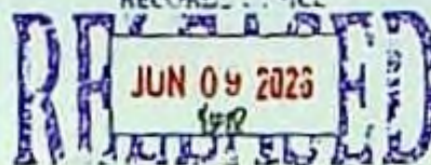




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City

RECORDED



Office of the Schools Division
 Superintendent

June 8, 2026

DIVISION MEMORANDUM

No. 320, s. 2026

**CALL FOR NOMINATIONS FOR GAWAD DAYEW 2026: DIVISION SEARCH FOR
 OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All others concerned

1. This Office, through the Division Program on Awards and Incentives (PRAISE) Committee, announces the call for nominations to the **Gawad Dayew 2026: Division Search for Outstanding Teaching and Non-Teaching Personnel** following the schedule below:

Activity	Date
Call for Nominations	2nd week of June 2026
Deadline of Submission	July 3, 2026, 5:00 PM stamped "Received" at the Records Section
Screening, Validation and Finalization of Nominees	
• Paper evaluation	July 8-10, 2026
• Final Interview	July 16-17, 2026

2. Nomination is open for the following categories:

Outstanding Teaching Personnel
Teaching Personnel (Level 1) – Teacher I-VII
Teaching Personnel (Level 2) – Master Teacher, Head Teacher with teaching load
Outstanding Non-Teaching Personnel
Non-Teaching Personnel (Level 1) – SG 1-9
Non-Teaching Personnel (Level 2) – SG 10-23
Outstanding School Head
School Head (level 1) – Elementary
School Head (Level 2) – Secondary/Integrated School



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 Telephone: (075) 653-4101
 Website: depeddagupan.com
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Office of the Schools Division
Superintendent

Outstanding Supervisor
Hall of Fame Awardee

3. Interested and qualified nominees are requested to submit the General Requirements (Part I) and the MOVs (Part II) in two (2) sets. Documents must be placed in A4 size paper and A4 size folder in one continuous file with proper page separators/labels observing proper color coding: Green (Teaching), Blue (Non-Teaching), Yellow (School Head), Orange (Supervisor).
4. Attached are the guidelines for the search (*Enclosure 1*).
5. The following are the documentary requirements to be submitted:

Part I. General Requirements

- a. Duly accomplished Nomination Form signed by the nominator (*Appendix A*)
- b. Endorsement letter from the Division Chief, Unit/Section Head, School Head
- c. Executive Summary (not more than 3 pages) (*Appendix B*)
- d. Certification of Authenticity signed by the Administrative Officer (AO)
- e. Updated Personal Data Sheet signed by duly constituted authorities
- f. Updated Service Record duly certified by the AO
- g. Certification signed by AO that nominee has no AWOL/unauthorized absences and accumulated tardiness
- h. Certification of the last three (3) performance rating periods prior nomination signed by AO
- i. Certification that 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 Accountant of the School/Schools Division Office
- k. Milestone Accomplishments (2-3 minutes Audio-visual presentation) to be submitted through the QR code:



- l. List of Key Informants (Name, Position, cellular number, relationship to



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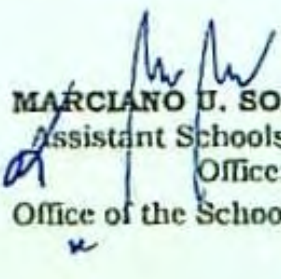
Office of the Schools Division
Superintendent

nominee) as Reference Persons for validation

Part II. Means of Verification

See enclosed guidelines for required MOVs

6. Identified finalists in each category shall be invited for a face-to-face interview on a date and venue to be identified by the Division PRAISE Committee.
7. Official winners of the 2026 Gawad Dayew shall be the nominees of the SDO to the 2026 Gawad Lam-Ang Search for Outstanding DepEd Region 1 Personnel.
8. For technical assistance, please coordinate with the Division PRAISE Committee Chairperson Dr. Edwin R. Ferrer.
9. Immediate dissemination of this Memorandum is desired.


MARCLANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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nominees who have not attained 70 points 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 70 points 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, who have not attained 70 points 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.

Important: All personnel who are appointed to a NEW position can be nominated in the category where their previous position is categorized; provided they have not been in their new position for more than 12 months.

