



Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISION-TAGBILARAN
City of Tagbilaran



November 8, 2018

DIVISION MEMORANDUM
NO. 652 s. 2018

2018 DEPED 7 PASIDUNGOG

TO: **All Division Chiefs**
Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned


1. DepEd, Tagbilaran City Schools Division, Tagbilaran City is annually recognizing/awarding City DepEd employees and actively performing stakeholders since school year 2010 up to the present through **Program on Awards & Incentives for Service Excellence (PRAISE)**.

2. In support to Regional Memorandum No. 830, s. 2018 dated November 5, 2018, entitled "**2018 DepEd 7 Pasidungog in consonance with the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE)**", and in recognition of the remarkable achievements of DepEd 7's employees, this memorandum is released to the field as a reminder of DepEd, Tagbilaran City Schools Division for update that the **Divisionwide Winners of PRAISE shall automatically become the nominees for the Regional Level Search**.

3. This Regional activity shall take effect immediately, and shall remain in force for School Year 2018-2019.

3. For further details, please find and read attachments for your guidance and consideration.

4. Immediate dissemination of and strict compliance with this Order is directed.


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



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



November 5, 2018

REGIONAL MEMORANDUM
No. **830**, s. 2018

2018 DEPED 7 PASIDUNGOG

To : Schools Division Superintendents/OICs

1. In keeping with the CSC's Program on Awards and Incentives for Service Excellence (PRAISE), and in recognition of the remarkable achievements of DepEd 7's employees, this office announces the **2018 DepEd 7 Pasidungog**.
2. This year's *Pasidungog* shall recognize and reward teachers, instructional leaders, and non-teaching personnel who have made significant contributions to the attainment of the organization's goals and objectives, who have exhibited exemplary behavior resulting to work efficiency and organizational productivity, and brought honor to their workplace the Schools, Schools Division Offices (SDOs), and Regional Office (RO).
3. This program shall also give recognition to schools and SDOs that put premium on the delivery of quality basic education services through effective and transparent implementation of School-Based and SDO's Programs, Projects, and Activities.
4. The award categories for the 2018 *Pasidungog* are the following:
 - A. **Individual Category**
 1. Outstanding Teacher (T I-III, Elementary)
 2. Outstanding Teacher (T I-III, Junior High School)
 3. Outstanding Teacher (T I-III, Senior High School)
 4. Outstanding Master Teacher (Elementary)
 5. Outstanding Master Teacher (Junior High School)
 6. Outstanding Master Teacher (Senior High school)
 7. Outstanding ALS/Mobile Teacher
 8. Outstanding Kindergarten Teacher
 9. Outstanding School Head (Elementary)
 10. Outstanding School Head (Junior/Senior High School)
 11. Outstanding Education Program Supervisor (EPS - SDO & RO)
 12. Outstanding Public School District Supervisor (PSDS)
 13. Outstanding Non-Teaching Personnel - Level I & II (School, SDO & RO)
 - B. **School Category**
 1. Best Kindergarten Implementing School
 2. Best Performing Elementary School
 3. Best Performing Secondary School

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

C. Schools Division Office Category

1. Outstanding GAD Implementer

D. Special Category

1. Regional Director's Award
2. Stakeholders' Award
3. National Academic and Non-Academic Competition First Place Winners
4. Outstanding Researcher awarded during the Research Congress (all categories)
5. National Qualifier for Special Contests conducted by DepEd
6. Service Award (RO)

5. For the reference and guidance of all concerned, enclosed are the following documents:
 - a. Enclosure No. 1 - General Guidelines
 - b. Enclosure No. 2 – Criteria for Evaluation
 - c. Enclosure No. 3 – Forms
6. The documents of each nominee with labels/tags shall be submitted to this Office in a long white folder following this order:
 1. Nomination Form
 2. Executive Summary (To be written by the nominating party. Specify why the Nominee deserves the award)
 3. Performance Rating (IPCRF/OPCRF for the last 2 rating periods)
 4. Evaluation Forms and Required/Supporting Documents specified in the Criteria for Evaluation
 5. Other Information
7. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The Committee shall declare all **Rank 1** per category per level as Division winners/awardees.
8. Specified below are the schedule of activities and venues relative to the said search.

Activity/ies	Date	Venue
Submission of entries, forms, documents to the Division Office	November 7-23, 2018	Schools Division Office
Submission of entries, forms, documents to the Regional Office	November 26-27, 2018	Regional Office (Records Section)
Screening Process		
A. Evaluation of Documents	November 28-29, 2018	Regional Office (Conference Room/HRDD Office)
B. On-site validation (if needed)	November 30, 2018	
C. Consolidation of Results	December 3-4, 2018	
Awarding	To be announced later	

9. The committees that will conduct the review and validation process at the Regional Level are as follows:

Category	Functional Division	In-charge
All Teaching Categories	CLMD	Dr. Emiliano B. Elnar, Jr.
Non-Teaching Categories 2 nd Level	HRDD	Mr. Misael Borgonia
Non-Teaching Category 1 st Level	QAD/FTAD	Dr. Benjamin D. Tiongzon
School Category	PPRD	Dr. Maria Jesusa C. Despojo
Schools Division Office Category	ASD	Mr. Victor V. Yntig
Special Categories	ESSD/FD	ARD Salustiano T. Jimenez/ Mr. Aniano T. Bautista

10. For inquiries and clarifications, you may contact the office of the Assistant Regional Director at telephone number (032) 255 4542 or HRDD office at (032) 414 7324.

11. All expenses relative to the conduct of the said activities shall be charged against Division/ Regional Funds, subject to the usual accounting and auditing rules and regulations.

12. Immediate and wide dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESO IV
Director IV 

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

Rationale

Pursuant to DepED Order No. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, the Regional Office 7 commits itself to recognize the efforts and outstanding accomplishments of teaching, non-teaching personnel and external stakeholders who have unceasingly provides support to DepEd.

Adhering to the provisions under the CSC PRAISE program, DepED Region 7 has conceptualized an awarding mechanism dubbed as "**DepED 7 PASIDUNGOG**".

DepED 7 PASIDUNGOG, recognizes individuals/groups for their sustained testimony in setting aside personal interests and gains for the benefit of the Filipino learners, imbued with tireless pursuit for excellence in their endeavor/s and dedicating their lives in public service. It spells out the Department's ultimate goal of encouraging, recognizing, and rewarding employees, individually or in groups, for their innovative contributions, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

Anent to its desire of taking the full responsibility in implementing the welfare and benefit programs in the regional and division offices to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance, as provided for in the CSC Praise program, the Regional Office 7 has responded to the call of organizing a committee to formulate and establish internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

DepED 7 PASIDUNGOG is an annual awarding ceremony to honor and reward the employees both in teaching and non-teaching work of the Department of Education Region VII, Central Visayas, who have demonstrated excellence in the performance of their individual tasks, which greatly contributed to the achievement of the mission, vision, and goals. It stimulates employee's creativity and enthusiasm while setting aside personal aspirations and gains, imbued with selfless pursuit of distinction in serving the Filipino learners.

To have a unified direction of the implementation of CSC PRAISE programs across levels, the **DepED 7 PASIDUNGOG** shall be adopted by the nineteen (19) Schools Divisions of DepED 7.

I. Objectives

- a. To recognize exemplary and outstanding performance and accomplishment of classroom teachers and school officials on their valuable contributions in the advancement and promotion of functional and effective teaching;
- b. To acknowledge significant contributions of non-teaching personnel and stakeholders in the promotion of dedication, commitment to the service and unwavering support as effective partners in achieving excellence;
- c. To encourage and inspire employees for creativity, innovativeness, efficiency, integrity, professionalism and service for excellence.
- d. To recognize the untiring support of external stakeholders.

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

II. Award Categories

A. Individual Category

1. Outstanding Teacher (T I-III, Elementary)
2. Outstanding Teacher (T I-III, Junior High School)
3. Outstanding Teacher (T I-III, Senior High School)
4. Outstanding Master Teacher (Elementary)
5. Outstanding Master Teacher (Junior High School)
6. Outstanding Master Teacher (Senior High school)
7. Outstanding ALS/Mobile Teacher
8. Outstanding Kindergarten Teacher
9. Outstanding School Head (Elementary)
10. Outstanding School Head (Junior/Senior High School)
11. Outstanding Education Program Supervisor (EPS - SDO & RO)
12. Outstanding Public School District Supervisor (PSDS)
13. Outstanding Non-Teaching Personnel - Level I & II (School, SDO & RO)

B. School Category

1. Best Kindergarten Implementing School
2. Best Performing Elementary School
3. Best Performing Secondary School

C. Schools Division Office Category

1. Outstanding GAD Implementer

D. Special Category

1. Regional Director's Award
2. Stakeholders' Award
3. National Academic and Non-Academic Competition First Place Winners
4. Outstanding Researcher awarded during the Research Congress (all categories)
5. National Qualifier for Special Contests conducted by DepEd
6. Service Award (RO)

III. Qualifications/Eligibility Requirements

Nominees for all categories will be evaluated based on their outstanding accomplishment they must meet the following qualifications:

A. Teaching Personnel (Public School Teachers Only) include: Master Teachers, Elementary/Secondary Teachers, Mobile Teachers (ALS), Multi-grade Level Teachers, SPED Teachers, and Madrasah Teachers.

1. A person of integrity both in public and private life.
2. Has exhibited excellent relationship with co-workers, partners, stakeholders, and community people.
3. A permanent elementary and/or secondary public school teachers, including public school teachers who are now teaching in the senior high school, who meets the selection criteria regardless of his/her rank, subject area and grade level taught, who has at least five (5) consecutive years of experience in the teaching profession.
4. Has been rated "Very Satisfactory" or its equivalent for the last three (3) performance rating periods prior to the nomination.
5. Has displayed exemplary leadership qualities and performed extra duties beyond those normally assigned.
6. Has volunteered for and works on special projects, creates a positive work environment and enhances the image of the school, division, and Region.
7. Has demonstrated exemplary competencies in collaborating and working with teams within and cross-functional tasks.

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

8. Have not been previously awarded/winners in a similar search in the regional or national level organized or sponsored by Department of Education or government agencies/ any private organizations/institutions.
9. Had not been guilty and penalized of any administrative or criminal offense.

B. Non-Teaching Personnel (Level 1, Level 2, and Level 3) include:**For 3rd level:**

- Schools Division Superintendents
- Assistant Schools Division Superintendents

For 2nd level:

- Chiefs (Region & Division)
- Education Program Supervisors (Region & Division)
- Public Schools District Supervisor
- School Heads
- Guidance Coordinators/Counsellors
- Education Program Specialists

For 1st Level:

- Administrative Officers
- Human Resource Management Officers (HRMO)
- Budget Officers
- Accountants
- Planning Officers
- ADAS
- Other level 1 positions

1. A person of integrity both in public and private life.
2. Has exhibited excellent relationship with co-workers, partners, stakeholders, and community people.
3. A permanent who has been in the service for at least five (5) consecutive years.
4. Has been rated "Very Satisfactory" or its equivalent for the last three (3) performance rating periods prior to the nomination.
5. Has displayed exemplary qualities and performed extra duties beyond those normally assigned.
6. Has a positive work environment and enhances the image of the school, division, and Region.
7. Has demonstrated exemplary competencies in collaborating and working with teams within and cross-functional tasks.
8. Have not been previously awarded/winners in a similar search in the regional or national level organized or sponsored by Department of Education or government agencies/ any private organizations/institutions.
9. Had not been guilty and penalized of any administrative or criminal offense.

