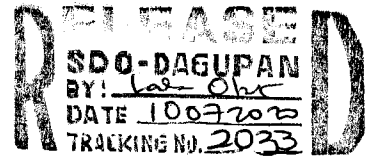




Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 115, s. 2020

**TO:** All Chief Education Supervisors  
All Education Program Supervisors  
All Public Schools District Supervisors  
Division Field Staff  
All others concerned

**FROM:** *Maria Celia Junio Fernandez*  
**MARIA CELIA JUNIO FERNANDEZ, EdD, MDM-SEC**  
Schools Division Superintendent

**DATE:** October 6, 2020

**SUBJECT:** REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND  
NON-TEACHING PERSONNEL OF THE YEAR

In compliance to the regional memorandum no. 525, s. 2020 re: *Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year 2020*, the Schools Division Office of Dagupan City call for the submission of nomination of all qualified outstanding personnel based on the mechanics and criteria attached hereto. The Program on Awards and Incentives for Service Excellence (PRAISE) committee to screen all nominations prior to submission in the regional office are the following:

**For Outstanding Teaching Personnel**

Overall Chairperson: Mr. Aquedo C. Fernandez, CESO VI  
Assistant Schools Division Superintendent

**Members:** Mdm. Maria Linda R. Ventenilla  
Chief Education Supervisor-SGOD

Dr. Venus Maria SM. Estonilo  
Chief Education Supervisor-CID

**For Outstanding Non-Teaching Personnel**

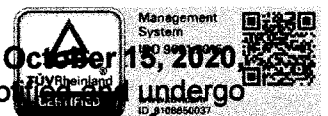
Overall Chairperson: Mr. Aquedo C. Fernandez, CESO VI  
Assistant Schools Division Superintendent

**Members:** Mdm. Myrel Angelica N. Lopez  
Administrative Officer V

Mdm. Pilita O. Bautista  
Administrative Officer IV-Personnel Unit

**Secretariat:** Irish Solis  
Gilliane Casaciang

The deadline for submission of documents (2 copies in 2 folders) is on **October 15, 2020 4:00PM** to be received at the records section. All qualified nominees will be notified and undergo **screening** which is scheduled on **October 19-21, 2020 9:00AM-4:00PM** at the SDO conference room.



Be guided accordingly.



Republic of the Philippines  
**Department of Education**  
 Region I

DEPED REGIONAL OFFICE I  
**RELEASED**

SEP 17 2020

BY: ~~\_\_\_\_\_~~ 09668

Office of the Regional Director

SEP 17 2020

REGIONAL MEMORANDUM  
 No. 525, s. 2020

**REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND  
 NON-TEACHING PERSONNEL OF THE YEAR**

To: **Assistant Regional Director  
 Schools Division Superintendents  
 Regional Division Chiefs  
 All Others Concerned**

1. In line with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education Regional Office 1, the Regional PRAISE Committee announces the opening of nomination for the **2020 Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year**.

2. The award aims to recognize and reward outstanding teachers and non-teaching personnel who exhibit exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency and timeliness in the improvement of education, and government operations.

3. The mechanics and criteria are enclosed. All forms are accessible and downloadable via <http://deped.in/olnomOUTSTANDING>.

4. Qualified nominees are all permanent teaching and non-teaching DepEd personnel. The list of nominees together with the complete supporting documents (one original copy and one clear and certified photocopy) shall be submitted through the Regional Office Records Unit on or before **October 22, 2020, 5PM** addressed to the Human Resource Development Division.

5. The Awarding Ceremony is on **December 4, 2020** in a venue to be announced later.

6. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

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S-d 9-17-20 5:27



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Region I

Office of the Regional Director

**2019 REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND  
NON-TEACHING PERSONNEL OF THE YEAR**

**Guidelines:**

**I. Rationale**

Under Article II, Section 11 of the 1987 Philippine Constitution, it articulates that the State values the dignity of every human person. With that, under ARTICLE IX (B), Section 3, the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

In line with this, Department of Education Region I shall conduct the region-wide Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year in conformity with the Search for Outstanding Public Officials and Employees conducted by the Civil Service Commission annually (CSC MC No. 03, s.2016) and the implementation of DepEd Order No.9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education. The initiative prepares our teaching and non-teaching personnel to be more competitive for nomination and participation to the national level search and awards program.

