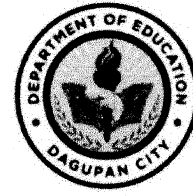


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Division Memorandum No. 363 s., 2018

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 SGOD and OSDS Personnel
 Public School Heads and Head Teachers
 Public Elementary and Secondary Teachers
 All Others Concerned

RELEASED
 DEF-ED
 DATE: 11-09-18
 BY: [Signature]
 7042134

From: Office of the Schools Division Superintendent

Date: **October 18, 2018**

Subject: **ADDENDUM TO MEMORANDUM RE: SEARCHES**

In consonance with the mandate stated in DepEd Order No. 9, s. 2002 entitled, "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education. The System is designed to encourage creativity, innovativeness, integrity and productivity in the public service by recognizing employees for their suggestions, inventions and superior accomplishments. Efforts that contribute to the efficiency, economy, or other improvement in government operations.

The activity aims to give due recognition and credit to SDO Dagupan employees who have rendered outstanding and exemplary conduct in the performance of their duties and responsibilities. It further aims to highlight the best emerging practices, innovations and passionate rendering of one's service. This year's awarding will be one of the prime activities for the Educators' Night celebration as part of the Dagupan City Fiesta celebration.

I. CATEGORIES OF THE SDO AWARDS

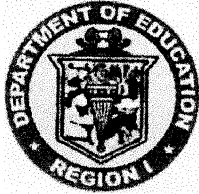
INDIVIDUAL AWARDS

a. Awards for Outstanding Teachers and Master Teachers

These awards will be given to teachers and master teachers (one for each category in the elementary, junior high school and senior high school) who have proven excellence in rendering service and have shown commitment in the teaching profession as evidenced by his/her outstanding achievement and admirable conduct in the school, in the community and at home.

CRITERIA FOR OUTSTANDING TEACHERS IN SPED, KINDERGARTEN, ELEMENTARY AND SECONDARY

Criteria	Points
1. Demonstrate competence in the implementation of the curriculum	20



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2. Had been a demonstration teacher	10
3. Had been a trainer/Speaker in an In-Service Training	10
4. Conducted an Action Research	5
5. Introduced an innovation for the improvement of instruction	5
6. Developed an utilized an improvised instructional materials	10
7. Performance Rating	10
8. Initiated Community Project	5
9. Awards and recognition	10
10. Educational attainment and professional advancement	10
11. Personal attributes	5

CRITERIA FOR OUTSTANDING MASTER TEACHERS IN ELEMENTARY AND SECONDARY

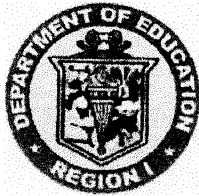
Criteria	Points
1. Demonstrate competence in the implementation of the curriculum	20
2. Had been a demonstration teacher	10
3. Had been a trainer/Speaker in an In-Service Training	10
4. Conducted an Action Research	10
5. Developed an utilized an improvised instructional materials	10
6. Performance Rating	10
7. Initiated Community Project	5
8. Awards and Recognition	10
9. Educational Attainment and Professional Advancement	10
10. Personal Attributes	5

b. Awards for Outstanding Non-Teaching Personnel

These awards will be given to permanent non-teaching personnel who have rendered service for three years or more. Awardees should have displayed commitment to work and have modeled exemplary performance in the workplace.

CRITERIA FOR OUTSTANDING NON-TEACHING PERSONNEL

Criteria	Points
Communication	20



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Ownership	10
Respect/Empathy	15
Integrity	15
Job Excellence/Professionalism	30
Teamwork	10

c. Awards for Outstanding School Heads and Department Head

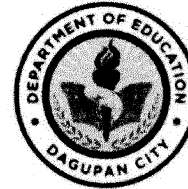
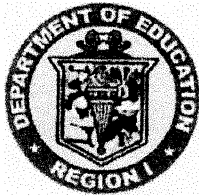
This category is for School Heads who have performed remarkably by introducing innovations in the school and more so led the performance of the teachers as well as the students.

