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23 Sept 2026

REGIONAL MEMORANDUM
CLMD - 2026 -0988

To: Schools Division Superintendents

-) Division of Agusan del Norte
-) Division of Agusan del Sur
-) Division of Bayugan City
-) Division of Bislig City
-) Division of Butuan City
-) Division of Cabadbaran City
-) Division of Surigao City
-) Division of Surigao del Norte
-) Division of Surigao del Sur
-) Division of Tandag City

All Others Concerned

SUBMISSION GUIDELINES FOR THE RECOGNITION OF EXEMPLARY TEACHERS IN INDIGENOUS PEOPLES EDUCATION (IPED)

1. **Submission of Nomination Packages.** All IPed-implementing Schools Division Offices (SDOs) shall submit their complete and duly validated nomination packages for the Recognition of Exemplary Teachers in Indigenous Peoples Education (IPed) to the Regional Office on or before September 23, 2026 (Wednesday), 5:00 p.m., in accordance with the September 21, 2026 Central Office Advisory and its enclosures. **Late or incomplete submissions** shall not be considered for regional evaluation.

2. **Objectives:** This Memorandum aims to ensure the timely, complete, and uniform submission, evaluation, and selection of division nominees based on the final documentary requirements, screening mechanics, and procedures prescribed by the Central Office.

3. **Documentary Requirements.** The documentary requirements under **Enclosure 2** of September 21, 2026 Advisory shall govern all submissions and supersede those in Regional Memorandum No. CLMD-2026-0943. Each nomination package shall include the duly accomplished and signed Division Nomination Form (**Annex 1**) and all required supporting documents for the seven (7) nomination criteria specified in the Advisory.

4. **Hard Copy Submission.** Submit each nominee's complete documentary requirements in one (1) white folder to the Regional Office through the Chief, CLMD. The folder shall:

- be properly labeled with the Division and nominee's name;
- contain the accomplished and duly signed Division Nomination Form (Annex 1) together with all duly signed and authenticated supporting



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



documents arranged according to the sequence prescribed in Enclosure 2 of the Advisory;

- include appropriate tabs or separators for each criterion.

5. **Electronic Submission.** In addition to the hard copies, each division shall submit one (1) consolidated PDF file per nominee containing the duly signed Division Nomination Form (Annex 1) and all required documentary requirements arranged in the prescribed order. The file shall be named *Division_LastName_FirstName_Nomination* and emailed to caraga@deped.gov.ph, with copies furnished to clmd_caraga@deped.gov.ph and elizabeth.ysulan@deped.gov.ph

6. **Evaluation and Validation.** The Regional Evaluation Committee shall conduct the review, validation, evaluation, and deliberation of the submitted nominations on September 24, 2026 (Thursday), from 8:00 a.m. to 12:00 noon, at the CLMD Conference Table. Only nominations that comply with the requirements and procedures prescribed in the September 21, 2026 Advisory and its enclosures shall be considered for evaluation.

7. **Evaluation and Selection Criteria.** The evaluation and selection of nominees shall be based on the screening mechanics, documentary requirements, and other provisions prescribed in the September 21, 2026 Central Office Advisory and its enclosures.

8. **Committee Participation.** All members of the Regional Evaluation Committee are requested to be present and prepared to review and evaluate the submitted nomination documents within the prescribed schedule.

9. **Inquiries.** For any inquiry or clarification, please contact Elizabeth M. Ysulan, IPED focal person, via elizabeth.ysulan@deped.gov.ph

10. Immediate **dissemination** of and strict **compliance** with this Memorandum is directed.

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Gabriel

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ALLAN G. FARNAZO
Director IV

EMY/CLMD/RM- Submission Guidelines for the Recognition of ...
15743/September 22, 2026



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ADVISORY

September 21, 2026

Pursuant to the provisions of the signed Memorandum titled Nominations for the Recognition of Exemplary Teachers in Indigenous Peoples Education (IPEd), the deadline for nominations to the Central Office is **extended to September 25, 2026 (Friday)**.

Enclosed are additional information to guide the selection of nominees at the regional level and nominations to the Central Office.

