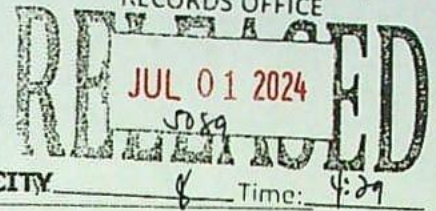




Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City  
 RECORDS OFFICE



Office of the Schools Division  
 Superintendent

June 27, 2024

**DIVISION MEMORANDUM**

No. 251 s. 2024

**CALL FOR NOMINATIONS FOR GAWAD DAYEW 2024**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary Principals/School Heads  
 All Others Concerned

- The Schools Division Office through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the PRIME-HRM Rewards and Recognition (R&R) Committee aims to recognize the meritorious achievements and contributions of DepEd personnel towards the attainment of the agency's vision, mission, goals, and objectives.
- This office hereby announces the call for nominations for the **Gawad Dayew 2024: Division Search for Outstanding Teaching and Non-Teaching Personnel** in the following categories:

<b>Outstanding Teaching Personnel</b>
Category 1 (Teacher I-III)
Category 2 (MT I-IV and HT with teaching units)
<b>Outstanding Non-Teaching Personnel</b>
Category 1 (SG 1-9)
Category 2 (SG 10-23)
<b>Outstanding School Heads</b>
Category 1 (Elementary School)
Category 2 (Secondary/Integrated School)
<b>Supervisors</b>
<b>Hall of Fame Awardee</b>

- Interested and qualified personnel in the abovementioned categories are required to submit the following documents in two sets:

**Part I. General Requirements**

- Duly accomplished Nomination Form signed by nominator (Appendix A)
- Endorsement Letter from the nominator



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)





Republic of the Philippines  
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**Office of the Schools Division  
Superintendent**

- c. Executive Nomination Writeup (not more than 3 pages; Appendix B)
- d. Certification of Authenticity signed by the Administrative Officer
- e. Updated Personal Data Sheet (PDS) signed by duly-constituted authorities
- f. Updated Service Record duly certified by the Administrative Officer
- g. Certification that the nominee has no AWOL/unauthorized absences and accumulated tardiness signed by the Administrative Officer
- h. Photocopies of the last three performance rating periods prior to the nomination
- 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
- j. Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office
- k. List of three Key Informants (Name, Position, cellular number) as Reference Persons for Validation. Include the relationship to the nominee.

**Part II. Photocopies of MOVs per criteria**

4. Complete documents must be submitted to the Records Office on or before **July 17, 2024, 5:00 p.m.** Please include accomplished *Appendix C. Checklist of Requirements*. Those who fail to submit mandatory documentary requirements (*Part I. General Requirements, items a to k*) on the set deadline shall not be included in the pool of official nominees. However, non-submission of documentary requirements (*Part II. MOVs*) shall not warrant exclusion from list of official nominees. Further, no additional documents shall be accepted after the deadline.

5. The timeline for the search activities is as follows:

<b>Call for Submission of Nominees</b>	June 27, 2024
<b>Deadline for submission of two sets of physical copies of documents</b>	July 17, 2024, 5:00 p.m. stamped 'Received' at the Records Office
<b>Pre-assessment</b>	July 18-19, 2024
<b>Paper Screening and Validation</b>	July 22-24, 2024
<b>Interview of Qualified Nominees</b>	July 25-26, 2024
<b>Announcement of Winners</b>	July 31, 2024
<b>Araw ng Parangal (Division level)</b>	August 2024

6. Attached are the guidelines, procedures, qualification requirements, criteria for evaluation, and checklist of requirements adapted from the Regional Search for Outstanding DepEd Region 1 Personnel (Gawad Lam-Ang). Only those who meet



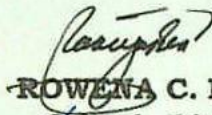



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**Office of the Schools Division  
Superintendent**

the *cut-off average grade of 70 points* shall be included in the composition of the SDO nominees for the Regional Search.

7. All interested and qualified nominees including Persons with Disabilities and members of indigenous communities are encouraged to join the search in accordance with the Equal Opportunity Principle (EOP).
8. Immediate dissemination of this Memorandum is desired.

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





Republic of the Philippines  
**Department of Education**

REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

Office of the Schools Division  
**Superintendent**  
APPENDIX A

**NOMINATION FORM**  
**2024 DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL**  
**(GAWAD DAYEW)**

Search Category:

Supervisor	<input type="checkbox"/> EPS	<input type="checkbox"/> PSDS
School Head	<input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary/Integrated
Teaching	<input type="checkbox"/> Master Teacher <input type="checkbox"/> Head Teacher	<input type="checkbox"/> Department Head <input type="checkbox"/> Teacher I-III
Non-Teaching	<input type="checkbox"/> Category I	<input type="checkbox"/> Category II

Please attach  
passport size  
formal picture

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

**THE DIVISION PRAISE COMMITTEE:**

It is with great pleasure and privilege to nominate \_\_\_\_\_ to the  
**2024 DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL (GAWAD DAYEW).**

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 DIVISION 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 Division PRAISE Committee, the right to collect and process my personal information as stated above, for purposes relevant to my nomination in the 2024 Division Search for Outstanding DepEd Personnel (Gawad Dayew) and for purposes of compliance with the laws, rules, and regulations being implemented by the Republic of the Philippines.

