

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum No. 275 s., 2019

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
 DEFED
 DATE: 8-7-19
 BY: [Signature]
 TN 4696

From: Office of the Schools Division Superintendent

Date: **July 29, 2019**

Subject: **CALL FOR NOMINATIONS FOR THE 2019 DIVISION SEARCHES**

1. 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.
2. 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 during the Teacher's Day Celebration comes October 2019.
3. Nomination forms and pertinent papers for the INDIVIDUAL AWARDS shall be submitted to the HRDS office on or before August 16, 2019 All criteria and forms used here are adapted from the Regional Search.
4. Nomination and submission of documents for SCHOOL-BASED AWARDS shall be on August 23, 2019.
5. Division winners for the Individual Awards will be a part of the shortlist of the SDO Dagupan City where the Nominee for the 2019 Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year will be derived.

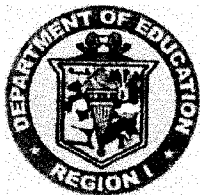
I. CATEGORIES OF THE SDO AWARDS

INDIVIDUAL AWARDS

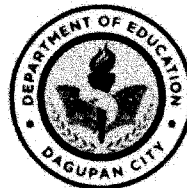
a. **Outstanding Public School Teacher**

Criteria for Outstanding Public School Teacher

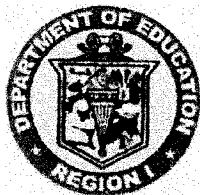
Criteria	MOV	Points
Competency and Effectiveness (60 pts.)		
1. Curriculum Planning	<ul style="list-style-type: none"> • Sample DLL/DLP signed by the School Head for the last for COT Rating 	10
		15



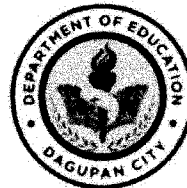
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<p>2. Content Knowledge and Pedagogy</p> <p>3. Learning Environment and Diversity of Learners</p> <p>4. Innovations</p> <p>5. Research</p>	<ul style="list-style-type: none"> • Classroom Observation Rating Sheet signed by the observer (4 latest COT Ratings) • Classroom Observation Rating Sheet signed by the Observer (4 latest COT Ratings) • Innovation/research/Project Proposal approved by Schools Division Superintendent (for the last 3 school years) • Complete Report (effect/impact of the research or project) approved by Schools Division Superintendent • Progress Report aligned with the workplan 	<p>15</p> <p>10</p> <p>10</p>
<p>Professional Development and Community Involvement (30 pts)</p> <p>1. Leadership Ability</p> <p>2. Professional Development (for the last 5 years)</p> <p><i>Highest Educational Attainment (5 pts)</i></p> <p><i>Trainings (2 pts)</i></p> <ul style="list-style-type: none"> • International • National • Region • Division • District/Municipal/School <p><i>Awards (3 pts)</i></p> <ul style="list-style-type: none"> • International • National 	<ul style="list-style-type: none"> • Certificate of Chairmanship/Coordinatorship with designation in a School, Division or Regional and/or Community Affairs or Projects • Action Plan (projects conducted) and Accomplishment Report duly signed by the Schools Division Superintendent • Diploma/Certificate/Plaques/Trophies 	<p>10</p> <p>10</p>



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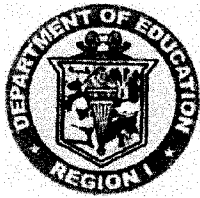


<ul style="list-style-type: none"> • Region • Division • District/Municipal/School 		
3. Community Linkages and Involvement	<ul style="list-style-type: none"> • Accomplishment Report • Action Plan • Minutes of the Meeting • Financial Statements (if necessary) • Testimonies of Beneficiaries • Attendance/Certificate of Participation/Certificate of Recognition 	10
Subtotal		90
INTERVIEW AND VALIDATION STAGE		
Criteria	MOV	Points
1. Personal Qualities	<ul style="list-style-type: none"> • Results of the Behavioral Event Interview (BEI) • Results of the Background Investigation Report (School Head, Co-Teacher, parent and PTA Officer/LGU Official) 	10
Subtotal		10
Total		100 pts

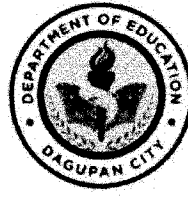
CRITERIA FOR OUTSTANDING NON-TEACHING PERSONNEL (LEVEL I)

b. Award for Outstanding Non-Teaching Personnel (Level 1, SG 1-8)

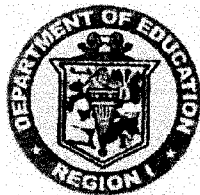
PAPER SCREENING STAGE		
Criteria	MOV	Points
Knowledge of the Job <ul style="list-style-type: none"> • Knows and demonstrates all phases of assigned tasks given the length of time in the current position 	<ul style="list-style-type: none"> • Accomplishment Report • Individual performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authority • Confidential Letter of Reference from Current Employer signed by the Immediate Superior 	25
Work Performance (consistency) <ul style="list-style-type: none"> • Executes accurate, detailed and neat work outputs 		25



