



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 250, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Unit Heads
School Heads
Teaching and Non-Teaching Personnel
SDO PRAISE Committee Members
Others concerned

FROM: The Schools Division Superintendent

DATE: July 5, 2023

SUBJECT: CALL FOR NOMINATIONS FOR THE **2023 DAYEW AWARDS: SDO SEARCH FOR OUTSTANDING DEPED PERSONNEL**

The Schools Division Office Dagupan City, through the *SDO Program on Awards and Incentives for Excellence Service (PRAISE) Committee*, hereby announces the **opening of nominations** for the **2023 DAYEW AWARDS: SDO Search for Outstanding DepEd Personnel**.

The search aims to recognize the meritorious achievements and contributions of DepEd Personnel (teaching, non-teaching, school heads, and supervisors) in the attainment of DepEd vision, mission, goals, and objectives.

Each school/functional division is allowed to submit **ONE (1) NOMINEE** for **each of the following categories**:

- Teaching Personnel (Teacher I-III)
 - Teaching Personnel (MT I-IV and **HT with teaching loads**)
 - Non-Teaching Personnel (SG 1-9)
 - Non-Teaching Personnel (SG 10-23)
 - School Heads (**HT with designation as School Head**)
 - Supervisors
- ❖ *For nominees who have won in the previous award year, **NEW** nomination documents are required. Failure to comply shall result to outright disqualification.*

Qualification Requirements:

- a) Has length of service of:
 - a.1. **at least three consecutive years** for **permanent employee**
 - a.2. **three years in aggregate service** for **casual/contract of service/job order employee**;



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/(075)615-2641
Email Address: dagupan.city@deped.gov.ph



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- b) Has an **"Outstanding"** rating in the last three performance rating periods (2020, 2021, & 2022) prior to the nomination;
- c) Has **good reputation** on school/office **related financial matters**;
- d) Has **morality and integrity** both in **public and private life**; and
- e) Has **no pending case** or **no case for fact finding/preliminary investigation** or **has been found guilty of any administrative, criminal, or civil offense/case**.

Grounds for Disqualification:

- a) Has been a winner of any **National Award given by duly recognized award giving bodies** (i.e. *HAP Awards, Metrobank Outstanding Filipinos*);
- b) Has a record of **Absence Without Official Leave (AWOL)** prior to nomination;
- c) Has submitted **fabricated documents**.

General Requirements:

- a) Duly accomplished nomination form signed by the nominator (see attachment);
- b) Endorsement Letter from the School Head/School PRAISE Committee
- c) Executive Summary (not more than 3 pages, see attachment);
- d) Certification of Authenticity;
- e) Attendance record as certified by HRMO/Administrative Officer;
- f) Updated Personnel Data Sheet (PDS) signed by duly-constituted authorities;
- g) Updated Service Record duly certified by the HRMO/Administrative Officer;
- h) Certification of the last three (3) performance rating periods prior to the nomination signed by the HRMO/Administrative Officer;
- i) Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer;
- j) Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/SDO;
- k) Milestone Accomplishment (2-3 mins. Audio Visual) to be submitted via a generated QR Code or URL link. Please ensure that permission to access is open/granted.

Kindly **see attached** Nomination Form, Executive Nomination Write-up Form, Paper Evaluation Rubric (Criteria, expected Means of Verifications, and Specific Indicators).

Nominees shall meet the **cut-off average of 70 points** to be qualified for nomination to the 2023 GAWAD Lam Ang (Regional Search for Outstanding DepEd Personnel). Nominees for the **outstanding school head/supervisor** shall meet **ALL** criteria under this category.

All nominations shall be sealed upon submission to the **SDO Records Section on or before July 21, 2023 (5:00 PM)**. Submit hard copies using **long folder** with the following **specifications/color coding**:

- Original Copy** of documents and **2 sets** of certified true copy by the records section
- Green** folder for Teaching Personnel
- Yellow** folder for School Head
- Blue** folder for Non-Teaching Personnel
- Orange** folder for Supervisor nominees
- The **General Requirement (Part I)** must be placed in separate, properly labeled folders
- The **Means of Verification (MOVs) (Part II)** must be placed in separate, properly labeled folders



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Kindly put **Name, Position, and School/Unit** on the **front cover**. Also, secure **tabs on folder** for easy reference, follow the **paper criteria arrangement**, and attach **Table of Contents**. **Hard copies** of the nomination documents shall be addressed to:

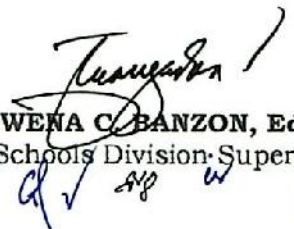
MARCIANO U. SORIANO JR., CESO VI
Assistant Schools Division Superintendent
Chairperson. SDO PRAISE Committee

Indicative Timeline for the 2023 Rewards and Recognition Activities

July 5-21, 2023-	Call for Nomination
July 24-28, 2023-	Preliminary Assessment Paper Validation Interview Release of Final Result
July 31, 2023	Final Coaching (for Regional Nominees) Submission of nominees at the Records Section, Regional Office I

Nominees are not allowed to submit additional papers after the deadline. For other information regarding the Search, you may contact **Dr. Edwin Ferrer/Isagani Rosario**.

For information and wide dissemination.


ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent

Reference: Division Memorandum 190, s. 2022, Regional Memorandum 637, s. 2023

Encl.: Nomination Forms, Executive Write Up Forms, Paper Evaluation Rubric
To be indicated in the Perpetual Index
under the following subjects:
HRD R&R PRAISE

HRDS/is/DM_HRLDC Conference
July 5, 2023



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REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

Office of the Schools Division
Superintendent

NOMINATION FORM
2023 SDO SEARCH FOR OUTSTANDING DEPED PERSONNEL
(DAYEW AWARDS)

INSTRUCTIONS:

1. Please write legibly
2. Ensure that all essential information is provided.

Please attach
passport size
formal picture

Search Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> EPS | <input type="checkbox"/> PSDS |
| <input type="checkbox"/> School Head | <input type="checkbox"/> Master Teacher | <input type="checkbox"/> Department Head |
| <input type="checkbox"/> Teaching Personnel | <input type="checkbox"/> Head Teacher | <input type="checkbox"/> Teacher I-III |
| <input type="checkbox"/> Non- Teaching Personnel | <input type="checkbox"/> Level I | <input type="checkbox"/> Level II |

Name of Nominee: _____ Division: _____
Current Position: _____ Salary Grade: _____
Division/ Unit Assigned: _____
Years in Service: _____

SDO PRAISE COMMITTEE:

It is with great pleasure and privilege to nominate _____
to the **2023 REGIONAL SEARCH FOR OUTSTANDING DEPED PERSONNEL (GAWAD LAM-ANG)**.