IV. Nomination and Mechanics**For Teaching Personnel**

1. School Heads/Public Schools District Supervisors/Education Program Supervisors/ PTA Officers/LGU Officials/Civic Organizations/Teachers are authorized to nominate teachers to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category and The Division PRAISE Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

For Non-Teaching Personnel

Division Search

1. Immediate superiors (Chiefs, Department/Unit Heads, School Heads/Public Schools District Supervisors/Education Program Supervisors)/ PTA Officers/LGU Officials/Civic Organizations/Teachers) are authorized to nominate non-teaching personnel to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The Division PRAISE Committee shall declare all **Rank 1** per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

For School and Schools Division Office

Division Search

1. SDSs/ASDSs/Chiefs, Department/Unit Heads, School Heads/Public Schools District Supervisors/Education Program Supervisors)/ PTA Officers/LGU Officials/Civic Organizations/Teachers) are authorized to nominate Schools and Schools Division Office to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The Division PRAISE Committee shall declare all **Rank 1** per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

Note: The Division PRAISE Committee may conduct validation of the documents through teaching demonstration, simulation, and interview.

Regional Search

A. Division Winners

1. Upon the receipt of the endorsement from the Schools Division Superintendent within the specified time frame, the Regional PRAISE Committee shall conduct the validation process adhering to the set criteria.
2. All the Division winners per category per level shall vie for the Regional Awards.
3. The Regional PRAISE Committee shall shortlist the Top 5 winners per category per level. All other nominees who will not be included in the shortlisted Regional Winners shall be declared Regional Finalists for the Search.

B. Regional Office Personnel

1. Immediate superiors (Regional Director, Chiefs, Department/Unit Heads, and Education Program Supervisors)/Civic Organizations/Co-Workers are authorized to nominate non-teaching personnel to the Search through the Regional PRAISE Committee.
2. The Regional PRAISE Committee shall conduct the screening process adhering to the set criteria per category per level. The Regional PRAISE Committee shall declare all Rank 1 per category per level as Regional winners/awardees. They will be awarded during the 2018 DepED 7 *Pasidungog* Awarding Ceremonies.
3. The Regional PRAISE Committee through its Chairman shall endorse all the Regional Awardees to the Regional Director for approval.

V. Disqualification

1. Previous *Pasidungog* Awardee
2. Lone nominee for a specific category

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

VI. Selection Procedure

1. The Regional PRAISE Committee composed of the Assistant Regional Director, Chief Education Supervisors, Education Program Supervisors, President of Public Schools District Supervisors, Administrative Officers, Human Resource Management Officers, Unit Heads shall conduct the preliminary round of the search process which includes paper screening and validation.
2. The Regional PRAISE Committee shall shortlist Top 10 nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions. For the Regional Office Winners, the Regional PRAISE Committee shall shortlist Top 3 per category per level. They shall then be endorsed for the next level of the search process which shall be done by the external board of judges (if necessary).
3. The external board of judges shall comprise of representatives from the Civil Service Commission, Higher Education Institutions, and Civil Society Organizations/Non-Government Organizations. They shall conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category while simulation exercise for the non-teaching category.

VII. Special Category

The awardees for the special categories shall be determined by the Regional Director, and Regional Office PAPs coordinators. Schools Division Superintendents may endorse First Place Winners for Non-DepED national contests conducted within the school year 2018-19.

VIII. Forms of Awards and Incentives

1. **Compensatory Time-Off** – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
2. **Flexiplace** – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
3. **“Salu-salo” Together/Fellowship** – meal hosted by superiors or supervisors for employees who have made significant contributions.
4. **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
5. **Trophies, Plaques and Certificates**
6. **Monetary Award**
7. **Travel Packages**
8. **Other Incentives** – incentives in kind which may be in the form of merchandise, computers, cellular phones, recognition posted at the Wall of Fame, feature in the GASA Magazine/Publication and Newspaper/Print Media.
9. Regional Awardees shall be nominated to national and international searches as well as to any scholarship grants or its equivalent.

IX. Praise Committee and Functions

Division level:

- Chairman: Assistant Schools Division Superintendent
Members: Head of the Budget and Finance Unit;
Administrative Officer V
Any of the chiefs of the CID and SGOD
A representative of the teachers' association
Secretariat: As may identified by the committee

GUIDELINES FOR THE 2018 DEPED 7 PASIDUNGOG

The tenure of membership in the committee of representatives of the chiefs of the technical divisions and the employees'/teachers' associations shall be two years.

Functions:

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepED PRAISE.
3. Conduct the preliminary round of the search process which includes paper screening or documents review and background validation.
4. Prepare a shortlist of Top 10 nominees per category per level, who showed superior qualities over the other nominees. They shall then be endorsed for the next level of the search process.
5. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category while simulation exercise for the non-teaching category.

Regional Level

Chairman: ARD Salustiano T. Jimenez, LI.B., CESO VI

Members: Mr. Aniano T. Bautista
Dr. Maria Jesusa C. Despojo
Mr. Victor V. Yntig
Atty. Leslie Joie E. Babatuan
Mr. Tomas T. Pastor
Mr. Glenn Q. Orat
Dr. Emiliano B. Elnar, Jr.
Dr. Benjamin D. Tiongzon
Mr. Misael G. Borgonia

Secretariat: Ms. Ida F. Cabantan
Dr. Brazil B. Sanchez
Mrs. Helen D. Sabino
Dr. Judith B. Abellaneda

FUNCTIONS:

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepED PRAISE.
3. Conduct the preliminary process which includes review and validation of documents.
4. Prepare a shortlist of Top 5 nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions. For the Regional Office Winner.
5. Regional PRAISE Committee shall shortlist Top 3 per category per level. They shall then be endorsed for the next level of the search process.
6. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category while simulation exercise for the non-teaching category.

X. Funding

The agency shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in its Annual Work and Financial Plan and Budget.

XI. Effectivity

The DepED 7 PRAISE guidelines shall be effective 2018.

Recommending Approval:



SALUSTIANO T. JIMENEZ, LLB., CESO VI
OIC-Asst. Regional Director



Approved by:


JULIET A. JERUTA, Ph.D., CESO IV
Director IV

CRITERIA FOR EVALUATION

(Individual Category 1-6)

Category: _____

Name of Nominee: _____

Position Title: _____

School & District: _____

Division: _____

A. Individual Category (Teaching Personnel)

Distinguished Teachers embody the highest standard for teaching grounded on global best practices. They exhibit exceptional capacity to improve their teaching practice and that of others. They are recognized as leaders in education, contributors to the profession and initiators of collaborations and partnerships. They create lifelong impact in the lives of colleagues, students and others. They consistently seek professional advancement and relevance in pursuit of teaching quality and excellence. They exhibit commitment to inspire the education community and stakeholders for the improvement of education provision in the Division.

Selection Criteria:

Domain 1. Content Knowledge and Pedagogy			
Domain 1 recognizes the importance of teachers' mastery of content knowledge and its interconnectedness within and across curriculum areas, coupled with a sound and critical understanding of the application of theories and principles of teaching and learning. This Domain encompasses teachers' ability to apply developmentally appropriate and meaningful pedagogy on content knowledge and current research. It takes into account teachers' proficiency in Mother Tongue, Filipino and English in the teaching and learning process, as well as needed skills in the use of communication strategies, teaching strategies, and technologies to promote high-quality learning outcomes.			
Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> • Model exemplary practice to improve the applications of content knowledge within and across curriculum teaching areas. 	Instructional Plans indicating that learners creatively do something to apply their new learning/IMs	3 – 2 – 1 –	
<ul style="list-style-type: none"> • Lead colleagues in the advancement of the art and science of teaching based on their comprehensive knowledge of research and pedagogy. 	Presented during LACs / conferences the art and science of teaching based on research and pedagogy/SG	2 – 1 –	
<ul style="list-style-type: none"> • Mentor colleagues in the implementation of policies to ensure the positive use of ICT within or beyond the school. 	Guided other teachers in the use of ICT/LAC Plan/ Program Design	2 – 1 –	
<ul style="list-style-type: none"> • Model a comprehensive selection of effective teaching strategies that promote the learner achievement in literacy and numeracy. 	Delivered Demo Teachings using effective teaching strategies/DLP/LAC Plan/IMs	2 – 1 –	
<ul style="list-style-type: none"> • Lead colleagues in reviewing, modifying, and expanding their range of teaching strategies that promote critical and creative thinking, as well as other higher-order thinking skills. 	Teaching strategies reviewed, modified, and expanded duly certified by School Head /DLP/DLL/COT	2 – 1 –	
<ul style="list-style-type: none"> • Show exemplary skills in and advocate the use of Mother Tongue, Filipino, and English in teaching and learning to facilitate the learners' language, cognitive and academic development and to foster pride of their language, heritage and culture. 	Advocacy activities conducted on language, cognitive and academic development of learners/ advocacy materials/IMs	2 – 1 –	

<ul style="list-style-type: none"> Exhibit exemplary practice in the use of effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement in different learning contexts. 	Instructional Plans/activities indicating that teacher uses effective verbal and nonverbal classroom communication strategies/IMs	2 – 1 –	
Sub-total		15%	
Domain 2. Learning Environment			
Domain 2 highlights the role of teachers to provide learning environments that are safe, secure, fair and supportive in order to promote learner responsibility and achievement. This Domain centers on creating an environment that is learner-focused and in which teachers efficiently manage learner behavior in a physical and virtual space. It highlights the need for teachers to utilize a range of resources and provide intellectually challenging and stimulating activities to encourage constructive classroom interactions geared towards the attainment of high standards of learning.			
Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Apply comprehensive knowledge of and act as a resource person for, policies, guidelines and procedures that relate to the implementation of safe and secure learning environments for learners. 	Materials/activities used/conducted as resource person promoting safe and secure learning environments	3 – 2 – 1 –	
<ul style="list-style-type: none"> Advocate and facilitate the use of effective practices to foster learning environments that promotes fairness, respect and care to encourage learning. 	Advocacy materials that promotes fairness, respect and care	3 – 2 – 1 –	
<ul style="list-style-type: none"> Model exemplary practices in management of classroom structure and activities, and lead colleagues at the whole-school level to review and evaluate their practices. 	Evidences of classroom structure and activities and evaluation results by colleagues	3 – 2 – 1 –	
<ul style="list-style-type: none"> Facilitate processes to review the effectiveness of the school's learning environment to nurture and inspire learner participation. 	Report on review of effectiveness of the school's learning environment	2 – 1 –	
<ul style="list-style-type: none"> Lead and empower colleagues in promoting learning environments that effectively motivate learners to achieve quality outcomes by assuming responsibility for their own learning. 	Minutes of meetings on promoting effective learning environment	2 – 1 –	
<ul style="list-style-type: none"> Provide leadership in applying a wide range of strategies in the implementation of positive and non-violent discipline policies/procedures to ensure learning-focused environments. 	Minutes of meetings ensuring learning-focused environment	2 – 1 –	
Sub-total		15%	
Domain 3. Diversity of Learners			
Domain 3 emphasizes the central role of teachers in establishing learning environments that are responsive to learner diversity. This Domain underscores the importance of teacher' knowledge and understanding of, as well as respect for, learners' diverse characteristics and experiences as inputs to the planning and design of learning opportunities. It encourages the celebration of diversity in the classrooms and the need for teaching practices that are differentiated to encourage all learners to be successful citizens in a changing local and global environment.			
Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Lead colleagues to evaluate differentiated strategies to enrich teaching practices that address learners' differences in gender, needs, strengths, interests, and experiences. 	Minutes of meetings and evaluation results	3 – 2 – 1 –	
<ul style="list-style-type: none"> Model exemplary teaching practices that recognize and affirm diverse linguistic, cultural, socio-economic and religious backgrounds to promote learner success. 	Instructional plans indicating the teaching practices that promote learner success	3 – 2 – 1 –	