CRITERIA FOR OUTSTANDING DEPARTMENT HEAD IN SECONDARY

Criteria	Points
1. Department performance	20
2. Professional Competence a. Management Leadership b. Faculty Development c. Innovation and Research	35
3. Had been a Trainer/Speaker in an In-Service Training	10
4. Trainings and Seminars Attended	10
5. Awards and Recognition	5
6. Performance Ratings	10
7. Serves as Technical Committee Chair/Coordinator in Programs and Projects	10

CRITERIA FOR OUTSTANDING SCHOOL HEADS IN ELEMENTARY AND SECONDARY

Criteria	Points
1. School performance	20
2. Professional Competence d. Management Leadership e. Faculty Development f. Innovation and Research	35
3. Had been a Trainer/Speaker in an In-Service Training	10
4. Trainings and Seminars Attended	10
5. Awards and Recognition	5
6. Performance Ratings	10



7. Serves as Technical Committee Chair/Coordinator in Programs and Projects	10
---	----

SCHOOL-BASED AWARDS

d. Best Performing School

This award category will be given to the school which evidently performs and meets all the success indicators as stated in the School Report Card and SBM Implementation Manual.

CRITERIA FOR BEST PERFORMING SCHOOL

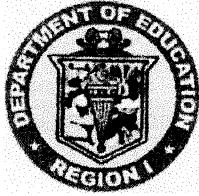
Criteria	Points
1. Participation Rate	10
2. Completion Rate	10
3. Drop Out Rate	10
4. Winnings	15
5. School-based Management	15
6. Transparency Boards	10
7. Brigada Eskwela Implementation	10
8. Child Friendly Program Implementation	10
9. School Disaster Risk Reduction Management	10

e. Best ISO Aligned School

This award will be given to the school which best complies to the ISO standards

CRITERIA FOR BEST ISO ALIGNED SCHOOL

Criteria	Points
1. Timely management reviews	5
2. Document Control and Quality Records	30
a. SBM	
b. MOOE	
c. Organizational Structure	
d. Bulletin Boards/Citizen Charter	
e. Personnel Records and Students Records /EBEIS	
f. Records of SWOT and interested parties/stakeholders	



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3. Relevant Trainings	5
4. 7S	35
5. Customer Service Satisfaction	10

f. Best Structured Classroom/SPED Classroom

This award will be given to one (1) elementary classroom, (1) junior high school classroom and (1) senior high school classroom. This category will be given to section advisers who have kept and maintained their classrooms to offer conducive learning area in the elementary, junior high school and senior high school.

CRITERIA FOR BEST STRUCTURED CLASSROOM/SPED CLASSROOM

Criteria	Points
1. Learning Materials	40
2. Functional Reading Corner/Mini-Library	15
3. Cleanliness and Orderliness	15
4. Proper Ventilation/Lightning	15
5. Overall Atmosphere/Impact	15

g. Best in Judicious MOOE Utilization

This category will be given to the school who abides by accounting rules and regulations thus post up-to-date MOOE Utilization Reports to the Finance Department.

CRITERIA FOR BEST MOOE UTILIZATION

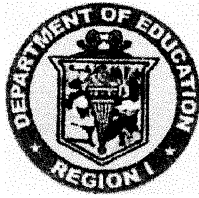
Criteria	Points
1. Judicious use of MOOE Fund	50
2. Compliance with Reporting Documents	40
3. Compliance to COA Rules	10

h. Most Functional Library Award

This award will be given to one (1) elementary school and (1) secondary school with the most functional library.

CRITERIA FOR MOST FUNCTIONAL LIBRARY

Criteria	Points
1. Physical Facilities	20
2. Library Collections	30
3. Organization and maintenance of holdings	15
4. Service utilization	15
5. Staffing	4
6. Funding	4
7. Linkages	3
8. Library Design/Environment	9



i. Cleanest and Greenest School

This award will be given to the school with best practices in mitigating the effect of climate change and has lush greenery inside their school campus.

