



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

**Office of the Schools Division
Superintendent**

February 18, 2025

DIVISION MEMORANDUM

No. 122 , s. 2025

SEARCH FOR 2025 DEPED TAGBILARAN ‘CORONA’ AWARDEES

To: OIC Assistant Schools Division Superintendent
Chiefs of SGOD and CID and Heads of Sections/Units
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. 107, s. 2025 titled Revised Guidelines on Rewards and Recognition of the Department of Education-Tagbilaran dubbed as “DepEd Tagbilaran CORONA Award”, this Office announces the Search for 2024 DepEd Tagbilaran Division CORONA Awardees.

2. The acronym CORONA stands for: **C**ommitment to Excellence, **O**utstanding Impact, **R**ecognition of Effort, **O**riginality and Innovation, **N**urturing Growth, and **A**chievement and Leadership.

3. This year’s search 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.

4. The award categories for the 2025 DepEd Tagbilaran CORONA Award are the following:

Award Categories

A. Individual Category

1. Most Outstanding Teachers

- 1.1 K-G3 (Key Stage 1)
- 1.2 G4-G6 (Key Stage 2)
- 1.3 G7-G10 (Key Stage 3)
- 1.4 G11-G12 (Key Stage 4)
- 1.5 SPED K-12
- 1.6 ALS

2. Most Outstanding School Head

- 2.1 Elementary
- 2.2 Secondary

3. Most Outstanding Teaching-Related Personnel



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

3.1 Division

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

4. Most Outstanding Non-Teaching Personnel

- 4.1 Level 1 (School/Division)
- 4.2 Level 2 (School/Division)

B. School Category

1. Most Outstanding Elementary School

- 1.1 Small to Medium
- 1.2 Large to Very Large

2. Most Outstanding Secondary School

- 2.1 Small to Medium
- 2.2 Large to Very Large

C. Outstanding Program Implementers (OPI)

School Category

- 1.1 Adopt a School Program
- 1.2. Best DCP
- 1.3 Child Friendly School System (CFSS)
- 1.4 Continuous Improvement Program (CIP)
- 1.5 Disaster Risk Reduction and Management (DRRM)
- 1.6 Dropout Reduction Program (DORP)
- 1.7 Gulayan sa Paaralan
- 1.8 Learning Action Cell (LAC)
- 1.9 National Drug Education Program (NDEP) Elementary & Secondary
- 1.10 School Governing Council (SGC)
- 1.11 School Monitoring, Evaluation and Adjustment (SMEA)
- 1.12 School-Based Management (SBM)
- 1.13 School-Based Feeding Program (SBFP)
- 1.14 Waste Management (WM)

5. 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).

6. 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.

7. For the evaluation criteria, mechanics, forms, and other relevant information to this undertaking, refer to Section 30 of Division Memorandum No. 107, s. 2025, while the

criteria/rubrics for Outstanding Program Implementers are herein attached as Enclosure 1.

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

Activities	Date	Venue
Submission of Forms 1, 2 & 3 by the School Nominees to the Division Office	February 18-Mar 10, 2025 Deadline: March 10, 2025	Schools Division Office
Submission of Forms 1, 2 & 3 by the Division Nominees	February 18-Mar 10, 2025 Deadline: March 10, 2025	Schools Division Office
Announcement of top 3 shortlisted nominees for outstanding teacher, teaching-related, non-teaching personnel and OPI	March 20, 2025	Division Office website through a memorandum/official facebook page, chat group
Orientation-workshop for top 3 shortlisted nominees (afternoon)	March 21, 2025 Morning -Individual, School & Division nominees Afternoon -OPI nominees	Division Conference Room
Validation of top 3 shortlisted nominees together with nominator, stakeholders, colleagues, students	March 24-April 2, 2025	Onsite
Deliberation of Results	April 3-4, 2025	Division Conference Room
Announcement of Winners	April 10, 2025	Division Office website through a memorandum/official facebook page, chat group
Enhancement Review of documents for Regional Pasidungog Search	April-May 2025	Division Office Conference Room
Awarding Ceremony	To be announced in a separate Memorandum	

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

10. Expenses relative to the conduct of the above-cited activities shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

R&R Form 1 (Nomination Form)

2025 DEPED TAGBILARAN CORONA AWARD 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 (<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:

Were you a previous R & R Nominee? What Award Category: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	What year: _____
Were you a previous R & R Semi-finalist? What Award Category: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	What year: _____
Were you a previous R & R Winner? What Award Category: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	What year: _____

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 Guidelines.

Printed Name and Signature:

Nominee	Nominator	PRAISE Chairperson	Division Office Head
----------------	------------------	-------------------------------	---------------------------------



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, 2024. 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



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

Enclosure 1 (Criteria for Outstanding Program Implementers)

SCHOOL CATEGORY
A. Adopt a School Program

CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE SCORE	MOV'S
A. Compliance to Program/Project Standards and Implementation Accomplishments (25%)			
A.1. Program/Project Standards Compliance		10%	Copy of the plans
A.1.1. Partnership linkage Plan	Presence of Partnership networking plan, Presence of communication and action plan - 5		Copy of the plans and list of school clustering
A.1.2. Resource Management and Mobilization Plan	School clustering or sharing for mobilization and management plan - 5		
A.2. Program/Project Implementation Accomplishment		15%	
A.2.1. Executed MOA/MOU/DOD and DOA	Numbers of executed MOA/MOU/DOD with DOA - 15		List of donations with corresponding copy of the MOA/MOU/DOD and DOA
B. Impact (25%)			
B.1. Significance of the ASP package / donation to school needs for learners and teachers	Achievement of project / donation objective/target in complement with school needs - 10		Partner's project plan and SIP if it is complementary to the identified school needs, Narrative rationale of the project donation

B.2. Effectiveness: extent to the target beneficiaries vs. entire school populace	Percentage of target beneficiaries vs. school populace - 10		Report on the number and percent of beneficiaries and feedback, Copy of self-assessment feedback of beneficiaries
B.3. Acknowledgment of the project donation by the school community or division	Recognized / acknowledged by the division or school community as to its importance for school improvement - 5		Documentation on the recognition rites and certificates of recognition
C. Sustainability / Adaptability/Replicability (20%)			
C.1. Project span / term	Project / donation duration vs. actual implementation / utilization of the beneficiaries – 10		Copy of Project Plan and narrative report of the implementation / utilization
C.2. Establish an allocation mechanism	Established efficient and equitable allocation mechanism - 5		Copy of allocation mechanism and list of beneficiaries with corresponding signatures
C.3. Total equivalent amount of all donations	Highest generated resources - 5		Copy of received donations with equivalent amount
D. Innovation (15%)			
D.1. Special events / activities conducted in support to the achievement and sustainability of the project / donation	Number of special events / activities conducted - 10		List and number of events / activities

D.2. Strategize efficient mechanism on the utilization of partner donations	Strategic plan on the utilization of donations - 5		Copy of strategic plan and narrative report of implementation
E. Stakeholders' Support (15%)			
E.1. Establish inventory mechanism of partner donations, pledges and commitments	Number of stakeholders pledging and committing support and with actual received donations - 8		Copy of Inventory / list of stakeholders
E.2. Stakeholders' forum	Number of stakeholder conferences / communications for updating project status, Number of conducted stakeholders awareness / acquaintance summit / forum - 7		Number / frequency of stakeholders' conferences, communications, summit/forum
Total		100%	

B. Best DepEd Computerization Program (DCP)

CRITERIA	INDICATORS	MOV'S
A. Compliance to project Implementation (25%)		
Participation of school	No. of initiated trainings and conferences in relation to DCP packages	Activity Completion Report with Attendance
Activation and Utilization of DepEd Systems	No. of personnel that have activated and actively use the DepEd Systems and accounts (Gsuite, MO365, LMS, Commons)	Activation and Utilization Report per DepEd Systems
Monitoring and technical assistance provided to teachers	No. of teachers monitored within the year	DCP Monitoring Report
B. Impact (15%)		

Recognitions received	No. of ICT-related recognitions received by any students or school	Certificate of Recognition/Awards, Pictures
C. Sustainability (30%)		
Functional DCP packages	No. of functional DCP packages	DCP Inventory and Monitoring Report
Funding inclusion in SIP	No. of teachers that have included budget for DCP maintenance	Summarized School Report with copy of School Implementation Plan
D. Innovation (20%)		
Innovations implemented in the schools	No. of ICT-related innovations using DCP packages in governance	Video narrative of the innovation with interviews of users (testimonials) (governance)
Promoting usage of DCP packages	No. of teachers that have implemented projects integrating the use of DCP packages in T&L	Video narrative of the innovation with interviews of users (testimonials) (teaching and learning)

E. Stakeholder Support (10%)		
Support of the school communities	No. of teachers that have established internal and external partnership to support DCP implementation	External Partnership Report (DPDS)
Accomplishment of Social Mobilization Plan	No. of teachers that achieved 100% of the SocMob plan target	Accomplishment Report on Social Mobilization Plan
TOTAL	100%	

C. Child Friendly School System (CFSS)

CRITERIA	STANDARD POINTS/ PERCENTAGE SCORE
A. Compliance to Program/Project Standards and Implementation Accomplishments	30%
A.1. Program/Project Standards Compliance	
A.1.1 Recognized Inclusiveness and equality in teaching and learning environments	
A.1.2 Established a sustainable teaching and learning support system	
A.1.3 Instituted a safe, healthy and protective environment	
A.1.4 Organized school management system and harmonization of school and the community	
A.2. Program/Project Implementation Accomplishment	
A.2.1 Established CFSS Organizational Structure	
A.2.2 Well Implemented Approved Action Plan	
A.2.3 Timely and Accurate Submission of Accomplishment Report	
B. Impact	25%
B.1 Adherence to child-friendly school goals and objectives	

B.1.1 Set an environment that is physically safe, emotionally secure and psychologically enabling			
B.1.2 Teachers creating effective and inclusive classroom			
B.1.3 Schools collaborating with the family and the community			
C. Sustainability/Adaptability/ Replicability			15%
C.1 Institutionalization of capacity building of the committee members and implementers			
C.2 Documented Advocacy Mechanism of the CFSS			
D. Innovation			15%
D.1 Development of mechanisms/strategies to ensure a safe, sound and friendly school system			
D.2 Established continuous improvement mechanisms			
E. Stakeholders' Support			15%
E.1 Instituted mechanisms on stakeholder's collaboration and support			
E.2 Documented stakeholders' support			
Total			100%

D. Continuous Improvement Program (CIP)

CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE SCORE	MOV's
-----------------	-------------------	--	--------------

A. Compliance to Program/Project Standards and Implementation Accomplishments			25%	
A.1. Program/Project Standards Compliance	Adherence to the standards set in the Continuous Improvement Program (CIP) Structure	5%	Copy of School CIP Structure with roles and responsibilities /Memo signed by SDS	
A.2 CIP integration in SIP/AIP	Adherence to the standards set in the CIP for inclusion in the SIP/AIP	5%	Copy of approved SIP/AIP	
A.3. CIP Implementation Plan Accomplishment	Accomplishment of the CIP implementation	15%	Approved CIP Implementation Plan ; Activity Completion Report, List of School / Grade Levels Implementing CI Projects using Region 7 template and other related documents	
B. Impact		25%		
B.1 Key processes and service delivery improvement using CIP process	Employing CIP process to ensure development of effective solutions, empowerment of personnel and improved management in school	15%	Evaluation Report/Narrative Report on CI Implementation highlighting the impact of the CI Program Implementation signed by the SDS CI Leaflets/ Brochure/Video	
B.2 Continuous Improvement Acceleration	Tapping the expertise of those who have successfully rolled-out the quality management process of CI	10%	List of School/ CI Teams that have implemented CI	
C. Sustainability/Adaptability/ Replcability			20%	
C.1 CIP Sustainability Plan Operational	Functional CIP Sustainability Plan	10%	CIP Sustainability Plan	

C.2. Monitoring and Evaluation (M & E) Mechanism established	Operational M & E Mechanism	10%	M & E Process/Mechanism
D. Innovation		15%	
D.1 Diverse strategy/ies used in CIP implementation	Diverse CIP implementation strategy/ies adapted	15%	List or enumeration of varied strategy/ies used
E. Stakeholders' Support		15%	
E.1 Internal and external stakeholders support	Support generated from the internal and/ or external stakeholder	15%	Copy of MOA, MOU, donations; List of Coaches/ Organization
Total		100%	

E. Disaster Risk Reduction and Management (DRRM)

Criteria	Indicators	STANDARD POINTS/ PERCENTAGE SCORE	MOV's
A. Compliance to Program/Project Standards		25%	
A.1 Program/project standards compliance	Adherence to the standards set for Eco-friendly school	15%	photos, evaluation checklist result
A.1 Program/project implementation accomplished	Percentage of program/project implementation plan Accomplished	10%	plan, accomplishment report, photos, records
B. Impact		25%	
B.1 Received awards/recognition from international / national /regional/division/city or province/schools	Achievement received from international/national/regional/division/city or province/schools	15%	certificates, photos, Memorandum
B.2 Visited/bench marked by the	Number of schools/institution conducted bench marking	5%	logbook, communication letter, photos

<p>other school/institution to share on the best practice for the effectiveness in achieving its objectives and replicability in other school setting</p>	<p>Invited as Consultant/ Resource Person to share Best Practice and provide technical assistance in other schools/institutions</p>	<p>5%</p>	<p>Communication letter, photos</p>
<p>C. Sustainability</p>			
<p>C.1 Integrated DRRM/CCA/EiE into an on/off campus activities</p>	<p>Number of on/off campus activities integrated with DRRM/CCA/EiE practices.</p>	<p>5%</p>	<p>program, completion/narrative reports, photos</p>
<p>C.2 Allocation of budget (SIP) for the implementation of DRRM/CCA/EiE PAP's</p>	<p>Percentage of allocation in the school improvement plan (SIP)</p>	<p>10%</p>	<p>SIP</p>
<p>C.3 Articulation of DRRE integration into the basic education curriculum</p>	<p>Number of learning areas with DRRE integration per week</p>	<p>5%</p>	<p>IP, DLP</p>
<p>D. Innovation</p>			
<p>D.1 Displayed locally produced and made of from the recycled materials of the basic required PPE, equipment, IEC, books and etc. at the DRRM/CCA/EiE corner</p>	<p>Number and functional displayed locally produced/made PPE from recycled materials, equipment, IEC, books and etc.</p>	<p>15%</p>	<p>Physical evaluation, photos, photos, narrative/completion report, photos, attendance, request and approved activity by responsible officials</p>
<p>D.2 Unique practices in promoting economically- viable, environmentally-sound and socially acceptable practices in implementing the DRRM/CCA/EiE program.</p>	<p>Recognized unique practices in promoting DRRM/CCA/EiE PAP's</p>	<p></p>	<p></p>
<p>E. Stakeholder Support</p>			
<p>E.1 Gained supports from parents, alumni, communities in promoting DRRM/CCA/EiE activities</p>	<p>Number of individuals supported in promoting DRRM/CCA/EiE activities</p>	<p>5%</p>	<p>Attendance, list of contributions, photos</p>

F. Dropout Reduction Program (DORP)

CRITERIA	INDICATORS	PERCENTAGE	MOVS
I. COMPLIANCE TO PROGRAM/PROJECT STANDARD AND IMPLEMENTATION ACCOMPLISHMENT (25%)			
A. Program/Project Standards Compliance (10%)			
A.1. Compliance to Project REACH	Percentage of mainstreamed DORP through project REACH	5%	Project REACH Implementation Plan; Accomplishment Report
A.2. Compliance to address retention and completion rates	Percentage of Implemented Programs to Improve Retention and completion Rates	5%	Implementation Plan; Accomplishment Report
B. Program/Project Implementation Accomplishment (15%)			
B.1. Implementation of Adopt a Child Friendly School Plan	Percentage of Implementation of Adopt Child Friendly School Plan	5%	Adopt a School Implementation Plan; Accomplishment Report
B.2. Implementation of Programs aligned to DORP Manual	Percentage of Implemented Programs aligned to DORP Manual	10%	Implementation Plan; Accomplishment Report
II. IMPACT (25%)			
A. Decreased LARDOs	Percentage of decreased LARDOs	25%	data on DROPOUT Reduction Percentage
III. SUSTAINABILITY, ADAPTABILITY, REPLICABILITY (20%)			