**II. Objectives**

The award aims to recognize and reward outstanding teachers and non-teaching personnel who exhibit exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency and timeliness in the improvement of education and government operations.

**III. Scope of the Policy**

The Department of Education Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year shall apply to **ALL PERMANENT EMPLOYEES** of the Department of Education – Region 1 from SG 11-19 (Teaching Personnel) and SG 1-19 (Non-Teaching Personnel) who meet the qualifications as stated in the guidelines.

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Region I

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**IV. Definition of Terms**

1. **Award.** This refers to any recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, superior accomplishments, exemplary behavior, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency, and timeliness in the improvement of government operations leading to organizational productivity.
2. **Contribution.** This refers to any input which can be in the form of an idea or performance.
3. **Incentive.** This refers to any monetary or non-monetary motivation or privilege given to an employee for his/her outstanding accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms.
4. **Teaching nominee.** This refers to permanent elementary, junior high school or senior high school teacher/s regardless of rank with at least three (3) years of continuous service with DepEd RO1 and who meet the criteria are eligible for the nomination.
5. **Non-Teaching nominee.** This refers to permanent non-teaching personnel of DepEd Region 1 who belongs to **SG 1-19**, performs administrative and technical tasks, and has rendered at least three (3) years of continuous service with DepEd Region 1 and who meet the criteria are eligible for the nomination.

**V. Sources**

CSC MC No. 03, s.2016 - Search for Outstanding Public Officials and Employees

DepEd Order No.9, s. 2002 - Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)

Regional Office Memorandum No. 1, s. 2018 – Revised Policies and Guidelines on Managing Awards and Incentives for Service Excellence

The Metrobank Foundation Search for Outstanding Filipinos.  
<http://www.mbfoundation.org.ph/wp-content/uploads/2019/01/4.-Guidelines-in-Preparing-Supporting-Documents.pdf>

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CSCs Honor Awards Program. Search for Outstanding Government Workers. <http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>

The Hubert H. Humphrey Fellowship Program in the Philippines. <http://www.fullbright.org.ph>

**VI. Qualification Requirements:**

- a. consistently performs high quality of work;
- b. has been rated "Outstanding" for the last three (3) performance rating periods prior to nomination;
- c. has good reputation with respect to financial matters;
- d. has not been charged or found guilty of any administrative or criminal offense.

**VII. Grounds for Disqualification:**

- a. Nominees should not have been charged or found guilty of any administrative or criminal offense at the time of nomination.
- b. The award will be revoked by the Award Selection Committee should the winner be found guilty to have committed falsification of documents submitted.

**VIII. CRITERIA FOR EVALUATION**

*A. Teaching Personnel*

OUTSTANDING TEACHING PERSONNEL OF THE YEAR		
Paper Screening Stage		
Criteria	Means of Verification (MOVs)	Points
<b>Competency and Effectiveness (60 pts.)</b>		
1. Curriculum and Planning	<ul style="list-style-type: none"> <li>• Sample Daily Learning Log/Daily Lesson Plan signed by the School Head for the last four (4) COT rating periods</li> </ul>	10 pts.
2. Content Knowledge and Pedagogy	<ul style="list-style-type: none"> <li>• Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)</li> </ul>	15 pts.
3. Learning Environment and Diversity of Learners	<ul style="list-style-type: none"> <li>• Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)</li> </ul>	15 pts.
4. Innovations	<ul style="list-style-type: none"> <li>• Innovation/</li> </ul>	10 pts.

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<p>5. Research</p>	<p>Research/Project Proposal approved by Schools Division Superintendent (for the last 3 school years)</p> <ul style="list-style-type: none"> <li>• Produced Self-Learning Modules (SLM) in anticipation of the new learning delivery modalities amidst the COVID-19 pandemic</li> <li>• Completion Report (effect/impact of the research or project) approved by Schools Division Superintendent</li> <li>• Progress Report aligned with the work plan</li> </ul>	<p>10 pts.</p>
<p><b>Professional Development and Community Involvement (30 pts.)</b></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"> <li>• International</li> <li>• National</li> <li>• Region</li> <li>• Division</li> <li>• District/Municipal /School</li> </ul> <p><i>Awards (3 pts.)</i></p>	<ul style="list-style-type: none"> <li>• Certificate of Chairmanship/ Coordinatorship with designation in a School, Division or Regional and/or Community Affairs or projects</li> <li>• Action Plan (projects conducted) and Accomplishment Report duly signed by the Schools Division Superintendent</li> <li>• Diploma/Certificates/Plaques/ Medals/Trophies</li> <li>• All documents must be certified by proper authorities</li> </ul>	<p>10 pts.</p> <p>10 pts.</p>

