



February 7, 2018

**DIVISION MEMORANDUM**

No: 078 s. 2018

**SEARCH FOR DIVISION BEST PERFORMERS FOR SCHOOL YEAR 2017-2018**

TO: All Elementary and Secondary School Heads  
 Education Program Supervisors/Area Consultants  
 Non-Teaching Employees  
 Private Schools  
 All others concerned

1. In line with the mandate of the Civil Service Commission specifically on Program on Awards and Incentive for Service Excellence (PRAISE), this Division announces the conduct of a Search for Division Best Performers and adopts the herein program for implementation this School Year 2017-2018.
2. The said activity will be held on March 15, 2018 at the Bohol Cultural Center, Tagbilaran City.
3. The search includes the following category:
  - 3.1 School Category
    - Best Performing School Head (Elem. and Sec.)
    - Best Implementer on Food Security Program (Elem. and Sec.)
    - Best Performing PTA (Elem. and Sec.)
    - Best Performing SSG/SPG
    - Child-Friendly Classroom (Elem. and Sec.)
    - Most Functional Principal's Office (Elem and Sec)
  - 3.2 Teacher Category
    - Best Performing Kindergarten Teacher
    - Best Performing Teacher for Elementary and Secondary
    - Best Performing MT (Elem. and Sec.)
    - Grade 1 Zero Non-Reader
  - 3.3 Non- Teaching Personnel Category
    - Employee of the Year
  - 3.4 Other awards
    - Best Implementer in PAPS Private Schools
4. The School Heads must select contestant per category (as applicable) and endorse the same to the office of the Schools Division Superintendent on or before February 9, 2018. The school recommendees shall be validated by the Division Team of Evaluators/Search Committee from February 12- March 5, 2018.
5. 2016-2017 Winners will not be included in the search.
6. The Division Search Committee shall be composed of the following:
  - Dr. Marcelo K. Palispis - Overall Chairperson
  - Dr. Beatriz Luga - Co- Chair
  - Dr. Elisea Dela Torre - Co- Chair

Search	Chairperson	Members
Best Performing Elementary School Head	Dr. Elisea G. De La Torre	Dr. Neolita Sarabia Dr. Clamonte
Best Performing Elementary School Teacher	Dr. Janet T. Butalid	Mrs. Erlinda Puangang Mr. Joseph Barrete
Best Performing Secondary School Teacher/ Secondary School Head	Dr. John Ariel A. Lagura	Dr. Vida A. Encarquez Mrs. Esther L. Cagas
Best Performing Elementary Master Teacher	Dr. Aimee Amistoso	Dr. Beatriz Incog
Best Performing Secondary Master Teacher		Mr. Alberto Lacang
Best Performing Kindergarten Teacher	Mrs. Erlinda O. Puangang	Dr. Beatriz C. Luga Dr. Janet Butalid

Grade 1 Zero Non Reader	Dr. Aurelia A. Clamonte	Ms. Emily Loquias Mrs. Elizabeth Escolano
Non-Teaching (Employee of the Year)	Dr. Marcelo K. Palispis	Dr. Aquilino T. Milar, Jr. Mrs. Michelle Sagara
Best Performing Supreme Pupil Government Best Performing Supreme Student Government	Dr. Aquilino T. Milar Jr.	Dr. Nenita Incog Ms. Joermelyne Perez
Best Performing Parent-Teachers Association	Dr. Aquilino T. Milar Jr.	Ms. Joermelyne Perez Mr. Jovenal Cagas
Child Friendly Classroom (Elementary and Secondary)	Dr. Filomena C Tanggaan	Engr. Junicel T. Mancha Dr. Nenita Incog
Most Functional Principal's Office (Elementary and Secondary)	Dr. Nenita J. Incog	Engr. Junicel T. Mancha Dr. Filomena C. Tanggaan
Private School Implementer in PAPS	Mr. Jovenal Cagas	Dr. Aquilino T. Milar Jr. Mr. Artemio B. Alo