\_\_\_\_\_  
Name and Signature of Nominee

Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)







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Office of the Schools Division  
Superintendent

APPENDIX B

**2024 GAWAD DAYEW (DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL)  
EXECUTIVE NOMINATION WRITE-UP**

Name of Nominee: \_\_\_\_\_  
Position: \_\_\_\_\_  
School/SDO: \_\_\_\_\_  
Search Category: \_\_\_\_\_

*The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be 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 or exemplary norms displayed and impact in brief, factual and in bullet form;*
- *Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefitted, and/or transactions facilitated; and*
- *Use the criteria as sub-headings, if needed.*

Prepared by:

\_\_\_\_\_  
Signature over Printed Name of Nominator

Position

Date



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)





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Office of the Schools Division  
 Superintendent

APPENDIX C

**CHECKLIST OF REQUIREMENTS (GAWAD DAYEW 2024)**

Name of Nominee: \_\_\_\_\_

Contact no.: \_\_\_\_\_

Category: \_\_\_\_\_

Basic Documentary Requirements		Status of Submission (To be filled out by nominee)	Verification (To be filled out by the PRAISE Committee)	
			Status of Submission	Remarks
a.	Duly accomplished Nomination Form signed by nominator			
b.	Endorsement Letter from the nominator			
c.	Executive Nomination Writeup			
d.	Certification of Authenticity signed by AO			
e.	Updated Personal Data Sheet signed by authorities			
f.	Updated Service Record duly certified by the AO			
g.	Certification that the nominee has no AWOL/unauthorized absences and accumulated tardiness signed by the AO			
h.	Photocopies of the last three performance rating periods prior to the nomination			
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 AO			
j.	Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office			
k.	List of three Key Informants (Name, Position, cellular number) as Reference Persons for Validation			

Prepared by:

\_\_\_\_\_  
 Name and Signature of Nominee

Attested:

\_\_\_\_\_  
 PRAISE Committee Chair



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



## **GAWAD LAM-ANG (SEARCH FOR OUTSTANDING DEPED PERSONNEL) GUIDELINES**

### **I. GENERAL PROVISIONS**

#### **SECTION 1. STATEMENT OF PURPOSE**

The Policy Manual on Rewards and Recognition System of the Department of Education Region I (DepEd ROI R&R Manual) states that DepEd ROI encourages the propagation of meritorious qualities or characteristics of employees in public office including but not limited to being flexible, innovative, reflective, skilled, collaborative, efficient, ethical, and those who exemplify high level enthusiasm, self-mastery, self-motivation, creative and innovative ideas, significant accomplishments, heroic deeds, exemplary behavior and skills, extraordinary acts or services in the public interest and other personal efforts, as gauges to recognizing and rewarding personnel – individually or in groups – considering their positions and functions, which contribute to the efficiency, economy, and improvement in government operations leading to organizational productivity.

In addition, continuous improvement on Rewards and Recognition System strongly supports stand of the Department of Education Regional Office I in recognizing and acknowledging the right of all officials and employees to be treated impartially and in committing itself to provide consistent, merit-based employment practices that follow the Equal Opportunity Principle (EOP) and encouraging all officials and employees to achieve their full potential. Also, it shall sustain an efficient and productive workforce regardless of age, appointment status, sex, civil status, social status, race, ethnicity, religion, physical condition, or any other remarkable characteristics specified.

#### **SECTION 2. REFERENCES**

- ✓ CSC MC No. 03, s.2016 - Search for Outstanding Public Officials and Employees
- ✓ DepEd Order No.9, s. 2002 - Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)
- ✓ DepEd Order No. 78, s. 2007 – Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education
- ✓ Regional Office Memorandum No. 210, s. 2019 –Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year
- ✓ Regional Office Memorandum No. 1, s. 2018 – Revised Policies and Guidelines on Managing Awards and Incentives for Service Excellence



- ✓ The MetroBank Foundation Search for Outstanding Filipinos. <http://www.mbfoundation.org.ph/wp-content/uploads/2019/01/4.-Guidelines-in-Preparing-Supporting-Documents.pdf>
- ✓ The Hubert H. Humphrey Fellowship Program in the Philippines. <http://www.fullbright.org.ph>

### **SECTION 3. DEFINITION OF TERMS**

**Award.** This refers to any recognition which may be monetary or non-monetary conferred to an individual or a group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity. Furthermore, this covers to the awards conferred by the Regional Office in each various Rewards and Recognition activities as well as the awards conferred by other national/regional entities (government agencies and NGOs).