<ul style="list-style-type: none"> Lead colleagues in designing, adapting and implementing teaching strategies that are responsive to learners with disabilities, giftedness and talents. 	Program design and implementation of the teaching strategies	3 – 2 – 1 –	
<ul style="list-style-type: none"> Model a range of high level skills responsive to the special educational needs of learners in difficult circumstances, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices. 	Instructional plan indicating the high level skills to special educational needs	3 – 2 – 3 –	
<ul style="list-style-type: none"> Show comprehensive skills in delivering culturally appropriate teaching strategies to address effectively the needs of learners from indigenous groups. 	Instructional plans indicating culturally appropriate teaching strategies	3 – 2 – 1 –	
Sub-total		15%	
Domain 4. Curriculum and Planning			
Domain 4 addresses teachers' knowledge of and interaction with the national and local curriculum requirements. This Domain encompasses their ability to translate curriculum content into learning activities that are relevant to learners and based on the principles of effective teaching and learning. It expects teachers to apply their professional knowledge to plan and design, individually or in collaboration with colleagues, well-structured and sequenced lessons. These lesson sequences and associated learning programs should be contextually relevant, responsive to learners' needs and incorporate a range of teaching and learning resources. The Domain expects the teachers to communicate learning goals to support learner participation, understanding and achievement.			
Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Model exemplary practice and lead colleagues in enhancing current practices in the planning and management of developmentally sequenced teaching and learning processes. 	Minutes of meetings indicating enhancement of current practices of developmentally sequenced teaching	3 – 2 – 1 –	
<ul style="list-style-type: none"> Exhibit high-level skills and lead in setting achievable and challenging learning outcomes that are aligned with learning competencies toward: the cultivation of a culture of excellence for all. 	Instructional plans and minutes of meeting indicating leadership in setting achievable and challenging learning outcomes	3 – 2 – 1 –	
<ul style="list-style-type: none"> Provide advice in the design and implementation of relevant and responsive learning programs that develop the knowledge and skills of learners at different ability levels. 	Critiqued and quality assured instructional plans	3 – 2 – 1 –	
<ul style="list-style-type: none"> Lead colleagues in professional discussions to plan and implement strategies that enrich teaching practice 	Minutes of meetings showing enriching teaching practices	3 – 2 – 1 –	
<ul style="list-style-type: none"> Model exemplary skills and lead colleagues in the development and evaluation of teaching and learning resources, including ICT, for use within and beyond the school. 	Model of learning resources developed and evaluated	3 – 2 – 1 –	
Sub-total		15%	
Domain 5. Assessment and Reporting			
Domain 5 relates to processes associated with a variety of assessment tools and strategies used by teachers in monitoring, evaluating, documenting and reporting learners' needs, progress and achievement. This Domain concerns the use of assessment data in a variety of ways to inform and enhance the teaching and learning process and programs. It concerns teachers providing learners with the necessary feedback about learning outcomes. This feedback informs the reporting cycle and enables teachers to select, organize and use sound assessment processes.			

Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Lead initiatives in the evaluation of assessment policies and guidelines that relate to the design, selection, organization and use of effective diagnostic, formative and summative assessment strategies consistent with curriculum requirements. 	Minutes of led initiatives on evaluation of assessment policies and guidelines	3 – 2 – 1 –	
<ul style="list-style-type: none"> Provide advice on, and mentor colleagues in the effective analysis and use of learner attainment data. 	Record of mentoring activities	3 – 2 – 1 –	
<ul style="list-style-type: none"> Exhibit exemplary skills and lead initiatives to support colleagues in applying strategies that effectively provide timely, accurate and constructive feedback to learners to improve learning achievement. 	Report on initiatives and support to colleagues to improve learning achievement	3 – 2 – 1 –	
<ul style="list-style-type: none"> Share with colleagues a wide range of strategies that ensure effective communication of learner needs, progress and achievement to key stakeholders, including parents/guardians. 	Report on strategies of effective communication to key stakeholders	3 – 2 – 1 –	
<ul style="list-style-type: none"> Lead colleagues to explore, design and implement effective practices and programs using information derived from assessment data. 	Program design and implementation using assessment data	3 – 2 – 1 –	
Sub-total		15%	
Domain 6. Community Linkages and Professional Engagement			
<p>Domain 6 affirms the role of teachers in establishing school-community partnerships aimed at enriching the learning environment, as well as the community's engagement in the educative process. This Domain expects teachers to identify and respond to opportunities that link teaching and learning in the classroom to the experiences, interests and aspirations of the wider school community and other key stakeholders. It concerns the importance of teachers' understanding and fulfilling their obligations in upholding professional ethics, accountability and transparency to promote professional and harmonious relationships with learners, parents, schools and the wider community.</p>			

Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Model exemplary practice and empower colleagues to establish and maintain effective learning environments that are responsive to community contexts. 	Report on empowerment of colleagues on establishing and maintaining effective learning environments	3 – 2 – 1 –	
<ul style="list-style-type: none"> Lead in consolidating networks that strengthen relationships with parents/guardians and the wider school community to maximize their involvement in the educative process. 	Record of attendance of key stakeholders involved in the educative process	3 – 2 – 1 –	
<ul style="list-style-type: none"> Lead colleagues in the regular review of existing codes, laws and regulations that apply to the teaching profession, and the responsibilities as specified in the Code of Ethics for Professional Teachers. 	Minutes of meeting in the regular review of existing codes, laws and regulations that apply to the teaching profession	3 – 2 – 1 –	
<ul style="list-style-type: none"> Evaluate existing school policies and procedures to make them more responsive to the needs of the learners, parents and other stakeholders. 	Record of existing school policies and procedures evaluated	3 – 2 – 1 –	
Sub-total		12%	

Domain 7. Personal Growth and Professional Development			
Domain 7 focuses on teachers' personal growth and professional development. It accentuates teachers' proper and high personal regard for the profession by maintaining qualities that uphold the dignity of teaching such as caring attitude, respect and integrity. This domain values personal and professional reflection and learning to improve practice. It recognizes the importance of teachers' assuming responsibility for personal growth and professional development for lifelong learning.			
Strands	Evidence of Effective Teaching/MOVs	Points per Strand	Points Earned by Nominee
<ul style="list-style-type: none"> Model a learner-centered teaching philosophy through teaching practices that stimulate colleagues to engage in further professional learning. 	Models of teaching practices used	3 – 2 – 1 –	
<ul style="list-style-type: none"> Act as role a model and advocate for upholding the dignity of teaching as a profession to build a positive teaching and learning culture within and beyond the school. 	Models of building a positive teaching and learning culture	3 – 2 – 1 –	
<ul style="list-style-type: none"> Take a leadership role in supporting colleagues' engagement with professional networks within and across schools to advance knowledge and practice in identified areas of need. 	Records of support to colleagues	3 – 2 – 1 –	
<ul style="list-style-type: none"> Demonstrate leadership within and across school contexts in critically evaluating practice and setting clearly defined targets for professional development. 	Minutes of meeting showing critically evaluating practice and setting clearly defined targets for professional development	2 – 1 –	
<ul style="list-style-type: none"> Lead reforms in enhancing professional development programs based on an in-depth knowledge and understanding of the Philippine Professional Standards for Teachers. 	Minutes of meeting showing reforms in enhancing professional development programs of teachers	2 – 1 –	
Sub-total		13%	
Grand Total		100%	

Reference: *Philippine Professional Standards for Teachers (PPST) Nationally-validated Version. Finalized, TEC Workshop, August 4-5, 2016.*

Other Required Documents:

I. Executive Summary

- Executive Summary about the nominee on his/her personal qualities certified by the Principal/PSDS/CID/SGOD Chief/ASDS/SDS
- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

II. IPCRF/Performance Rating for the last three (3) rating periods (Certified True Copy)

III. Accomplished Classroom Observation Tools/RPMS Portfolio

(Maybe included in here are the observation notes of the school head, PSDS, and EPSs this school year 2018-19 that would attest consistency of practices of the nominee.)

III. Other information

(Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Note: To qualify for the Regional Search all Teacher I-III nominees for all categories must have a rating of at least 75%, and 85% for Master Teacher categories.

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION

OUTSTANDING SCHOOL HEAD

(Elementary and Secondary)

This search is open to all School Heads with at least three (3) experience, including TICs, and those who have an aggregate experience as SIC/OIC and TIC for 3 years.