7. The working Committees for the search:

Committees	Chairperson	Members
Program and Invitation	Dr. Elisea G. De La Torre/ Dr. Beatriz C. Luga Dr. Aquilino T. Milar Jr	Mrs. Elizabeth Escolano Ms. Joermelyne Perez Mrs. Adeline Carmen Dagamac
Certificates /Awards	Dr. John Ariel A. Lagura	Mr. Jose Marinas III Engr. Louennie Indanao Mrs. Esther Cagas Retchel Sumampong
Awarding	Dr. Marcelo K. Palispis	Dr. Beatriz Luga Dr. Elisea Dela Torre
Program Host	Dr. Aquilino T. Milar Jr. / Ms. Joermelyne Perez	
Invitation of Retirees	Mrs. Jocelyn Cutin	Mrs. Helen Chatto Ms. Melany Buntag Mrs. Liza Maquiling
Venue Reservation	Engr. Junicel T. Mancha	Dr. Filomena c. Tanggaan
Plaque of Retirees	Dr. Neolita Sarabia / Dr. Janet Butalid	Dr. Vida A. Encarquez Dr. Vida Romero Mrs. Liza Maquiling
Invitation of Private Schools	Mr. Jovenal Cagas	Mr. Artemio B. Alo Dr. Aquilino T. Milar Jr.
Finance	Mrs. Michelle Sagara	Mrs. Rosalie Tambis Mrs. Erlinda Puagang Mrs. Jullie Redillas Ms. Marife Rallos Accounting Division
Mass Preparation	Dr. Filomena Tanggaan	Ms. Tammy Homez
Choir	Mr. Tammy Relampagos c/o Dr. Filomena Tanggaan	DCPNHS Choir
Attendance and Registration	Mrs. Jennifer Sarigumba	Ms. Antonette Oguis Ms. Joan Lao Ms. Jessa Catacutan Ms. Faith Pascual By School
Decoration	Mr. Joseph Barrete	Mr. Paul Castro, Mr. Engelberto Requillo Mr. Bernie Taguisa Carmelita Dumagan DCPNHS
Aftercare	Mr. Lucio Epe	Mr. Eric Dospueblos, Mr. Hubert Karaan Mr. Ian Sumaylo
Usherettes	Dr. Aimee Amistoso/ Mrs. Elizabeth Escolano	Mrs. Beatriz Incog Ms. Emily Loquias Ms. Melody Gutierrez Ms. Maricel Diacamos Ms. Maximiliana Bebiano Ms. Joanne Operiano Ms. Antoniete Ougis ALS Selected Teachers
Documentation	Engr. Jose Marinas	Ms. Emily Loquias Ms. Retchel Sumampong Mrs. Rhodelia Tumanda

LCD/Multimedia	Mr. Genelou John Israel	Mr. Edgar Fernandez Mr. Alberto Tibod Mr. Romeo Baliling
Food	Mrs. Erlinda Puagang	Ms. Margarita Tejano, Ms Maggie Pancho Ms. Monelle Ruiz Ms. Maria Luna Ms Janet Patenio
Physical Arrangement	Mr. Jovenal Cagas	Mr. Artemio B. Alo Mr. Hubert Karaan Mr. Ian Sumaylo
Lei	Ms. Elizabeth Escolano	ALS Teachers

8. The schedule of the Search is from February 12 – March 5 ,2018 to wit:

Date	Schools
February 12, 2018 (Monday)	Manga ES, Manga NHS, Ubujan ES, Taloto ES
February 13, 2018 (Tuesday)	Mansasa ES, Mansasa NHS, TCSHS, City East ES
February 14, 2018 (Wednesday)	TCCES, SSES, Bool ES, Dampas ES
February 15, 2018 (Thursday)	San Isidro NHS, San Isidro ES, Tiptip ES, Cabawan ES
February 19, 2018 (Monday)	Booy ES, Booy South ES, Cogon NHSEC, Cogon ES
February 20, 2018 ( Tuesday)	DCPNHS, HI, Eastern Cogon ES, Dao ES

9. The Best Performers/awardees shall receive plaque of recognition on March 15, 2018. Details of the awarding ceremony will be announced later. (including contribution for dinner and attire)

10. For information and guidance of all concerned.

  
**VIRGINIA C. ZAPANTA, Ed. D, CESO V**  
 Schools Division Superintendent