**Contribution.** This refers to any input which can be in the form of an idea or performance.

**Incentive.** This refers to the monetary or non-monetary motivation or privilege is given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior. The incentives, for this purpose, refer to the monetary award and tokens which shall be given to the employees being recognized.

**Exemplary Deed.** This refers to the adherence to one or more of the following behavioral norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living (Republic Act 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees).

**Teaching Personnel nominee.** This refers to permanent elementary, junior high school, senior high school teacher/s **who completed** at least three (3) school years of outstanding and continuous service with DepEd Region 1. The teaching personnel category includes:

- Teacher I-III
- Master Teacher I-IV and **Head Teachers with teaching loads**

**Non-Teaching Personnel Category 1 nominee.** This refers to non-teaching personnel of DepEd Region 1 who belong to Salary Grade 1-9 who perform clerical, trades and crafts, and custodial services which include sub-professional work in a non-supervisory or supervisory capacity **who completed** at least three (3) years of continuous outstanding service in DepEd Region 1.



**Non-Teaching Personnel Category 2 nominee.** This refers to non-teaching personnel of DepEd Region 1 who belong to Salary Grade 10-23 who perform professional, technical, and scientific work in a non-supervisory or supervisory capacity or its equivalent **who completed** at least three (3) years of continuous outstanding service in DepEd Region 1.

**Casual/Contract of Service/Job Order status nominee.** This refers to employee of DepEd Region 1 who performs work in lump sum, intermittent or piece of work/job or services in short duration not exceeding six months and pay is on a daily basis and who has served his/her Office for three years in aggregate.

**School Head nominee.** This refers to Principals, Assistant School Principals, and **Head Teachers (with designation as School Head)** who perform supervisory and managerial functions who **completed** at least three (3) years of continuous outstanding service with DepEd Region 1.

The school head category includes:

- School Head/ Head Teacher (Elementary Category)
- School Head/ Head Teacher (High School/ Integrated School Category)

**Supervisor nominee.** This refers to permanent teaching-related personnel, (e.g. Education Program Supervisor, Public Schools District Supervisor) who performs guidance and instructional supervision, as well as coaching and mentoring who **completed** at least three (3) years continuous of outstanding service with DepEd Region 1.

## II. OPERATIONAL GUIDELINES

### SECTION 4. RULES AND REGULATIONS

#### I. Scope

The Gawad Lam-ang shall apply to all Department of Education Region Office I personnel regardless of employment status (permanent, contract of service, job order) sexual orientation, gender identity and expression, age, civil status, disability, religion, ethnicity, and political affiliations and who have exemplified meritorious qualities or characteristics.

Gawad Lam-ang (Regional Search for Outstanding DepEd Personnel) 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.

#### II. Qualification Requirements:

- a. Has **completed** at least three years of continuous service in the position he/she is nominated (at the time he/she is nominated);
  - 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;



- b. Has an **“Outstanding”** rating in the last three (3) performance rating periods prior to 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 not been found guilty of any administrative, criminal, or civil offense/case.

### III. 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 **accumulated** at least a total of 360 minutes of tardiness for the **last three years**;
- d. Has been rated below **“Outstanding”** rating in the last three (3) performance rating periods;
- e. Has a **pending case** or a **case for fact-finding/preliminary investigation** or has been found guilty of any administrative, criminal, or civil offense/case
- f. Has submitted fabricated documents.

*\*Nominees are not allowed to submit additional papers after the deadline.*

### IV. Limitation on Nomination

Awardees can still be nominated to the same category for three (3) consecutive years from the conferment of the award, provided that the nomination is based on a **completely new set of accomplishments/MOVs presented**. Awardees for three consecutive years shall be proclaimed as Hall of Fame Awardee and not be eligible for nomination thereafter in the same category.

### V. Categories of Awards

#### 1. Outstanding Teaching Personnel

- a. Category 1 - Teacher I-III
- b. Category 2 - Master Teacher I-IV and Head Teacher with teaching loads

The nominees under each category shall be ranked which shall be the basis in determining the composition of the 10 Regional Awardees. Only the nominees who ranked in the top 5 in each category shall compose the Top 10. Provided however, that the nominees shall meet the cut-off average grade of 70 points. Hence, nominees who have not attained a score of 70 or better shall not be included.



2. Outstanding Non-Teaching Personnel

- a. Category 1 (SG 1-9)
- b. Category 2 (SG 10-23)

The nominees under each category shall be ranked which shall be the basis in determining the composition of the 10 Regional Awardees. Only the nominees who ranked in the top 5 in each category shall compose the Top 10. Provided however, that the nominees shall meet the cut-off average grade of 70 points. Hence, nominees who have not attained a score of 70 or better shall not be included.

3. Outstanding School Heads

- a. Category 1 (Elementary School)
- b. Category 2 (High School/Integrated School)

The nominees under each category shall be ranked which shall be the basis in determining the composition of the 10 Regional Awardees. Only the nominees who ranked in the top 5 in each category shall compose the Top 10. Provided however, that the nominees shall meet the cut-off average grade of 70 points. Hence, nominees who have not attained a score of 70 or better shall not be included.