Enclosure 1: Screening Mechanics and Submission Details

Enclosure 2: Documentary Requirements

Enclosure 3: National Nomination Form

To represent the contribution of all IPEd implementing regions in the first decade of school-level implementation of the Indigenous Peoples Education (IPEd) Program, **one teacher per IPEd implementing region will be recognized.**

For any inquiries or clarifications, please contact Vel Christian Castillo, Technical Assistant, Bureau of Learning Delivery (BLD)- Indigenous Peoples Education Office (IPsEO), through ipseo@deped.gov.ph, or mobile and Viber at 09778421007.

Immediate dissemination of this advisory is desired.


CARMELA C. ORACION
Undersecretary



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Enclosure 1

SCREENING MECHANICS AND SUBMISSION DETAILS

A. Formation of the Regional Screening Committee

The Regional Director (RD) shall constitute a Regional Screening Committee (RSC) composed of the Chief of the Human Resource Development Division (HRDD), the Chief of the Curriculum and Learning Management Division (CLMD), the Regional Indigenous Peoples Education (IPEd) Focal Person, and such other members as may be designated by the RD. The committee shall be chaired by the RD or an authorized representative.

The RSC shall have the following tasks:

- 1) formulating the screening mechanics to guide the selection and nomination process of Schools Division Offices implementing the IPEd Program, guided by the criteria set;
- 2) evaluating and verifying submitted documents of division nominees; and,
- 3) selecting at most two nominees to be submitted to the Central Office.

B. Selection of Regional Nominees

The RSC shall evaluate and verify the documents of nominees submitted by the Schools Division Offices, guided by the attached enclosure on Documentary Requirements (*see Enclosure 2*).

Aside from the documentary requirements, the RSC may include additional processes and/or requirements as a means to further evaluate the veracity of the information regarding the nominees. These may include, but are not limited to, the following:

- a) submission of additional attestations coming from identified persons;
- b) submission of a personal written document from the nominee; and,
- c) an interview with the nominee and/or other individuals who are knowledgeable about the nominee.

These additional processes or requirements shall be applied to all division nominees to ensure fair and impartial verification.

The RSC shall take the needed steps within its capacity to ensure that regional nominees embody the character needed in the IPEd advocacy -- inclusive, deeply respectful of cultures, an advocate of equity in education, and innovative in promoting Indigenous Peoples Education.

C. Submission Details

Upon selection of at least one or at most two nominees, the documentary requirements as specified in Enclosure 2 shall be submitted by email to ipseo@deped.gov.ph, together with the National Nomination Form in Enclosure 3.

The submission deadline is **extended to September 25, 2026**.



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Enclosure 2

DOCUMENTARY REQUIREMENTS

- Accomplished and duly signed Division Nomination Form (*Annex 1*).

Criteria	Supporting Documents
1. Is a permanent teacher involved in the implementation of the Indigenous Peoples Education (IPEd) Program at the school level for at least 8 years between SY 2017-2018 and SY 2026-2027, and is currently teaching in an IPEd implementing school (number of years may or may not be consecutive years and assignments may be in different IPEd implementing schools)	○ Certification duly signed by the Schools Division Superintendent (<i>Annex 2</i>) ○ Class program for the current school year
2. Has been assigned to a school or schools in IP communities with socio-economic and geographical challenges for at least four years;	○ Certification duly signed by the Schools Division Superintendent (<i>Annex 3</i>)
3. Has not been given any award related to IPEd or any other award at the division, regional, national OR international level by any organization including DepEd	○ Personal attestation of the nominee (<i>Annex 4</i>)
4. Has demonstrated effective delivery of contextualized learning experiences;	○ An attestation describing effectiveness of learning delivery attested by school head/ district supervisor/department head/ curriculum head who have personally observed the nominee during learning sessions with