Nominee: _____ School: _____ District: _____

I. PERSONAL QUALITIES AND CHARACTER	SCORE																
<p>Dedication and Diligence (10 pts.) (The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities)</p> <ul style="list-style-type: none"> Demonstrates exceptional level of dedication, and diligence in his/her work 10 pts. Demonstrates very high level of dedication, and diligence in his/her work 8 pts. Demonstrates high level of dedication, and diligence in his/her work 6 pts. Demonstrates average level of dedication, and diligence in his/her work 4 pts. Demonstrates low level of dedication, and diligence in his/her work 2 pts. <p>Required Document/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information</p>																	
<p>II. PERSONAL COMPETENCE AND EFFECTIVENESS (90 pts.)</p> <p>A. Performance Rating of at least Very Satisfactory (VS) for the last 3 years 30 pts.</p> <ul style="list-style-type: none"> • Average Rating - 5.0 is equivalent to 30 points • Average Rating - 4.6 – 4.9 is equivalent to 25 points • Average Rating - 4.3– 4.5 is equivalent to 10 points • Average Rating - 3.5 – 4.2 is equivalent to 5 points <p>Required Document: OPCRf (Certified True Copy)</p> <p>B. Outstanding Accomplishments in the last three (3) years 10 pts.</p> <ul style="list-style-type: none"> • The school (current or previous school assignment) a consistent Top Performing School in the NAT or other Achievement Tests. <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">National</th> <th style="width: 25%;">Region</th> <th style="width: 25%;">Division</th> <th style="width: 25%;">District</th> </tr> </thead> <tbody> <tr> <td>1st Placer – 10 pts</td> <td>1st Placer – 8 pts</td> <td>1st Placer – 6 pts</td> <td>1st Placer – 4 pts</td> </tr> <tr> <td>2nd Placer- 7 pts.</td> <td>2nd Placer- 6 pt.</td> <td>2nd Placer- 4 pts.</td> <td>2nd Placer- 2 pts.</td> </tr> <tr> <td>3rd Placer – 5 pts.</td> <td>3rd Placer – 4pts.</td> <td>3rd Placer –2 pts.</td> <td>3rd Placer – 1 pt.</td> </tr> </tbody> </table> <p>Required Document: Certification from Authorized Division Official</p>	National	Region	Division	District	1 st Placer – 10 pts	1 st Placer – 8 pts	1 st Placer – 6 pts	1 st Placer – 4 pts	2 nd Placer- 7 pts.	2 nd Placer- 6 pt.	2 nd Placer- 4 pts.	2 nd Placer- 2 pts.	3 rd Placer – 5 pts.	3 rd Placer – 4pts.	3 rd Placer –2 pts.	3 rd Placer – 1 pt.	
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<p>C. Innovations – (10 points maximum)</p> <p>Innovative teaching approaches/strategies/practices/materials in the last 3 years properly documented, approved by immediate superior attested by authorized division official:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%;">Innovations</th> <th style="width: 50%;">Score</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Instructional materials/learning kit, Lesson exemplar/module, Action plan/Intervention package, Continuous Improvement Project (CIP)</td> <td>Adopted in school – 2 pts.</td> </tr> <tr> <td>Adopted in the district – 4 pts.</td> </tr> <tr> <td>Adopted in the division – 6 pts.</td> </tr> <tr> <td>Adopted in the region – 8 pts.</td> </tr> <tr> <td>Adopted in the entire country – 10 pts.</td> </tr> </tbody> </table> <p>Required Document/s: DLP/DLL/Instructional/Work Plans, IMs, Certification from the division authorized official, and other related documents that shows original creation and idea</p>	Innovations	Score	Instructional materials/learning kit, Lesson exemplar/module, Action plan/Intervention package, Continuous Improvement Project (CIP)	Adopted in school – 2 pts.	Adopted in the district – 4 pts.	Adopted in the division – 6 pts.	Adopted in the region – 8 pts.	Adopted in the entire country – 10 pts.									
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<p>D. Research and Development (10 pts. maximum)</p> <p>Research conducted have been approved and the specific level (division, district or school) is indicated in the approval sheet. Points in group research will be divided for each member.</p> <ul style="list-style-type: none"> Intervention concept is relevant and implemented in the school level 4 pts. Intervention concept is relevant and implemented in the district level 6 pts. Intervention concept is relevant and implemented in the division level 8 pts. Intervention concept is relevant and implemented in the region level 10 pts. <p>Required Document/s: Rationale of the Research, Baseline Data, MOA, and related documents</p>																	

CRITERIA FOR EVALUATION

OUTSTANDING SCHOOL HEAD

(Elementary and Secondary)

<p>E. Publication/Authorship (5 pts.) for the last 5 years</p> <ul style="list-style-type: none"> • Article published <ul style="list-style-type: none"> School – 1 pt. Division – 2 pts. Regional/National – 3 pts. • Co-authorship of a book 4 pts. • Sole authorship of the book 5 pts. <p>Required Document/s: Copy of the publication, Certification, and other related documents</p>																											
<p>F. Personal/Professional Advancement (5 pts.)</p> <ul style="list-style-type: none"> • Doctoral Degree 5 pts. • Complete Academic requirement for Doctoral Degree 4 pts. • Master's Degree 3 pts. • Complete Academic Requirements for Master's Degree 2 pts. • Units in M.A. (18-24 units) 1 pt. <p>Required Document/s: Transcript of Records (TOR)</p>																											
<p>G. Trainings and Workshops Attended and Facilitated (20 pts.)</p> <p>1. Recipient of Scholarship program, short courses, and study grants (5 pts. maximum)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">International</td> <td style="width: 50%; text-align: right;">5 pts.</td> </tr> <tr> <td>National</td> <td style="text-align: right;">3 pts.</td> </tr> <tr> <td>Regional</td> <td style="text-align: right;">2 pts.</td> </tr> <tr> <td>Division</td> <td style="text-align: right;">1 pt.</td> </tr> </table> <p>2. Participation in training activities in each level with the following duration: (5 pts. maximum) for the last 3 years (Cumulative Scores)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">2 to 3 days</th> <th style="width: 25%;">4 to 5 days</th> <th style="width: 25%;">6 to 7 days</th> <th style="width: 25%;">8 days and above</th> </tr> </thead> <tbody> <tr> <td>National – 1 pt.</td> <td>National – 2 pts.</td> <td>National – 3 pts.</td> <td>National – 5 pts.</td> </tr> <tr> <td>Regional – 0.75 pt.</td> <td>Regional – 1 pt.</td> <td>Regional – 2 pts.</td> <td>Regional – 3 pts.</td> </tr> <tr> <td>Division – 0.25 pt.</td> <td>Division – 0.50 pt.</td> <td>Division – .75 pt.</td> <td>Division – 1 pt.</td> </tr> </tbody> </table>				International	5 pts.	National	3 pts.	Regional	2 pts.	Division	1 pt.	2 to 3 days	4 to 5 days	6 to 7 days	8 days and above	National – 1 pt.	National – 2 pts.	National – 3 pts.	National – 5 pts.	Regional – 0.75 pt.	Regional – 1 pt.	Regional – 2 pts.	Regional – 3 pts.	Division – 0.25 pt.	Division – 0.50 pt.	Division – .75 pt.	Division – 1 pt.
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<p>3. Relevant Training (5 pts.)</p> <p>The nominee served as speaker/resource speaker/Facilitator in training workshop(s)</p> <ul style="list-style-type: none"> • National – 5 pts. • Regional – 4 pts. • Division – 3 pts. • District – 2 pts. • School – 1 pt. 																											
<p>H. Additional points (5 pts. maximum)</p> <p>Nominee participated in the Search for Outstanding Employee Award or the current school assignment participated in any Academic and Non-Academic National Contests</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">National</th> <th style="width: 25%;">Regional</th> <th style="width: 25%;">Division</th> <th style="width: 25%;">District</th> </tr> </thead> <tbody> <tr> <td>1st Placer – 5 pts</td> <td>1st Placer – 4 pts</td> <td>1st Placer – 3 pts</td> <td>1st Placer – 2 pts</td> </tr> <tr> <td>2nd Placer- 4 pts.</td> <td>2nd Placer- 3 pt.</td> <td>2nd Placer- 2 pts.</td> <td>2nd Placer- 1 pt.</td> </tr> <tr> <td>3rd Placer – 3 pts.</td> <td>3rd Placer – 2 pts.</td> <td>3rd Placer – 1 pt.</td> <td>3rd Placer – 0.5 pt.</td> </tr> </tbody> </table>				National	Regional	Division	District	1 st Placer – 5 pts	1 st Placer – 4 pts	1 st Placer – 3 pts	1 st Placer – 2 pts	2 nd Placer- 4 pts.	2 nd Placer- 3 pt.	2 nd Placer- 2 pts.	2 nd Placer- 1 pt.	3 rd Placer – 3 pts.	3 rd Placer – 2 pts.	3 rd Placer – 1 pt.	3 rd Placer – 0.5 pt.								
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<p>Required Document/s: Certificates of Participation and Recognition</p>																											
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CRITERIA FOR EVALUATION

OUTSTANDING SCHOOL HEAD

(Elementary and Secondary)

Other Required Documents:

I. Executive Summary

- Executive Summary about the nominee on his/her personal qualities certified by the PSDS/CID or SGOD Chief/ASDS/SDS
- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

II. Certification from Disbursing Officer of No Unliquidated Cash Advances, SOB CY 2018, AIPs of Current SIP Cycle, and School Performance Indicators (Last 3 years, Certified by the Planning Section)

III. Curriculum Implementation Map/Supervisory Plan and Accomplishment Reports, LAC Plan, Coaching and Mentoring Plan and Accomplishment Report

(Maybe included in here are the observation notes of the PSDS, and EPSs this school year 2018-19 that would attest consistency of practices of the nominee.)

IV. Other information (Evidences of Partnership and External Linkages, Resource Mobilization. Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION OUTSTANDING KINDERGARTEN TEACHER

Nominee: _____ **School:** _____ **District:** _____

The Most Outstanding Kindergarten Teacher Award is designed to reward, and publicly acknowledge excellent teachers in kindergarten. The award recognizes creativity, innovativeness, productivity and excellence in teaching practices that reflect the highest standards in pedagogy, a record of outstanding teaching effectiveness within and outside the classroom, the ability to inspire, promote, and sustain the intellectual development of kindergarten learners.

CRITERIA FOR EVALUATION

1. Performance Rating (IPCRF/OPCRF)	-	20 points
2. Significant Accomplishment/s	-	10 points
3. Instructional Competence and Teaching Effectiveness	-	20 points
4. Assessment Strategies	-	10 points
5. Learning Resources	-	15 points
6. Learning Space and Environment	-	15 points
7. Professional and Community Involvement	-	5 points
8. Awards and Membership	-	<u>5 points</u>
TOTAL	-	100 points

1. Performance Rating (Average Rating for the Last 3 Rating Periods)	-	20 points
4.75 – 5	-	20 pts.
4.5 – 4.74	-	15 pts
4.0 – 4.49	-	10 pts.
3.5 - 3.9	-	5 pts.

Required Document/s: IPCRF (Certificated True Copy)

2. Significant Accomplishment/s - **10 points**

1. Initiated and accomplished Project/Work, and introduced effective strategies/activities that have significantly improved the performance of the school and benefited the community. - **10 pts.**
2. Initiated and accomplished Project/Work, and introduced effective strategies/activities that have significantly improved the performance of the school - **8 pts.**
3. Initiated and accomplished Project/Work, and introduced effective strategies/activities that have significantly improved the performance of the school. - **6 pts.**
4. Started Project/Work, and introduced effective strategies/activities.- **4 pts.**
5. Initiated Project/Work, and introduced strategies/ activities. - **2 pts.**

Required Document/s: Approved Project/Work/Activity Design, Record and Result on its implementation/usefulness/effectiveness, pictures, etc.

