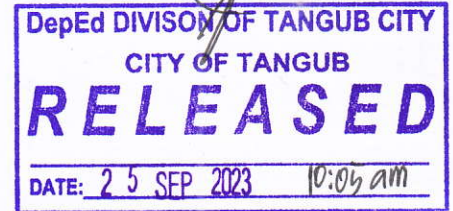




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



September 21, 2023

DIVISION MEMORANDUM
No. 022, s. 2023

2023 DIVISION SEARCH FOR MOST OUTSTANDING TEACHERS, MASTER TEACHERS, SCHOOL HEADS, AND NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public School District In-Charges
Administrative Officer V
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Non-Teaching Personnel
All Others Concerned
This Division

1. Anchored on Regional Memorandum No. 521, s.2023 titled 2023 Pasidungog sa Aminahang Mindanao, DepEd Order No. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Excellence (PRAISE) in the Department of Education and other relevant issuances by the Department of Education (DepEd) and the Civil Service Commission (CSC), this Office issues the Implementation Guidelines on the 2023 Division Search for Most Outstanding Teachers, Master Teachers, and School Heads.
2. This activity aims to recognize employees, and offices for their outstanding achievements, exemplary performance, extraordinary contributions, and efforts that enhance efficiency, economy, and government operations, thereby fostering equal opportunity and organizational productivity.
3. The search is open to all teachers in all key stages and inclusive education programs, master teachers, and school heads. Thus, Public Schools District In-Charges (PSDICs) and school heads shall encourage and nominate as many potential, and aspiring candidate and submit documents to the District level selection and screening committee. Candidates shall undergo the search mechanics in three phases: (a) Paper Screening, (b) Validation of Documents and Background Investigation, and (c) Interview.



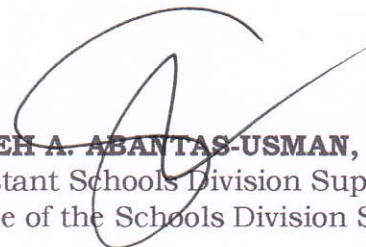
Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988

4. Employees who have previously won in the STELLAR Awards are ineligible to participate in the current activity.
5. Public Schools District In-Charges (PSDICs) and school heads shall create a committee with the following compositions:
 - a. **School Level:**
Chairperson: School Head
Members: President, School Teachers' Organization, PTA President
 - b. **District Level:**
Chairperson: District In-Charge (coming from other district)
Members: School Heads, District Teachers' Organization President
6. Education Program Supervisors (EPSs) assigned per District shall coordinate with the PSDICs and monitor the district selection process.
7. The following are the composition of the Division Screening Committee:
 - a. **Most Outstanding Teacher: Key Stages 1 & 2 (Kinder – Grade 3, MT-Elem)**
Chair: Efleda D. Enerio
Members: Wilfredo B. Cañete Nilo F. Lumayot
 Porferio A. Mosiquera Marylyn C. Banawan
 - b. **Most Outstanding Teacher: Key Stages 3 & 4 (JHS & SHS, MT Secondary)**
Chair: Puriza, L. Legaspi
Members: Efleda D. Enerio German C. Suminguit Jr.
 Clariza P. Catedral Nildie A. Malabosa
 - c. **Most Outstanding Teacher: Inclusive Education**
Chair: Roger F. Duhaylungsod
Members: Relida P. Decina Jomah Lee U. Jakosalem
 Romel E. Huertas Titchie Nee F. Romola
 - d. **Most Outstanding School Head**
Chair: Lorna C. Peñonal, EdD, Chief ES-SGOD
Members: Sheldon F. Honculada Jolito P. Vince
 Shelry C. Alivio Ma. Sherwin C. Alduheza
 - e. **Most Outstanding Non-Teaching Personnel**
Chair: Delma R. Denapo, Administrative Officer V
Members: Eleanor A. Bellingan Ma. Sherwin C. Alduheza
 Rene Boy G. Roxas
 - f. **Most Outstanding BigaTEN DepEd Segment Program**
Chair: Angelina B Buaron, EdD, Chief ES-CID
Members: Liegh S. Enayo Alden M. Antonio
 John Lyric D. Poligrates

8. There will be a committee meeting on Wednesday, September 26, 2023 at 9:00 a.m. at the BAC Conference Hall for deliberation of guidelines and smooth conduct of the selection process.
9. Outstanding Awardee in each category shall represent the Division of Tangub City for the 2023 Pasidungog sa Aminahang Mindanao (PAM).
10. Adherence to the timeline is crucial to ensure the smooth execution of the activity and mitigate any potential disruptions to the process.

