



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

**Office of the Schools Division
Superintendent**

March 13, 2024

DIVISION MEMORANDUM

No. 193 , s. 2024

**SEARCH FOR 2024 DEPED TAGBILARAN PASIDUNGOG
PROGRAM IMPLEMENTERS AWARD**

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

1. Pursuant to DepEd Order No. 9, s. 2002 titled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*, and this Office announces the conduct of Search for 2024 DepEd Tagbilaran Pasidungog Program Implementers Award.

2. DepEd Tagbilaran Pasidungog Program Implementers Award is a recognition given to school and program implementers who have made superior accomplishments, meritorious contribution and innovative ideas thereby contributing significantly to the attainment of the Division's objectives of its programs and projects with adherence to the Equal Opportunity Principle (EOP) Policy of the DepEd Tagbilaran City Schools Division. There shall be no discrimination against any employee for rewards and recognition in age, gender, civil status, disability, religion, ethnic group, and political beliefs.

3. 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, 2 & 3	April 1-5, 2024	Schools Division Office
Submission of Unit/Section/Division Nominees to the Division PRAISE Committee using Forms 1,2&3	April 8-12, 2024	Schools Division Office
Announcement of shortlisted nominees for outstanding teacher, teaching-related and non-teaching personnel	April 19, 2024	Division Office website through a memorandum/ official facebook page, chat group
Division Screening Process Onsite Validation of documents of shortlisted nominees/	April 22-26, 2024	Onsite Validation

Interview with the nominators, stakeholders, and nominees		
Consolidation/Deliberation of Results	April 29-30, 2024	Division Office Conference Room
Announcement of Winners	May 15, 2024	Division Office website through a memorandum/ official facebook page, chat group
Awarding Ceremony	To be announced in a separate Memorandum	

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. For inquiries and clarifications, you may contact the Admin Office at 09304871717 and look for Dr. Aquilino Milar Jr, R & R Focal Person.

8. Expenses relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

R&R Form 1 (Nomination Form)

2024 DEPED TAGBILARAN DIVISION PASIDUNOG SEARCH		<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> Passport size Photo
Individual Category: _____		
Nominee <i>(First Name, Middle Initial, Last Name):</i>		Signature:
Position <i>(per Service Record):</i>	Gender:	Age:
Status of Appointment <i>(per Service Record):</i>		Date of Birth:
Telephone/Cellphone Nos <i>(Active Contact Details):</i> 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 <i>(Name of School/ Name of SDO):</i>
Email Address:		Size <i>(small, medium, large...):</i>
SCHOOL HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. <i>(Active Contact Details):</i> Email Address:		
DIVISION/AGENCY HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. <i>(Active Contact Details):</i> Email Address:		
NOMINATOR		
Name:		Position:
Office:		Telephone/Cellphone Nos.:
Office Address:		Email Address:

Additional Information about the Nominee:

<p>Where you a previous PASIDUNGOG Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____</p> <p>What Award Category: _____</p>
<p>Where you a previous PASIDUNGOG Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____</p> <p>What Award Category: _____</p>
<p>Where you a previous PASIDUNGOG Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____</p> <p>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	School/Division PRAISE Committee	Principal/Division Office Head
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H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

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