4. Outstanding Supervisors

The nominees under each category shall be ranked which shall be the basis in determining the composition of the 10 Regional Awardees. Provided however, that the nominees shall meet the cut-off average grade of 70 points. Hence, nominees who have not attained a score of 70 or better shall not be included.

5. Hall of Fame Awardee

This award is granted to an employee who has been one of the Outstanding DepEd employees (**Top 5 in their category**) for three consecutive years and, thus shall not be eligible for nomination thereafter in the same category.

**VI. CRITERIA FOR EVALUATION**

**A. Outstanding Teaching Personnel**

Phases	Point Distribution	Percentage
Paper Evaluation	100	50%
Demonstration Teaching	100	20%
Final Interview	100	30%
	<b>TOTAL</b>	<b>100%</b>

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel Category (Category 1):

**Paper Evaluation Criteria**



*(Gawad Lam-ang Outstanding Teaching Personnel - Category 1)*

<b>Criteria</b>	<b>Points</b>	<b>Means of Verification (All MOVs must be of the past three years)</b>
<b>Instructional Competence</b> <i>(45 points)</i>  Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	15	➤ Signed Results of <b>Classroom Observations</b> (at least 2 COTs for each school year for the last three years)
	15	➤ Sample <b>Approved Learning Plans</b> 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.
	15	➤ Sample <b>teacher-crafted and analyzed Assessment Tools</b> ➤ Sample of Assessment Analysis Reports submitted to Head of Office ➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs
<b>Research Engagement</b> <i>(15 points)</i>	15	➤ List of <b>Solo or Collaborative Action/Basic Completed Research Outputs</b> for the last three years with Certificate of Completion ➤ Report on the Dissemination/Implementation of Research Outputs
<b>Professional Growth and Development</b> <i>(15 points)</i>	15	➤ Proof of degree earned from the <b>Graduate School</b> / Certificate of Graduate units earned ➤ Certificate of participation in at least <b>three-day</b> trainings/ seminars/ workshops from any <b>DepEd-recognized</b> training providers ➤ Certificate of recognition as a <b>learning facilitator/ learning facilitator/content expert in (at least) District-initiated</b> trainings/ seminars
<b>Innovation</b> <i>(10 points)</i>	10	➤ Certificate of <b>Completed Innovation</b> signed by Head of Office ➤ Certificate of Adoption/ Implementation signed by the Head of Office ➤ Narrative of Impact Evaluation of Innovation



		<ul style="list-style-type: none"> <li>➤ Proof of Impact Results Dissemination</li> </ul>
<b>Leadership</b> (10 points)	10	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as a <b>Chairperson/Officer</b> of a Professional Organization (school level)</li> <li>➤ Certificate of Recognition as a Chairperson/Coordinator of School Organization</li> <li>➤ Certificate of Recognition as <b>Winning Coach/Adviser (at least Division Level)</b></li> <li>➤ <b>Accomplishment Report of the Organization</b></li> </ul>
<b>Social and Community Engagement</b> (5 points)	5	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>
<b>TOTAL</b>	<b>100</b>	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel Category (Category 2):

<b>Paper Evaluation Criteria</b> <i>(Gawad Lam-ang Outstanding Teaching Personnel - Category 2)</i>		
Criteria	Points	Means of Verification <i>(All MOVs must be of the past three years)</i>
<b>Instructional Competence</b> (30 points)  Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	10	<ul style="list-style-type: none"> <li>➤ Signed Results of <b>Classroom Observations</b> (at least 2 COTs for each school year for the last three years)</li> </ul>
	10	<ul style="list-style-type: none"> <li>➤ Sample <b>Approved Learning Plans</b> showcasing the:               <ol style="list-style-type: none"> <li>a. application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</li> <li>b. positive use of ICT.</li> <li>c. use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences.</li> <li>d. plan, manage and implement developmentally sequenced teaching and learning process</li> </ol> </li> </ul>
	10	<ul style="list-style-type: none"> <li>➤ Sample <b>teacher-crafted and analyzed Assessment Tools</b></li> </ul>