CRITERIA FOR EVALUATION

OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS)/MOBILE TEACHER

Nominee: _____ School: _____ District: _____

I. PERSONAL QUALITIES AND CHARACTER	SCORE										
<p>Dedication and Diligence - (10 pts.) (The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Demonstrates exceptional level of dedication, and diligence in his/her work</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Demonstrates very high level of dedication, and diligence in his/her work</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Demonstrates high level of dedication, and diligence in his/her work</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Demonstrates average level of dedication, and diligence in his/her work</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Demonstrates low level of dedication, and diligence in his/her work</td> <td style="text-align: right;">2</td> </tr> </table> <p>Required Document/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information</p>	Demonstrates exceptional level of dedication, and diligence in his/her work	10	Demonstrates very high level of dedication, and diligence in his/her work	8	Demonstrates high level of dedication, and diligence in his/her work	6	Demonstrates average level of dedication, and diligence in his/her work	4	Demonstrates low level of dedication, and diligence in his/her work	2	
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<p>II. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (90 pts.)</p> <p>A. Performance Rating of at least Very Satisfactory (VS) for the last 3 years 20 pts.</p> <ul style="list-style-type: none"> • Average Rating - 5.0 is equivalent to 20 points • Average Rating - 4.6 – 4.9 is equivalent to 15 points • Average Rating - 4.3– 4.5 is equivalent to 10 points • Average Rating - 3.5 – 4.2 is equivalent to 5 points <p>Required Document: IPCRF (Certified True Copy)</p> <p>B. Accreditation and Equivalency (A&E) Passers (Average, last 3 years) 10 pts.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>76-100%</td> <td style="text-align: right;">10 pts.</td> </tr> <tr> <td>51-75%</td> <td style="text-align: right;">8 pts.</td> </tr> <tr> <td>26-50%</td> <td style="text-align: right;">6 pts.</td> </tr> <tr> <td>1-25%</td> <td style="text-align: right;">4 pts.</td> </tr> </table> <p>Required Document: Certification from Planning Section</p>	76-100%	10 pts.	51-75%	8 pts.	26-50%	6 pts.	1-25%	4 pts.			
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<p>C. Innovations – (10 points maximum) Innovative teaching approaches/strategies/practices/materials in the last 3 years properly documented, approved by immediate superior attested by authorized division official:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Fully implemented</td> <td style="text-align: right;">10 pts.</td> </tr> <tr> <td>Started implementation</td> <td style="text-align: right;">8 pts.</td> </tr> <tr> <td>Approved action plan</td> <td style="text-align: right;">6 pts.</td> </tr> <tr> <td>Planned</td> <td style="text-align: right;">4 pts.</td> </tr> <tr> <td>Conceptualized</td> <td style="text-align: right;">2 pts.</td> </tr> </table> <p>Required Document/s: DLP/DLL/Instructional Plans, IMs, and other related documents that shows original creation and idea</p>	Fully implemented	10 pts.	Started implementation	8 pts.	Approved action plan	6 pts.	Planned	4 pts.	Conceptualized	2 pts.	
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<p>D. Research and Development (15 pts. maximum) Research conducted have been approved and the specific level (division, district or school) is indicated in the approval sheet. Points in group research will be divided for each member.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Intervention concept is relevant and can be implemented in the school level</td> <td style="text-align: right;">5 pts.</td> </tr> <tr> <td>Intervention concept is relevant and can be implemented in the district level</td> <td style="text-align: right;">10 pts.</td> </tr> <tr> <td>Intervention concept is relevant and can be implemented in the division level</td> <td style="text-align: right;">12 pts.</td> </tr> <tr> <td>Intervention concept is relevant and can be implemented in the region level</td> <td style="text-align: right;">15 pts.</td> </tr> </table> <p>Required Document/s: Rationale of the Research, Baseline Data, MOA, and related documents</p>	Intervention concept is relevant and can be implemented in the school level	5 pts.	Intervention concept is relevant and can be implemented in the district level	10 pts.	Intervention concept is relevant and can be implemented in the division level	12 pts.	Intervention concept is relevant and can be implemented in the region level	15 pts.			
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Intervention concept is relevant and can be implemented in the division level	12 pts.										
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<p>E. Publication/Authorship (10 pts.) for the last 5 years (Cumulative scores)</p> <ul style="list-style-type: none"> • Article published <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">School – 1 pt.</td> </tr> <tr> <td style="padding-left: 20px;">Division – 2 pts.</td> </tr> <tr> <td style="padding-left: 20px;">Regional/National – 3 pts.</td> </tr> </table> 	School – 1 pt.	Division – 2 pts.	Regional/National – 3 pts.								
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Regional/National – 3 pts.											

CRITERIA FOR EVALUATION

OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS)/MOBILE TEACHER

<ul style="list-style-type: none"> • Co-authorship of a book 5 pts. • Sole authorship of the book 10 pts. <p>Required Document/s: Copy of the publication, Certification, and other related documents</p>																	
<p>F. Personal/Professional Advancement (5 pts.)</p> <ul style="list-style-type: none"> • Doctoral Degree 5 pts. • Complete Academic requirement for Doctoral Degree 4 pts. • Master's Degree 3 pts. • Complete Academic Requirements for Master's Degree 2 pts. • Units in M.A. (18-24 units) 1 pt. <p>Required Document/s: Transcript of Record (TOR)</p>																	
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<p>3. Relevant Training (5 pts.)</p> <p>The nominee served as speaker/resource speaker/Facilitator in training workshop(s)</p> <ul style="list-style-type: none"> • National – 5 pts • Regional – 4 pts. • Division – 3 pts. • District – 2 pts. • School – 1 pt. <p>4. Additional points (5 pts. maximum)</p> <p>Nominee served as trainer/coach in a competition in the last 3 years</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 20%;">National</th> <th style="width: 20%;">Regional</th> <th style="width: 20%;">Division</th> <th style="width: 20%;">District</th> <th style="width: 20%;">School</th> </tr> <tr> <td>1st Placer – 5 pts 2nd Placer- 4 pts. 3rd Placer – 3 pts.</td> <td>1st Placer – 4 pts 2nd Placer- 3 pt. 3rd Placer – 2 pts.</td> <td>1st Placer – 3 pts 2nd Placer- 2 pts. 3rd Placer – 1 pt.</td> <td>1st Placer – 2 pts 2nd Placer- 1 pt. 3rd Placer – 0.5 pt.</td> <td>1st Placer – 1pt. 2nd Placer- 0.5 pt. 3rd Placer – 0.25 pt.</td> </tr> </table> <p>Required Document/s: Certificates of Participation and Recognition</p>	National	Regional	Division	District	School	1 st Placer – 5 pts 2 nd Placer- 4 pts. 3 rd Placer – 3 pts.	1 st Placer – 4 pts 2 nd Placer- 3 pt. 3 rd Placer – 2 pts.	1 st Placer – 3 pts 2 nd Placer- 2 pts. 3 rd Placer – 1 pt.	1 st Placer – 2 pts 2 nd Placer- 1 pt. 3 rd Placer – 0.5 pt.	1 st Placer – 1pt. 2 nd Placer- 0.5 pt. 3 rd Placer – 0.25 pt.							
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Grand Total																	

Other Required Documents:

I. Executive Summary

- Executive Summary about the nominee on his/her personal qualities certified by the Principal/PSDS/CID/SGOD Chief/ASDS/SDS
- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

CRITERIA FOR EVALUATION

OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS)/MOBILE TEACHER

II. Other information

(Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION OUTSTANDING KINDERGARTEN TEACHER

3. Instructional Competence and Teaching Effectiveness – 20 points

(Demonstrated competence in teaching, as evidenced by the high performance evaluation)

• Innovative Teaching Strategies	-	10
• Original Creative Outputs	-	5
• Co-Curricular Involvement	-	2
• Research Outputs	-	1
• Educational Attainment	-	2

3.1 Innovative Teaching strategies - 10 points

1. Breakthrough approaches/strategies/or new paradigm which solve problems while avoiding new problems, widely accepted and benefited a significant number of learners. **10 pts.**
2. Breakthrough approaches/strategies/or new paradigm which solve problems, accepted and benefited a significant number of learners. **8 pts.**
3. Breakthrough approaches/strategies/or new paradigm which solve problems and benefited a reasonable number of learners. **6 pts.**
4. Breakthrough approaches/strategies/or new paradigm benefited a reasonable number of learners. **4 pts.**
5. Breakthrough approaches/strategies/or new paradigm which benefited the learners. - **2 pts.**

Required Document/s: Record of innovative practice/tool, accomplishment/narrative report/record/proof on its use, number of learners/teachers benefited/who used, pictures etc.

3.2 Outputs - 5 points

1. Original, creative, practical, cost-effective and relevant. - **5 pts.**
2. Original, creative, practical, and relevant - **4 pts.**
3. Original, creative and relevant - **3 pts.**
4. Original and creative - **2 pts.**
5. Original - **1 pt.**

Required Document/s: Sample outputs, proof of use

3.3 Co-curricular Involvement - 2 points

Winning Trainer/Coach in different academic contests/competitions

1. Regional - **2 pts.**
2. Division - **1.5 pts.**
3. District - **1 pt.**
4. School - **.5 pt.**

Required Document/s: Certificates, Pictures, etc.

CRITERIA FOR EVALUATION OUTSTANDING KINDERGARTEN TEACHER

3.4 Research Outputs	-	1 point
(Approved/Completed Research and output)		
3.5 Educational Attainment in ECE	-	2 points
Master's Degree	-	2 pts.
CAR	-	1 pt.

Required Document/s: Transcript of Records, Diploma

- 1. Assessment Strategies (Omnibus Policy)** - **10 points**
- a. Assessment is done to monitor learning and know where the child is.
 - b. It identifies the child's needs and does not determine academic achievement.
 - c. It is conducted on a regular basis and a timely response or intervention was made to improve learning.
 - d. Parents are informed of the child's development and performance.
 - e. Assessment have clear and explicit purpose.
- | | | |
|--------------------------------------|---|----------------|
| All characteristics are evident | - | 10 pts. |
| 4 of the characteristics are evident | - | 8 pts. |
| 3 of the characteristics are evident | - | 6 pts. |
| 2 of the characteristics are evident | - | 4 pts. |
| 1 of the characteristics are evident | - | 2 pts. |

Required Document/s: Assessment Tool, Sample Record of Assessment Conducted (Formative and Summative, Proof of Conference with the parents, Analysis of Assessment, List of Interventions, pictures Sample portfolio, checklists, etc.

- 2. Learning Resources (Omnibus Policy)** - **15 points**

Instructional Materials are well-chosen, fit for purpose, and safe to use and manipulate. They are stimulating, lightweight, and durable as well, and are properly organized in the Kindergarten classroom to maximize their utility.

1. Manipulative Toys
2. Activity cards/board games
3. Readiness Activity Sheets and Teacher-Made activity sheets
4. Books
5. Open-ended sensory materials
6. Multimedia and computer-aided materials
7. Indigenous instructional materials or locally produced or parent made toys and play equipment

CRITERIA FOR EVALUATION OUTSTANDING KINDERGARTEN TEACHER

- Presence of 7 or more materials of each kind with the desired quantity in a class – **15 pts.**
- Presence of 5 or more materials of each kind with the desired quantity in a class – **12 pts.**
- Presence of 4 or more materials of each kind with the desired quantity in a class – **9 pts.**
- Presence of 3 or more materials of each kind with the desired quantity in a class – **6 pts.**
- Presence of 2 or more materials of each kind with the desired quantity in a class – **3 pts.**

Required Document/s: Record of the materials available and its quantity/ratio to the no. of pupils, verified by the principal and noted by the division supervisor in kindergarten, pictures of materials in the classroom, etc.

