



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

**Office of the Schools Division
Superintendent**

July 11, 2023

DIVISION MEMORANDUM

No. 277, s. 2023

SEARCH FOR 2023 DEPED TAGBILARAN PASIDUNGOG AWARDEES

To: OIC Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. In adherence to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and CSC Memorandum Circular No. 1, s. 2001 Program on Awards and Incentives for Service Excellence (PRAISE) which provides that the system shall be designed to encourage creativity, innovativeness efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees, which has been adopted through Division Memorandum No. 146, s. 2021 titled Revised Policy on Rewards and Recognition of the Department of Education-Tagbilaran dubbed as "DepEd Tagbilaran Pasidungog", this Office announces the Search for 2023 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/sections/units.

3. The award categories for the 2023 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 7-11, 2023	Schools Division Office
Submission of Unit/Section Nominees to the Division PRAISE Committee using Forms 1-3	August 14-18, 2023	Schools Division Office



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Announcement of shortlisted nominees for outstanding teacher, teaching-related and non-teaching personnel	August 23, 2023	Division Office website through a memorandum/ official facebook page, chat group
Onsite Validation of documents of shortlisted nominees/ Interview with the nominators, stakeholders, and nominees	August 24-Sept. 1, 2023	Onsite
Deliberation of Results	September 4-6, 2023	Division Conference Room
Announcement of Winners	September 8, 2023	Division Office website through a memorandum/ official facebook page, chat group
DepEd Tagbilaran Pasidungog 2023 Onsite Awarding Ceremony	September 15, 2023 (tentative)	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.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/ADMIN/atm



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R&R Form 1 (Nomination Form)

2023 DEPED TAGBILARAN DIVISION PASIDUNGOG SEARCH		<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"> <p style="text-align: center; font-size: small;">Passport size Photo</p> </div>
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:

<p>Where you a previous PASIDUNGOG Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category:_____</p>
<p>Where you a previous PASIDUNGOG Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category:_____</p>
<p>Where you a previous PASIDUNGOG Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category:_____</p>



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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