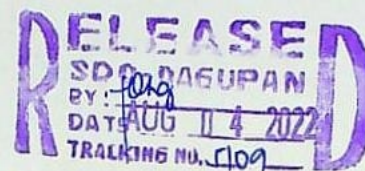




Republic of the Philippines
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Division Memorandum
No. 271, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
SDO PRAISE Committee
All Others Concern

From: *[Signature]*
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Subject: **DAYEW AWARDS: SEARCH FOR OUTANDING TEACHERS AND
NON-TEACHING PERSONNEL**

Date: August 4, 2022

1. The SDO PRAISE Committee is now open for the submission of candidates for the Dayew Awards: Search for Outstanding Teaching and Non-Teaching Personnel.
2. The search aims to recognize the outstanding performance of teachers and non-teaching personnel who have meaningfully taken their journey of empowering and inspiring learners through academic, personal and professional development as enshrined in Section 24.1 of the Rewards and Recognition Policy of SDO Dagupan City.
3. The search is open for the following categories:

Outstanding Teachers “Matalunggaring ya Bumabangot”

Category A: Proficient Teacher (SG 11-17),
Category B Highly Proficient Teachers (SG 18-19).

Outstanding School Heads “Matalunggaring ya Manag-oley”

Category A: Outstanding School Leader “Matalunggaring ya Manag-Oley ed Eskwelaan” (Open to all principals, assistant principals, officer-in-charge, and head teachers).

Category B1: Outstanding Public District Supervisors “Matalunggaring ya Manangantabay” (Outstanding Public District Supervisors).



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Category B2: Outstanding Education Supervisors "Matalunngaring ya Manangantabay" (Outstanding Instructional Supervisors).

Outstanding Non-Teaching Personnel

Category A: Level I Position (SG 1-9)

Category B: Level II Position (SG 10-22).

4. The awardees of the Dayew Awards shall be submitted as nominees for the **2022 Regional Search for Outstanding DepEd Personnel (Gawad Lamang)** on August 22, 2022.
5. Attached and enclosed are the Dayew Awards Nomination Form, Rating Sheets and Criteria for the search.
5. For information and immediate dissemination.



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Attachment 1

Nomination Form (Division)

DAYEW AWARDS
 (Calendar Year)

THE PRAISE COMMITTEE CHAIRPERSON

DepEd SDO-Dagupan City
 Poblacion Oeste, Burgos Street
 Dagupan City

After undergoing a thorough evaluation in the division level; based on the guidelines and criteria of the **DAYEW AWARDS** for DepEd SDO Dagupan City Officials and Employees, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of the Nominee: _____

Contact Number & email address: _____

School/Office: _____

School/Office address: _____

Schools Division: _____

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

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	Signature
_____	_____
Position	Date Signed



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Professionalism and Personal Characteristics (Rating Sheet)

RATING SHEET for
 PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee: _____
 School/Office: _____
 Division: _____
 Category: _____
 Name of Immediate Superior: _____

Directions: Put a check (/) 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	



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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:



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Consolidated Rating Sheet (Dayew Awards)

CONSOLIDATED RATING SHEET
DAYEW AWARDS

Category: _____

Criteria/Indicators		Maximum Points	Points gained per indicator		
			Nominee 1	Nominee 2	Nominee 3
Instructional Competence (45pts)	Teaching Competence	20			
	Outstanding Accomplishment	10			
	Creativity & Innovation	10			
	Research	5			
Professional Growth (35 pts.)	Professional Advancement	5			
	Demo Teaching	10			
	Resource Speakership	10			
	Training Programs attended	5			
	Authorship	5			
Community Development (10 pts.)	Outreach	10			
Professionalism & Personal Characteristics (10 pts.)	Personality	5			
	Potential	5			
TOTAL POINTS		100			

Reviewed by:

PRAISE Committee

NOTED:

Schools Division Superintendent



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Criteria for DAYEW AWARD

**MATALUNGGARING YA BUMABANGAT
(CATEGORY A – Elementary and Secondary)**

1. INSTRUCTIONAL COMPETENCE - - - - - 45

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

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 20. e.g.

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

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
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 (*only submit the innovation which is at the highest stage of implementation*)



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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

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	1



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<p>Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.</p>	2
<p>Presented completed research work in the SDO research congress MOV: Terminal Write-up 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</p>	3
<p>Presented research work in the RO research congress MOV: Terminal Write-up 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 SDO Research Congress</p>	4
<p>Presented research work in the CO research congress MOV: Terminal Write-up 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</p>	5

2. PROFESSIONAL - - - - - 40

2.1. Education (5)

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

2.2. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (10) (Must enclose Memorandum, Activity Matrix, and Certificate of Recognition.)