3. Learning Space and Environment - 15 points

- a. The organization of the space inside and outside the classroom, including the materials and equipment, sets the expectations for student engagement.
- b. The physical environment is ready for individual, small group, and whole group activities among students, and allow for teacher and student-initiated activities as well.
- c. The classroom arrangement allows engaging experiences in reading, writing, listening, dramatic play, art, numeracy, and the natural environment.
- d. Learning stations, play area, library and the like are strategically arranged, materials are properly organized, and clean classroom.

- All characteristics are evident - **15 pts.**
- 3 of the characteristics are evident - **10 pts.**
- 2 of the characteristics are evident - **5 pts.**

Required Document/s: pictures

7. Professional and Community Involvement - 5 points

- A. Participation in training programs (TIP and other training programs)) - **2 pts.**
- B. Proficient in the mother tongue of the learners - **1 pt.**
- C. Leadership in professional organizations related to teaching - **1 pt.**
- D. Participation in community and civic movements - **1 pt.**

Required Document/s: Certificate of relevant trainings attended, classroom observation notes signed by the principal, Certificate of Appreciation/Recognition, etc.

**CRITERIA FOR EVALUATION
OUTSTANDING KINDERGARTEN TEACHER**

8. Awards

5 points

Major awards/citations received relevant to the category.

- National - **5 pts.**
- Regional - **4 pts.**
- Division - **3 pts.**
- District - **2 pts.**
- School - **1 pt.**

Required Document/s: Certificates and others

Other Required Documents:

I. Executive Summary

- Executive Summary about the nominee on his/her personal qualities certified by the Principal/PSDS/CID/SGOD Chief/ASDS/SDS
- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

II. IPCRF/Performance Rating for the last three (3) rating periods (Certified True Copy)

III. Accomplished Classroom Observation Tools/ RPMS Portfolio

(Maybe included in here are the observation notes of the school head, PSDS, and EPSs this school year 2018-19 that would attest consistency of practices of the nominee.)

III. Other information

(Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION OUTSTANDING DISTRICT/DIVISION/REGIONAL SUPERVISOR

Nominee: _____ District: _____ Division: _____

I. PERSONAL QUALITIES AND CHARACTER	SCORE																																									
<p>Dedication and Diligence (10 pts.) (The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities)</p> <ul style="list-style-type: none"> Demonstrates exceptional level of dedication, and diligence in his/her work 10 pts. Demonstrates very high level of dedication, and diligence in his/her work 8 pts. Demonstrates high level of dedication, and diligence in his/her work 6 pts. Demonstrates average level of dedication, and diligence in his/her work 4 pts. Demonstrates low level of dedication, and diligence in his/her work 2 pts. <p>Required Document/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information</p>																																										
<p>II. PERSONAL COMPETENCE AND EFFECTIVENESS (90 pts.)</p> <p>A. Performance Rating of at least Very Satisfactory (VS) for the last 3 years 20 pts.</p> <ul style="list-style-type: none"> • Average Rating - 5.0 is equivalent to 20 points • Average Rating - 4.6 – 4.9 is equivalent to 15 points • Average Rating - 4.3 – 4.5 is equivalent to 10 points • Average Rating - 3.5 – 4.2 is equivalent to 5 points <p>Required Document: OPCR (Certified True Copy)</p> <p>B. Instructional Leadership Competencies 20 pts. The nominee has provided professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the districts and conducted Curricula supervision consistently in the last 3 Quarters of CY 2018.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 45%; text-align: center;">Indicators</th> <th colspan="5" style="text-align: center;">Highest points per indicator is 5 (For each indicator, please write the corresponding points under each category, likewise under the column for Score)</th> </tr> <tr> <th style="width: 10%;">Exceptional (5)</th> <th style="width: 10%;">Very Well (3)</th> <th style="width: 10%;">Somewhat Evident (1)</th> <th style="width: 10%;">Not Evident at All (0)</th> <th style="width: 5%;">Score</th> </tr> </thead> <tbody> <tr> <td>Conducted/Facilitated curriculum development, enrichment, and localization activities that are unique, creative and responsive to the needs of the learners.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Provided Technical Assistance that reflects a variety of ways to differentiate instruction to support the diverse learners with diverse learning styles, including other facets of school management.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Led in Learning Outcomes Assessment which focuses on competencies (knowledge, skills, attitude) appropriate to the focused grade levels.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Designed/Implemented Programs that contributes to the improvement of learning delivery , and production of learning resources aligned to the K to 12 Curriculum</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total Score</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Indicators	Highest points per indicator is 5 (For each indicator, please write the corresponding points under each category, likewise under the column for Score)					Exceptional (5)	Very Well (3)	Somewhat Evident (1)	Not Evident at All (0)	Score	Conducted/Facilitated curriculum development, enrichment, and localization activities that are unique, creative and responsive to the needs of the learners.						Provided Technical Assistance that reflects a variety of ways to differentiate instruction to support the diverse learners with diverse learning styles, including other facets of school management.						Led in Learning Outcomes Assessment which focuses on competencies (knowledge, skills, attitude) appropriate to the focused grade levels.						Designed/Implemented Programs that contributes to the improvement of learning delivery , and production of learning resources aligned to the K to 12 Curriculum						Total Score						
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CRITERIA FOR EVALUATION

OUTSTANDING DISTRICT/DIVISION/REGIONAL SUPERVISOR

<p>Required Document/s: Certification from Authorized Division Official, Sample Contextualized/Localized Learning Resource, Program Design, TA Plan, Work Plan and Accomplishment Reports in the last 3 Quarters of CY 2018, and other related documents</p>																	
<p>C. Innovations – (10 points maximum) Innovative teaching approaches/strategies/practices/materials in the last 3 years properly documented, approved by immediate superior attested by authorized division official:</p> <table style="margin-left: 20px; border: none;"> <tr> <td>Fully implemented</td> <td style="text-align: right;">10 pts.</td> </tr> <tr> <td>Started implementation</td> <td style="text-align: right;">8 pts.</td> </tr> <tr> <td>Approved action plan</td> <td style="text-align: right;">6 pts.</td> </tr> <tr> <td>Planned</td> <td style="text-align: right;">4 pts.</td> </tr> <tr> <td>Conceptualized</td> <td style="text-align: right;">2 pts.</td> </tr> </table> <p>Required Document/s: DLP/DLL/Instructional Plans, IMs, and other related documents that shows original creation and idea</p>	Fully implemented	10 pts.	Started implementation	8 pts.	Approved action plan	6 pts.	Planned	4 pts.	Conceptualized	2 pts.							
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<p>D. Research and Development (10 pts. maximum) Research conducted have been approved and the specific level (division, district or school) is indicated in the approval sheet. Points in group research will be divided for each member.</p> <table style="margin-left: 20px; border: none;"> <tr> <td>Intervention concept is relevant and implemented in the school level</td> <td style="text-align: right;">4 pts.</td> </tr> <tr> <td>Intervention concept is relevant and implemented in the district level</td> <td style="text-align: right;">6 pts.</td> </tr> <tr> <td>Intervention concept is relevant and implemented in the division level</td> <td style="text-align: right;">8 pts.</td> </tr> <tr> <td>Intervention concept is relevant and implemented in the region level</td> <td style="text-align: right;">10 pts.</td> </tr> </table> <p>Required Document/s: Rationale of the Research, Baseline Data, MOA, and related documents</p>	Intervention concept is relevant and implemented in the school level	4 pts.	Intervention concept is relevant and implemented in the district level	6 pts.	Intervention concept is relevant and implemented in the division level	8 pts.	Intervention concept is relevant and implemented in the region level	10 pts.									
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CRITERIA FOR EVALUATION

OUTSTANDING DISTRICT/DIVISION/REGIONAL SUPERVISOR

<p>3. Relevant Training (5 pts.) The nominee served as speaker/resource speaker/Facilitator in training workshop(s)</p> <ul style="list-style-type: none"> • National – 5 pts • Regional – 4 pts. • Division – 3 pts. • District – 2 pts. • School – 1 pt. <p>H. Additional points (5 pts. maximum) Nominee participated in the Search for Outstanding Employee Award or in any Academic and Non-Academic National Contests</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>National</th> <th>Regional</th> <th>Division</th> <th>District</th> </tr> </thead> <tbody> <tr> <td>1st Placer – 5 pts</td> <td>1st Placer – 4 pts</td> <td>1st Placer – 3 pts</td> <td>1st Placer – 2 pts</td> </tr> <tr> <td>2nd Placer- 4 pts.</td> <td>2nd Placer- 3 pt.</td> <td>2nd Placer- 2 pts.</td> <td>2nd Placer- 1 pt.</td> </tr> <tr> <td>3rd Placer – 3 pts.</td> <td>3rd Placer – 2 pts.</td> <td>3rd Placer – 1 pt.</td> <td>3rd Placer – 0.5 pt.</td> </tr> </tbody> </table>				National	Regional	Division	District	1 st Placer – 5 pts	1 st Placer – 4 pts	1 st Placer – 3 pts	1 st Placer – 2 pts	2 nd Placer- 4 pts.	2 nd Placer- 3 pt.	2 nd Placer- 2 pts.	2 nd Placer- 1 pt.	3 rd Placer – 3 pts.	3 rd Placer – 2 pts.	3 rd Placer – 1 pt.	3 rd Placer – 0.5 pt.	
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- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

II. Curriculum Implementation Map/Supervisory Plan and Accomplishment Reports, LAC Plan, Coaching and Mentoring Plan and Accomplishment Reports

III. Other information (Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

 Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION

OUTSTANDING NON-TEACHING PERSONNEL

This award is given to an employee who has demonstrated extraordinary service and conduct based on the norms of behavior described under Republic Act No. 6713, and sustained work performance beyond the normal requirements of his/her position.

It is open to all non-teaching positions in the Schools, Schools Divisions, and Regional Office classified as **Level 1 and 2** excluding PSDS and EPS.

Documents needed: (at least one (1) for each category)

- Executive Summary about the nominee on his/her personal qualities certified by the Principal/Section Head/PSDS/Chief/ASDS/SDS
- Executive Summary about the nominee on his/her personal qualities by any member of socio-civic or religious organization
- Executive Summary about the nominee on his/her personal qualities by any community official, resident and nominee's peer

Nominee: _____ Position: _____ School/Office: _____

I. Work Competence	(50 pts.)	SCORE
1. Performance Rating of at least Very Satisfactory (VS) for the last 3 years <ul style="list-style-type: none"> • Average Rating - 5.0 is equivalent to 20 points • Average Rating - 4.6 – 4.9 is equivalent to 15 points • Average Rating - 4.3– 4.5 is equivalent to 10 points • Average Rating - 3.5 – 4.2 is equivalent to 5 points Required Document/s: IPCRF (Certified True Copy)	20 pts.	
2. Innovation and Creativity <p>Recognizes outstanding performance and achievement through innovative approaches and creativity to new and sustainable projects, systems and technologies that provide improved performance and service. Innovative approaches/interventions duly certified by immediate superior</p> <ul style="list-style-type: none"> • Conceptualized 5 pts. • Started its pilot implementation 10 pts. • Fully implemented in the division 15 pts. Required Document/s: Program Design, Action Plan, and others	15 pts.	
3. Relevant Educational Attainment <ul style="list-style-type: none"> • Doctoral Degree 10 pts. • Complete Academic Requirements For Doctoral Degree 7 pts. • Master's Degree 5 pts. • Complete academic requirements for Master's Degree 3 pts. • Units in M.A. (18-24 units) 2 pts. Required Documents: Transcript of Records (TOR)	10 pts.	
4. Speakership and Facilitator <ul style="list-style-type: none"> • National 5 pts. • Regional 4 pts. • Division 3 pts. • District 2 pts. • School 1 pt. Required Documents: Certificate of Recognition	5 pts.	
II. Professional Development	(10 pts.)	
1. Participant in relevant training programs (last 2 years) <p>In each level conducted for at least three days</p> <ul style="list-style-type: none"> • Division Level 3 pts. • Regional Level 4 pts. • National Level 5 pts. Required Document/s: Certificate of Participation	5 pts.	