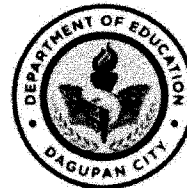
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Teamwork <ul style="list-style-type: none"> • Motivates and supports the team members positively influences others to achieve common goal 	<ul style="list-style-type: none"> • Results of the Background Investigation Report • Certificate of participation to a collaborative work. • Commendation from co-workers • Confidential Letter of Reference from Current Employer signed by the Immediate Superior 	10
Attendance <ul style="list-style-type: none"> • Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent. • Has not incurred tardiness or absence without Official Leave during the period of nomination. 	<ul style="list-style-type: none"> • Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative Officer of authorized personnel. 	10
Subtotal		70
INTERVIEW AND VALIDATION STAGE		
Criteria	MOV	Points
Behavioral Performance <ul style="list-style-type: none"> • Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients • Manifests exemplary conduct and noteworthiness of behavior 	<ul style="list-style-type: none"> • Results of the Behavioral Event Interview (BEI) • Results of the Background Investigation Report (superiors, colleagues, stakeholders and/ or clients) 	15



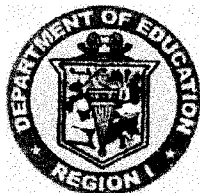
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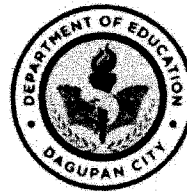
Potential		
<ul style="list-style-type: none"> Demonstrates the ability and willingness to accept new/more complex duties and responsibilities 		15
Subtotal		30
	Total	100 pts

c. Award for Outstanding Non-Teaching Personnel (Level 2 – SG 9-19)

PAPER SCREENING STAGE		
Criteria	MOV	Points
Quantity of Work <ul style="list-style-type: none"> Accomplishes assigned work of a specified quality on specified period of time 	<ul style="list-style-type: none"> Accomplishment Report Individual performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authority 	20
Quality of Work <ul style="list-style-type: none"> Executes accurate, detailed and neat work outputs 	<ul style="list-style-type: none"> Confidential Letter of Reference from Current Employer signed by the Immediate Superior 	20
Innovation <ul style="list-style-type: none"> Contributes to the efficiency and effectiveness of the current job to the improve service delivery (the paradigm shifts it has caused and its cost efficiency) 	<ul style="list-style-type: none"> Approved Project Certificate of Project Completion Certificate of Innovation 	10
Teamwork <ul style="list-style-type: none"> Motivates and supports the team members positively influences others to achieve common goal 	<ul style="list-style-type: none"> Certificate of participation to collaborative work Commendation from coworkers Confidential Letter of Reference from Current Employer signed by the Immediate Superior 	15
Attendance <ul style="list-style-type: none"> Arrives on time and demonstrates consistent 	<ul style="list-style-type: none"> Annual summary of attendance for the last three (3) rating periods indicating total number 	10



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attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent. <ul style="list-style-type: none"> • Has not incurred tardiness or absence without Official Leave during the period of nomination. 	of tardiness and absences signed by the Chief Administrative Officer of authorized personnel.	
Subtotal		85
INTERVIEW AND VALIDATION STAGE		
Criteria	MOV	Points
Behavioral Performance <ul style="list-style-type: none"> • Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients • Manifests exemplary conduct and noteworthiness of behavior 	<ul style="list-style-type: none"> • Results of the Behavioral Event Interview (BEI) • Results of the Background Investigation Report (superiors, colleagues, stakeholders and/ or clients) 	15
Subtotal		15
Total		100 pts

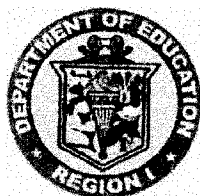
SCHOOL-BASED AWARDS

d. Best Performing School

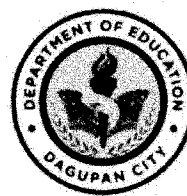
This award category will be given to the school which evidently performs and meets all the success indicators as stated in the School Report Card and SBM Implementation Manual.

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



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7. Brigada Eskwela Implementation	10
8. Child Friendly Program Implementation	10
9. School Disaster Risk Reduction Management	10

e. Most Functional Library Award

This award will be given to the 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

f. Best in Learning Action Cell

This award will be given to the school who has the most intensive, innovative and systematic implementation of Learning Action Cells

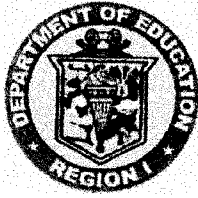
CRITERIA FOR BEST LAC IMPLEMENTER

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

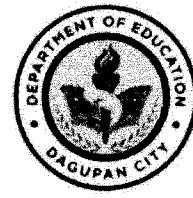
II. QUALIFICATION REQUIREMENTS FOR NOMINEES

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

- 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;
- 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
- Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.



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III. 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 will notify the nominees who in turn will submit their write-up accomplishments.
- c. The PRAISE Committee 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, conduct the interview and announce the winners during the Teacher's Day Celebration.

IV. 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.
- 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.

V. AWARDS

Monetary Incentive – Winners 3,000.00 Cash Prize (Individual Category)
Monetary Incentive – Winners 5,000.00 Cash Prize (School-Based Category)
Certificate of Recognition – Division Finalist
Plaque of Recognition – Division Winners

VI. FUNDING

The expenses relevant to the 2019 Division Search will be charged against the GAA for Human Resource and Development amounting to 30,000.00 which will cover the monetary incentives and production of certificates and plaques.