To the best of my knowledge, _____ shows exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service, and meritorious personal advocacies that greatly contribute to quality and efficient public service, making him/her qualified to the Search.

Signature over Printed Name of Nominator _____ Position _____ Date Signed _____

THE SDO PRAISE COMMITTEE:

I hereby certify that all information contained in my nomination folders are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

Furthermore, I hereby grant the Department of Education, through the Regional PRAISE Committee, the right to collect and process my personal information as stated above, for purposes relevant to my nomination in 2023 Regional Search for Outstanding DepEd Personnel (Gawad Lam-ang) and for purposes of compliance with the laws, rules, and regulations being implemented by the Republic of the Philippines

Name and Signature of Nominee



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Office of the Schools Division
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2023 DAYEW AWARDS
(SDO Search for Outstanding DepEd Personnel)
EXECUTIVE NOMINATION WRITE-UP

Name of Nominee: _____

Position: _____

School/Office: _____

Search Category: _____

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

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated
- Use the criteria as sub-headings, if needed

Prepared by:

SIGNATURE OVER PRINTED NAME OF NOMINATOR

Position

Date

PAPER EVALUATION RUBRICS:

TEACHING PERSONNEL (Category 1)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Instructional Competence (45 points)						
Mastery of Content and Subject Matter (15 points)	<i>Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)</i>	The computed average of the submitted COT is 7.00 with a descriptive level of Integrating (15 points)	The computed average of the submitted COT is 6.00-6.99 with a descriptive level of Consolidating (12 points)	The computed average of the submitted COT is 5.00-5.99 with a descriptive level of Applying (10 points)	The computed average of the submitted COT is 4.00-4.99 with a descriptive level of Developing (8 points)	The computed average of the submitted COT is 3.99 and below. (0 point)
Curriculum and Planning (15 points)	<i>Sample Approved Learning Plans (at least 2 per school year) showcasing the:</i> a. <i>application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</i> b. <i>positive use of ICT.</i> c. <i>use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences</i> d. <i>plan, manage and implement developmentally sequenced teaching and learning process</i>	All the 6 submitted Approved Learning Plans clearly indicate all the four identified indicators. (15 points)	At least 4-5 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (12 points)	At least 1-3 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (10 points)	Some of the submitted Approved Learning Plans showcased at least two of the four indicators. (8 points)	Some of the submitted Learning Plans only showcased at least one of the four indicators. (0 point)
Assessment of Learning (15 points)	<ul style="list-style-type: none"> > <i>Sample teacher-crafted Assessment Tools</i> > <i>Sample of Assessment Analysis Reports submitted to Head of Office</i> > <i>Impact Evaluation Report of Interventions</i> 	Impact evaluation Report on the implemented interventions based from assessment results is conducted and disseminated. (7 points)	Proposed menu of interventions based from the assessment analysis results is submitted for the approval of the Head of Office. (6 points)	A finalized assessment analysis report based on the results of assessments is submitted. (5 points)	A draft assessment analysis report based on the results of assessments is submitted. (4 points)	Varied assessment of learning tools are crafted by the nominee.

	<i>made from Assessment Results with Proofs</i>	Provided an accomplishment report for remedial / enhancement activities (with intervention materials used) conducted based on the least mastered competencies. (8 points)	Provided a list of least mastered competencies (with intervention materials used) based on the analysis of assessment results. (6 points)	Disseminated the results of the assessment analysis report to proper authorities and concerned stakeholders. (5 points)	Collaborated with colleagues on the analysis of assessment results. (4 points)	(0 point)
Research Engagement (15 points)						
	<ul style="list-style-type: none"> > <i>List of Action/Basic Completed Research Outputs for the last three years with Certificate of Completion</i> > <i>Report on the Dissemination/ Implementation of Research Outputs</i> 	Completed at least 2 action/basic researches for the last three school years (7 points)	Completed at least 1 action/basic research for the last three school years (6 points)	Conducted data analysis on the data gathered to complete the approved Action/ Basic Research (5 points)	Conducted data gathering for Action/ Basic Research (4 points)	Has an approved Action/ Basic Research by the Division/ Regional Research Committee (0 point)
		Disseminated/ presented the results of Action/Basic Research in a Division/ Regional Research Congress (8 points)	Disseminated/ presented the results of Action/Basic Research in a District Research Congress (6 points)	Disseminated/ presented the results of Action/Basic Research in a School Research Congress (5 points)	Disseminated/ presented the results of Action/Basic Research during a LAC session (4 points)	
Professional Growth and Development (15 points)						
	<ul style="list-style-type: none"> > <i>Proof of degree earned from the Graduate School / Certificate of Graduate units earned</i> > <i>Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers</i> > <i>Certificate of recognition as a learning facilitator</i> 	Has completed higher level of education (5 points)	Has completed at least the Academic Requirements in the Graduate School (3 points)	Has completed at least 15 academic units in the Graduate School Program (2 points)	Has completed less than 15 academic units in the Graduate School (1 point)	Is currently enrolled in the Graduate School (0 point)
		Acted as a Learning Facilitator/ Resource Person/ Trainer (at least Division-level)	Acted as a Learning Facilitator/ Resource Person/ Trainer (at least District-level)	Attended at least three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers	Attended/ less than three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers	Acted as a Learning Facilitator/ Resource Person/ Trainer during School LAC sessions Participated in Professional Development activities but not from DepEd-

		(10 points)	(9 points)	(8 points)	(7 points)	recognized training providers (0 point)
Innovation (10 points)						
	<ul style="list-style-type: none"> > Certificate of Completed Innovation signed by Head of Office > Certificate of Adoption/ Implementation > Impact Evaluation of Innovation > Proof of Impact Results Dissemination 	Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials. (10 points)	Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials (8 points)	The innovation/ innovative project was adopted by the school/s for implementation. (6 points)	Completed an innovation/ innovative project. (4 points)	An innovation/ innovative project is proposed and approved. (0 point)
Leadership (10 points)						
	<ul style="list-style-type: none"> > Certificate of Recognition as a Chairperson/ Officer of a Professional Organization (school level) > Certificate of Recognition as a Chairperson/ Coordinator of School Organization > Certificate of Recognition as Winning Coach/ Adviser > Accomplishment Report of the Organization 	Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/ Officer as evidenced by signed Accomplishment Report. (5 points)	Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/ Officer but NO Accomplishment Report was submitted. (3 points)	Acted as Chairperson/ Coordinator (school level) to any organization and collaborated with school personnel for the implementation of programs. (2 points)	Elected as officer to any organization (school level) and collaborated with school personnel for the implementation of programs. (1 point)	Is a member of any organization (school level) (0 point)
		Served as a winning coach of students at least in the Regional level contests as attested by the School Head. (5 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (3 points)	Served as a coach of students at least in the Regional level contests as attested by the School Head. (2 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (1 point)	Served as a coach of students at least in the Division level contests as attested by the School Head. (0 point)
Social and Community Engagement (5 points)						
	> Certificate of commendation on contribution to the community with relevant documentations	Has received commendations for his/her significant contributions and active involvement in sustainable programs/ projects/ activities in the	Has been actively involved in sustainable programs/ projects/ activities in the local community other than	Has been involved in sustainable programs/ projects/ activities in the local	Has been involved in various programs/ projects/ activities in the local community	Has participated in community programs/ projects/ activities sponsored by the school.