CRITERIA FOR EVALUATION

OUTSTANDING NON-TEACHING PERSONNEL

<p>2. Involvement in training programs 5 pts.</p> <ul style="list-style-type: none"> • Organizer/Chair <ul style="list-style-type: none"> National Level 5 pts. Regional Level 4 pts. Division Level 3 pts. • Co-organizer/Co-chair <ul style="list-style-type: none"> National Level 4 pts. Regional Level 3 pts. Division Level 2 pts. • TWG Member <ul style="list-style-type: none"> National Level 3 pts. Regional Level 2 pts. Division Level 1 pt. <p>Required Documents: Certification of Recognition</p>	
<p>III. Community Involvement (Cumulative Scores) (5 pts.)</p> <ul style="list-style-type: none"> National Level 5 pts. Provincial 3 pts. Municipal 2 pts. Barangay 1 pt. <p>Required Documents: Certificate of Recognition/Appreciation</p>	
<p>IV. Personal Qualities and Character (35 pts.)</p>	
<p>1. Responsiveness to the Public/Clientele (10 pts.) (Extension or provision of prompt, courteous, and adequate service to the public/clients)</p> <ul style="list-style-type: none"> Always extends/provides prompt, courteous, and adequate service to the public/client 10 Most often extends/provides prompt, courteous, and adequate service to the public/client 8 Often extends/provides prompt, courteous, and adequate service to the public/client 6 Rarely extends/provides prompt, courteous, and adequate service to the public/client 4 Never extends/provides prompt, courteous, and adequate service to the public/client 2 <p>Required Documents/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information</p>	
<p>2. Dedication and Diligence (10 pts.) (The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities)</p> <ul style="list-style-type: none"> Demonstrates exceptional level of dedication, and diligence in his/her work 10 Demonstrates very high level of dedication, and diligence in his/her work 8 Demonstrates high level of dedication, and diligence in his/her work 6 Demonstrates average level of dedication, and diligence in his/her work 4 Demonstrates low level of dedication, and diligence in his/her work 2 <p>Required Documents/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information</p>	
<p>3. Honesty, Trustworthiness, and Sincerity (10 pts.) (The depth of truthfulness, dependability, and transparency as manifested in his/her ideas, words, and acts as an employee)</p> <ul style="list-style-type: none"> Shows exceptional commendable depth of truthfulness, honesty, and sincerity 10 Shows very highly commendable depth of truthfulness, honesty, and sincerity 8 Shows highly commendable depth of truthfulness, honesty, and sincerity 6 Shows commendable depth of truthfulness, honesty, and sincerity 4 Shows low commendable depth of truthfulness, honesty, and sincerity 2 	

**CRITERIA FOR EVALUATION
OUTSTANDING NON-TEACHING PERSONNEL**

Required Document/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information		
4. Difficulty and Risk Inherent in the Work	(5 pts.)	
(The degree of sacrifice without considering the danger, hazard substantially present in the work)		
Experiences extremely high difficulty and risk in his/her work	5	
Experiences very high difficulty and risk in his/her work	4	
Experiences high difficulty and risk in his/her work	3	
Experiences average difficulty and risk in his/her work	2	
Experiences low difficulty and risk in his/her work	1	
Required Document/s: Certification from Authorized Division Official, Part II of the IPCRF, Performance Evaluation Report from Immediate Supervisor, and other Performance Evaluation Information		
Grand Total		

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____
 Signature of Evaluator: _____ Date Evaluated: _____

Approved:

 Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION

BEST PERFORMING ELEMENTARY/SECONDARY SCHOOL

Nominee: _____ District: _____ Name of School Head: _____

1. Performance Rating of at least Very Satisfactory (VS) for the last 3 years (30 pts.)	SCORE
<ul style="list-style-type: none"> • Average Rating - 5.0 is equivalent to 30 points • Average Rating - 4.6 – 4.9 is equivalent to 25 points • Average Rating - 4.3– 4.5 is equivalent to 10 points • Average Rating - 3.5 – 4.2 is equivalent to 5 points <p>Required Document: OPCRf (Certified True Copy)</p>	
2. Performance Indicators for the last 3 years (15 pts.)	
<p>A. Drop-out Rate 5 pts.</p> <ul style="list-style-type: none"> • 0 drop-out rate in the last 3 years from the baseline data - 5 pts. • 1 % drop-out rate in the last 3 years from the baseline data - 4 pts. • 2 % drop-out rate in the last 3 years from the baseline data - 3 pts. • 3 % drop-out rate in the last 3 years from the baseline data - 2 pts. • 4 % & above drop-out rate in the last 3 years from the baseline data - 1 pt. <p>B. NAT (Average NAT MPS in the last three (3) years) 10 pts.</p> <ul style="list-style-type: none"> • 85% & above Average MPS - 10 pts. • 80-84% Average MPS - 8 pts. • 75-79% Average MPS - 6 pts. • 70-74% Average MPS - 4 pts. • 69% & below Average MPS - 2 pts. <p>Required Document: Certification from Authorized Division Official</p>	
3. Financial Management (5 pts.)	
<p>Budget Preparation, Utilization and Liquidation (last 3 Quarters of FY 2018)</p> <ul style="list-style-type: none"> • 100% of Budget Allocation utilized and liquidated on or before the deadline - 5 pts. • 90% of Budget Allocation utilized and liquidated on or before the deadline - 4 pts. • 80% of Budget Allocation utilized and liquidated on or before the deadline - 3 pts. • 70% of Budget Allocation utilized and liquidated on or before the deadline - 2 pts. • 60% of Budget Allocation utilized and liquidated on or before the deadline - 1 pt. <p>Required Documents: Certification from Authorized Division Official (Liquidation Reports, SOB, APP, AIP, and other related documents)</p>	
4. Personnel Development (10 pts.)	
<p>A. Provision of Professional Development Program/Activities 5 pts.</p> <ul style="list-style-type: none"> • School conducts at least two LAC sessions monthly from June-October 2018 - 5 pts. • School conducts at least one LAC session monthly from June-October 2018 - 4 pts. • School conducts at least three LAC sessions from June-October 2018 - 3 pts. • School conducts at least two LAC sessions from June-October 2018 - 2 pts. • School conducts at least one LAC session from June-October 2018 - 1 pt. <p>Required Documents: Certification from Authorized Division Official, LAC Plan, Program Design, Sample Learning and Development Learning Resources, Individual Professional Development Plan, and other related documents</p>	

CRITERIA FOR EVALUATION

BEST PERFORMING ELEMENTARY/SECONDARY SCHOOL

<p>B. Attendance of Staff to Professional Development Programs/Activities (June-October 2018) 5 pts.</p> <ul style="list-style-type: none"> • 100 % of teaching and non-teaching staff have attended monthly LAC sessions and/or other learning and development activities conducted at the District/Division/Region - 5 pts. • 90 % of teaching and non-teaching staff have attended monthly LAC sessions and/or other learning and development activities conducted at the District/Division/Region - 4 pts. • 80 % of teaching and non-teaching staff have attended monthly LAC sessions and/or other learning and development activities conducted at the District/Division/Region - 3 pts. • 70 % of teaching and non-teaching staff have attended monthly LAC sessions and/or other learning and development activities conducted at the District/Division/Region - 2 pts. • 60 % of teaching and non-teaching staff have attended monthly LAC sessions and/or other learning and development activities conducted at the District/Division/Region - 1 pt. <p>Required Documents: Certification from Authorized Division Official, Attendance Sheets, Certificates of Participation and Appearance, LAC Plan, Program Design, Sample Learning and Development Learning Resources, Individual Professional Development Plan, and other related documents</p>	
5. Research and Development	(10 pts.)
<p>Research conducted have been approved and the specific level (division, district or school) is indicated in the approval sheet.</p> <ul style="list-style-type: none"> Intervention concept is relevant and implemented in the school level 4 pts. Intervention concept is relevant and implemented in the district level 6 pts. Intervention concept is relevant and implemented in the division level 8 pts. Intervention concept is relevant and implemented in the region level 10 pts. <p>Required Document/s: Rationale of the Research, Baseline Data, MOA, and other related documents</p>	
6. School Environment	(10 pts.)
<p>A. School Site 5 pts.</p> <ul style="list-style-type: none"> • Land Title is the Name of the School or DepEd 5 pts. • Presence of Usufruct executed in favor of DepEd 4 pts. • Land Title is on process 3 pts. • Deed of Donation only 2 pts. • Deed of Donation/Sale on process 1 pt. <p>Required Document/s: Land Title, Deed of Donation, and other related documents</p> <p>B. Learning environment, resources are accessible, conducive, safe, and promotes growth/effective learning, and institutionalized (Clean and Green Program, Solid Waste Management, WATSAN Facilities available and enough for all learners, Gulayan sa Paaralan and Beautification Program, and Conduct of DRRM Activities and Presence Advocacy Materials) 5 pts.</p> <ul style="list-style-type: none"> • 100% of the identified programs are fully institutionalized 5 pts. • 90% of the identified programs are fully institutionalized 4 pts. • 80% of the identified programs are fully institutionalized 3 pts. • 70% of the identified programs are fully institutionalized 2 pts. • 60% of the identified programs are fully institutionalized 1 pt. <p>Required Document/s: Monthly Accomplishment Reports, Training Matrix, Sample Advocacy Materials, Pictures, Monitoring and Evaluation Reports, and other related documents</p>	