		<ul style="list-style-type: none"> <li>➤ Sample of Assessment Analysis Reports submitted to Head of Office</li> <li>➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs</li> <li>➤ Narrative Report on Technical Assistance/Coaching and Mentoring</li> </ul>
<b>Research Engagement</b> (20 points)	20	<ul style="list-style-type: none"> <li>➤ List of <b>Solo Action/Basic Completed Research Outputs</b> for the last three years with Certificate of Completion</li> <li>➤ Report on the Dissemination/Implementation of Research Outputs</li> </ul>
<b>Professional Growth and Development</b> (15 points)	15	<ul style="list-style-type: none"> <li>➤ Proof of degree earned from the <b>Graduate School</b> / Certificate of Graduate units earned</li> <li>➤ Certificate of participation in at least <b>three-day</b> trainings/ seminars/ workshops from any <b>DepEd-recognized</b> training providers</li> <li>➤ Certificate of recognition as a <b>learning facilitator/content expert in (at least) Division-initiated</b> trainings/ seminars</li> </ul>
<b>Innovation</b> (15 points)	15	<ul style="list-style-type: none"> <li>➤ Certificate of <b>Completed Innovation</b> signed by Head of Office</li> <li>➤ Certificate of Adoption/ Implementation</li> <li>➤ Impact Evaluation of Innovation</li> <li>➤ Proof of Impact Results Dissemination</li> </ul>
<b>Leadership</b> (15points)	15	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as a <b>Chairperson/Officer</b> of a Professional Organization (school level)</li> <li>➤ Certificate of Recognition as a Chairperson/Coordinator of School Organization</li> <li>➤ Certificate of Recognition as <b>Winning Coach/Adviser (at least Division Level)</b></li> <li>➤ <b>Accomplishment Report of the Organization</b></li> </ul>
<b>Social and Community Engagement</b> (5 points)	5	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>
<b>TOTAL</b>	<b>100</b>	



### B. Outstanding Non-Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Final Interview	100	40%
	<b>TOTAL</b>	<b>100%</b>

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel Category (Category 1):

Paper Evaluation Criteria (Gawad Lam-ang Outstanding Non-Teaching Personnel - Category 1)		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
<b>Quality of Personal and Professional Development Initiatives</b> (35 points)  Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> <li>➤ Certificates of Professional Development Programs participated</li> <li>➤ Certificates of completion to special trainings aligned to Key Result Area/IPDP</li> <li>➤ 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.)</li> </ul>
	20	<ul style="list-style-type: none"> <li>➤ Narrative/ testimonials of exemplary work ethics and behavior</li> </ul>
<b>Quality and Consistency of Behavioral Performance</b> (25 points)	25	<ul style="list-style-type: none"> <li>➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</li> </ul>
<b>Outstanding Work Contributions, Accomplishments, Innovations, and Ideas</b> (25 points)	25	<ul style="list-style-type: none"> <li>➤ Proof of/Narratives on/Testimonials on:                         <ol style="list-style-type: none"> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ol> </li> </ul>
<b>Social and Community Engagement</b> (15 points)	15	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>



The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel Category (Category 2):

<b>Paper Evaluation Criteria</b> <i>(Gawad Lam-ang Outstanding Non-Teaching Personnel - Category 2)</i>		
<b>Criteria</b>	<b>Points</b>	<b>Means of Verification (All MOVs must be of the past three years)</b>
<b>Quality of Personal and Professional Development Initiatives</b> <i>(30 points)</i>  Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> <li>➤ Certificates of Professional Development Programs participated/implemented</li> <li>➤ Certificates of completion to special trainings aligned to Key Result Area/IPDP</li> <li>➤ Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)</li> </ul>
	15	<ul style="list-style-type: none"> <li>➤ Narrative/ testimonials of exemplary work ethics and behavior</li> </ul>
<b>Quality and Consistency of Behavioral Performance</b> <i>(20 points)</i>	20	<ul style="list-style-type: none"> <li>➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</li> </ul>
<b>Research and Innovations</b> <i>(10 points)</i>	10	<ul style="list-style-type: none"> <li>➤ List of researches conducted (solo or collaboration)</li> <li>➤ Certificate of Research Implementation</li> <li>➤ Certificate of Research Involvements</li> <li>➤ Proof of innovative outputs</li> <li>➤ Certificate of Implementation of the Innovative Outputs</li> </ul>
<b>Outstanding Work Contributions, Accomplishments, and Ideas</b> <i>(25 points)</i>	25	<ul style="list-style-type: none"> <li>➤ Proof of/Narratives on/Testimonials on:               <ol style="list-style-type: none"> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ol> </li> </ul>
<b>Social and Community Engagement</b> <i>(15 points)</i>	15	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> </ul>



		➤ Narrative of the impact of community involvement
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Gawad Lam-ang 2024 Edition



### C. Outstanding School Heads

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Final Interview	100	40%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category:

Paper Evaluation Criteria (Gawad Lam-ang Outstanding School Heads)		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
<b>Strategic Leadership</b> (35 points)  Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives 3. School Program Design and Implementation	15	<ul style="list-style-type: none"> <li>➤ Certificate of Commendation/Recognition for being the School Head of the host (benchmarked) school done</li> <li>➤ List of initiated innovative programs and activities</li> <li>➤ Copy of approved School Improvement Plan with a Narrative Report on the Implementation of School Improvement Plan</li> </ul>
	10	<ul style="list-style-type: none"> <li>➤ Copy of SDO-approved policy/policies</li> <li>➤ Narrative reports/Results of policy implementation and policy review</li> <li>➤ List of completed researches conducted (solo or collaboration; if collaborative research must be lead researcher)</li> </ul>
	10	<ul style="list-style-type: none"> <li>➤ List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report</li> <li>➤ Sample approved training designs and training matrixes</li> <li>➤ Accomplishment Reports on the implemented needs-based programs implemented in the school</li> <li>➤ Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school</li> </ul>
<b>Managing School Operations and Resources</b> (20 points)  Specific Indicators: 1. Records	5	<ul style="list-style-type: none"> <li>➤ Evidence that school data and information are managed using technology, including ICT</li> <li>➤ School Process on utilization and safekeeping of the school data and information</li> </ul>
	5	<ul style="list-style-type: none"> <li>➤ Certificate of No-AOM from SDO COA or its equivalent</li> <li>➤ Certification of Budget Utilization Performance Report from SDO</li> <li>➤ Copy of approved Work and Financial Plan</li> </ul>



<p>Management</p> <p>2. Financial Management</p> <p>3. Management of Staff</p> <p>4. School Safety</p>		<p>(GAD)/ MOOE/Budget Execution Plan 1</p> <ul style="list-style-type: none"> <li>➤ Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1</li> <li>➤ Copy of Monthly Liquidation Reports</li> </ul>
	5	<ul style="list-style-type: none"> <li>➤ Summary of Individual Professional Development Plan (IPDP) of Staff</li> <li>➤ Copy of approved Faculty Development Plan based on IPDP of staff</li> <li>➤ Monitoring/Progress report of the approved Faculty Development Plan</li> </ul>
	5	<ul style="list-style-type: none"> <li>➤ Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency</li> </ul>
<p><b>Instructional Leadership</b> (20 points)</p>	20	<ul style="list-style-type: none"> <li>➤ Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan</li> <li>➤ Technical Assistance Plan Implementation Report</li> <li>➤ Copy of Completed Innovative/Contextualized Instructional/Learning Materials</li> <li>➤ Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers</li> <li>➤ Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET</li> </ul>
<p><b>Developing Self and Others</b> (15 points)</p>	15	<ul style="list-style-type: none"> <li>➤ Certificates as <b>learning facilitator/content expert</b> to fellow <b>school heads</b> in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads/ School-based Management <b>(at least Division level)</b></li> <li>➤ Copy of approved Training Programs/LAC</li> <li>➤ Evidence of continuous professional development initiatives/activities</li> <li>➤ Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school</li> </ul>
<p><b>Building Connections</b> (10 points)</p>	10	<ul style="list-style-type: none"> <li>➤ Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU</li> <li>➤ List of school benefactors</li> <li>➤ List of community activities participated by the school</li> <li>➤ List of programs initiated and participated by the</li> </ul>



		school for the community ➤ Accomplishment Reports on initiated community programs
<b>TOTAL</b>	<b>100</b>	

#### D. Outstanding Supervisors

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Final Interview	100	40%
	<b>TOTAL</b>	<b>100%</b>

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Supervisors Category:

Paper Evaluation Criteria (Gawad Lam-ang Outstanding Supervisors)		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
<b>Strengthening Shared Accountability</b> (30 points)  Specific Indicator: 1. Technical Assistance/ Coaching and Mentoring 2. Program Implementation	20	➤ 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
	10	➤ Program Implementation Report/ Accomplishment Report of Program under the Portfolio
<b>Fostering Culture of Continuous Improvement</b> (30 points)  Specific Indicator: 1. Research and Innovation	30	➤ List of <b>solo</b> Action Researches conducted ➤ Certificate of Research Implementation ➤ Certificate of Research Involvements ➤ Proof of innovative outputs ➤ Certificate of Implementation of the Innovative Outputs
<b>Developing Self and Others</b> (25 points)  Specific Indicators: 1. Learning and	10	➤ List of approved/certified/accredited learning and development initiatives for both the teaching and non-teaching personnel ➤ Sample training designs and matrixes approved by NEAP-R1 ➤ Sample of submitted/approved



Development Initiatives		Accomplishment Reports ➤ Accomplishment reports on the implemented needs-based programs implemented
2. Personal and Professional Development Initiatives	10	➤ Certificate/List of trainings conducted. ➤ Certificate of recognition as resource speaker/learning facilitator/content expert. ➤ Certificate of Attendance in professional development activities
3. Membership to Technical Working Groups/ Professional Organizations	5	➤ Certificate of membership to DepEd-recognized technical working groups ➤ Certificate of membership to recognized professional organizations
<b>Community Leadership and Social Responsibility</b> (15 points)	15	➤ 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
<b>TOTAL</b>	<b>100</b>	

#### VI. Rewards:

##### 1. Monetary Incentives:

Winners – Php 15, 000.00

Hall of Famer – Php 20, 000.00

##### 2. Plaque of Recognition (Regional Winners)

##### 3. Certificate of Recognition (Regional Winners and Finalists)

#### VII. Procedure for Nomination:

The PRAISE Committee shall strictly observe specific timeline on the conduct of Gawad Lam-ang (*please see Appendix D*).