Activities	Dates
District Level Screening and Selection	October 5-6, 2023
Submission of documents to the Division Office	October 7, 2023
Division Level Screening and Selection	October 12 – 13, 2023
STELLAR Awarding Ceremonies	December 1, 2023
Submission of documents to the Regional Office	October 26 – 27, 2023
Regional Level Screening and Selection	November 9 – 10, 2023
2023 PAM Awarding Ceremonies	December 5, 2023

7. The following are enclosed for references:
 - a. Enclosure No. 1 – Regional Memorandum No. 521, s.2023: Guidelines for the 2023 Regional Search for the Most Outstanding DepEd Region X Employees – 2023 Pasidungog sa Amihanang Mindanao (2023 PAM)
 - b. Enclosure No. 2 – Criteria for Evaluation
 - c. Enclosure No. 3 – Template in Accomplishing the Milestone Accomplishment
 - d. Enclosure No. 4 – List of District Official Winners
 - e. District In-Charge Assignment for District Level Selection Process
8. District In-Charges are directed to create district PRAISE Committee for the district selection and evaluation process.
9. For inquiries, please contact Rene Boy G. Roxas, Senior Education Program Specialist, Human Resource Training and Development (HRTD) at 0930-337-5846.
10. This Office directs the immediate and wide dissemination of this Memorandum.

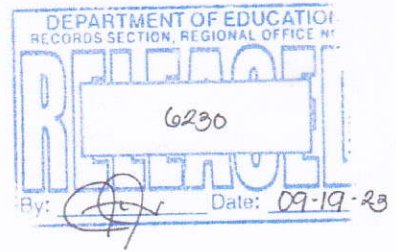

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent



Address: Anecito Siete St. Mantic, Tangub City
 Telephone: (088) 530 - 5988



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



September 14, 2023

REGIONAL MEMORANDUM
 No. 0521, s. 2023

2023 PASIDUNGOG SA AMIHANANG MINDANAO (2023 PAM)

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. Anchored on DepEd Order No. 9, s. 2002 and other relevant issuances by the Department of Education (DepEd) and the Civil Service Commission (CSC), this Office issues the Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE) for the 2023 Regional Search for the Most Outstanding DepEd Region X Employees dubbed *Pasidungog sa Amihanang Mindanao*.
2. This activity aims to recognize employees, and offices for their outstanding achievements, exemplary performance, extraordinary contributions, and efforts that enhance efficiency, economy, and government operations, thereby fostering equal opportunity and organizational productivity.
3. Adherence to the timeline is crucial to ensure the smooth execution of the activity and mitigate any potential disruptions to the process.

Activities	Dates
Division Level Screening and Selection	October 19 – 20, 2023
Submission of documents to the Regional Office	October 26 – 27, 2023
Regional Level Screening and Selection	November 9 – 10, 2023
Awarding Ceremonies	December 5, 2023

4. Generally, the search mechanics shall include three phases: (a) Paper Screening, (b) Validation of Documents and Background Investigation, and (c) Interview, except the BigaTEN DepEd X category whose sole basis is the submitted documentary videos, promotional poster, and teaser video as per RM 155, s. 2023.




DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 856-3932 | (088) 881-3137 | (088) 881-3031
 Department of Education Region 10
 region10@deped.gov.ph
<http://deped10.com>

Doc. Ref. Code	ED-ROX-PALIMP-00011	Rev	01
Effectivity	04.20.23	Page	1 of 2



5. Activity expenses are chargeable against local funds or any available funds, subject to the usual accounting and auditing rules and regulations.
6. Employees who have previously won in the PAM are ineligible to participate in the current activity.
7. The following are attached for reference:
 - a. Attachment No. 1 – Guidelines for the 2023 Regional Search for the Most Outstanding DepEd Region X Employees – *2023 Pasidungog sa Amihanang Mindanao (2023 PAM)*
 - b. Attachment No. 2 – Criteria for Evaluation
 - c. Attachment No. 3 – Template for the Milestone Accomplishment
 - d. Attachment No. 4 – List of Official Winners
8. For inquiries, please contact Chief Enerio E. Ebisa, Human Resource Development Division (HRDD) at 0936-995-8478 or email at enerio.ebisa@deped.gov.ph
9. This Office directs the immediate and wide dissemination of this Memorandum


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

References: RM No. 624, s. 2022
Regional Search for the 2022
Most Outstanding Teachers, School Leaders
Personnel, and Blended Learning School Implementers

To be indicated in the Perpetual Index
under the following subjects:

PRAISE AWARDS PERSONNEL PAM

RE: 2023 Pasidungog sa Amihanang Mindanao (2023 PAM)

HRDD/Ebisa

5. Activity expenses are chargeable against local funds or any available funds, subject to the usual accounting and auditing rules and regulations.
6. Employees who have previously won in the PAM are ineligible to participate in the current activity.
7. The following are attached for reference:
 - a. Attachment No. 1 – Guidelines for the 2023 Regional Search for the Most Outstanding DepEd Region X Employees – 2023 *Pasidungog sa Amihanang Mindanao (2023 PAM)*
 - b. Attachment No. 2 – Criteria for Evaluation
 - c. Attachment No. 3, – Template for the Milestone Accomplishment
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PRAISE AWARDS PERSONNEL PAM

RE: 2023 Pasidungog sa Amihanang Mindanao (2023 PAM)

HRDD/Ebisa

2023 PASIDUNGOG SA AMIHANANG MINDANAO (2023 PAM)

2023 Regional Search for Most Outstanding DepEd Region X Employees

I. RATIONALE

Following **DepEd Order No. 78, s. 2007** titled **Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd)** and consistent with the Department's quality policy to ensure employees' excellent performance through continuous improvement, DepEd Region X recognizes and rewards employees and offices for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services in the public interest and other efforts contributing to efficiency, economy, and improvement in government operations, which lead to organizational productivity.