CRITERIA FOR CLEANEST AND GREENEST SCHOOL

Criteria	Points
1. Crop Integration	20
2. Crop Production System	25
3. Product Utilization	20
4. Sustainability	15
5. Land Resource Space Utilization	10
6. Plus Factor (use of edible landscape)	10

j. Best Research Implementer

This award will be given to SDO employee whose research evidently contributed to the improvement of the delivery of educational services.

CRITERIA FOR BEST RESEARCH IMPLEMENTER

Criteria	Points
1.	
2.	
3.	
4.	
5.	
6.	

k. Best in Learning Action Cell

This award will be given to one (1) elementary school, (1) junior high school and (1) senior high school. To be awarded are those who have best emerging practices in the implementation of their LAC Plans.

CRITERIA FOR BEST LAC IMPLEMENTER

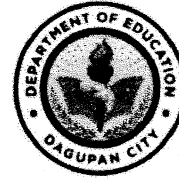
Criteria	Points
1. LAC Plan	20
2. LAC Session Implementation	20
3. LAC Documentation	40
4. LAC Session Strategy	20

l. Best NDEP Implementers

This award will be given to one (1) elementary school, (1) junior high school and (1) senior high school which have exceeded the expectations in implementing the National Drug Education Program. The schools which



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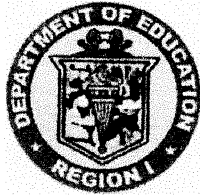
CRITERIA FOR BEST RESEARCH IMPLEMENTER

Indicators	No. of Action/Basic Research		
	(1)	(2)	(3)
1) Has submitted at least one Action Research/Basic Research during school from 2015-2016, 2016-2017 to 2017-2018 (40%)	13.33	26.66	40
2) Has conducted his workplan as per timeline and presented his results and recommendations to the SDRC (10%)	10		0
3) Has adopted BERA as theme of his study (10%)	10		
4) Has attended at least one training on research whether in-house or outsourced during the last three years – 2015 to 2018 (15%)	Division 5	Regional 10	Nat'l. 15
5) Has implemented his study as approved either by the SDRC or Region under BERF and submitted his complete research output to the SDO (25%)	School level 8.33	SDRC-Div. 16.66	RRC/BERF -Reg'l. 25

Prepared by: *Maria Victoria S. Antonio*
 Maria Victoria S. Antonio, Ed.D
 SEPS Planning and Research

www.tuv.com
 ID 9108650037

Checked and approved by:
DR. LOURDES D. SERVITO
 Asst. Schools Division Superintendent



will be awarded are those that have best emerging practices in the implementation of NDEP.

CRITERIA FOR BEST NDEP IMPLEMENTERS

Criteria	Points
1. Implementation of DLP in Preventive Education Program in Classroom	10
2. Integrated DAPC Week in the calendar of activities	10
3. Information Dissemination	6
4. Functionality of the Barkada Kontra Droga	10
5. Coverage and Scope of Implementation of BKD	15
6. Intervention	4
7. Conducted L&D activities to raise stakeholders awareness in drug use prevention	25
8. Prepared and Submitted NDEP Monthly Accomplishment Report	10
9. Attainment of Objectives	10

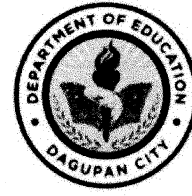
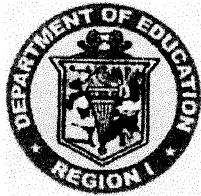
m. Best Storybook

This award will be given to the book which showcases the creativity of the teachers and which is voted as the best storybook. (C/O Madam Renata Rovillos)

II. QUALIFICATION REQUIREMENTS FOR NOMINEES

Nominated teaching and non-teaching personnel in the individual category must meet the following qualifications:

- a. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination; and
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.