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Criteria	Supporting Documents
	learners (<i>Annex 5; may be from more than one person</i>) - Three samples of indigenized lesson plans developed and used between SY 2019-2020 to SY 2025-2026 <i>If available:</i> 2 duly signed classroom observations done between SY 2017-2018 and SY 2025-2026
5. Has been involved in the development of contextualized learning resources at the school and division levels	Any one or a combination of the following: - Certified True Copy (CTC) of Certificate/s of Participation/Recognition in activities related to the process of learning resources (print or non-print) production and management for IPEd (development, validation, field testing, finalization) at the school and/or division levels between SY 2017-2018 and SY 2025-2026 (<i>CTC can be from the authorized level of governance or the Division IPEd Focal Person</i>) - Certified photocopy of any relevant document citing the nominee as part of the activities related to the process of learning resources (print or non-print) production and management for IPEd (development, validation, field testing, finalization) between SY 2017-2018 and SY 2025-2026



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Criteria	Supporting Documents
	(e.g., name is listed as a member of the team that developed, validated, field tested, and/or finalized the material) <i>(Certifier can be from the authorized level of governance or the Division IPed Focal Person)</i> ○ An attestation from the Learning Resource Management Section Supervisor that a learning resource (print or non-print) used in IPed produced with the participation of the nominee (e.g., writer, validator, field-test participant, evaluator, illustrator, lay-out artist) between SY 2017-2018 and SY 2025-2026 has been uploaded in the LRMDs portal ○ An attestation from the school head/schools district supervisor / IPed Focal Person that a learning resource for IPed (print or non-print) developed by the nominee at the school level between SY 2017-2018 and SY 2025-2026 has been or is being used by other schools implementing IPed in the division
6. Has served as a resource person and/or facilitator in workshops and/or trainings on IPed at the school, division, regional or national level	○ Certified True Copy (CTC) of Certificate of Recognition at the school, division, regional or national level between SY 2017-2018 and SY 2025-2026 <i>(CTC can be from the authorized level of governance or the Division IPed Focal Person)</i>



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Criteria	Supporting Documents
7. Has initiated activities involving IP community culture bearers and/or Indigenous knowledge holders towards supporting IPed in any of the following: - contextualizing lessons and learning resources - conceptualizing learning experiences using indigenous learning and teaching strategies - serving as resource persons or co-teachers in one's classes e.g team teaching together with the IP elders - planning for IPed activities and initiatives	○ Attestation of a community culture bearer or a community leader regarding the efforts of the nominee to invite IP community culture bearers and/ or Indigenous knowledge holders to take part in initiatives related to any of the following (<i>Annex 6</i>): ○ contextualizing lessons and learning resources ○ conceptualizing learning experiences using indigenous learning and teaching strategies ○ serving as a resource persons or co-teachers in one's classes e.g team teaching together with the IP elders ○ planning for IPed activities and initiatives • <i>Note: Attestation can come from any Indigenous Cultural Community the nominee has served from SY 2017-2018 to SY 2026-2027.</i>



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Annex 1

**RECOGNITION OF EXEMPLARY TEACHERS IN
INDIGENOUS PEOPLES EDUCATION**

DIVISION NOMINATION FORM

To the Regional Selection Committee:

After reviewing the recognition criteria, it is our honor to nominate:

<i>Name of Nominee</i>	
<i>Teaching Position</i>	
<i>School Name and School ID</i>	
<i>Indigenous Cultural Communities Served</i>	
<i>Division</i>	
<i>Region</i>	
<i>Signature</i>	

for the **Recognition of Exemplary Teachers in Indigenous Peoples Education.**

This nomination is a tribute to his/her commitment and dedication in serving our Indigenous Peoples learners and their communities.

We certify that, to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct. We hereby agree to send our nominee, if selected, to the venue of the Recognition Ceremonies. We understand that the decision of the selection committee is final and binding.