CATEGORIES

A. Most Outstanding Teacher

1. Key Stage 1 (Primary School)
2. Key Stage 2 (Middle School)
3. Key Stage 3 (Junior High School)
4. Key Stage 4 (Senior High School)
5. Madrasah Education Program
6. Special Education Program
7. Indigenous Peoples Education Program
8. Alternative Learning System Program

B. Most Outstanding Master Teacher

1. Elementary
2. Secondary

These awards recognize exceptional teachers who have demonstrated unwavering dedication and commitment to teaching, consistently exhibiting the highest levels of professionalism as outlined in their Job Description, going above and beyond the specified duties, and achieving remarkable accomplishments that underscore their

C. Most Outstanding School Head

1. Elementary
2. Secondary

This award recognizes school heads who have consistently demonstrated exemplary leadership and professionalism in executing their responsibilities as outlined in the Job Description/OPCRF, thereby earning a distinguished merit.

D. Most Outstanding Non-Teaching Personnel

1. Level 1
2. Level 2

This award recognizes employees within Levels 1 and 2 who consistently exhibit traits of organization, independence, innovation, and professionalism in executing their assigned tasks; go above and beyond their duties; and exceed expectations.

E. Most Learning-Focused Schools Division Office

This award will be bestowed upon three of the 14 SDOs that consistently exhibit outstanding performance in the following areas: effective implementation of DepEd programs, projects, and activities; timely and accurate submission of required reports; prudent utilization of funds; and establishment of strong and fruitful partnerships.

F. Exemplary Award for PRAISE Implementation

The award is a commendation reserved for the Schools Division Office that has demonstrated an exceptional commitment to the effective execution of the Program on Awards and Incentives for Service Excellence (PRAISE). Through its steadfast dedication, this division has set a benchmark for others to emulate in acknowledging and rewarding the outstanding achievements of its employees over the years. This accolade serves as a beacon of inspiration, underscoring the significance of recognizing and celebrating exceptional performance within the division.

G. Most Outstanding BigaTEN DepEd X Segment Program

1. Best Documentary Video
2. Best Documentary Video Presenter
3. Best Teaser Video
4. Best Promotion Poster

BigaTEN DepEd X theme: "Matatag na Programa para sa Matatag na Edukasyon at Kinabukasan ng mga Batang NorMin" (RM 155, s. 2023).

The active participation of the Schools Division Offices (SDOs) in the BigaTEN DepEd X: #BatangPanatagBansangMatatag Season 4, s. 2023, through their submission of the promotional poster, teaser video, and 30-minute documentary video of the divisions' programs, projects, activities, innovations, and best practices, among others, for the segment dubbed *Anong Meron Ngayon?* will be recognized and awarded in the preceding categories as per Regional Memorandum No. 155, s. 2023.

For further instructions and clarifications, please coordinate with the BigaTEN DepEd X Creative Force at 0917-522-1374.

H. Most Outstanding Regional Office Personnel

1. Career and Self Development Award
2. Outstanding Leadership Award
3. Most Effective Organization/Unit/Group/Individual
4. Outstanding Performance Award
5. External Feedback
6. Service Award (Retirement)

The accolades presented in the Program on Awards and Incentives for Service Excellence (PRAISE) are meticulously detailed in the resolutions crafted by the regional committee, highlighting the noteworthy achievements of individual employees within the Regional Office (RO). This historical record of accomplishments serves as a testament to the exceptional dedication and contributions of each awardee.

In response to the evolving landscape of Rewards and Recognition activities within the Region, a strategic decision has been made to integrate the PRAISE awards into the prestigious *Pasidungog sa Amihanang Mindanao (PAM)* commencing this year. This harmonization effort aims to consolidate and amplify the impact of commendations, fostering a unified culture of excellence across the Region.

Enclosed within the Region's PRAISE framework is a distinct mechanism that ensures the seamless integration of this program into the broader PAM initiative. This mechanism is designed with precision to align seamlessly with the RO's overarching goals and values, thereby enhancing the significance and impact of the awards.

This refined approach upholds the spirit of recognizing outstanding service and underscores the RO's commitment to continuous improvement and adaptability in acknowledging the exceptional efforts of its employees.

II. STEPS IN THE SEARCH PROCESS FOR THE DIFFERENT CATEGORIES EXCEPT FOR THE REGIONAL OFFICE CATEGORY

A. Following the attached guidelines and criteria, the SDOs shall conduct a thorough search both at the school and district levels.

B. Those who emerge as winners in various categories at the district level will automatically progress as finalists at the division level search.