1. Schools Division Offices and Regional Office Functional Divisions are required to submit nomination documents containing the required Means of Verifications (MOVs) addressed to the Regional Award Selection Committee Chairperson. Submitted documents shall be subjected to initial evaluation by PRAISE Secretariat before the endorsement of the same to the Regional Award Selection Sub-Committees.

*\*NOTE: For nominees who have won in the immediate award year, COMPLETELY NEW set nomination documents are required. This includes the milestone video of the nominee. Failure to comply with this results to outright disqualification. The term COMPLETELY*



*NEW set of nomination documents does not include the OPCR/IPRC ratings, and diplomas/OTRs.*

Each Schools Division Office is allowed to submit **ONE (1) NOMINEE** for **each** of following categories:

- Teaching Personnel (TI-III)
  - Teaching Personnel (MTI-IV and HT with teaching units)
  - Non-Teaching Personnel (SG 1-9)
  - Non-Teaching Personnel (SG 10-23)
  - School Heads (Elementary School)
  - School Heads (Secondary School)
  - Supervisors
2. The nominator shall use the *Official Nomination Form* and the *Executive Nomination Write-up Form*. The nominee shall accomplish the *Certification of Authenticity Form*. (Please see Appendix A, and B).
  3. All nominations shall be submitted to the Regional Office Records Unit on or before the specified date as indicated in the Regional Memorandum.
  4. The Regional PRAISE Secretariat shall check the completeness of all documents submitted before endorsement to the Regional Award Selection Sub-Committees.
  5. The Regional Award Selection Sub-Committee members shall screen, validate, and deliberate the nominations using the criteria for paper screening as basis for shortlisting the nominees per category.
  6. The Regional Award Selection Sub-Committee members shall endorse the shortlisted nominees per category to the Regional PRAISE Committee through the Regional PRAISE Committee Secretariat.
  7. The Regional PRAISE Committee shall endorse the results to the Regional Award Selection Committee.
  8. The Regional Award Selection Committee shall interview the shortlisted nominees per category and shall select the winners after final deliberation.
  9. In case of a tie, the Chairperson of the Regional Award Selection Committee shall make the decision. The decision of the Regional Award Selection Committee is final and not appealable.
  10. The Chairperson of the Regional Award Selection Committee shall forward the result to the Regional Director for approval.
  11. Once approved, the list of winners and finalists and other pertinent information relative to the conduct of the *Araw ng Parangal* (attire and venue) shall be released through a Regional Memorandum.



## VIII. Procedure for Screening and Evaluation:

### 1. **PHASE I: Paper Screening**

The Regional Award Selection Sub-Committee shall conduct the paper screening using the submitted means of verification (MOVs) on each specific criterion. Further, nominees must submit the following documents:

- ✓ Duly accomplished Nomination Form signed by the nominator
- ✓ Endorsement Letter from the Schools Division Superintendent or the Division PRAISE Committee Chairperson
- ✓ Executive Summary (not more than 3 pages)
- ✓ Certification of Authenticity
- ✓ Updated Personal Data Sheet (PDS) signed by duly constituted authorities
- ✓ Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- ✓ Certification signed by the Human Resource Management Officer (HRMO):
  - that the nominee has no AWOL/unauthorized absences and accumulated tardiness
  - Outstanding ratings for the last three (3) performance rating periods prior to nomination
  - 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.
- ✓ Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- ✓ Milestone Accomplishment (max. of 5 mins. Audio-visual). Nominees are expected to attach a copy of the QR Code or link where the audio-visual material can be accessed. Ensure that permission to access the material is open/granted.
- ✓ List of Key Informants (Name, Position, cellular number) as Reference Persons for Validation. Include the relationship of the personnel to the nominee.

***\*Incomplete nomination documents shall not be processed.***

#### **Part I. General Requirements**

- A. Duly accomplished nomination form signed by the nominator (see attachment)



- B. Endorsement Letter from the Schools Division Superintendent or the Division PRAISE Committee Chairperson
- C. Executive Summary (not more than 3 pages; see attachment)
- D. Certification of Authenticity
- E. Updated Personal Data Sheet (PDS) signed by duly-constituted authorities
- F. Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- G. Certification that the nominee has no AWOL/ unauthorized absences and accumulated tardiness
- H. Certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO).
- 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/Schools Division Office/Regional Office.
- K. Milestone Accomplishment (5 mins. Audio-visual) to be submitted via a generated QR Code or URL link.
- L. List of Key Informants (Name, Position, cellular number) as Reference Persons for Validation. Include the relationship of the personnel to the nominee.

## Part II. Means of Verifications

- A. Criteria 1
  - a. MOVs
- B. Criteria 2
  - a. MOVs
- C. Criteria 3
  - a. MOVs
- D. Criteria 4
  - a. MOVs
- E. Criteria 5
  - a. MOVs ...