Registra	Local No	First No	CITY/STATE	Payment	Contact	Director	Site
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	<ul style="list-style-type: none"> ▶ <i>Proof of participation to a sustainable community program</i> ▶ <i>Narrative of the impact of community involvement</i> 	<p>local community in collaboration with local officials and other stakeholders which resulted to positive changes.</p> <p style="text-align: center;">(5 points)</p>	<p>the school in collaboration with local officials as evidenced by narrative reports and other submitted documents</p> <p style="text-align: center;">(3 points)</p>	<p>community other than the school.</p> <p style="text-align: center;">(2 points)</p>	<p>other than the school.</p> <p style="text-align: center;">(1 point)</p>	<p style="text-align: center;">(0 point)</p>
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PAPER EVALUATION RUBRICS:

TEACHING PERSONNEL (Category 2)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Instructional Competence (30 points)						
Mastery of Content and Subject Matter (10 points)	> Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)	The computed average of the submitted COT is 8.00 with a descriptive level of Integrating (10 points)	The computed average of the submitted COT is 7.00-7.99 with a descriptive level of Consolidating (8 points)	The computed average of the submitted COT is 6.00-6.99 with a descriptive level of Applying (6 points)	The computed average of the submitted COT is 5.00-5.99 with a descriptive level of Developing (4 points)	The computed average of the submitted COT is 4.99 and below. (0 point)
Curriculum and Planning (10 points)	> Sample Approved Learning Plans (at least 2 per school year) showcasing the: a. application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. b. positive use of ICT. c. use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences d. plan, manage and implement developmentally sequenced teaching and learning process > Narrative Report on TA provision	All the 6 submitted Approved Learning Plans clearly indicate all the four identified indicators. (5 points)	At least 4-5 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (3 points)	At least 1-3 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (2 points)	Some of the submitted Approved Learning Plans showcased at least two of the four indicators. (1 point)	Some of the submitted Learning Plans only showcased at least one of the four indicators. (0 point)
		Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers on curriculum planning and implementation based on an approved TA Plan supported by appropriate narrative reports (5 points)	Has provided Technical Assistance (TA) /Coaching and Mentoring to teachers on curriculum planning and implementation but no approved TA Plan is in place (3 points)	Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers but not on curriculum planning and implementation. Said TA is supported by appropriate narrative reports (2 points)	Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers but not on curriculum planning and implementation. However, said TA is NOT supported by appropriate narrative reports. (1 point)	Has not provided Technical Assistance (TA)/Coaching and Mentoring to teachers. (0 point)
Assessment of Learning		Impact evaluation Report on the implemented	Proposed menu of interventions based	A finalized assessment analysis report based on	A draft assessment analysis report based	Varied assessment of learning tools

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(10 points)	<ul style="list-style-type: none"> > <i>Sample teacher-crafted Assessment Tools</i> > <i>Sample of Assessment Analysis Reports submitted to Head of Office</i> > <i>Impact Evaluation Report of Interventions made from Assessment Results with Proofs</i> 	<p>interventions based from assessment results is conducted and disseminated.</p> <p>(5 points)</p>	<p>from the assessment analysis results is submitted for the approval of the Head of Office.</p> <p>(3 points)</p>	<p>the results of assessments is submitted.</p> <p>(2 points)</p>	<p>on the results of assessments is submitted.</p> <p>(1 point)</p>	<p>are crafted by the nominee.</p> <p>(0 point)</p>
		<p>Provided an accomplishment report for remedial / enhancement activities (with intervention materials used) conducted based on the least mastered competencies.</p> <p>(5 points)</p>	<p>Provided a list of least mastered competencies (with intervention materials used) based on the analysis of assessment results.</p> <p>(3 points)</p>	<p>Disseminated the results of the assessment analysis report to proper authorities and concerned stakeholders.</p> <p>(2 points)</p>	<p>Collaborated with colleagues on the analysis of assessment results.</p> <p>(1 point)</p>	
Research Engagement (20 points)						
	<ul style="list-style-type: none"> > <i>List of Completed Basic Research Outputs for the last three years with Certificate of Completion</i> > <i>Report on the Dissemination/ Implementation of Research Outputs</i> 	<p>Completed at least 1 basic researches for the last three school years</p> <p>(10 points)</p>	<p>Collaborated with colleagues in completing at least 1 basic research for the last three school years</p> <p>(8 points)</p>	<p>Conducted data analysis on the data gathered to complete the approved Basic Research</p> <p>(5 points)</p>	<p>Conducted data gathering for Basic Research</p> <p>(4 points)</p>	<p>Has an approved Basic Research by the Division/ Regional Research Committee</p> <p>(0 point)</p>
		<p>Disseminated/ presented the results of Basic Research in a Regional Research Congress</p> <p>(10 points)</p>	<p>Disseminated/ presented the results of Basic Research in a Division Research Congress</p> <p>(8 points)</p>	<p>Disseminated/ presented the results of Basic Research in a District Research Congress</p> <p>(5 points)</p>	<p>Disseminated/ presented the results of Basic Research School Research Congress</p> <p>(4 points)</p>	

Professional Growth and Development (15 points)						
	<ul style="list-style-type: none"> ➤ Proof of degree earned from the Graduate School / Certificate of Graduate units earned ➤ Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers ➤ Certificate of recognition as a learning facilitator 	Has completed higher level of education (5 points)	Has completed at least the Academic Requirements in the Graduate School (3 points)	Has completed at least 15 academic units in the Graduate School Program (2 points)	Has completed less than 15 academic units in the Graduate School (1 point)	Is enrolled in the Graduate School (0 point)
		Acted as a Learning Facilitator/ Resource Person/ Trainer (at least Division-level) (10 points)	Acted as a Learning Facilitator/ Resource Person/ Trainer (at least District-level) (9 points)	Attended/ Participated at least three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers (8 points)	Attended/ Participated less than three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers (7 points)	Acted as a Learning Facilitator/ Resource Person/ Trainer during School LAC sessions Participated in PD activities but not from DepEd-recognized training providers (0 point)
Innovation (15 points)						
	<ul style="list-style-type: none"> ➤ Certificate of Completed Innovation signed by Head of Office ➤ Certificate of Adoption/ Implementation ➤ Impact Evaluation of Innovation ➤ Proof of Impact Results Dissemination 	Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials. (15 points)	Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials (12 points)	The innovation/ innovative project was adopted by the school/s for implementation. (10 points)	Completed an innovation/ innovative project. (8 points)	An innovation/ innovative project is proposed and approved. (0 point)
Leadership (15 points)						
	<ul style="list-style-type: none"> ➤ Certificate of Recognition as a Chairperson/ Officer of a Professional Organization (school level) 	Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ (15 points)	Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as (12 points)	Collaborated with school officials and other stakeholders in the implementation of sustainable programs/ projects/ activities in the school in his/her (10 points)	Acted as Chairperson/ Coordinator (school level) to any organization and collaborated with school personnel for (8 points)	 (0 point)