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<ul style="list-style-type: none"> <li>• International</li> <li>• National</li> <li>• Region</li> <li>• Division/District/ Municipal/School/ Barangay</li> </ul> <p>3. Community Linkages and Involvement</p>	<ul style="list-style-type: none"> <li>• Accomplishment Report</li> <li>• Action Plan</li> <li>• Minutes of the Meeting</li> <li>• Financial Statements (if necessary)</li> <li>• Testimonies of Beneficiaries</li> <li>• Attendance/ Certificate of Participation/ Certificate of Recognition</li> </ul>	10 pts.
Subtotal		90 pts.
<b>Interview and Validation Stages</b>		
Criteria	Means of Verification (MOVs)	Points
1. Personal Qualities	<ul style="list-style-type: none"> <li>• Result of the Behavioral Event Interview (BEI)</li> <li>• Result of the Background Investigation Report (School Head, Co-teacher, parent and PTA Officer/LGU Official)</li> </ul>	10 pts.
Subtotal		10 pts.
<b>TOTAL</b>		<b>100pts</b>

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*B. Non-Teaching Personnel*

<b>OUTSTANDING NON-TEACHING PERSONNEL OF THE YEAR</b>		
<b>Paper Screening Stage</b>		
Criteria	Means of Verification (MOVs)	Points
<b>Quantity of Work</b> <ul style="list-style-type: none"> <li>Accomplishes assigned work of a specified quality on a specified period of time.</li> </ul> <b>Quality of Work</b> <ul style="list-style-type: none"> <li>Executes accurate, detailed and neat work outputs.</li> </ul>	<ul style="list-style-type: none"> <li>Accomplishment Report</li> <li>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</li> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	20 pts.
		20 pts.
<b>Innovation</b> <ul style="list-style-type: none"> <li>Contributes to the efficiency and effectiveness of the current job to improve service delivery (the paradigm shifts it has caused and its cost efficiency)</li> </ul>	<ul style="list-style-type: none"> <li>Approved Project</li> <li>Certification of Project Completion</li> <li>Certification of Innovation</li> </ul>	10 pts.
<b>Teamwork</b> <ul style="list-style-type: none"> <li>Motivates and supports the team members positively influences others to achieve common goal</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of participation to a collaborative work</li> <li>Commendation from co-workers</li> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	15 pts.
<b>Attendance</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative</li> </ul>	20 pts.

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<ul style="list-style-type: none"> <li>Has not incurred tardiness or absence without Official Leave during the period of nomination.</li> </ul>	Officer or authorized personnel	
Subtotal		85 pts.
<b>Interview and Validation Stages</b>		
Criteria	Means of Verification (MOVs)	Points
<b>Behavioral Performance</b> <ul style="list-style-type: none"> <li>Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients</li> <li>Manifests exemplary conduct and noteworthiness of behavior</li> </ul>	<ul style="list-style-type: none"> <li>Result of the Behavioral Event Interview (BEI)</li> <li>Result of the Background Investigation Report (superiors, colleagues, stakeholders and/or clients)</li> </ul>	15 pts.
Subtotal		15 pts.
<b>TOTAL</b>		<b>100 pts.</b>

**IX. Rewards:**

1. Monetary Incentive

Winners – Php 10,000.00  
 Finalists – Php 3,000.00

2. Certificate of Recognition (Regional Finalists)  
 3. Plaque of Recognition (Regional Winners)

**X. Procedure for Nomination:**

1. Schools Division Offices and Functional Divisions are required to submit to the Regional Award Selection Committee pertinent documents of their nominees for Stage 1-Paper Screening which will be subject to initial evaluation.

Each division is allowed to submit two (2) nominees for each category.

Furthermore, teaching nominees should have undergone Classroom Observation using the Classroom Observation Tool (COT-RPMS Tool).