### Notes:

*Nominees shall submit two sets of nomination documents:*

*a. One set of physical copy of the documents:*

- i. A **table of contents** must be attached in the nominee's portfolio. **No original copies will***



**be submitted to the PRAISE Secretariat. However, all scanned copies must be verified authentic copy of the original by the Records Section Head of the SDO. Page separators in between criteria is highly required.**

- ii. Documents must be placed in A4 size paper and be placed in A4 size folder observing proper color coding: Green (Teaching), Blue (Non-Teaching), Yellow (School Head), Orange (Supervisor).
- b. One set of scanned nomination documents:
- i. The documents must be scanned with at least a minimum of 300 dpi.
  - ii. The General Requirement (Part I) and the MOVs (Part II) must be placed in **one** continuous file with proper page separators/labels.

The Paper Evaluation Phase includes the **Validation and Shortlisting of nominees**. In this phase, the members of the Regional Award Selection Sub-Committees review and assess the richness of the documents submitted vis-à-vis the rubrics duly approved for each category.

In addition, to **validate/counter check/ finalize the scores in the Paper Evaluation**, the Regional Award Selection Sub-Committees shall contact key informants for validation. **Only after the validation part** that the Paper Evaluation scores will be finalized. Finalized scores are to be consolidated by the Sub-committee chairperson.

To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase. The finalists in each Search category shall be announced through a Regional Memorandum.

## **2. PHASE II: Interview**

1. Only the identified finalists in each category shall be invited for a face-to-face panel interview on a date and venue to be identified by the PRAISE Committee Secretariat.

*\*Note: The shortlisted nominees for the Teaching Personnel category are to be subjected to face-to-face Demonstration Teaching Phase before the conduct of the final interviews. Schedule of the face-to-face classroom validation shall be communicated via a separate Regional Memorandum. A separate rubric will be used by select set of evaluators in this stage of evaluation.*



2. Each of the shortlisted nominee shall be interviewed and rated by the Regional Award Selection Committee according to the following criteria:
  - ✓ Responsiveness to DepEd Vision and Mission
  - ✓ Adherence to CSC's Thrusts for *Lingkod Bayan*
  - ✓ Nationalistic and Patriotic Attributes
  - ✓ Ability to Communicate Effectively
3. The Regional Award Selection Committee shall select the Regional Winners per category after careful deliberation.
4. The result of the deliberation shall be final.
5. The Chairperson shall submit the results to the Regional Director for approval.

*Note: All Committee Members are sworn to secrecy until the list of winners has been approved by the Regional Director.*

**IX. Award Selection Committee**

**A. Regional Award Selection Committee**

The Regional Award Selection Committee shall be consisting of the Assistant Regional Director and at least three (3) non-DepEd representatives.

**A.1. Teaching Personnel, School Head, and Supervisor**

Chairperson: Assistant Regional Director  
 Vice-Chairperson: Chief Education Supervisor, HRDD

Members: CSC Regional Director/Representative  
 CHED Regional Director/Representative  
 Academic Dean of a College of Education  
 DepEd NEU Officer/Representative

Secretariat: Regional PRAISE Committee Secretariat

**A.2. Non-Teaching Personnel**

Chairperson: Assistant Regional Director  
 Vice-Chairperson: Chief Education Supervisor, HRDD  
 Members: CSC Regional Director/Representative  
 TESDA Regional Director/ Representative  
 Civic Organization/ NGO Representative  
 DepEd NEU Officer/Representative  
 Secretariat: Regional PRAISE Committee Secretariat

**B. Regional Award Selection Sub-Committees**

<b>Award Category (Sub-Committee)</b>	<b>Chairperson</b>	<b>Members</b>
Teaching Personnel (Category 1)	Chief, CLMD	EPS, CLMD EPS, QAD EPS, PPRD



Teaching Personnel (Category 2)	Chief, PPRD	EPS II, NEAP EPS, CLMD EPS, QAD EPS, FTAD EPS, HRDD
Non-Teaching Personnel (Category 1)	Chief, Finance	EPS, CLMD EPS, QAD EPS II, HRDD EPS II, PPRD
Non-Teaching Personnel (Category 2)	Chief, Admin	SEPS, NEAP AOV, Personnel EPS, QAD EPS II, HRDD
School Head	Chief, QAD	Chief, FTAD EPS, FTAD EPS, HRDD SAO, Finance
Supervisor	Chief, HRDD	Chief, ESSD EPS, CLMD EPS, HRDD EPS, QAD

#### **X. Funding**

The funds to implement the Regional PRAISE Activities shall be taken from the allotted fund of at least five per cent (5%) of the Human Resource Development (HRD) Fund or subsidies by the Regional Office MOOE. Such fund shall be incorporated in the DepEd's annual Work and Financial Plan.

### **III. MISCELLANEOUS PROVISIONS**

#### **SECTION 5. SEPARABILITY CLAUSE**

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

#### **SECTION 6. REPEALING CLAUSE**

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

#### **SECTION 7. EFFECTIVITY**

This Regional Memorandum shall take effect immediately upon issuance.