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Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

2.3. Demonstration Teacher (10)

To consider only the certificate with the highest points and must enclose Memorandum with Activity Matrix, lesson Plan, and accomplished Classroom Observation Tool (COT)

Level	Points
School	1
District	2
Division	3
Regional	5
National	8
International	10

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



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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. 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.)	1
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; not to exceed 6 points)	2
Co-authorship of a book	8
Sole authorship of a book, workbook, big books, textbook, and Module	10

3. 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



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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

4. Professionalism/Personal Characteristics - - - - 10
(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100



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Criteria for DAYEW AWARD

MATALUNGGARING YA BUMABANGAT

(CATEGORY B – Master Teacher in Elementary and Secondary)

1. Instructional Competence - - - - - 45

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

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 20.

e.g.

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

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
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 (*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



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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 Certificate

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 Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	2



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<p>Presented completed research work in the SDO research congress MOV: Terminal Write-up 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</p>	3
<p>Presented research work in the RO research congress MOV: Terminal Write-up 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 SDO Research Congress (at least 2)</p>	4
<p>Presented research work in the CO research congress MOV: Terminal Write-up 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</p>	5

2. Professional Growth - - - - - 40

2.1. Education (5)

Educational Level	Points
With MA units	1
Completed Academic Requirements in master's degree	2
Master's degree	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 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 and must enclose Memo



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with Activity Matrix and lesson Plan, and accomplished Classroom Observation Tool (COT)

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. (10)



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The In-Service activity shall mainly for the improvement of instruction and/or professional development of teachers based on development needs

MOVs: Designation/ Assignment order stating the nature of assignment, Memorandum of the conduct of INSET, Action Plan, 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	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 points) 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.



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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, textbook, and Module	10

3. 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.

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

1. Professionalism/Personal Characteristics - - - - - 10

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

TOTAL - 100



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Criteria for Matalungaring Ya Manag-oley

MATALUNGARING YA MANAG-OLEY

(CATEGORY A – Principal, Assistant Principal, Head Teacher in Elementary and Secondary)

1. Managerial Competence - - - - - 55

1.1. Level of School-Based Management Practice (10)

(Plaque/ Certification, duly signed assessment tool by the SDO/RO SBM validators, Memorandum/ Bulletin)

Level of Practice	Points	
	Regional	Division
Level 3	10	4
Level 2	8	3
Level 1	5	2

1.2 School Performance Indicators - 20

MOVs: SIP report validated by the SDO Planning Officer; EBEIS generated report

a. Net Enrollment Rate (NER) of the current school year (5)

Range	Points
99-100%	5
97-98%	4
95-96%	3
93-94%	2
91-90%	1

b. Completion Rate (previous school year) (5)

Range	Points
99-100%	5
97-98%	4
95-96%	3
93-94%	2
91-90%	1

c. Percentage of No Longer Participating in Learning Activities (NLPA) in the current school year (5)

Range	Points
0	5



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1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

d. Dropout Rate in the current school year (5)

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

1.3 Financial Management (MOOE and other school funds (canteen funds) liquidation) in the current school year (5)

MOV: Financial Reports for the last 6 months signed and attested by the SDO Accountant

Percentage of Liquidation	Points
100% liquidation of MOOE and other school funds on or before the due date	5
96-99% liquidation of MOOE and other school funds on or before the due date	4
91-95% liquidation of MOOE and other school funds on or before the due date	3
86-90% liquidation of MOOE and other school funds on or before the due date	2
81-95% liquidation of MOOE and other school funds on or before the due date	1



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1.4 Learning and Development Programs for Teachers (15)

a. Percentage of Teachers sent to DepEd CO-initiated trainings, webinars, and other PDP activities (2.5)

MOVs: DepEd Memorandum with names of teachers, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75

61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

b. Percentage of Teachers sent to DepEd RO-initiated trainings, webinars, and other PDP activities (2.5)

MOVs: DepEd Memorandum with names of teachers, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

c. Percentage of Teachers sent to DepEd SDO-initiated trainings, webinars, and other PDP activities (2.5)



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MOVs: DepEd Memorandum with names of teachers, Certificate of Participation.

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

a. Percentage of Teachers participated in School-Based In-Service Trainings (INSET), webinars, LAC Sessions, and other PDP activities (2.5)

MOVs: School Memorandum, Activity Completion Reports with Attendance, LAC Session Reports, Certificate of Participation

Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

b. Percentage of Teachers sent to scholarships in the last 3 years

MOVs: Memorandum, Scholarship Contracts, Names of Teacher-Scholars, REAP (2.5)



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Percentage of Teachers	Points
91-100%	2.5
81-90%	2.0
71-80%	1.75
61-70%	1.5
51-60%	1.25
41-50%	1.0
31-40%	0.75
21-30%	0.50
20% and below	0.25

c. Number of Instructional Supervision Conducted (previous school year) (2.5)

Frequency	Points
12 and more	2.5
10-11	2.0
8-9	1.5
6-7	1.0
4-5	0.5

1.3 Awards and Distinction Received by the School Managed in the last 3 years (from DepEd and/or another Sponsoring Agency) (5)

MOV: Plaque/ Certification (present only the highest level), Letter of Conferment, Department Issuance, photos

Level	Points
National	5
Regional/Provincial	3
Division/ Municipal/ City	1

2. Professional Competence - - - - - 35

2.1 Average 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 20.



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e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 10 = 9.947$$

2.2 Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops (5)

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	1
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	2
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	3
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	4
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	5

2.3 Training and workshops organized (within the last 3 years) (5)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	Points
Division	5
District	4
School	3



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2.4. Publication (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	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 point each but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and Module	5

2.5 Professional Advancement (5)

Level	Points
Doctoral degree	5
CAR in doctoral degree	4
Master's degree	3
CAR in MA	2

2.6. Awards, distinction received by the nominee within the last 3 years (5)

Level	Points
-------	--------



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International	5
National	4
Regional	3
Division	2
District	1
School	0.5

3. Professionalism/Personal Attributes - - - - 10

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

TOTAL - 100



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MATALUNGARING YA MANAG-OLEY
(CATEGORY B1 – PUBLIC SCHOOLS DISTRICT SUPERVISOR)

1. Instructional Supervisory Leadership- - - - 20

1.1 Instructional Supervision (10)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to *Sulong Edukalidad*, particularly on ensuring that all learners are functional readers from the previous and current school year. Must be supported with Instructional Supervisory Plan and Technical Assistances reports duly signed by the Schools Division Superintendent

MOVs: Approved Supervisory Plan, Instructional Supervisory Report, Technical Assistance Plan and Report to a minimum of 2 schools

No. of IS and TA conducted to schools	Points
11-12 instances	10
9-10 instances	8
7-8 instances	6
5-6 instances	4
3-4 instances	2

1.2 Academic Performance of District assigned(10)

Consolidated MPS of all subject areas of all schools in the assigned District in the previous school year.

MOVs: SMEA Report validated by the SDO Planning Officer and proved by the SDS

Consolidated MPS	Points
96-100%	10
91-95%	9
86-90%	8
81-85%	7
76-80%	6
71-75%	5
66-70%	4



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61-65%	3
56-60%	2
51-55%	1

Outstanding Accomplishments- - - - - 65

2.1. Performance Rating (20)

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 20.

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = \mathbf{18.847}$$

2.2 Outstanding Employee Award/Leadership in Organization (5)

To consider only the certificate with the highest points.

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

2.3. Innovations (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



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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 Research and Development Practices (10)

- 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

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	2
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	4



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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 Research and Development Practices (10)

- 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

Stages of Implementation	Points
Started implementation of the Research work MOV: Research Proposal presented and approved by the SDRC/RRC, Progress Monitoring Report	2
Completed research work Terminal Write-up Terminal Write-up duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively.	4



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<p>Presented completed research work in the SDO research congress MOV: Terminal Write-up 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</p>	6
<p>Presented research work in the RO research congress MOV: Terminal Write-up 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 SDO Research Congress</p>	8
<p>Presented research work in the CO research congress MOV: Terminal Write-up 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</p>	10

2.5. Publication (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	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2



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

2.6 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, and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Region	4
National/ International	5

2.7 Education and Training (10)

a. Education - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

b. Training and workshops organized (within the last 3 years) - 5

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	Points
Division	5
District	4
School	3

2. 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



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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.
- e.

Level	Points
Chairman/ Organizer/ Initiator	5
Member	3
Sponsor/ Donor/ Patron	2

3. Professional and Personal Characteristics-	-	-	-	10
	TOTAL			100



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MATALUNGGARING YA MANAG-OLEY
(CATEGORY B2 – OUTSTANDING INSTRUCTIONAL SUPERVISOR)

1. Instructional Supervisory Leadership- - - - 25

1.1 Instructional Supervision (10)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to *Sulong Edukalidad*, particularly on ensuring that all learners are functional readers from the previous and current school year.