C. The SDOs shall diligently evaluate, validate, and rank all the finalists within each category.

D. The official winner for each category will be declared only from the top-ranking finalist designated as rank 1 in the SDOs.

E. The SDOs shall endorse the official list of winners to the Office of the Regional Director (ORD) through the Human Resource Development Division (HRDD).

F. The top-ranked finalist from the division's search in each category will advance as the finalist for the *2023 Pasidungog sa Amihanang Mindanao (2023 PAM)*.

G. From among the regional finalists, the individual holding the rank 1 will be declared as the Most Outstanding DepEd Region X Employee for each category.

H. The Regional Office (RO) will assess the Schools Division Offices' (SDOs) entries based on the established criteria for the category to determine the top three offices that exhibit the highest level of focus on learning.

III. DOCUMENTS TO BE SUBMITTED

The following documents shall be forwarded to the Regional Office X:

- A. Official List of Winners (Attachment No. 2)
- B. Consolidated results for each category
- C. Pictures of winners meeting the specified requirements to be sent via email to renel.quirin@deped.gov.ph no later than October 27:
 - 1. Full body in Portrait layout
 - 2. Dimensions: 8" x 10" with high resolution against a white background
 - 3. Attire: Corporate attire with a blazer
- D. Portfolio for the Schools Division Offices (SDOs) based on the established criteria.

IV. MONITORING AND EVALUATION

The PRAISE Committee, in collaboration with the Human Resource Development Division (HRDD), will oversee the monitoring and evaluation of Rewards and Recognition activities. This effort will be done in conjunction with the Quality Assurance Division (QAD) and the Information, Communications, and Technology (ICT) Unit to assess the impact and relevance of the award categories.

Following the award ceremony, the employees shall promptly complete an evaluation tool designed to gauge the effectiveness and appropriateness of the award categories.

Subsequently, a comprehensive Program Evaluation Tool to be developed by the Quality Assurance Division (QAD) will be administered after the *PAM* event in December. This tool will provide an assessment of the overall implementation of the awarding system and the conduct of the ceremony.

The key performance indicators for evaluating the program's effectiveness will encompass the number of employees recognized to ensure adherence to the principle of equal opportunities and alignment with the specified search categories for the year.

2023 PASIDUNGOG SA AMIHANANG MINDANAO (2023 PAM)

CRITERIA FOR EVALUATION

A. Level 1 and 2 Nonteaching Personnel

1. *Outstanding Quality and Consistency of Performance*: Over the past two years, consistently high performance ratings have been a notable hallmark, significantly contributing to the organization/institution's achievements (20 points)
 - 4.900 – 5.000 – 20 points
 - 4.800 – 4.899 – 18 points
 - 4.700 – 4.799 – 16 points
 - 4.600 – 4.699 – 14 points
 - 4.500 – 4.599 – 12 points

2. *Exceptional Responsiveness to the Public/Cientele*: Demonstrated a commitment to delivering timely, courteous, and comprehensive services to the public/clients (20 points)
 - Consistently delivers timely, courteous, and comprehensive service to the public/clients (20 points)
 - Frequently provides prompt, courteous, and adequate service to the public/clients (18 points)
 - Regularly extends timely, courteous, and adequate service to the public/clients (16 points)
 - Occasionally provides prompt, courteous, and adequate service to the public/clients (14 points)
 - Seldom extends prompt, courteous, and adequate service to the public/clients (12 points)

3. *Dedication and Diligence*: The level of enthusiasm, sincerity, and industriousness demonstrated in fulfilling tasks, duties, and responsibilities (20 points)
 - Exhibits an exceptionally high level of dedication and diligence in their work (20 points)
 - Demonstrates a commendable level of dedication and diligence in their work (18 points)

- Displays an average level of dedication and diligence in their work (16 points)
 - Shows a limited level of dedication and diligence in their work (14 points)
 - Exhibits a very limited level of dedication and diligence in their work (12 points)
4. *Honesty, Trustworthiness, and Sincerity*: The extent of truthfulness, dependability, and transparency exhibited in one's ideas, words, and actions as an employee (20 points)
- Demonstrates an exceptionally high level of commendable honesty, truthfulness, and sincerity (20 points)
 - Displays a commendable high level of honesty, truthfulness, and sincerity (18 points)
 - Exhibits an average commendable depth of honesty, truthfulness, and sincerity (16 points)
 - Shows a less commendable depth of honesty, truthfulness, and sincerity (14 points)
 - Demonstrates the least commendable depth of honesty, truthfulness, and sincerity (12 points)
5. *Level of Challenge and Inherent Risk in the Work*: The extent of sacrifice, danger, and hazard significantly associated with the tasks at hand (20 points)
- Faces exceptionally high levels of difficulty and risk in their work (20 points)
 - Encounters high levels of difficulty and risk in their work (18 points)
 - Deals with average levels of difficulty and risk in their work (16 points)
 - Experiences relatively low levels of difficulty and risk in their work (14 points)
 - Encounters very low levels of difficulty and risk in their work (12 points)

