significantly improved as per assessment. (The data shall be presented comparatively with graphical presentation and analysis)	15	
- Percentage of learners who are non-readers have significantly improved as per assessment.	Reduced Number of Non-readers: No non-readers- 10 20% non-readers - 8 30% non-readers - 6 40% non-readers - 4 50% non-readers - 2	
- Percentage of learners who are in frustration levels have significantly improved as per assessment.	No Frustration readers- 5 20% Frustration level readers- 4 30% Frustration level readers- 3 40% Frustration level readers- 2 50% Frustration level readers- 1	
Total	100	

To determine the shortlist for the Outstanding Division Reading Implementer, each learning area shall be evaluated using the criteria for evaluation. The evaluation score of each learning area shall be weighted by their corresponding percentage. The weighted score garnered from the two learning areas shall be added to determine the total weighted score.

Learning Area	Evaluation Score	Weight	Weighted Score
Filipino	100	50%	50
English	100	50%	50
Total Score		100%	100

II. B. Validation

Shortlisted SDOs after the paper evaluation shall be visited for validation. Other Means of Verifications (MOVs) of some documents (with corresponding hard copies) shall be in the care of the division focal person for further validation.

Schools shall be visited randomly to validate the SDOs cascading of the reading program to the schools and for the validation of the reading levels of the learners.

III. Required Nomination Documents

1. To participate in the search for Outstanding Program Implementer, prepare a description of your program. The description is arranged in order based on the given criteria.
2. Each nomination requires the submission of documents and MOVs based on the criteria for the said search. This will include the following:
 - a. Executive summary (1 page of not more than 200 words in a4 size bond paper, Bookman old style, 11 point size, single space.)
 - b. Description, accomplishment reports and other documents pertaining to the components and indicators shall be accomplished in a maximum of 95 pages with proper label bind in a ring.
 - c. Reports and accomplishments shall be brief, factual and in bullet form. Only those with supporting evidences shall be included in the report.
 - d. Moreover, the nominees shall provide the region a three- minute multimedia presentation of their reading program capturing the highlights and milestones of the school year 2022-2023 implementation.
3. There shall be 1 set of documents and MOVs for reading program in English and Filipino complying all of the given criteria.
4. Certification from the chairperson of the Division PRAISE committee that the entry has undergone evaluation and validation of the committee.
5. Endorsement from the Schools Division Superintendent.



Republic of the Philippines
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MOST FUNCTIONAL LEARNING RESOURCE MANAGEMENT CENTER (LRMC)



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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%



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NATATANGING BULAWANONG SULÔ



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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. MOV: Constitution and By-Laws (signed and approved)	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. MOV: PAPs conducted in previous SY, Activity Proposal, Activity Completion Report (with pictures and proper documentation), Financial Report, Minutes of Meetings/Resolution, Attendance Sheets, Distribution Lists	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

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. MOV: PAPs conducted in previous SY, Activity Proposal, Activity Completion Report (with pictures and proper documentation), Financial	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 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 MOVs: Activity Proposal, Activity Completion Report (with pictures and proper documentation), Financial Report, Minutes of Meetings/Resolution, Attendance Sheets, Distribution Lists, Certification of Participation from the School Head	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