CRITERIA FOR EVALUATION

BEST PERFORMING ELEMENTARY/SECONDARY SCHOOL

7. Partnership and External Linkages	(5 pts.)																
<p>In the last three (3) Quarters of 2018 the School has generated resources in cash, kind, and services in support to its operations, and to the attainment of its goals and objectives toward improved academic performance. (For donations or resources generated in kind or services shall be converted into cash)</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Amount Generated in Pesos</th> <th style="text-align: center;">Score</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 M above</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">500,000.00 – 999,000.00</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">300,000.00-499,000.00</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">100,000.00-299,000.00</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">99,000.00 below</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>		Amount Generated in Pesos	Score	1 M above	5	500,000.00 – 999,000.00	4	300,000.00-499,000.00	3	100,000.00-299,000.00	2	99,000.00 below	1				
Amount Generated in Pesos	Score																
1 M above	5																
500,000.00 – 999,000.00	4																
300,000.00-499,000.00	3																
100,000.00-299,000.00	2																
99,000.00 below	1																
<p>Required Document/s: MOA/MOU, Deed of Donation, and other related documents</p>																	
8. SBM Level of Practice	(10 pts.)																
<p>In the last three (3) years, the school have consistently exhibited and attained a high SBM Level of Practice.</p> <ul style="list-style-type: none"> • Ensuring the production of intended outputs/outcomes, meeting all standards of SBM, and sustainable 10 pts. • Introducing continuous improvement process that leads toward improved learning outcomes, and stakeholders' participation 8 pts. • Developing structures and mechanisms that are helpful in achieving desired goals and objectives 6 pts. • SBM Practices are in placed but not evident and felt by the community 4 pts. • SBM Practices are not consistently done/accomplished 2 pts. <p>Required Document/s: Certification from the Authorized Division Official, M & E Reports, and other related documents</p>																	
9. Participation of the School in Academic and Non-Academic Contests	(5 pts.)																
<p>The School participated in any Academic and Non-Academic Contests, including the contests organized by Non-DepEd offices. (Points shall be given to the highest level only)</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">National</th> <th style="text-align: center;">Regional</th> <th style="text-align: center;">Division</th> <th style="text-align: center;">District</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st Placer – 5 pts</td> <td style="text-align: center;">1st Placer – 4 pts</td> <td style="text-align: center;">1st Placer – 3 pts</td> <td style="text-align: center;">1st Placer – 2 pts</td> </tr> <tr> <td style="text-align: center;">2nd Placer- 4 pts.</td> <td style="text-align: center;">2nd Placer- 3 pt.</td> <td style="text-align: center;">2nd Placer- 2 pts.</td> <td style="text-align: center;">2nd Placer- 1 pt.</td> </tr> <tr> <td style="text-align: center;">3rd Placer – 3 pts.</td> <td style="text-align: center;">3rd Placer – 2 pts.</td> <td style="text-align: center;">3rd Placer – 1 pt.</td> <td style="text-align: center;">3rd Placer – 0.5 pt.</td> </tr> </tbody> </table> <p>Required Document/s: Certificates of Participation and Recognition</p>		National	Regional	Division	District	1 st Placer – 5 pts	1 st Placer – 4 pts	1 st Placer – 3 pts	1 st Placer – 2 pts	2 nd Placer- 4 pts.	2 nd Placer- 3 pt.	2 nd Placer- 2 pts.	2 nd Placer- 1 pt.	3 rd Placer – 3 pts.	3 rd Placer – 2 pts.	3 rd Placer – 1 pt.	3 rd Placer – 0.5 pt.
National	Regional	Division	District														
1 st Placer – 5 pts	1 st Placer – 4 pts	1 st Placer – 3 pts	1 st Placer – 2 pts														
2 nd Placer- 4 pts.	2 nd Placer- 3 pt.	2 nd Placer- 2 pts.	2 nd Placer- 1 pt.														
3 rd Placer – 3 pts.	3 rd Placer – 2 pts.	3 rd Placer – 1 pt.	3 rd Placer – 0.5 pt.														
Grand Total																	

Other Required Documents:

I. Executive Summary

- Executive Summary about the accomplishments of the nominee certified by the PSDS/CID or SGOD Chief/ASDS/SDS
- Executive Summary about the accomplishments of the nominee prepared by any member of socio-civic or religious organization
- Executive Summary about the accomplishments of the nominee prepared by any community official, or resident

CRITERIA FOR EVALUATION
BEST PERFORMING ELEMENTARY/SECONDARY SCHOOL

II. Certification from Disbursing Officer of No Unliquidated Cash Advances, SOB CY 2018, AIPs of Current SIP Cycle, and School Performance Indicators (Last 3 years, Certified by the Planning Section)

III. Curriculum Implementation Map/Supervisory Plan and Accomplishment Reports, LAC Plan, Coaching and Mentoring Plan and Accomplishment Report

IV. Other information (Evidences of Partnership and External Linkages, Resource Mobilization. Specify in here other information, which you think can vouch the Nominee's personal and professional attributes.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Division/Regional PRAISE Committee

CRITERIA FOR EVALUATION
BEST KINDERGARTEN IMPLEMENTING SCHOOL

Nominee: _____ **Name of School Head:** _____

CRITERIA

- | | |
|---------------------------------|--------------------|
| 1. Performance Rating {OPCRF} | - 25 points |
| 2. Significant Accomplishment/s | - 45 points |
| 3. Innovation | - 20 points |
| 4. Awards | - <u>10 points</u> |
| TOTAL | - 100 points |

1. Performance Rating - Average Rating for the Last 3 Rating Periods - 25 points

- | | | |
|------------|---|----------------|
| 4.75 – 5 | - | 25 pts. |
| 4.5 – 4.74 | - | 20 pts. |
| 4.0 – 4.49 | - | 15 pts. |
| 3.5 - 3.9 | - | 10 pts. |

Required Document: OPCRF (Certified True Copy)

2. Significant Accomplishment/s (DO 47) - 45 points

Successful implementation of DepEd Order 47, s. 2016 (The Omnibus Kinder Policy) such as but not limited to:

1. Achievement of universal Kindergarten or provision of KE to all increases young learners' chance of completing formal schooling, reduce incidence of school leavers, and ensure better school performance.
2. Promotion, protection and maintenance of the health and nutritional status of K-learners.
3. Adoption of the general principles of the National Early Learning Framework (NELF).
4. Promotion of Child-centered Approaches
5. Development of 7 Learning Domains
6. Learning Assessment for Kindergarten Learners
7. Implementation of Contextualized Kindergarten Education to address the specific circumstances of diverse learners Muslim learners, indigenous communities, and learners who have not undergone Kindergarten Education due to difficult circumstances.
8. Availability of well-chosen, fit for purpose, and safe to use and manipulate learning resources and instructional materials for Kindergarten learners.
9. Evidence of a rich physical learning environment that is open, respectful, caring, nurturing, and safe for the total development of the learners.
10. Accessibility to ample outdoor space with a minimum lot area of 360 square meters or availability of Play Area in School
11. Teacher-student ratio at 1:25
12. Organized and monitored Learning Action Cells for all Kindergarten teachers as a venue for continuous and cost-effective in-service training and teacher development.

CRITERIA FOR EVALUATION

BEST KINDERGARTEN IMPLEMENTING SCHOOL

13. Continuous professional development of Kindergarten Teachers (by attending teacher-training programs, seminars, and/or conferences on areas such as, but not limited to: developmentally appropriate practices, early intervention, child growth and development, early language, literacy, and numeracy (ELLN), Mother Tongue proficiency, and best practices in MTB-MLE implementation)
14. Involvement of learning facilitators from the community
There is proper coordination between the community learning facilitators and Kindergarten teachers in the management of sessions.
15. Evidence of Monitoring of Kindergarten teacher attendance, punctuality, classroom preparation, curriculum implementation, and child-teacher interactions.

Absence of 1 expectation	-	35 pts.
Absence of 2-3 expectations	-	25 pts.
Absence of 4-5 expectations	-	15 pts.
Absence of 6 or more	-	5 pts.

(Significant data on the initiatives/activities undertaken on Early Registration, Monitoring tool, MOA, approved training/activity/work design, Sample Outputs, Sample Session Guides, Data on LAC Sessions, Approved School Site Development Plan, Enrolment, Performance Indicator, Record on Contextualized KE adopted, pictures of LRs, sample contextualized LRs, Sample DAP Practices and activities, and OTHERS....)

3. Innovation - 20 points

Original, creative programs, projects, activities in the last two {2} years in connection to kindergarten program implementation and the extent to which it/ they is/are being used and its results/number of persons who benefited

1. Two (2) or more School innovations/projects are effective, creative, successfully implemented, totally solved the problems while avoiding new problems, widely accepted and benefited all the learners and the community and significantly improved the performance of the school.
- 20 pts.
2. One (1) School innovation/project is effective, creative, successfully implemented, totally solved the problems while avoiding new problems, widely accepted and benefited all the learners and the community and significantly improved the performance of the school.
- 15 pts.
3. School innovation/project is not fully implemented, partially solved the problem, widely accepted and benefited all the learners and the community and significantly improved the performance of the school.
- 10 pts.
4. School innovation/project is for implementation with approved Action Plan.
- 5 pts.

Required Document/s: Program Design, Action Plan, and other related documents that shows original creation and idea

CRITERIA FOR EVALUATION

BEST KINDERGARTEN IMPLEMENTING SCHOOL

4. Awards - 10 points

Major awards the school received in relation to Kindergarten Program Implementation

National	-	10	pts.
Regional	-	5	pts.
Division	-	3	pts.
District	-	1	pt.

Required Document/s: Certification from the Authorized Division Official, Certificate of Recognition, and Pictures

Other Required Documents:

I. Executive Summary

- Executive Summary about the accomplishments of the nominee certified by the PSDS/CID or SGOD Chief/ASDS/SDS
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II. Certification from Disbursing Officer of No Unliquidated Cash Advances, and School Performance Indicators (Last 3 years, Certified by the Planning Section)

III. Curriculum Implementation Map/Supervisory Plan and Accomplishment Reports, LAC Plan, Coaching and Mentoring Plan and Accomplishment Report

IV. Other information (Specify in here other information, which you think can vouch the Nominee's accomplishments.)

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

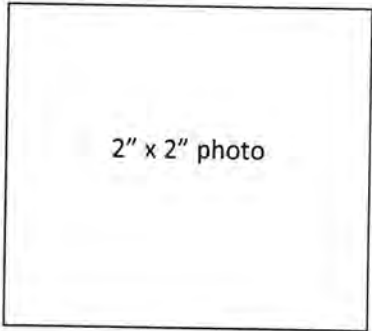
Approved:

Chair, Division/Regional PRAISE Committee

Pasidungog FORM 1

NOMINATION FORM
Category 1-13 (to be filled out by the nominee)

Category: _____
Name of Nominee: _____
Position Title: _____
Division: _____
Official Station/School: _____
Address(Official Station/School): _____
Tel./Fax Number (Official Station/School) _____
Email Address (Official Station/School) _____
Contact Number (Nominee): _____



(To be filled- out by immediate superior)

I hereby nominate _____
(Name)

_____ of _____
(Position Title) (Official Station/School)

for the _____ of the 2018 DepEd 7's Pasidungog
(Category)

Nominated by:

(Immediate Superior)

Endorsed by:

(Schools Division Superintendent)

Pasidungog FORM 2

NOMINATION FORM
(School and Schools Division Office Categories)

Category: _____

Name of Office/School: _____

Division (*If applicable*): _____

Tel./Fax Number (Office/School): _____

Email Address (Office/School): _____

Contact Number (Nominating Party): _____

(To be filled- out by the nominating party)

I hereby nominate _____
(*Name of School/Schools Division Office*)

_____ for the _____
(*Office/District/Functional Division*) (Category)

of the 2018 DepEd 7's *Pasidungog*.

Nominated by:

(*Nominating Party*)

Endorsed by:

(*Schools Division Superintendent*)