VI. CRITERIA FOR EVALUATION

A. Outstanding Teaching Personnel (Category 1 and 2)

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

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

Paper Evaluation Criteria <i>(Gawad Lam-ang Outstanding Teaching Personnel - Category 1)</i>		
Criteria	Points	Means of Verification <i>(All MOVs must be of the past three years)</i>

Instructional Competence <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 Classroom Observations (at least 2 COTs for each school year for the last three years)
	15	➤ Sample Approved Learning Plans 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 teacher-crafted and analyzed Assessment Tools ➤ Sample of Assessment Analysis Reports submitted to Head of Office ➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs
Research Engagement <i>(15 points)</i>	15	➤ List of Solo or Collaborative Action/Basic Completed Research Outputs for the last three years with Certificate of Completion ➤ Report on the Dissemination/Implementation of Research Outputs <i>(not a certificate of implementation)</i>
Professional Growth and Development <i>(15 points)</i>	15	➤ 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 as a learning facilitator/content expert in (at least) District-initiated trainings/ seminars
Innovation <i>(10 points)</i>	10	➤ Certificate of Completed Innovation signed by Head of Office ➤ Certificate of Adoption/ Implementation signed by the Head of Office ➤ Narrative of Impact Evaluation of Innovation ➤ Proof of Impact Results Dissemination
Leadership <i>(10 points)</i>	10	➤ 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 (at least Division Level) ➤ Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	➤ 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
TOTAL	100	

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

Paper Evaluation Criteria (Gawad Lam-ang Outstanding Teaching Personnel - Category 2)		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (30 points) Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	10	➤ Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)
	10	➤ Sample Approved Learning Plans 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
	10	➤ Sample teacher-crafted and analyzed Assessment Tools ➤ Sample of Assessment Analysis Reports submitted to Head of Office ➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs ➤ Narrative Report on Technical Assistance/Coaching and Mentoring

Research Engagement (20 points)	20	➤ List of Solo Action/Basic Completed Research Outputs for the last three years with Certificate of Completion ➤ Report on the Dissemination/Implementation of Research Outputs (not a certificate of implementation)
Professional Growth and Development (15 points)	15	➤ 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/content expert in (at least) Division-initiated trainings/ seminars
Innovation (15 points)	15	➤ Certificate of Completed and Implemented Innovation signed by Head of Office ➤ Certificate of Adoption/ Implementation ➤ Impact Evaluation of Innovation ➤ Proof of Impact Results Dissemination
Leadership (15 points)	15	➤ 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 (at least Division Level) ➤ Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	➤ 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
TOTAL	100	

B. Outstanding Non-Teaching Personnel (Category 1 and 2)

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

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

Paper Evaluation Criteria <i>(Gawad Lam-ang Outstanding Non-Teaching Personnel - Category 1)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives <i>(35 points)</i> Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	➤ Certificates of Professional Development Programs participated aligned to the Position ➤ Certificates of completion to special trainings aligned to Key Result Area/IPDP ➤ 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.)
	20	➤ Narrative/ testimonials of exemplary work ethics and behavior given by Stakeholders (not within the Section/Unit/Functional Division)
Quality and Consistency of Behavioral Performance <i>(25 points)</i>	25	➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas <i>(25 points)</i>	25	➤ Proof of/Narratives on/Testimonials on given by Stakeholders (not within the Section/Unit/Functional Division): a. Impact of Work b. Work Effectiveness c. Work Efficiency d. Work Collaboration
Social and Community Engagement <i>(15 points)</i>	15	➤ 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
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2025 Lam-ang Guidelines

SDO DAGUPAN
CITY

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

Paper Evaluation Criteria <i>(Gawad Lam-ang Outstanding Non-Teaching Personnel - Category 2)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives <i>(30 points)</i> Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	➤ Certificates of Professional Development Programs participated/implemented aligned to the Position ➤ Certificates of completion to special trainings aligned to Key Result Area/ IPDP ➤ 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.)
	15	➤ Narrative/ testimonials of exemplary work ethics and behavior given by Stakeholders (not within the Section/Unit/Functional Division)
Quality and Consistency of Behavioral Performance <i>(20 points)</i>	20	➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Research and Innovations <i>(10 points)</i>	10	➤ List of researches conducted (solo or collaboration) ➤ Report on the Dissemination/Implementation of Research Outputs (not a certificate of implementation) ➤ Certificate of Research Involvements ➤ Proof of innovative outputs ➤ Certificate of Implementation of the Innovative Outputs
Outstanding Work Contributions, Accomplishments, and Ideas <i>(25 points)</i>	25	➤ Proof of/Narratives on/Testimonials on given by Stakeholders (not within the Section/Unit/Functional Division): a. Impact of Work b. Work Effectiveness c. Work Efficiency d. Work Collaboration