III. WRITE-UP ACCOMPLISHMENTS FOR INDIVIDUAL CATEGORY

The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

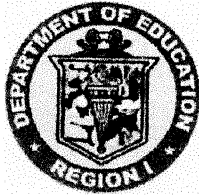
- a. Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- b. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- c. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- d. The nomination write-up of school heads and department heads should present individual accomplishments or behavioral norms, not the accomplishments of the entire school.
- e. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.

IV. PROCEDURE FOR NOMINATION

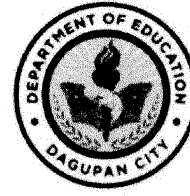
- a. The School Heads, Department Heads or fellow non-teaching or teaching personnel shall accomplish the nomination form to be submitted to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of SDO Dagupan.
- b. The PRAISE Committee and Focal Persons will notify the nominees who in turn will submit their write-up accomplishments.
- c. The PRAISE Committee and Focal Persons will review the submitted document and prepare a shortlist.
- d. All shortlisted nominees shall submit their portfolios three days after they have received the notification letter from the PRAISE Committee.
- e. The PRAISE Committee will evaluate the submitted documents and announce the winners during the Educators Night.

V. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- a. A. Non-compliance in the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, and other required documents). Nominations with incomplete documents shall no longer be processed.



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- b. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- c. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the Secretariat, directly or through intermediaries, special favor or consideration.

VI. AWARDS

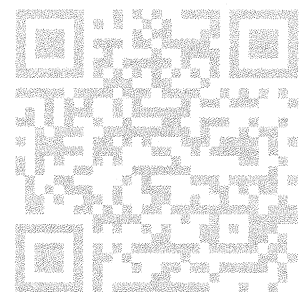
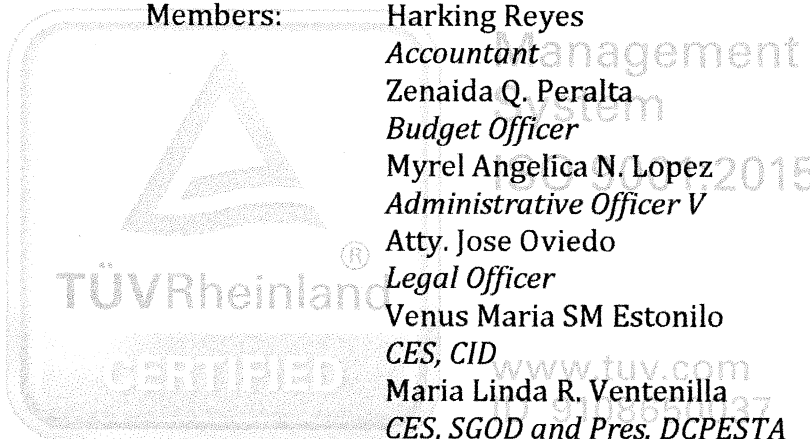
Outstanding/Best Award Recipient -Certificate of Recognition with Cash Gift
 Nominees - Certificate of Appreciation

VII. DIVISION PRAISE COMMITTEE

Chairperson: Dr. Lorna G. Bugayong, CESO VI
Schools Division Superintendent

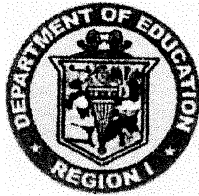
Vice-Chairperson: Dr. Lourdes D. Servito, CESE
Schools Division Superintendent

Members: Harking Reyes
Accountant
 Zenaida Q. Peralta
Budget Officer
 Myrel Angelica N. Lopez
Administrative Officer V
 Atty. Jose Oviedo
Legal Officer
 Venus Maria SM Estonilo
CES, CID
 Maria Linda R. Ventenilla
CES, SGOD and Pres. DCPESTA
 Mitchellene V. Rivo
SEPS-HRD
 Diana Irish J. Solis
EPS II-HRD
 Isagani D. Rosario
SEPS-M&E