MOVs: Approved Supervisory Plan/ Instructional Supervisory Report/ Observation Report/ Technical Assistance Plan and Report to a minimum of **5 Schools** duly signed by the school principal given IS or TA and noted by the Functional Division Chief.

No. of IS and TA conducted to schools	Points
11-12 instances	10
9-10 instances	8
7-8 instances	6
5-6 instances	4
3-4 instances	2

1.2 Curriculum Implementation Management (5)

Consolidated MPS of all schools in the assigned learning area.

MOVs: Annual Accomplishment Report which include the consolidated MPS of all schools in the assigned learning area validated by the SDO Planning Officer and approved by the SDS.

Consolidated MPS	Points
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

1.3 Percentage of Learning Resource Materials (i.e. SLMs, WLAs, Contextualized Learning Materials) quality assured and approved by the LR Manager for printing and utilization (5)



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Consolidated MPS	Points
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

1.4 Learning and Development Programs (5)

Percentage of Teachers (in the same learning area) trained for content/ skills enhancement organized by the nominee -

Percentage of Teachers Trained for content/ skills enhancement	Points
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

2. Outstanding Accomplishments- - - - - 60

2.1. Performance Rating (20)

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 20.

e.g.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.847$$



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2.2 Outstanding Employee Award/Leadership in Organization (5) To consider only the certificate with the highest points.

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

2.3. Innovations (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



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2.4 Research and Development Practices (5)

- a. 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.
- b. A research (action or applied) must be approved by the Schools
- c. Division Superintendent or Regional Director.
- d. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017),
- e. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- f. Points earned shall be divided according to the number of researchers in a team

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 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 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 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 SDO Research Congress	4
Presented research work in the CO research congress MOV: Terminal Write-up 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	5



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2.5. Publication (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	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

- 2.6 Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points (5)
MOV: Memorandum, Activity Matrix, and Certificate of Recognition.

Level	Points
School	1
District	2
Division	3
Region	4
National/ International	5

2.7 Education and Training (10)

- a. Education (5)

Level	Points
Doctoral degree	5



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CAR in doctoral degree	3
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b. Training and workshops organized (within the last 3 years) (5)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the District Supervisor. Only present the documents of the training conducted in the highest level.

Level	Points
Division	5
District	4
School	3

3. 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

4. Professional and Personal Characteristics- - - - - 10

TOTAL 100



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Matalunggaring Ya Manangantabay

MATALUNGGARING YA MANANGANTABAY

CATEGORY A -

(Division Non-Teaching Personnel Level I)

This is open to all non-teaching level 1 personnel from the schools, districts, and schools division offices 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.

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

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- - - - - 20

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
Conceptualized Innovation MOV: Proposal duly signed by the Head of Office (5 point each but not to exceed 10 points)	10
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan (6 points each but not to exceed 12 points)	12
Fully implemented in the office where nominee is assigned MOV: Accomplishment Report verified by the Head of Office (7 points each but not to exceed 14 points)	14



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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 (8 points each but not to exceed 16 points)	16
Adopted 4-5 similar offices MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent (9 points each but not to exceed 18 points)	18
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 points each but not to exceed 20 points)	20

4. Professional Development- - - - - 25

4.1. Education (5)

Educational Level	Points
With MA units	1
CAR in MA	2
Master's degree	3
CAR in doctoral degree	4
Doctoral degree	5

4.2. 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.
- 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	8



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(Conducted in at least 3 days, 2.0 points each but not to exceed 8 points)	
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

4.3. 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 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

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate superior, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

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

TOTAL 100



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MATALUNGGARING YA MANANGANTABAY

CATEGORY B -

(Division Non-Teaching Personnel Level II)

This is open to all non-teaching employees in the schools, districts, and schools division offices with Salary Grade 10 to 22.

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.

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

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



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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; 1 point each but not to exceed 4 points)	1
Division (Conducted in at least 3 days, 1.5 points each but not to exceed 6 points)	2
Regional (Conducted in at least 3 days, 2.0 points each but not to exceed 8 points)	3
National (at least 1 training activity conducted in at least 3 days)	4
International	5



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(at least 1 training activity conducted in at least 3 days)	
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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

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate superior, division or regional/barangay/municipal/city/province officials.



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Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

6. Professionalism/Personal Characteristics- - - - 10

TOTAL 100