



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

August 13, 2021

DIVISION MEMORANDUM

No. 903, s. 2021

SEARCH FOR 2021 DEPED TAGBILARAN CITY DIVISION PASIDUNGOG AWARDEES

To: Division Office Personnel
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 09, s. 2002 titled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)* in the Department of Education, Division Memorandum 146, s. 2021 titled *Revised Policy on Rewards and Recognition of the Department of Education-Tagbilaran dubbed as "DepEd Tagbilaran Pasidungog"* and in adherence to Civil Service Commission (CSC) PRAISE Program, this Office announces the Search for 2021 DepEd Tagbilaran Division Pasidungog Awardees.

2. This year's *Pasidungog* shall recognize and reward teaching, teaching-related and non-teaching personnel who have made meritorious contributions to the attainment of the organization's goals and objectives of their assigned schools and functional divisions/units/sections.

3. The award Categories for the 2021 DepEd Tagbilaran Pasidungog are the following:

Award Categories

A. Individual Category

1. Most Outstanding Teacher

- 1.1 T1-T3 (K-6 teachers)
- 1.2 T1-T3 (G7-G12 teachers)
- 1.3 SPED K-12
- 1.4 ALS

2. Most Outstanding Master Teacher

- 2.1. Elementary
- 2.2. Secondary

3. Most Outstanding School Head

- 3.1 Elementary
- 3.2 Secondary

4. Most Outstanding Teaching-Related Personnel

- 5.1 Division



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- Education Program Supervisor
- Education Program Specialist II (EPS-II)/ Senior Education Program Specialist (SEPS)

5. Most Outstanding Non-teaching Personnel

- 6.1 Level 1 (School & Division)
- 6.2 Level 2 (School & Division)

B. School Category

1. Most Outstanding Elementary School

- 1.1 Small
- 1.2 Medium
- 1.3 Large
- 1.4 Very Large

2. Most Outstanding Secondary School

- 2.1 Small
- 2.2 Medium
- 2.3 Large
- 2.4 Very Large

4. The documents of each nominee with labels/tabs shall be submitted to this Office in a long white folder following this order:

- a. R & R Form 1: Nomination Form (must be fully accomplished);
- b. R & R Form 2: Nomination Write-Up for all Categories (Executive Summary to be written by the nominating party. Specify why the Nominee deserves the award); and
- c. R & R Form 3: Omnibus Certification for Individual & Group Categories (All documents must be submitted as attachment).

5. The Division PRAISE Committee shall conduct the screening and evaluation process following the set of criteria per category. The committee shall proclaim all **Rank 1** per category per level as Division winners/awardees.

6. For the evaluation criteria, mechanics, forms, and other relevant information to this undertaking, refer to Section 30 of Division Memorandum No. 146, s. 2021.

7. Schedule of activities and venues relative to the said search are specified below:


Activities	Date	Venue
Submission of School Nominees to the Division Office using Forms 1-3	August 16-23, 2021	Schools Division Office
Submission of Unit/Section Nominees to the Division PRAISE Committee using Forms 1-3	August 16-23, 2021	Schools Division Office



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Announcement of shortlisted nominees for outstanding teacher, teaching-related and non-teaching personnel	August 26, 2021	Division Office website through a memorandum/ official facebook page, chat group
Virtual/Onsite Validation of documents of shortlisted nominees/ Interview with the nominators, stakeholders, and nominees	August 27-September 7, 2021	Online/Onsite
Deliberation of Results	September 8-10, 2021	ASDS Office
Announcement of Winners	September 10, 2021	Division Office website through a memorandum/ official facebook page, chat group
DepEd Tagbilaran Pasidungog 2021 Virtual/Onsite Awarding Ceremony	October 1, 2021	Venue will be announced later

8. For inquiries and clarifications, you may contact the Admin Office at 09304871717 and look for Dr. Aquilino Milar Jr, R & R Focal Person.
9. Expenses relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD *8/16/21*
 Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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R&R Form 1 (Nomination Form)

DEPED TAGBILARAN CITY DIVISION PASIDUNGOG SEARCH		Passport size Photo
Individual Category: _____		
Nominee (First Name, Middle Initial, Last Name):		Signature:
Position (per Service Record):	Gender:	Age:
Status of Appointment (per Service Record):		Date of Birth:
Telephone/Cellphone Nos (Active Contact Details):		Place of Birth:
Residence Address:		
Level of Position: <input type="checkbox"/> 1 st Level <input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level (SDS/ASDS)		Group Category: _____
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-teaching <input type="checkbox"/> Teaching		Nominee (Name of School/ Name of SDO):
Email Address:		Size (small, medium, large...):
SCHOOL HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
DIVISION/AGENCY HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
NOMINATOR		
Name:		Position:
Office:		Telephone/Cellphone Nos.:
Office Address:		Email Address:



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Additional Information about the Nominee:

Where you a previous PASIDUNGOG Nominee? Yes No What year: _____
What Award Category: _____

Where you a previous PASIDUNGOG Semi-finalist? Yes No What year: _____
What Award Category: _____

Where you a previous PASIDUNGOG Nominee? Yes No What year: _____
What Award Category: _____



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R & R Form 2 (Nomination Write-up for all Categories)

Nomination Write-up:

(Minimum of 250 words and maximum of 500 words, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee (<i>Individual Category</i>):	(<i>Group Category</i>):
Position:	Name of School/SDO:
Length of Service in the Position: In Government:	Head of Office:

I. Executive Summary
II. Exemplary Behavior/Conduct Displayed within the last 3 years
III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
Other Information (Major Awards/Citations Received/Membership in the Organization)

CERTIFICATION

We/I attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd Tagbilaran Rewards & Recognition Policy.

Printed Name and Signature:

Nominee	Nominator	PRAISE Committee/Highest HRMO	Division Office Head
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R & R Form 3 (Omnibus Certification for Individual & Group Categories)

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

I, _____, Filipino, of legal age, single/married and with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____
_____,
Name of Category *Name of School/ Section* _____;
Address of School/ Division
2. I have submitted the following documents:
 1. Fully accomplished Rewards and Recognition Forms
 - 1.1 Nomination Form (Form 1)
 - 1.2 Nominee's Write-ups on the Highlight of Accomplishments (Form 2)
 2. Updated PDS with passport size (1 ½" x 2) photo with name tag taken within the last six (6) months prior to the nomination.
 3. Endorsement letter from the School Principal or its equivalent, that the nomination has undergone deliberation by the Committee.
 4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
 5. Certificate of no pending administrative/civil/criminal case;
 6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
 7. Performance Rating for the last three (3) performance rating periods prior to the nomination.
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of _____, to verify the authenticity of the above mentioned documents.

Signature over printed name

Date

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20 _____ in City/Municipality _____, affiant exhibiting to me his/her Government ID No. _____ issued on _____ at _____, Philippines.

Notary Public



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