2. The nominator shall use the nomination form (Attachment 1).

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3. All nominations shall be sealed before submission to the Regional Office Records Unit on or before a specified date addressed to the Human Resource Development Division Office.
4. The Award Selection Committee shall review and deliberate to shortlist the nominees per level of category using the criteria for paper screening.
5. The Committee shall interview the shortlisted nominees per level of category and shall select the winners after final deliberation.
6. In case of a tie, the Chairperson of the Award Selection Committee shall make the final decision.
7. The Chairperson of the Award Selection Committee shall forward the result to the Regional Director for approval.

**XI. Procedure for Screening and Evaluation:**

1. Stage 1 - Paper Screening

The Award Selection Committee will conduct the paper screening using the submitted means of verification (MOVs) as follows:

- ✓ Endorsement Letter signed by the Schools Division Superintendent for the teaching personnel (see attachment 1)
  - a) Competency and Effectiveness
  - b) Professional and Community
- ✓ Confidential Letter of Reference from Current Employer signed by the Immediate Superior for the non-teaching personnel (see attachment 1)
- ✓ Duly accomplished nomination form signed by the School Head or Regional/Division Chief (see attachment 1)
- ✓ Submit a certification of the last three (3) performance rating periods prior to nomination signed by the nominator
- ✓ Milestone Accomplishment (5 mins. Audio-visual)
- ✓ Video Presentation of actual teaching lesson not more than 60 minutes ✎
- ✓ Certification that the nominee has not been suspended for any administrative or criminal offense signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer

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- ✓ Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- ✓ Updated Personal Data Sheet (PDS)
- ✓ Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- ✓ Copy of Statement of Assets, Liabilities and Networth (SALN) certified true copy of highest-ranking Administrative Officer or Legalized Officer/authorized officer
- ✓ Supporting Means of Verifications (MOVs) following the specific criteria.

NOTE: Submit using A4 size Green folder for Teaching nominee and Blue folder for Non-Teaching nominee.

2. Stage 2 - Shortlisting of nominees.

(The upper 50% of the total regional nominees shall be considered as regional finalists)

Teaching Personnel – Top 14  
Non-Teaching Personnel – Top 14

3. Stage 3 – Interview of the Regional Finalists

Only the shortlisted nominee shall proceed to interview.

4. Stage 4 - Validation

Only the submitted video on actual teaching lesson of the shortlisted nominees shall be subjected to viewing and evaluation as basis for final rating.

A thorough background investigation per regional finalist by the Regional PRAISE Committee will be conducted.

5. Stage 5 - Final Screening

The Award Selection Committee shall select the Regional Winner after careful deliberation.

6. The Chairperson shall notify the Regional Director as soon as the Regional Winners have been selected.

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7. Once the Regional Winners are chosen, the Committee Members are sworn to secrecy until the names are approved by the Regional Director and awarded during the Annual Awards Ceremony.

**XII. Award Selection Committee**

The selection committee members consist of the Assistant Regional Director and at least three (3) non-DepEd representatives.

**Teaching Personnel**

- Chairperson: Assistant Regional Director  
Vice-Chairperson: Chief Education Supervisor, Human Resource Development Division (HRDD)
- Members:
- CSC Regional Director or Representative
  - TEIs (Dean of the College of Education or representative)
  - CHED Regional Director or Supervisor in-charge of Teacher Education
  - Chief Education Supervisor, Curriculum and Learning Management Division (CLMD)

Secretariat: PRAISE Committee

**Non-Teaching Personnel**

- Chairperson: Assistant Regional Director  
Vice-Chairperson: Chief Education Supervisor, Human Resource Development Division (HRDD)
- Members:
- CSC Regional Director or Representative
  - People Management Association of the Philippines (PMAP) Regional President or Representative
  - TESDA Regional Director or Representative
  - DepEd NEU President or Representative
  - Education Program Supervisor, Human Resource Development Division (HRDD)

Secretariat: PRAISE Committee

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**XIII. Funding**

The Regional Office Proper shall allocate at least Six Hundred Thousand Pesos (Php 600, 000.00) of the MOOE funds in the Annual Work and Financial Plan Budget.

**XIV. Miscellaneous Provisions**

- Separability Clause

Any part or provision of this Regional Memorandum which may be held invalid or unconstitutional shall not affect the validity and effectivity of other provisions.

- Repealing Clause

All prior Regional Orders/Memoranda or other issuances, or provisions thereof, which are inconsistent with this Regional Memorandum, are hereby repealed, revised, or modified accordingly.

- Effectivity

This Regional Memorandum shall take effect immediately upon issuance.