School Head
(signature above printed name)

Schools Division Superintendent/
Authorized Signing Authority
(signature above printed name)



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Annex 2

PERSONAL INFORMATION SHEET

Complete Name:		Insert picture		
<i>Last</i>	<i>First</i>			<i>Middle</i>
Age:	Sex:			
Home Address:				
Contact No:				
DepEd Email:				
Years of Service in DepEd:				
No. of Teaching Load for the Current School Year: (Attach class program)				
School I.D. and Name* of IPed Implementing Schools Served (may add if more than 3) <i>*Start with the most recent</i>	Indigenous Cultural Communities Served:	Inclusive Dates <i>(e.g. June 15, 2017- May 15, 2021)</i>	Teaching Position and Grade Level Taught <i>(e.g. T1-Grade 5&6)</i>	
1.				
2.				
3.				
Language/s fluently spoken:				
Language/s learned from communities served:				
Signature:				

*For annex or extension schools, write the name of the main school after the School I.D. followed by the name of the annex/extension school where the nominee served.
 Ex. 348426: Baybayin Central School - Mayubay Primary School Annex / Extension

Certified by:

 Schools Division Superintendent/
 Authorized Signing Authority
 (signature above printed name)



16/F TechZone Building, Brgy. San Antonio, Makati City, 1209
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Annex 3

CERTIFICATION

To the Selection Committee:

This is to certify that the following information stated in the table below is true and correct.

School Name	School ID	Geographical and Socio-Economic Context of the School*
1.		
2.		
3.		

**Note: Briefly describe the situation of the school/s in the third column; if nominee served in an annex/extension school, description should be about the annex/extension school.*

Issued this _____ of _____, 2026, for the nomination for the **Recognition of Exemplary Teachers in Indigenous Peoples Education.**

Schools Division Superintendent /
Authorized Signing Authority
(signature above printed name)



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Annex 4

PERSONAL ATTESTATION

To the Selection Committee:

I, _____, have not been given an award related to Indigenous Peoples Education (IPEd) or any other award at the division, regional, national, or international levels by any organization including the Department of Education.

Signature Above Printed Name of the Nominee

Noted by:

Signature Above Printed Name of the
Division IPEd Focal Person



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Annex 5

ATTESTATION OF EFFECTIVE LEARNING DELIVERY

I hereby attest that _____ has demonstrated effective delivery of contextualized learning experiences for IP learners.

Briefly explain why you consider the teacher's delivery of contextualized learning experiences effective. Cite a specific example, observed practice, learner response, or other relevant evidence.

I certify that the statements above are true and accurate to the best of my knowledge.

Full Name: _____

Position/Designation: _____

Signature: _____



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Annex 6

PAGPAPATOTOO MULA SA ELDER/CULTURE BEARER/IP LEADER

Bilang Elder/Culture Bearer/IP Leader ng pamayanan, ako ay nagpapahayag ng suporta kay _____ sa kanyang pagkilala bilang natatanging guro sa programa ng Katutubong Edukasyon.

Isulat sa kahon ang sagot sa mga sumusunod na tanong tungkol sa nominado.

1. *Paano nakipagtulungan ang nominado sa inyo upang masiguro na ang edukasyon ay nakaangkla sa kultura at konteksto ng inyong pamayanan?*



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2. *Sa inyong pananaw, bakit karapat-dapat siyang kilalanin bilang isang mahusay na halimbawa sa pagsulong ng Katutubong Edukasyon?*

Pinapatotoo ko ang aking mga pahayag ngayong ika-____ ng Setyembre, taong 2026, para sa **Pagkilala ng Natatanging Guro sa Katutubong Edukasyon.**

Pangalan ng Elder/Culture Bearer/IP Leader: _____

Katutubong Pamayanan: _____

Lagda /Thumbmark: _____



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Enclosure 3

**RECOGNITION OF EXEMPLARY TEACHERS IN
INDIGENOUS PEOPLES EDUCATION**

REGIONAL NOMINATION FORM

To the National Selection Committee:

After reviewing the recognition criteria, it is our honor to nominate:

<i>Name of Nominee</i>	
<i>Teaching Position</i>	
<i>School Name and School ID</i>	
<i>Indigenous Cultural Communities Served</i>	
<i>Division</i>	
<i>Region</i>	
<i>Signature</i>	

for the **Recognition of Exemplary Teachers in Indigenous Peoples Education.**

This nomination is a tribute to his/her commitment and dedication in serving our Indigenous Peoples learners and their communities.

We certify that, to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct. We hereby agree to send our nominee, if selected, to the venue of the Recognition Ceremonies. We understand that the decision of the selection committee is final and binding.

Regional Director/
Authorized Signing Authority
(signature above printed name)