	<ul style="list-style-type: none"> > Certificate of Recognition as a Chairperson/Coordinator of School Organization > Certificate of Recognition as Winning Coach/Adviser > Accomplishment Report of the Organization 	Coordinator/Officer as evidenced by signed Accomplishment Report. (10 points)	Chairperson/Coordinator/Officer but NO Accomplishment Report was submitted. (8 points)	capacity as Chairperson/Coordinator/Officer but NO Accomplishment Report was submitted. (6 points)	the implementation of programs. (2 points)	Is a member of any organization (school level)
		Served as a winning coach of students at least in the Regional level contests as attested by the School Head. (5 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (4 points)	Served as a coach of students at least in the Regional level contests as attested by the School Head. (3 points)	Served as a coach of students at least in the Division level contests as attested by the School Head. (2 points)	(0 point)
Social and Community Engagement (5 points)						
	<ul style="list-style-type: none"> > Certificate of commendation on contribution to the community with relevant documentations > Proof of participation to a sustainable community program > Narrative of the impact of community involvement 	Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools, parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports (5 points)	Has been actively involved in sustainable programs/ projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (3 points)	Has been actively involved in sustainable programs/ projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (2 points)	Has been involved in various programs/ projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials (1 points)	Has participated in community programs/ projects/ activities sponsored by the school (0 point)

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PAPER EVALUATION RUBRICS:

NON-TEACHING PERSONNEL (Category 1)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Quality of Personal and Professional Development Initiatives (35 points)						
Professional and Personal Growth and Development (15 points)	<ul style="list-style-type: none"> > <i>Certificates of Professional Development Programs participated</i> > <i>Certificates of completion of trainings aligned to Key Result Area/ IPDP</i> 	Has participated in at least four (4) relevant learning and development programs aligned to his/her KRA/IPDP (15 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (12 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (10 points)	Has participated in at least two (2) relevant learning and development programs aligned to his/her KRA/IPDP (8 points)	Has participated in at least one learning and development program aligned to his/her KRA/IPDP (0 point)
	> <i>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</i>	Has made initiatives to undergo continuous professional and personal development by completing advanced studies/certificate courses/ attending at least one specialized training/ attaining NC Certification in the last three years (5 points)	Has made initiatives to undergo continuous professional and personal development by earning at least 9 advanced studies units/completing at least one specialized training/ applying for NC Certification in the last three years (3 points)	Has made initiatives to undergo continuous professional and personal development by completing at least one specialized training/ applying for NC Certification in the last three years (2 points)	Has made initiatives to undergo continuous professional and personal development by participating to trainings and other forms of professional engagements (1 point)	None of the indicators was met (0 point)
Work Ethics and Behavior (20 points)	> <i>Narrative/ testimonials of exemplary work ethics and behavior</i>	Has always shown specific job characteristics such as flexibility, initiative, reliability, adaptability, creativity associated with discretionary decision-making, visibility, and being a team player to attain organizational purpose and goals (20 points)	Has oftentimes shown specific job characteristics such as flexibility, initiative, reliability, adaptability, and creativity to help attain organizational purpose and goals (16 points)	Has shown specific job characteristics such as flexibility, adaptability and creativity to help attain organizational purpose and goals (14 points)	Has shown specific job characteristics such as creativity to help attain organizational purpose and goals (10 points)	Did not manifest the desired job characteristics (0 points)
Quality and Consistency of Behavioral Performance (25 points)						

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	<p>➤ <i>Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</i></p>	<p>Obtained an average performance rating of 4.81-5.00 in the IPCRF in the last 3 years (25 points)</p>	<p>Obtained an average performance rating of 4.71-4.80 in the last 3 years (20 points)</p>	<p>Obtained an average performance rating of 4.61-4.70 in the last 3 years (15 points)</p>	<p>Obtained an average performance rating of 4.50-4.60 in the last 3 years (10 points)</p>	<p>Obtained an average rating of 4.49 and below in the last 3 years (0 point)</p>
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)						
	<p>➤ <i>Proof of/Narratives on/Testimonials on:</i></p>					
	<p>▪ <i>Impact of Work</i></p>	<p>Has always served as a role model of personnel in helping the organization attain maximum benefits while minimizing the use of resources (10 points)</p>	<p>Has oftentimes served as a model of other personnel in helping the organization attain benefits while minimizing the use of resources (8 points)</p>	<p>Has oftentimes served as a model of other personnel in helping the organization attain benefits (6 points)</p>	<p>Has sometimes served as a model of other personnel in helping the organization attain benefits (4 points)</p>	<p>Has sometimes served as a model of other personnel in helping the organization attain benefits (0 point)</p>
	<p>▪ <i>Work Effectiveness</i></p>	<p>Has always shown great enthusiasm in producing quality work results and takes appropriate action to feedbacks and comments for work improvement (5 points)</p>	<p>Has oftentimes shown enthusiasm in producing quality work results and takes action to feedbacks and comments for work improvement (3 points)</p>	<p>Has oftentimes shown enthusiasm in producing work results and considers feedbacks and comments for work improvement (2 points)</p>	<p>Has sometimes shown enthusiasm in producing work results (1 point)</p>	<p>Has produced expected job results (0 point)</p>
	<p>▪ <i>Work Efficiency</i></p>	<p>Has been always recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks without delay and without supervision (5 points)</p>	<p>Has been oftentimes recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks and without supervision (3 points)</p>	<p>Has been occasionally recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (2 points)</p>	<p>Has been recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (1 point)</p>	<p>Has the ability to complete assigned tasks on a daily basis with supervision (0 point)</p>
	<p>▪ <i>Work Collaboration</i></p>	<p>Has always endeavored to step in to help the office when needed and helped the team solve problems, manage conflicts, and stay focused and organized (5 points)</p>	<p>Has always helped the team solve problems, manage conflicts, and stay focused and organized (3 points)</p>	<p>Has oftentimes helped the team solve problems, manage conflicts, and stay focused and organized (2 points)</p>	<p>Has oftentimes helped the team solve problems and manage conflicts (1 point)</p>	<p>Has the ability to help the team solve problems and manage conflicts (0 point)</p>

Social and Community Engagement (15 points)