Social and Community Engagement (15 points)	15	➤ 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
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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)
Strategic Leadership (35 points) Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives 3. School Program Design and Implementation	15	➤ Certificate of Commendation/Recognition for being the School Head of the host (benchmarked) school done ➤ List of initiated innovative and sustainable programs and activities implemented within the last three years ➤ Copy of approved School Improvement Plan with a Narrative Report on the Implementation of School Improvement Plan
	10	➤ Copy of SDO-approved policy/policies ➤ Narrative reports/Results of policy implementation and policy review ➤ List of completed researches conducted (solo or collaboration; if collaborative research must be a lead researcher) ➤ Report on the Dissemination/Implementation of Research Outputs (not a certificate of implementation)
	10	➤ List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report ➤ 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
Managing School Operations and Resources <i>(20 points)</i> Specific Indicators: 1. Records Management 2. Financial Management 3. Management of Staff 4. School Safety	5	➤ Evidence that school data and information are managed using technology, including ICT ➤ School Process on utilization and safekeeping of the school data and information
	5	➤ 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
	5	➤ 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
	5	➤ Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency
Instructional Leadership <i>(20 points)</i>	20	➤ 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 ➤ Copy of Completed Innovative/Contextualized Instructional/Learning Materials ➤ Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers ➤ Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET
Developing Self and Others <i>(15 points)</i>	15	➤ Certificates as learning facilitator/content expert to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for

		School Heads/ School-based Management (at least Division level) ➤ Copy of approved Training Programs/LAC ➤ Report on the Dissemination/Implementation of Research Outputs <i>(not a certificate of implementation)</i> ➤ Evidence of continuous professional development initiatives/activities ➤ Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school
Building Connections <i>(10 points)</i>	10	➤ Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU ➤ List of school benefactors ➤ List of community activities participated by the school List of programs initiated and participated by the school for the community Accomplishment Reports on initiated community programs
TOTAL	100	

D. Outstanding Supervisors

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

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

Paper Evaluation Criteria		
<i>(Gawad Lam-ang Outstanding Supervisors)</i>		
Criteria	Points	Means of Verification <i>(All MOVs must be of the past three years)</i>
Strengthening Shared Accountability <i>(30 points)</i> Specific Indicator: 1. Technical Assistance/ Coaching and Mentoring	20	➤ Copy of approved Technical Assistance Plan aligned to the KRA ➤ 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

2. Program Implementation		
Fostering Culture of Continuous Improvement <i>(30 points)</i> Specific Indicator: 1. Research and Innovation	30	➤ List of solo Action Researches conducted ➤ Report on the Dissemination/Implementation of Research Outputs <i>(not a certificate of implementation)</i> ➤ Certificate of Research Involvements ➤ Proof of innovative outputs ➤ Certificate of Implementation of the Innovative Outputs
Developing Self and Others <i>(25 points)</i> Specific Indicators: 1. Learning and Development Initiatives 2. Personal and Professional Development Initiatives 3. Membership to Technical Working Groups/ Professional Organizations	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 Accomplishment Reports ➤ Accomplishment reports on the implemented needs-based programs implemented
	10	➤ Certificate/List of trainings conducted. ➤ Certificate of recognition as resource speaker/learning facilitator/content expert. ➤ Certificate of Attendance in professional development activities
	5	➤ Certificate of membership to DepEd-recognized technical working groups ➤ Certificate of membership to recognized professional organizations
Community Leadership and Social Responsibility <i>(15 points)</i>	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 <i>(certificates, photo documentation)</i>
TOTAL	100	

VI. Rewards:

1. Monetary Incentives:

Winners – Php 15, 000.00

Hall of Famer – Php 20, 000.00

2. Plaque of Recognition (Regional Winners)



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent
APPENDIX A

NOMINATION FORM
2026 DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL
(GAWAD DAYEW)

INSTRUCTIONS:

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

Please attach
passport
size
formal
picture

Search Category:

- | | | |
|--|---|---|
| ☐ Supervisor | ☐ EPS | ☐ PSDS |
| ☐ School Head | ☐ Elementary | ☐ Secondary/Integrated |
| ☐ Teaching Personnel | ☐ Master Teacher | ☐ Department Head |
| | ☐ Head Teacher | ☐ Teacher I-III |
| ☐ Non- Teaching Personnel | ☐ Category I | ☐ Category Level II |

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
2026 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 Regional PRAISE Committee, the right to collect and process my personal information as stated above, for purposes relevant to my nomination in the **2026 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



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APPENDIX B

2026 GAWAD DAYEW
(Division Search for Outstanding DepEd Personnel)
EXECUTIVE NOMINATION WRITE-UP

Name of Nominee: _____
Position: _____
Schools Division Office: _____
Search Category: _____

Prepared by:

(NOMINATOR)

Position

Date