On Summary of Accomplishments/Norms of Conduct Manifested, the following written information should be provided:

1. *Key Achievements and Exemplary Conduct Over the Past Three Years:*
Present accomplishments or demonstrated norms in order of importance, accompanied by detailed descriptions and justifications, following these guidelines:
 - Utilizes precise terms like 'assisted,' 'contributed,' and 'facilitated.'
 - Clearly outlines exceptional accomplishments and their factual impact using bullet points.
 - Provides specific situations showcasing the nominee's outstanding behavior, the addressed issues, beneficiaries, and facilitated tasks or activities.
2. For exceptional achievements, please specify whether they fall within the scope of the nominee's regular responsibilities, or if they represent personal initiatives. If these accomplishments align with the nominee's regular duties or mandate, provide reasons why the demonstrated norms are deemed outstanding.
3. For commendable conduct and ethical behavior, provide reasoning for considering the displayed norms as exemplary. Additionally, present a concise summary of the demonstrated behavioral standards.

B. Teacher Category

The Regional Search for Outstanding Teachers will align with the criteria and procedures set forth by the Metrobank Foundation Inc. for their Search for Outstanding Filipinos in the Teacher Category.

This search process consists of two distinct phases: Phase 1, focused on Milestone Accomplishment, and Phase 2, which includes a Validation Interview.

In Phase 1 (Milestone Accomplishment), the emphasis in the write-up and evaluation will be on teaching and learning, specifically in the areas of reading literacy in both English and Filipino for Key Stage 1 (Primary School).

A milestone accomplishment is what defines the nominee's career as a teacher. It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;

3. It is sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school she/he belongs but their contributions are above and beyond the usual responsibilities of a teacher (contribution to service); and
5. Its scope is the bigger academic community outside of his/her own school, i.e., within his/her district, division, region, or the entire national educational system, as well as contributions to the community outside of the educational system (contribution to community).

The milestone accomplishments shall be evaluated based on the following areas:

A. Role	<p>a. How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment.</p> <p>b. Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.</p>
B. Innovation	<p>a. Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community.</p> <p>b. The innovation must be sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.</p>
C. Impact	<p>a. Were the objectives of the accomplishment met?</p> <p>b. How were the objectives met?</p> <p>c. What were the effects of the accomplishment on the intended beneficiaries or stakeholders?</p>

Each nominee is required to submit six milestone accomplishments focusing on contributions to service (3) and contributions to community (3).

Contributions to Service refers to the nominee's impact in the teaching profession benefitting the community of teachers or learners within his/her academic institution but these contributions are above the usual responsibilities of a teacher. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests;
2. A discovery, innovation, or creation such as teaching devices or apparatuses;
3. Technology-based learning tools (e.g. learning games, gamification);
4. Teaching approaches (e.g. Modified explicit instruction approach)

Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the division, regional or national level;
2. Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
3. Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school; and,

Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services.

Each nominee is required to submit a write-up detailing one (1) milestone accomplishment conducted at any time within the last three (3) school years (covering SY 2020 – 2021, SY 2021 – 2022, and SY 2022 – 2023) as their entry for Paper Screening.

As a technology-driven search, each nominee is required to create and submit a video documentary. This video should not exceed five minutes in length and should be in MPG format, showcasing their milestone accomplishment.

The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	-	35%
Innovation	-	35%
Impact	-	<u>30%</u>
Total	-	100%

To determine the winners, the PAM committee shall evaluate the nominees based on the following criteria:

Milestone Accomplishment	-	60%
Validation Interview	-	<u>40%</u>
Total	-	100%

Every Schools Division Office (SDO) can nominate one (1) teacher for each of the 10 search categories.

SDOSs are highly encouraged to nominate their most outstanding and deserving teachers to this search. SDOSs can use their own strategy to choose their nominees.

The necessary nomination documents should be submitted electronically by the SEPS-HR through the following link: <https://bit.ly/2023PAM-TeacherCategory> . Please note that only electronic submissions of documents are accepted.

Each nominee should submit only one file in PDF format and one video file in MPG format. The PDF file must contain all the necessary nomination documents as outlined below:

- a. Endorsement by the Schools Division Superintendent;
- b. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- c. Certification signed by the Administrative Officer V that the nominee has not been found guilty of any administrative or criminal offense;
- d. Summary of Performance Ratings (at least VS) for the last three school-years signed by the SDS or any authorized SDO official (ASDS). Summary only not the individual IPCRF.
- e. Certified true copy of updated Service Record;

- f. Omnibus Certification of Authenticity and Veracity of Documents; and
- g. Milestone Accomplishment (write-up and evidences/MOVs) duly certified by immediate superior.

The PDF file and Video file shall use the following format:

SDO_(Name of SDO)_Category

Ex. SDO_MisamisOriental_KeyStage1(Primary School)

C. School Head Category

PPSSH Domain 1: Leading Strategically (15 points)		
Performance Indicators	Criteria and MOVs	Points
<p>A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.</p>	<p>a.Vision, Mission and Core Values</p> <p>* copy of approved ESIP, AIP with accomplishment report</p> <p>* PAPs anchored on core values of Maka-diyos, Makatao, Makakalikasan and Makabansa</p> <p>* With documents such as approved AIP, project proposal or action plan, Activity completion report, and impact evaluation report</p> <p>9 PAPs – above - 5 7 – 8 - 4 5 – 6 - 3 3 – 4 - 2 1 – 2 - 1</p>	5
	<p>5. Presentation or sharing of the research to others (cluster, division, region, national) with letter of invitation and certificate of participation</p> <p>4.Copy of completed manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report</p>	10
<p>B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and</p>		

<p>foster continuous improvement.</p>	<p>3. Manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report</p> <p>2. Copy of approved conducted training on research</p> <p>1. Copy of school research team</p> <p>And</p> <p>5. Presentation or sharing of research to others (district, division, region, national) with letter of invitation and certificate of participation/recognition</p> <p>4. Copy of completed manuscript with the received copy of proposal, Certificate of acceptance of approval, certificate of completion and and impact evaluation report</p> <p>3. Manuscript with the received copy of proposal, Certificate of approval, certificate of completion and impact evaluation report</p> <p>2. Copy of approved conducted training on innovation</p> <p>1. Copy of School Innovation Team</p>	
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PPSSH Domain 2: Managing School Operations and Resources (15 points)

Performance Indicators	Criteria and MOVs	Points
<p>A. Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations</p>	<p>a. Records Management</p> <p>* Copy of EBIES and LIS (BOSY and EOSY uploading)</p> <p>* SBM Level of Practice with certification from the division, region highlighting scores from each of the four principles (leadership and governance, curriculum and instruction, accountability and</p>	<p>5</p>

<p>preparedness, mitigation and resiliency to sustain continuous delivery of instruction</p>	<p>School Disaster Risk Reduction Plan – 1 Contingency Plan – 1 School Child Protection Plan – 1 Eco-Friendly School – 1 Homeroom Guidance – 1</p>	
<p>PPSSH Domain 3: Focusing on Teaching and Learning (30 points)</p>		
Performance Indicators	Criteria and MOVs	Points
<p>A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to learners</p>	<p>School-based Contextualization (list of approved contextualized instructional materials)</p> <p>*Copy of Monthly Instructional Supervision Plan and Accomplishment Report</p> <p>*Copy of list of approved contextualized instructional materials</p> <p>*Copy of list of lesson plans utilizing the contextualized instructional materials</p> <p>*Copy of the certification of the use of the contextualized instructional materials</p> <hr/> <p>50 and above – 5 42 – 4 32 – 3 16 – 2 8 contextualized IMs – 1</p>	<p>5</p>
<p>B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies</p>	<p>b. Technical Assistance provided on teaching standards and pedagogies</p> <p>*Copy of Monthly Instructional Supervision Plan and accomplishment report</p> <p>*Copy of Monthly Technical Assistance Plan and accomplishment report</p> <p>*Copy of Report providing technical assistance to others (beyond the school, i.e. to other schools, division, region,</p>	<p>5</p>

	<p>national) with a letter of invitation or proposal</p> <hr/> <p>50 and above - 5 40 - 4 30 - 3 20 - 2 10 - 1 Or at least 5 Technical Assistance provided outside school - 5</p>	
<p>C. Set achievable learning outcome to support learner achievement and other performance indicators</p>	<p>c. Learner achievement and other performance indicators</p> <p>*Copy of Learner Achievement Rate</p> <p>*Copy of Performance Indicators with analysis and intervention plan</p> <hr/> <p>~Average increase in MPS</p> <p>10 - above - 5 7 - 9 - 4 4 - 6 - 3 1 - 3 - 2 Below 1 - 1</p> <p>~Dropout rate/no longer in school</p> <p>0% - 5 1-3% - 4 4-6% - 3 7-9% - 2 10%-above - 1</p> <p>~Completion rate</p> <p>95-100% - 5 90-94% - 4 85-89 - 3 80-84 - 2 75-79 - 1</p>	15
<p>D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment</p>	<p>d. Learning Environment</p> <p>*Certified - validated Child Friendly School score with documentation for indicators</p> <p>*Copy of National School Building Inventory Report (NSBI)</p>	5

<p>through management of school facilities</p>	<p>*Copy of Site Development Plan</p> <p>*Copy of Brigada Eskwela Report</p> <p>*Amount of funding through Adopt-A-School Program</p> <hr/> <p>1M and above – 5 700K – 999K – 4 400K – 699K – 3 100K – 399K – 2 Below 100K – 1</p>	
<p>PPSSH Domain 4: Developing Self and Others (30%)</p>		
Performance Indicators	Criteria and MOVs	Points
<p>A. Modeled exemplary leadership practices within and beyond contexts and ensure personal and professional development for oneself and for others</p>	<p>a. Trainings Attended (Developing Self)</p> <p>*Copy of certificates with memo (only DepEd recognized trainings are to be considered)</p> <hr/> <p>At least 3 international level – 5 At least 4 national level – 4 At least 5 regional level – 3 At least 6 division level – 2 At least 7 district level – 1</p>	<p>5</p>
	<p>b. Speakership/Facilitation/Consultancy</p> <p>*Copy of certificate of recognition</p> <p>*Copy of memo or invitation</p> <p>*Copy of the session/topic facilitated</p> <hr/> <p>International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1</p>	<p>5</p>
	<p>c. Professional Networks</p> <p>*Copy of certificate of membership</p> <hr/> <p>International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1</p>	<p>5</p>

	<p>d. Publication/Authorship</p> <p><u>*Copy of the book or published materials</u></p> <p>Sole Publication – 5 2 or more publishers – 3 OR 3 articles – 5 2 articles – 3 1 article – 1</p>	5
	<p>e. Trainings Conducted as Chair or Co-Chair of the Training Management Team</p> <p><u>*Copy of the approved training proposal</u></p> <p>*Copy of the accomplishment report</p> <p>*Proof of DepEd Recognition of the training</p> <hr/> <p>International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1</p>	5
	<p>f. Succession Planning (List of Promotions of School Personnel)</p> <p>*Copy of PSIPOP</p> <p>*Copy of Succession Plan</p> <p>*Copy of List of Promotions for teaching and non-teaching personnel</p> <p><u>*Copy of appointment/transmittal</u></p> <hr/> <p>9-10 – 5 7-8 – 4 5-6 – 3 3-4 – 2 1-2 – 1</p>	5
PPSSH Domain 5: Building Connections (10%)		
Performance Indicators	Criteria and MOVs	Points
A. Created a culture of inclusivity in the school and the community through strengthened	<p>a. Inclusive Practice (PPAs)</p> <p>*Copy of approved plan and completion report for the following: GAD, Physical</p>	5

<p>stakeholders to support enabling environment for learners</p>	<p>and Mental Health Awareness, Culture Responsiveness</p> <hr/> <p>3 PPAs – 5 2 PPAs – 3 1 PPA – 1</p>	
	<p>b. Community engagement</p> <p>*List of projects with the community stakeholders with MOA/MOU</p> <p>*List of Partners in Partnership and Collaboration</p> <p>*List of Initiated Outreach Programs/activities</p> <p>*Copy of Report on the conducted Stakeholders' Recognition Day</p> <p>*Adopt-a-school Program reports</p> <p>*Copy of PPAs that were shared or showcased to others (documented with a proposal and completion report)</p> <hr/> <p>15 MOA/MOU – 5 10 MOA/MOU – 3 5 MOA/MOU – 1</p>	5
		100

D. Most Learning-Focused Schools Division Office

Indicators	Points
1. Performance Rating (OPCRF) of the Head of Office	15
<p>2. Significant Accomplishment/s in Fostering Learning</p> <ul style="list-style-type: none"> • Project/Work Accomplished - (5) • Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school, division office, regional office and central office (Bureau/Offices of CI strand) – (15) 	20

<p>3. Impact of Accomplishments in making learning happen</p> <ul style="list-style-type: none"> • Scope – (5) • Replicability of the program/project/activity – (5) • Number of people, office benefited and transactions facilitated – (5) • Level of Attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level) – (10) 	25
<p>4. Innovations in Enhancing Learner’s Achievement</p> <ul style="list-style-type: none"> • Originality – (5) • Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited – (10) • Scope/replicability of the innovation – (5) • Level of attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level) – (10) 	30
<p>5. Major awards/citations received by the school/SDO/RO/CO Division/Unit. Major award or refers to the highest award or recognition received by the school, SDO, RO, and CO that gives greater impact in the organization.</p>	10

E. Exemplary Award for PRAISE Implementation

Clarity of Process and Procedure (25%)

- Clear documentation of the PRAISE program's guidelines, including nomination, evaluation, and selection process.
- Transparent communication of criteria for eligibility and evaluation.
- Well-defined steps for handling disputes or appeals related to the awards.

Promotion of Equal Opportunities (20%)

- Evidence of efforts to ensure all employees have an equal opportunity to be recognized for their excellence in service.
- Measures in place to prevent bias or favoritism in the selection process.

- Demonstrated commitment to diversity and inclusion in award selections.

Regularity of Awards (15%)

- Consistency in the frequency of award cycles and ceremonies.
- Evidence of regular acknowledgment and celebration of outstanding performance.

Advancement of Awardees (15%)

- Tracking and documentation of career advancements or professional growth of previous awardees.
- Programs or initiatives in place to support the continued development of awardees.

Feedback Mechanism (10%)

- Existence of a system for collecting feedback from employees regarding the PRAISE program.
- Demonstrated responsiveness to feedback, with evidence of adjustments or improvements made based on employee input.

Documentation and Reporting (10%)

- Adequate record-keeping of the PRAISE program, including nomination forms, evaluation scores, and awardee information.
- Regular reporting on the outcomes and impact of the PRAISE program to relevant stakeholders.

Innovation and Creativity (5%)

- Recognition of innovative approaches or creative contributions to the organization's goals and objectives.

Community and Stakeholder Involvement (5%)

- Evidence of engagement with the wider community and stakeholders in the PRAISE program.
- Demonstrated positive impact on the broader educational community or local community.

F. Most Outstanding BigaTEN DepEd X Segment Program

Best Documentary Video		
Content and Relevance (35%)	Presentation (35%)	Overall Impact (30%)
Theme: "Matatag na Programa para sa Matatag na Edukasyon at Kinabukasan ng mga Batang NorMin"	Clarity, completeness, organization, and animation	Effect of the video material to engage and move the audience

Best Documentary Video Presenter		
Content (40%)	Physical and Vocal Delivery (40%)	Overall Impact (20%)
Relevance, clarity, completeness, and organization	*Pronunciation/articulation *Facial expression, gestures, posture, and movement *Voice quality, clarity, and animation	Ability to engage and move the audience

Best Teaser Video			
Storyline (30%)	Editing (30%)	Call to Action (20%)	Overall Impact (20%)
Building suspense and intrigue without giving away too much	Quick cuts without revealing too much of the story	Clarity, completeness, and correctness of actionable steps	Effect of the video material to engage and move the audience

Best Promotional Poster			
Details (25%)	Contrast (25%)	Photos (25%)	Overall Impact (25%)
Clarity, completeness, and correctness of information; captivating font style	Balanced layout of the design elements	Compelling visuals that create a lasting impression, balanced organization	Effect of the poster to engage and move the audience

TEMPLATE IN ACCOMPLISHING THE MILESTONACCOMPLISHMENT

2023 SEARCH FOR MOST OUTSTANDING TEACHER, MASTER TEACHER, SCHOOL HEAD, AND NON-TEACHING PERSONNEL

<p>Please use the following TEMPLATE for accomplishing the Milestone Accomplishment.</p> <p>(Maximum of 4 pages for the Milestone Accomplishment, NOT including the 3 pages of evidences/ supporting means of verification. EVIDENCE/MOVs must be placed AFTER the milestone accomplishment.)</p> <p>Use long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing this Template for Milestone Accomplishments.</p>	
Title of Accomplishment	What is the title of the accomplishment? (Do not use ALL CAPS)
Type of Milestone Accomplishment	<p>Is the accomplishment a new program, project or service (PPS)? Is it an improvement on the effectiveness of an existing program, project, or service (Innovation)?</p> <p>Classify the accomplishment using the categories below:</p> <p>1) Program, Project, or Service 2) Innovation</p>
1. Your Specific Role in it	Briefly describe the role of the nominee in the accomplishment/ project. Was he/ she the team leader or team member? How was his/her role critical to the success of the accomplishment/ project?
2. Brief Description of Accomplishment	Briefly describe the nature of the accomplishment. Be concise.
2.1. Rationale	What need or problem did the accomplishment respond to? What made the nominee decide to get involved in it?
2.2 Objectives	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Timebound) objectives
2.3 Dates started and completed	When did the accomplishment take place? (start and end dates)
2.4 Coverage	Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g.
2.5 Beneficiaries	Briefly describe the beneficiaries of the accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)

2.6 Key Partner Implementing Organizations/Individuals	List down at least five (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations and a brief description of their contributions to the milestone accomplishment. For example, this includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers). It also includes external stakeholders from outside the school who helped realize the accomplishment (e.g., donor agency/ individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly.
2.7 Source of Funding	What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize the accomplishment? Include the kind of assistance given.
2.8 Responsiveness	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none"> 1.) Responded to the felt or articulated need of the target or intended beneficiaries 2.) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach 3.) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries Aligned with the objectives of the milestone accomplishment
2.9 Innovation	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none"> 1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee 2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment
2.10 Outcomes/Results/Impact	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none"> 1.) Satisfied the objectives of the accomplishment 2.) Provided a practical solution to the felt or articulated need of the target beneficiaries Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment.

2.11 Sustainability	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none"> 1.) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period 2.) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee <p>Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group</p>
3. Evidences	<p>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages.</p> <p>Prioritize the most important ones.</p>

LIST OF OFFICIAL WINNERS
2023 SEARCH FOR MOST OUTSTANDING TEACHER, MASTER TEACHER,
SCHOOL HEAD, AND NON-TEACHING PERSONNEL

DISTRICT: _____

Category	Name of Winner	Schools	Contact Number

The District Screening and Selection Committee certifies that the information contained herein, and the accompanying supporting documents are true and correct.

Chair

Member

Member

**DISTRICT IN-CHARGE ASSIGNMENT FOR DISTRICT LEVEL
SELECTION PROCESS**

District	Person Involved
North A	German C. Suminguit Jr.
North B	Nilo F. Lumayot
Central A	Ma. Sherwin C. Alduheza
Central B	Sherly C. Alivio
South A	Marylyn C. Banawan
South B	Nildie A. Malabosa
Southwest A	Titchie Nee F. Roloma
Southwest B	Eleazar B. Peñonal