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**Department of Education**  
 Region I

Office of the Regional Director  
 Attachment 1

**NOMINATION FORM**  
**REGIONAL SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL OF THE YEAR**

CATEGORY (Kindly Check one)

Elementary Teacher  
 Junior High School Teacher  
 Senior High School Teacher  
 Non-Teaching Personnel

Recent 2x2 picture of the nominee (white background with name tag)

Instructions:

1. Kindly fill out the nomination form completely and write legibly
2. Write N/A if necessary
3. Avoid erasures and use black ball pen only (no sign pen)
4. Use CAPITAL letters

To complete application kindly accomplish also the online nomination form through this link <http://deped.in/olnomOUTSTANDING>

NOMINEE'S INFORMATION	
Name:	Division:
Current Position:	
Grade Level Taught/Unit Assigned:	
Years in Service	Salary Grade

This is to certify that I voluntarily nominate Mr./Ms. \_\_\_\_\_ to the \_\_\_\_\_ Regional Search for Outstanding Teaching and Non-Teaching Personnel of the Year.

After reviewing the policies, guidelines and criteria for the Regional Search for Outstanding Teaching and Non-Teaching Personnel of the Year 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 Award Selection Committee is final and that we agree to abide it.

(Name of Nominator)

\_\_\_\_\_  
 Signature over Printed Name/Position

\_\_\_\_\_  
 Date Signed

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Region I

Office of the Regional Director  
Attachment 2

**ENDORSEMENT LETTER**  
**REGIONAL SEARCH FOR OUTSTANDING TEACHING PERSONNEL OF**  
**THE YEAR**

Instructions:

1. Brief description of the nominee in terms of the following criteria below
2. Kindly explain why the nominee should receive the award.
3. Use A4 paper size (bond paper)
4. Bookman Old Style and size 12 Font
5. 1.5-line spacing

(Kindly Check one)

- Elementary Teacher                       Senior High School Teacher  
 Junior High School Teacher

Nominee	Position	Years in Service	Level /Salary Grade	Division or Unit

Criteria	Supporting Comments/Brief description
Competency and Effectiveness  (Curriculum and Planning, Content Knowledge and Pedagogy, Learning Environment and Diversity of Learners, Innovations and Research)	
Professional Development and Community Involvement  (Leadership Ability, Personal Qualities, Professional Development, Community Development)	

(Name of Nominator)

\_\_\_\_\_  
Signature over Printed Name/Position

\_\_\_\_\_  
Date Signed

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 Region I

Office of the Regional Director  
 Attachment 3

**CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER  
 REGIONAL SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL  
 OF THE YEAR**

Instructions:

1. Brief description of the nominee in terms of the following criteria below
2. Kindly explain why the nominee should receive the award.

Nominee	Position	Years in Service	Level /Salary Grade	Division or Unit

In the rating chart below, kindly evaluate the nominee.

Criteria	Performance Indicators				
	5	4	3	2	1
<b>Work Performance (consistency)</b>  Quantity of Work <ul style="list-style-type: none"> <li>• Accomplishes assigned work of a specified quantity on a specified period of time.</li> </ul>	100% of the delegated or assigned work were accomplished within the required time	85%-99% of the delegated or assigned work were accomplished within the required time	70%-84% of the delegated or assigned work were accomplished within the required time	50% - 69% of the delegated or assigned work were accomplished within the required time	Below 50% of the delegated or assigned work were accomplished within the required time
<b>Quality of Work</b> <ul style="list-style-type: none"> <li>• Executes accurate, detailed and neat work outputs</li> </ul>	Modeled effective application or performance to produce quality work which is free of errors and with all needed information provided as shown in the outputs	Demonstrated effective application or performance to produce quality work which has 1 error and 1 information missing as shown in the outputs	Demonstrated effective application or performance to produce quality work which has 2 errors and 2 information are missing as shown in the outputs	Demonstrated application or performance to produce outputs which has 3 errors and 3 needed information are missing	Demonstrated application or performance to produce outputs which has 4 or more errors that interferes with readers ability to understand meaning
<b>Teamwork</b> <ul style="list-style-type: none"> <li>• Motivates and supports the team members positively influences others to achieve common goal</li> </ul>	Always actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Often actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Sometimes actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Seldom actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Rarely actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals

(Name of Immediate Superior)

Signature over Printed Name/Position

Date Signed

**DepEd Region 1: Built on character; empowered by competence.**



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