



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



September 4, 2024

DIVISION MEMORANDUM  
 No. 301, s. 2024

**2024 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. 636, s.2024 titled 2024 Pasidungog sa Aminahang Mindanao (PAM), and 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.
4. Employees who have previously won in the TSADA Awards are ineligible to participate in the current activity.

Address: Anecito Siete St. Mantic, Tangub City  
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5. The following are the different search 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

**C. Most Outstanding School Head**

1. Elementary
2. Secondary

**D. Most Outstanding Non-Teaching Personnel**

1. Level 1
2. Level 2

**E. PAM Duet**

6. Public Schools District In-Charges (PSDICs) and school heads shall create a committee for the School and District Level selection process 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

7. PSDICs shall submit One (1) district winner per category at the Division Office for the Division Selection process.

8. The following are the composition of the Division Level Screening Committees:

**Most Outstanding Teacher: Key Stages 1 & 2 (Kinder - Grade 6, MT-Elem)**

**Chair:** Roger A. Baril



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**Members:** Wilfredo B. Cañete                      Nilo F. Lumayot  
Marylyn C. Banawan

**Most Outstanding Teacher: Key Stages 3 & 4 (JHS & SHS, MT Secondary)**

**Chair:** Puriza, L. Legaspi  
**Members:** Clariza P. Catedral                      German C. Suminguit Jr.  
Nildie A. Malabosa

**Most Outstanding Teacher: Inclusive Education**

**Chair:** Roger F. Duhaylungsod  
**Members:** Relita P. Decina                      Jomah Lee U. Jakosalem  
Romel E. Huertas                      Titchie Nee F. Roloma

**Most Outstanding School Head**

**Chair:** Erlinda G. Dael, ASDS  
**Members:** Lorna C. Peñonal, CES-SGOD  
Shieldon F. Honculada                      Jolito P. Vince  
Sherly C. Alivio                      Ma. Sherwin C. Alduheza

**Most Outstanding Non-Teaching Personnel**

**Chair:** Delma R. Denapo, Administrative Officer V  
**Members:** Eleanor A. Bellingan                      Marilou S. Galvez  
Rene Boy G. Roxas                      Elaezar B. Peñonal

**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

**PAM Duet**

**Chair:** Roger F. Duhaylungsod  
**Member:** Redeemer D. Denapo

9. Division Level Screening Committee Chair shall submit the short list to the Top Management and defend the first two in the list during the meeting with the Division PRAISE Committee (Date shall be posted later).
10. As part of the Division level selection process, final interview will be conducted and spearheaded by the Top Management.
11. Outstanding Awardee in each category shall represent the Division of Tangub City for the 2024 Pasidungog sa Aminahang Mindanao (PAM).
12. 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	Sept. 16 – Oct. 2, 2024
Submission of documents to the Division Office	October 4, 2024
Division Level Screening and Selection	October 7 – 11, 2024
Coaching and Mentoring of Division Winners	October 14 – 18, 2024



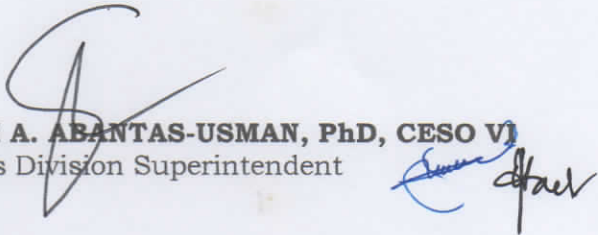
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Submission of documents to the Regional Office	October 30 - 31, 2024
Regional Level Screening and Selection	November 11-15, 2024
Awarding Ceremonies	December 6, 2024

13. The following are enclosed for references:
- a. Enclosure No. 1 – Regional Memorandum No. 636 s.2024: Guidelines for the 2024 Regional Search for the Most Outstanding DepEd Region X Employees – 2024 Pasidungog sa Amihanang Mindanao (2024 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
14. For inquiries, please contact Rene Boy G. Roxas, Senior Education Program Specialist, Human Resource Training and Development (HRTD) at 0930-337-5846.
15. This Office directs the immediate and wide dissemination of this Memorandum.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent



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

PRAISE AWARDS PERSONNEL PAM TSADA

RE: 2024 Pasidungog sa Amihanang Mindanao (2024 PAM)

SAU/sgod-rggr/9-4-24



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**TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT**

2024 SEARCH FOR MOST OUTSTANDING TEACHER, MASTER TEACHER, SCHOOL HEAD, AND NON-TEACHING PERSONNEL

<p><b>Please use the following TEMPLATE for accomplishing the Milestone Accomplishment.</b></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 <b>the third person point-of-view</b> 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	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)? Classify the accomplishment using the categories below: 1) Program, Project, or Service 2) Innovation
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:  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:  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:  1.) Satisfied the objectives of the accomplishment

	<p>2.) Provided a practical solution to the felt or articulated need of the target beneficiaries</p> <p>Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment.</p>
2.11 Sustainability	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none"> <li>1.) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period</li> <li>2.) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee</li> </ol> <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**  
2024 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



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

<b>District</b>	<b>Person Involved</b>
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



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