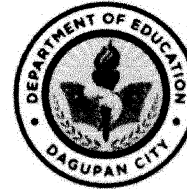


FOCAL PERSON/S FOR EACH CONTEST CATEGORY

Category	Focal Person/s
Best Performing School (1)	Top Management
Best ISO Aligned School (1)	Top Management
Best Structured Classroom (2)	Sheryl Villacorta /Marissa Perez
Best in Judicious MOOE Utilization (1)	Harking Reyes/Zenaida Peralta
Most Functional Library (2)	Renata Rovillos/Jan Vincent Galvez
Best Structured SPED Classroom (1)	Maria Socorro Dimalanta

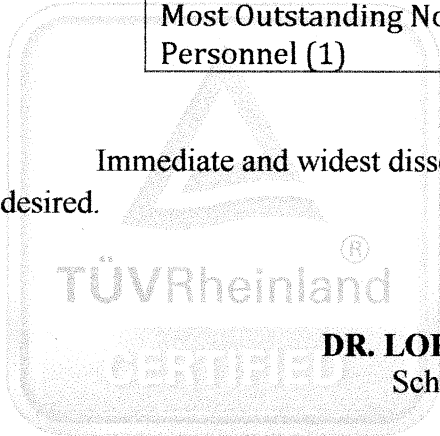


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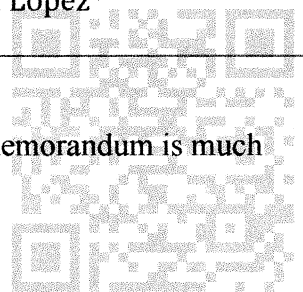


Cleanest and Greenest School (1)	Alfred Gonzales
Best Research Implementer (1)	Maria Victoria Antonio
Best Learning Action Cell (1)	Cherry Cayabyab/Agnes Bacugan
Best School NDEP Implementer (2)	Haydee Maiquez
Best GAD Implementer (1)	Marissa Perez/Diana Irish Solis
Best Storybook Contest (1)	Renata Rovillos/Gemma Erfelo
Most Outstanding Principal (E&S) (2)	Elem: Liezl Cancino/Jose Oviedo Sec: Rosalind Lomibao/Cherry Cayabyab
Most Outstanding Public Teacher (2)	Elem: Renata Rovillos/ Haydee Maiquez/Isagani Rosario Sec: Gemma Erfelo/Vladimir Parayno/Victoria Antonio
Most Outstanding SPED Teacher (1)	Maria Socorro Dimalanta/Agnes Bacugan
Most Outstanding Kinder Teacher (1)	Maria Socorro Dimalanta/Agnes Bacugan
Most Outstanding Non-Teaching Personnel (1)	Myrel Angelica Lopez

Immediate and widest dissemination of the contents of this memorandum is much desired.



Management System



DR. LORNA G. DUGAYONG, CESO VI
 Schools Division Superintendent

Encl: (2) Nomination and Write-up Forms
 Reference: Division Memorandum No. 263, s. 2018 and Unnumbered Memo on Best School Implementer and

To be indicated in the Perpetual Index
 under the following subjects:

HRDU
 AWARDS and SEARCHES
 PRAISE



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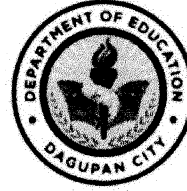


NOMINATION FORM

Name:	Signature:
Position:	Date of Birth:
Residence:	Place of Birth:
Contact No.	
School:	
Address:	
OFFICE/SCHOOL HEAD	
Name:	
Position:	
Contact No.:	
Email Address:	
NOMINATOR	
Name:	Position:
School/Agency	Contact No.:
Address:	
Email Address:	Signature:



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NOMINATION WRITE-UP

(Maximum of 10 pages, A4 bond paper, Arial #12 font, including executive summary)

Name of Nominee:

School/Unit:

Position:

Length of Service in Position:

I. Executive Summary

II. Significant Accomplishment/s within the Last Three Years

III. Impact of Accomplishment

IV. Other Information (*Major Awards/Citations Received/Membership in Organization*)

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Award will validate the accuracy of the information contained in this form and grant our consent to conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator