



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 553 , s. 2024

August 16, 2024

**SEARCH FOR THE 2024 DIVISION MOST OUTSTANDING EMPLOYEES
AND PROGRAM IMPLEMENTERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. Pursuant to Regional Memorandum No. 714, s. 2024 entitled Search for the 2024 DepEd Region VII Most Outstanding Employees and Program Implementers, this Office announces the conduct of the **Search for the 2024 Division Most Outstanding Employees and Program Implementers**.

2. This year's *Pasidungog* for Most Outstanding Employees and Program Implementers shall recognize, and reward personnel 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.

3. The award categories for 2024 are the following:

A. Individual Category

1. Most Outstanding Teachers

- a. Key Stage 1 (K-Gr. 3)
- b. Key Stage 2 (Gr. 4-6)
- c. Key Stage 3 (Gr. 7-10)
- d. Key Stage 4 (Gr. 11-12)
- e. SPED (K-12)
- f. ALS
- g. Multigrade Teacher

2. Most Outstanding School Head

- a. Elementary
- b. Secondary

3. Most Outstanding Teaching – Related Personnel

- a. Education Program Specialist II / Senior Education Program Specialist
- b. Education Program Supervisor
- c. Chief Education Supervisor

4. Most Outstanding Non-Teaching Personnel

- a. Level 1 (School, Division)
- b. Level 2 (School, Division)



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

5. **Most Outstanding 3rd Level Official**
 - a. Most Outstanding Superintendent
 - b. Most Outstanding Assistant Superintendent
- B. School Category**
 1. **Most Outstanding Elementary School**
 - a. Small to Medium
 - b. Large to Very Large
 2. **Most Outstanding Secondary School**
 - a. Small to Medium
 - b. Large to Very Large
- C. Schools Division Office Category**
 1. **Most Outstanding Schools Division Office**
- D. Outstanding Program Implementers**
 1. **School Category**
 - a. Best DepEd Computerization Program
 - b. Child Friendly School System
 - c. Continuous Improvement Program
 - d. Drop-out Reduction Program
 - e. Gulayan sa Paaralan
 - f. School Governing Council
 - g. School Monitoring, Evaluation and Adjustment
 - h. School-Based Management
 - i. Feeding Program
 - j. Waste Management
 2. **Division Category**
 - a. Brigada Opisina and 5S
 - b. Child Protection Policy
 - c. Continuous Improvement Program
 - d. Disaster Risk Reduction and Management
 - e. Division Monitoring Evaluation and Adjustment
 - f. Learning & Development/ Training & Development
 - g. Learning Resource and Functional Library Hub
 - h. Mental Health Program
 - i. OK sa DepED
 - j. Policy and Research Program
 - k. Rewards and Recognition Program
 - l. Special Curricular Program (SPSci, SPFL, SPTVE, SPA, SPS, SPJ)
 - m. Teacher Induction Program / Induction Program for Beginning Teachers
 - n. Waste Management
 - o. Water and Sanitation

4. Each nominee must submit one original nomination folder in a long white folder with labels and tabs, in hardcopy, and one scanned copy of the nomination folder via MS Teams (Pasidungog 2021-2024). The nomination folder should follow this order:

- a. **R & R Form 1:** Fully accomplished Nomination Form.
- b. **R & R Form 2:** Nomination Write-up (Executive Summary written by the nominating party, explaining why the nominee deserves the award).
- c. **R & R Form 3:** Omnibus Certification for Individual & Group Categories (All supporting documents must be attached).

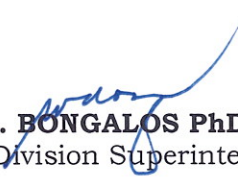
5. For the evaluation criteria, mechanics, and other relevant information of this undertaking, see the updated requirements and revised procedures and all other provisions

of RM 273 s. 2020 and RM 141 s. 2021. The required forms are attached to this memorandum.

6. The deadline of submission of entries, forms, and documents to the Division Office is on **Wednesday, August 28, 2024**.

7. All expenses incurred relative to the conduct of the Screening Process and other related activities shall be charged to the School/Division Office funds/Local Funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of, and compliance with this Memorandum is directed.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/OSDS/jaal

ANNEX A

R&R Form 1 (Nomination Form)

RO 7 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:		Group Category: _____
<input type="checkbox"/> 1 st Level <input type="checkbox"/> 2 nd Level. <input type="checkbox"/> 3 rd Level (SDS/ASDS)		
<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:	

A
R

N
R
M

Al [unclear]

play

Additional Information about the Nominee:

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

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

Were you a previous PASIDUNGOG Awardee? Yes No What year: _____
What Award Category: _____

De Fontana

De Fontana

De Fontana

De Fontana

ANNEX B

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 (Individual Category) :	(Group Category):
Position:	Name of School/SDO:
Length of Service in the Position: in Government:	Head of Office:

<p>I. Executive Summary</p>
<p>II. Exemplary Behavior/Conduct Displayed within the last 3 years</p>
<p>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)</p>
<p>Other Information (Major Awards/Citations Received/Membership in the Organization)</p>

de la Cruz

[Handwritten signature]

[Handwritten initials/signature]

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 RO VII Rewards & Recognition Policy.

Printed Name and Signature:

<p>Nominee</p> <p><i>[Signature]</i></p>	<p>Nominator</p>	<p>PRAISE Committee/Highest HRMO</p>	<p>Division Office Head</p>
---	-------------------------	---	--

ANNEX C

R & R Form 3 (Omnibus Certification for Individual & Group Categories)

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____, Filipino, of legal age, 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 / Division _____
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 1/2"x 2) photo with name tag taken within the last six (6) months prior to the nomination.
 - 3. Endorsement letter from the Schools Division Superintendent/Chairperson of the Division PRAISE Committee 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.

ee for nomination

[Handwritten signature]

[Handwritten signature]

Signature over printed name

Date

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

Notary Public

[Handwritten signature]