<p> > Certificate of commendation on contribution to the community with relevant documentations > Proof of participation to a sustainable community program > Narrative of the impact of community involvement </p>	<p> Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools, parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports </p>	<p> Has been actively involved in sustainable programs/ projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents </p>	<p> Has been actively involved in sustainable programs/ projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents </p>	<p> Has been involved in various programs/ projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials </p>	<p> Has participated in community programs/ projects/ activities sponsored by his/her base office/ unit. </p>
	<p>(15 points)</p>	<p>(12 points)</p>	<p>(10 points)</p>	<p>(8 points)</p>	<p>(0 point)</p>

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PAPER EVALUATION RUBRICS:

NON-TEACHING PERSONNEL (Category 2)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Quality of Personal and Professional Development Initiatives (30 points)						
Professional and Personal Growth and Development (15 points)	<ul style="list-style-type: none"> > Certificates of Professional Development Programs participated/ implemented > Certificates of completion of trainings aligned to Key Result Area/ IPDP 	Has participated in at least four (4) relevant learning and development programs aligned to his/her KRA/IPDP (5 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (3 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (2 points)	Has participated in at least two (2) relevant learning and development programs aligned to his/her KRA/IPDP (1 point)	Has participated in at least one learning and development program aligned to his/her KRA/IPDP (0 point)
		Has taken the lead in designing and implementing needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (5 points)	Facilitated the designing and implementation of needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (3 points)	Has participated in the implementation of needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (2 points)	Has taken the lead in designing needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (1 point)	Has collaborated with colleagues in designing needs-based PDPs (0 point)
	<ul style="list-style-type: none"> > Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.) 	Has made initiatives to undergo continuous professional and personal development by completing advanced studies/certificate courses/ attending at least one specialized training/ attaining NC Certification in the last three years (5 points)	Has made initiatives to undergo continuous professional and personal development by earning at least 9 advanced studies units/completing at least one specialized training/ applying for NC Certification in the last three years (3 points)	Has made initiatives to undergo continuous professional and personal development by completing at least one specialized training/ applying for NC Certification in the last three years (2 points)	Has made initiatives to undergo continuous professional and personal development by participating to trainings and other forms of professional engagements (1 point)	None of the indicators was met (0 point)
Work Ethics and Behavior (15 points)	<ul style="list-style-type: none"> > Narrative/ testimonials of exemplary work ethics and behavior 	Has always shown specific job characteristics such as flexibility, initiative, reliability, adaptability, creativity associated	Has oftentimes shown specific job characteristics such as flexibility, initiative, reliability, adaptability, and creativity to help	Has shown specific job characteristics such as flexibility, adaptability and creativity to help attain organizational purpose and goals	Has shown specific job characteristics such as creativity to help attain organizational purpose and goals	Did not manifest the desired job characteristics

		with discretionary decision-making, visibility, and being a team player to attain organizational purpose and goals (15 points)	attain organizational purpose and goals (12 points)	(10 points)	(8 points)	(0 points)
Quality and Consistency of Behavioral Performance (20 points)						
	> Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO	Obtained an average performance rating of 4.85-5.00 in the IPCRF in the last 3 years (20 points)	Obtained an average performance rating of 4.70-4.84 in the last 3 years (16 points)	Obtained an average performance rating of 4.55-4.69 in the last 3 years (14 points)	Obtained an average performance rating of 4.50-4.54 in the last 3 years (10 points)	Obtained an average rating of 4.49 and below in the last 3 years (0 point)
Research and Innovations (10 points)						
	> List of researches conducted (solo or collaboration) > Certificate of Research Implementation > Certificate of Research Involvements	Has implemented the results/ product of a conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (5 points)	Has conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (3 points)	Has collaborated with colleagues in conducting BER-Funded research/es on areas in attainment of his/her major Key Result Area (2 points)	Has collaborated with colleagues in conducting research/es on areas in attainment of his/her major Key Result Area (1 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)
	> Proof of innovative outputs > Certificate of Implementation of the Innovative Outputs	Produced/designed an approved innovative output which was utilized/ implemented in support to his/her major Key Result Area (5 points)	Produced/designed an innovative output which was utilized/ implemented in support to his/her major Key Result Area (3 points)	Collaborated with colleagues in producing/designing innovative output which was utilized/ implemented in support to his/her major Key Result Area (2 points)	Collaborated with colleagues in producing/designing innovative output in support to his/her major Key Result Area (1 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Outstanding Work Contributions, Accomplishments, and Ideas (25 points)						
	> Proof of Narratives on/Testimonials on: ▪ Impact of Work	Has always served as a role model of personnel in helping the organization attain maximum benefits	Has oftentimes served as a model of other personnel in helping the organization attain benefits while	Has oftentimes served as a model of other personnel in helping the organization attain benefits	Has sometimes served as a model of other personnel in helping the organization attain benefits	Has sometimes served as a model of other personnel in helping the organization attain benefits

		while minimizing the use of resources (10 points)	minimizing the use of resources (8 points)	(5 points)	(4 points)	(0 point)
	▪ <i>Work Effectiveness</i>	Has always shown great enthusiasm in producing quality work results and takes appropriate action to feedbacks and comments for work improvement (5 points)	Has oftentimes shown enthusiasm in producing quality work results and takes action to feedbacks and comments for work improvement (3 points)	Has oftentimes shown enthusiasm in producing work results and considers feedbacks and comments for work improvement (2 points)	Has sometimes shown enthusiasm in producing work results (1 point)	Has produced expected job results (0 point)
	▪ <i>Work Efficiency</i>	Has been always recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks without delay and without supervision (5 points)	Has been oftentimes recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks and without supervision (3 points)	Has been occasionally recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (2 points)	Has been recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (1 point)	Has the ability to complete assigned tasks on a daily basis with supervision (0 point)
	▪ <i>Work Collaboration</i>	Has always endeavored to step in to help the office when needed and helped the team solve problems, manage conflicts, and stay focused and organized (5 points)	Has always helped the team solve problems, manage conflicts, and stay focused and organized (3 points)	Has oftentimes helped the team solve problems, manage conflicts, and stay focused and organized (2 points)	Has oftentimes helped the team solve problems and manage conflicts (1 point)	Has the ability to help the team solve problems and manage conflicts (0 point)
Social and Community Engagement (20 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificate of commendation on contribution to the community with relevant documentations</i> ➤ <i>Proof of participation to a sustainable community program</i> ➤ <i>Narrative of the impact of community involvement</i> 	Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools,	Has been actively involved in sustainable programs/ projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by	Has been actively involved in sustainable programs/ projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and	Has been involved in various programs/ projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials	Has participated in community programs/ projects/ activities sponsored by his/her base office/ unit.



		parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports (20 points)	narrative reports and other submitted documents (16 points)	other submitted documents (14 points)	(10 points)	(0 point)
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PAPER EVALUATION RUBRICS:

SCHOOL HEADS						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Strategic Leadership (35 points)						
Quality School Management Practices (15 points)	<ul style="list-style-type: none"> ➤ <i>Certificate of Commendation/ Recognition for being the School Head of the host (benchmarked) school</i> ➤ <i>List of initiated innovative programs and activities</i> ➤ <i>Copy of approved School Improvement Plan</i> ➤ <i>Narrative Report on the Implementation of School Improvement Plan</i> 	Served as a host of benchmarking of other schools from other Divisions which focused on school management practices (5 points)	Served as a host of benchmarking of other schools from the same Divisions which focused on school management practices (3 points)	Served as a host of benchmarking of other schools from the same District which focused on school management practices (2 points)	Organized and facilitated a benchmarking activity of schools on other areas of concern (1 point)	Participated in a benchmarking activity to schools. (0 point)
		Collaborated with colleagues on the implementation of at least 5 innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (10 points)	Implemented at least 3 innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (8 points)	Lead the school personnel in implementing innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (6 points)	Participated in innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (4 point)	Monitored the implementation of innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (0 point)
Research and Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>Copy of SDC-approved policy/policies</i> ➤ <i>Narrative reports/Results of policy implementation and policy review</i> ➤ <i>List of researches conducted (solo or collaboration)</i> 	Completed and implemented at least 1 research and development and/or policy initiative in the last 3 years (10 points)	Completed at least 1 research and development and/or policy initiative in the last 3 years (8 points)	Collaborated with colleagues in implementing at least 1 research and development and/or policy initiative in the last 3 years (6 points)	Conducted at least 1 research and development and/or policy initiative in the last 3 years but no narrative reports submitted (4 point)	Monitored the implementation of research and development and/or policy initiative (0 point)
School Program Design and Implementation (10 points)	<ul style="list-style-type: none"> ➤ <i>List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report</i> 	Conducted a Learning Needs Analysis of staff based on the consolidation of IPDP and COT reports and used these in designing, implementing, and	Identified the learning needs of staff based on the consolidation of IPDP and COT reports and used these in designing, implementing, and	Collaborated with colleagues in designing, implementing, and monitoring of PDPs but these are not properly aligned with professional standards	Facilitated the implementation and monitoring of PDPs as seen in the accomplishment reports	Monitored the implementation of PDPs in the school

	<ul style="list-style-type: none"> ➤ Sample approved training designs and training matrixes ➤ Accomplishment Reports on the implemented needs-based programs implemented in the school ➤ Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school 	<p>monitoring needs-based PDPs aligned to professional standards as seen in the accomplishment reports</p> <p style="text-align: center;">(10 points)</p>	<p>monitoring of needs-based PDPs aligned to professional standards as seen in the accomplishment reports</p> <p style="text-align: center;">(8 points)</p>	<p>as seen in the accomplishment reports</p> <p style="text-align: center;">(6 points)</p>	<p style="text-align: center;">(4 points)</p>	<p style="text-align: center;">(0 point)</p>
Managing School Operations and Resources (20 points)						
<p>Records Management</p> <p style="text-align: center;">(5 points)</p>	<ul style="list-style-type: none"> ➤ Evidence that school data and information are managed using technology, including ICT ➤ School Process on utilization and safekeeping of the school data and information 	<p>Has disseminated and implemented clear-cut school-based guidelines on utilization and safekeeping of the school data and information using ICT as evidenced by a process framework</p> <p style="text-align: center;">(5 points)</p>	<p>Has in-place school-based guidelines on utilization and safekeeping of the school data and information using ICT as evidenced by a process framework</p> <p style="text-align: center;">(3 points)</p>	<p>Uses ICT on the utilization and safekeeping of the school data and information based on generic guidelines</p> <p style="text-align: center;">(2 points)</p>	<p>Observes generic guidelines on safekeeping of the school data and information but not using ICT</p> <p style="text-align: center;">(1 point)</p>	<p>Has no in place guidelines in records management.</p> <p style="text-align: center;">(0 point)</p>
<p>Financial Management</p> <p style="text-align: center;">(5 points)</p>	<ul style="list-style-type: none"> ➤ Certificate of No-AOM from SDO COA or its equivalent ➤ Certification of Budget Utilization Performance Report from SDO ➤ Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution Plan 1 ➤ Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/ BED 1 ➤ Copy of Monthly Liquidation Reports 	<p>Has not received AOM in the last three years AND Has attained and average of 96.00-100% utilization of the approved budget for the last three school years</p> <p style="text-align: center;">(5 points)</p>	<p>Has not received AOM in the last three years AND Has attained and average of 90.00-95.99% utilization of the approved budget for the last three school years</p> <p style="text-align: center;">(3 points)</p>	<p>Has not received AOM in the last three years AND Has attained and average of 85.00-89.99% utilization of the approved budget for the last three school years</p> <p style="text-align: center;">(2 points)</p>	<p>Has not received AOM in the last three years AND Has attained and average of less than 85.00 utilization of the approved budget for the last three school years</p> <p style="text-align: center;">(1 point)</p>	<p>Has not fulfilled any of the indicators in the criterion</p> <p style="text-align: center;">(0 point)</p>

Management of Staff (5 points)	<ul style="list-style-type: none"> ➤ Summary of Individual Professional Development Plan (IPDP) of Staff ➤ Copy of approved Faculty Development Plan based on IPDP of staff ➤ Monitoring/Progress report of the approved Faculty Development Plan 	Crafted, implemented, and monitored the Faculty/ Personnel Development Plan based from the consolidated individual professional development needs of both the teaching and non-teaching personnel for each covered school year (5 points)	Crafted and implemented the Faculty/ Personnel Development Plan based from the consolidated individual professional development needs of both the teaching and non-teaching personnel for each covered school year (3 points)	Crafted the Faculty/ Personnel Development Plan based from the consolidated individual professional development needs of both the teaching and non-teaching personnel for each covered school year (2 points)	Crafted and implemented the learning and development activities for both teaching and non-teaching personnel but no Faculty Development Plan was crafted for each covered school year (1 point)	Crafted learning and development activities for both teaching and non-teaching personnel but no Faculty Development Plan was crafted (0 point)
School Safety (5 points)	<ul style="list-style-type: none"> ➤ Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency 	Crafted and implemented localized school policy/ies concerning school safety as evidenced by submitted means of verifications (5 points)	Implemented policy/ies concerning school safety as evidenced by submitted means of verifications (3 points)	Conducted activities to engage the stakeholders along the implementation of guidelines on school safety as evidenced by submitted means of verifications (2 points)	Produced relevant materials along the implementation of guidelines on school safety (1 point)	Oriented the stakeholders along the implementation of guidelines on school safety (0 point)
Instructional Leadership (20 points)						
	<ul style="list-style-type: none"> ➤ Proof of provision of technical assistance/ coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan ➤ Technical Assistance Plan Implementation Report ➤ Evidence of utilization of classroom observation notes for PDP development/ conduct of LAC/INSET 	Has monitored the implementation of the crafted and approved Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year (10 points)	Has implemented the approved and crafted Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year (8 points)	Has crafted the approved Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year (6 points)	Has drafted Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is crafted based on the conducted Learning Development Needs of teachers for each covered school year (4 points)	Has Technical Assistance Plan/ Coaching and Mentoring Plan/Professional Development Plan but it is not crafted based on the conducted Learning Development Needs of teachers (0 point)
	<ul style="list-style-type: none"> ➤ Copy of Completed Innovative/ 	Lead and initiated the development of	Mentored teachers in the development of	Collaborated with teachers in the	Mentored teachers in the development of	Monitored teachers in the

	Contextualized Instructional/ Learning Materials	Division-quality assured learning materials that contributed to facilitation of learning (5 points)	Division-quality assured learning materials that contributed to facilitation of learning (3 points)	development of various learning materials that contributed to facilitation of learning (2 points)	various learning materials that contributed to facilitation of learning (1 point)	development learning materials (0 point)
	➤ Certificates as Learning Resource Facilitator on instructional/ pedagogical advancement of teachers	Has served as a Learning Resource Facilitator on instructional/ pedagogical advancement of teachers in the Regional Level (5 points)	Has served as a Learning Resource Facilitator on instructional/ pedagogical advancement of teachers in the Division Level (3 points)	Has served as a Learning Resource Facilitator on instructional/ pedagogical advancement of teachers in the District Level (2 points)	Has been invited to serve as a Learning Resource Facilitator on instructional/ pedagogical advancement of teachers in another school (1 point)	Has served as a Learning Resource Facilitator but not along instructional/ pedagogical advancement of teachers (0 point)
Developing Self and Others (15 points)						
	➤ Certificates as Learning Resource Facilitator to fellow school heads in upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the Regional Level (5 points)	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the Division Level (3 points)	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the District Level (2 points)	Has been invited to serve as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in another school (1 point)	Has served as a Learning Resource Facilitator but not on the sharing of best practices on PPSSH/SBM (0 point)
	➤ Copy of approved Training Programs/LAC ➤ Evidence of continuous professional development initiatives/activities	Has taken the lead in designing and implementing NEAP-accredited PDPs /needs-based LAC sessions addressing the learning needs of the teachers and non-teaching personnel (5 points)	Facilitated the designing and implementation of NEAP-accredited PDPs /needs-based LAC sessions addressing the learning needs of the teachers and non-teaching personnel (3 points)	Has taken the lead in designing and implementing needs-based PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (2 points)	Facilitated the designing and implementation of needs-based PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (1 point)	Take initiative in designing PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (0 point)
	➤ Copy and evidence of Rewards and Recognition policies	Has institutionalized and consistently implemented school-	Has consistently implemented school-based rewards and	Has frequently implemented school-based rewards and	Has implemented school-based rewards and recognition policies	Has oriented the school personnel on the guidelines

	and/or initiatives introduced in the school	based rewards and recognition policies and guidelines based on widely-accepted standards and observing equal opportunity principal (5 points)	recognition policies and guidelines based on widely-accepted standards and observing equal opportunity principal (3 points)	recognition policies based on widely-accepted standards (2 points)		related to rewards and recognition (0 point)
Building Connections (10 points)						
	<ul style="list-style-type: none"> ➤ Evidence of partnerships and linkages to support school programs/activities/MOA/MOU ➤ List of school benefactors ➤ List of community activities participated by the school! 	Has entered sustainable partnership with various agencies (private and government) to support at least five (5) school programs/ activities for the last three years (5 points)	Has entered sustainable partnership with various agencies (private and government) to support at least four (4) school programs/ activities for the last three years (3 points)	Has entered sustainable partnership with various agencies (private and government) to support at least three (3) school programs/ activities for the last three years (2 points)	Has entered sustainable partnership with various agencies (private and government) to support at least two (2) school programs/ activities for the last three years (1 point)	Has engaged partnership with various agencies (private and government) to support school programs/ activities for the last three years (0 point)
	<ul style="list-style-type: none"> ➤ List of programs initiated and participated by the school for the community ➤ Accomplishment Reports on initiated community programs 	Has initiated at least five (5) sustainable and high-impact school programs that benefit the immediate community where the school is located for the last three years (5 points)	Has initiated at least four (4) sustainable school programs that benefit the immediate community where the school is located for the last three years (3 points)	Has initiated at least three (3) sustainable school programs that benefit the immediate community where the school is located for the last three years (2 points)	Has initiated at least two (2) school programs that benefit the immediate community where the school is located for the last three years (1 point)	Has participated in a community-based activity. (0 point)

PAPER EVALUATION RUBRICS:

SUPERVISORS						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Strengthening Shared Accountability (30 points)						
Technical Assistance/ Coaching and Mentoring (20 points)	<ul style="list-style-type: none"> ➤ Copy of approved Technical Assistance Plan ➤ Proof of provision of Technical Assistance/ Coaching and Mentoring conducted/ Technical Assistance Plan/ Coaching and Mentoring Plan ➤ Technical Assistance Plan Implementation Report 	Has implemented technical assistance activities/ coaching and mentoring activities based on the approved technical assistance plan/ coaching and mentoring plan which is anchored on the learning and development needs analysis/ consolidated IPDP (20 points)	Has implemented technical assistance activities/ coaching and mentoring activities based on the approved technical assistance plan/ coaching and mentoring plan but the plan is NOT anchored on the learning and development needs analysis/ consolidated IPDP (16 points)	Has implemented technical assistance activities/ coaching and mentoring activities but there is NO technical assistance plan/ coaching and mentoring plan (14 points)	Has implemented technical assistance activities/ coaching and mentoring activities but is based on generic needs of the clientele (10 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Program Implementation Report (10 points)	<ul style="list-style-type: none"> ➤ Program Implementation Report/ Accomplishment Report of Programs (including, Stakeholder Feedback, Program Implementation Narratives, Analyzed QAME Results (if applicable), Budgetary Requirements, (if applicable) 	Has submitted to Top Management and/or concerned units/offices complete Program Implementation Report/ Accomplishment Report of Programs under their portfolio (10 points)	Has submitted to immediate supervisor Program Implementation Report/ Accomplishment Report of Programs under their portfolio (8 points)	Has conducted Program Implementation review and an accomplishment report of programs under their portfolio (6 points)	Has conducted Program Implementation review but accomplishment report of programs under their portfolio was not submitted (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Fostering Culture of Continuous Improvement (30 points)						
Research and Innovation (35 points)	<ul style="list-style-type: none"> ➤ List of Researches conducted ➤ Certificate of Research Implementation 	Has implemented the results/ product of a conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (10 points)	Has conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (8 points)	Has collaborated with colleagues in conducting BER-Funded research/es on areas in attainment of his/her major Key Result Area (6 points)	Has collaborated with colleagues in conducting research/es on areas in attainment of his/her major Key Result Area (4 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)

	<ul style="list-style-type: none"> ➤ <i>Certificate of Research Involvements</i> 	Has served as an evaluator and a mentor of DepEd personnel in the research activities within the Department of Education (10 points)	Has served as an evaluator of research activities within the Department of Education (8 points)	Has served as a mentor of research activities within the Department of Education (6 points)	Has assisted personnel in the conduct of research activities within the Department of Education (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
	<ul style="list-style-type: none"> ➤ <i>Proof of innovative outputs</i> ➤ <i>Certificate of Implementation of the Innovative Outputs</i> 	Produced/designed an approved innovative output which was utilized/ implemented in support to his/her major Key Result Area (10 points)	Produced/designed an innovative output which was utilized/ implemented in support to his/her major Key Result Area (8 points)	Collaborated with colleagues in producing/designing innovative output which was utilized/ implemented in support to his/her major Key Result Area (6 points)	Collaborated with colleagues in producing/designing innovative output in support to his/her major Key Result Area (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Developing Self and Others (25 points)						
Learning and Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>List of approved/certified/ accredited learning and development initiatives for both the teaching and non-teaching personnel</i> ➤ <i>Sample training designs and matrixes</i> ➤ <i>Sample of submitted/ approved Accomplishment Reports</i> ➤ <i>Accomplishment reports on the implemented needs-based programs implemented</i> 	Has implemented at least three (3) needs-based learning and development activities that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (10 points)	Has implemented at least two (2) needs-based learning and development activities that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (8 points)	Has implemented at least one (1) needs-based learning and development activity that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (6 points)	Has implemented at least one (1) needs-based learning and development activity that underwent NEAP accreditation or PRC certification as evidenced by the submitted Accomplishment Report/s (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Personal and Professional Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>Certificate/List of trainings conducted.</i> ➤ <i>Certificate of recognition as resource speaker/ learning facilitator.</i> 	Has served as a speaker/learning facilitator of at least three (3) NEAP-accredited and PRC-certified learning and development programs (10 points)	Has served as a speaker/learning facilitator of at least two (2) NEAP-accredited and PRC-certified learning and development programs (8 points)	Has served as a speaker/learning facilitator of at least one (1) NEAP-accredited and PRC-certified learning and development programs (6 points)	Has served as a speaker/learning facilitator of at least one (1) NEAP-accredited or PRC-certified learning and development programs (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)

<p>Membership to Technical Working Groups/ Professional Organizations (5 points)</p>	<p>> Certificate of membership to DepEd-recognized technical working groups > Certificate of membership to recognized professional organizations</p>	<p>Has been an active member of a national technical working group recognized/ organized by the Department of Education (5 points)</p>	<p>Has been an active member of a regional technical working group recognized/ organized by the Department of Education (3 points)</p>	<p>Has been an active member of a division technical working group recognized/ organized by the Department of Education (2 points)</p>	<p>Has been an active member of a district technical working group recognized/ organized by the Department of Education (1 point)</p>	<p>The submitted documents did not satisfy any of the criterion stated. (0 point)</p>
<p>Community Leadership and Social Responsibility (10 points)</p>						
	<p>> Certificate of Attendance/ Participation > Proof of community engagement and engagement with stakeholders > Recognition in various community involvement program/ activity > Testimonials from community partners > Proof of participation to a collaborative work in and out of DepEd</p>	<p>Has been actively involved in national/ regional level partnership/ engagements with National Government Agencies/Regional Line Agencies/Local Government Units as an officer/ technical working group committee member (10 points)</p>	<p>Has been actively involved in national/ regional level partnership/ engagements with National Government Agencies/Regional Line Agencies/Local Government Units as a member (8 points)</p>	<p>Has been actively engaged with Local Government Units (provincial and municipal/city level) for the implementation of programs and other relevant projects (6 points)</p>	<p>Has been engaged with Local Government Units (barangay level) for the implementation of programs and other relevant projects (4 points)</p>	<p>The submitted documents did not satisfy any of the criterion stated. (0 point)</p>

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FINAL INTERVIEW RUBRICS:

Name of Nominee: _____

Category: _____

Score: _____

CRITERIA	PERFORMANCE INDICATORS				
	5	4	3	2	1
<p>Responsiveness to DepEd Vision and Mission (30 points)</p> <p>The nominee has...</p>	<p>implemented, managed, monitored, and evaluated meaningful, EOP-based programs, projects, and activities of which results were utilized to facilitate the full realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p>(30 points)</p>	<p>implemented, managed, and monitored, meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p>(27 points)</p>	<p>implemented and managed meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p>(23 points)</p>	<p>collaborated with colleagues in implementing meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p>(18 points)</p>	<p>made personal efforts in participating to meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p>(12 points)</p>
<p>Adherence to CSC's Thrusts for <i>Lingkod Bayan</i> (30 pts)</p> <p>The nominee has...</p>	<p>consistently implemented meaningful, EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience towards the delivery of public service excellence.</p> <p>(30 points)</p>	<p>implemented EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience towards the delivery of public service excellence.</p> <p>(27 points)</p>	<p>collaborated with colleagues in implementing EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p>(23 points)</p>	<p>initiated actions towards the implementation of actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p>(18 points)</p>	<p>made personal efforts in participating to movements that strengthen and advocate the practice of public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p>(12 points)</p>
<p>Nationalistic and Patriotic Attributes (30 pts)</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he</p>	<p>oftentimes lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he</p>	<p>sometimes lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he</p>

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The nominee has...	has done truthfully and straightforwardly as manifested by the recognitions from Superiors for his/her prompt, efficient, and honest service. (30 points)	has done truthfully and straightforwardly as manifested by the commendations from his/her clientele for his/her prompt, efficient, and honest service. (27 points)	has done truthfully and straightforwardly as manifested by his/her actions towards his/her clientele. (23 points)	has done truthfully and straightforwardly as manifested by his/her actions towards his/her clientele. (18 points)	has done truthfully and straightforwardly as manifested by his/her actions towards his/her clientele. (12 points)
Communication Skills (10 points) The nominee has...	expressed his/her answers directly and substantively/rich, and in a very confident manner (no or very few mannerisms were observed) (10 points)	expressed his/her answers directly and substantively/rich, and in a confident manner (some mannerisms were observed) (8 points)	expressed his/her answers but his/her answers need more elaborations (some mannerisms were observed) (6 points)	expressed his/her answers but his/her answers need more elaborations (many mannerisms were observed) (4 points)	did not confidently answer the questions and lack consistency in his/her responses (many mannerisms were observed) (2 points)

Name of Interviewer

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