A. Sustained Monitoring and Evaluation	Frequency of Monitoring and Evaluation activities	5%	Monitoring and Evaluation Plan; M and E Reports analyzed
B. Sustained Provision of Technical Assistance	Frequency of Technical Assistance provided on the programs implemented	10%	Technical Assistance Plan; TA Provided
C. Adaptation of Continuous Improvement on the Programs implemented and Evaluated	Percentage of Programs implemented that adapted Continuous Improvement	5%	Continuous Improvement Plans, Accomplishment Report
IV. INNOVATION (15%)			
A. Unique Strategies to improve LARDOS	Number of unique strategies Employed	15%	Strategic Plan; Accomplishment Report
V. STAKEHOLDER SUPPORT (15%)			
A. Internal, External (NGOs and Private) Stakeholders	Number of stakeholders supporting the programs	5%	Plaque/ Certificate of Appreciation /Signed MOA/MOU; List of Stakeholders
B. Resources Generated relative to the program	Donations in cash and in kind generated	10%	Deed of donation; MOU/MOA; Certificate of recognition; List of Donations indicating total amount generated duly signed by Immediate Supervisor
Total		100%	

G. Gulayan sa Paaralan

Criteria	Indicators	STANDARD POINTS/ PERCENTAGE SCORE	MOV's
A. Compliance to Program/Project Standards		25%	
A.1 Program/project standards compliance	Number of program/project standards complied		photos, evaluation checklist result

A.1 Program/project implementation accomplished	Number of program/project implementation accomplished		plan, accomplishment report, photos, records
B. Impact		25%	
B.1 Received awards/recognition from international/ national regional/division/district/schools	Number of awards/recognition received from international/national/regional/division/district/schools		certificates, photos
B.2 Visited/bench marked by the other school/institution for the best practice in effectiveness in achieving its objectives and replicability in other school setting	Number of schools/institution conducted bench marking		logbook, communication letter
B.3 High production of vegetables, poultry and livestock	Number of kgs produced used as ingredients for school based feeding program		records with matching photos during harvest, physical evaluation on the planting site, photos, records
B.4 High survival rate of grown trees	Percentage of survival rate		nutritional status (beginning and ending)
B.5 Decreased severely wasted and wasted learners	Percentage of decreased severely wasted and wasted learners	20%	
C. Sustainability/Adaptability/Replicability			
C.2 Inclusion of GPP budget into SIP for the production of vegetables	Percentage of allocation in the school improvement plan (SIP)		SIP
C.2 Articulation of GPP integration into the basic education curriculum	Number of learning areas with GPP integration per week		IP, DLP
C.3 Whole year round production	Number of months sustained		
D. Innovation		15%	

D.1 Unique practices to increase production, economically viable, environmentally sound and socially acceptable practices in implementing the Gulayan sa Paaralan Program.	Number of unique practices implemented		Physical evaluation, photos, records of production
E. Stakeholder's Support		15%	
E.1 Gained supports from parents, alumni, communities in promoting Gulayan sa Paaralan Program (GPP)	Number of individuals supported in promoting Gulayan sa Paaralan Program (GPP) in the school		Attendants, list of contributions, photos
E.2 Established linkage with LGU, NGO's, CSO, NGA's etc. to support Gulayan sa Paaralan Program	Amount of donated goods/funds donated to support GPP		MOA, MOU

H. Learning Action Cell (LAC)

CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE SCORE	MOVES
I. COMPLIANCE TO PROGRAM/PROJECT STANDARDS AND IMPLEMENTATION ACCOMPLISHMENT (25%)			
	90-100 % of the School target programs/projects in SIP are approved	10%	Identified Priority Needs as reflected in the Approved Implementation Plan IPCRF/RPMS
A. Program/Project Standard Compliance (10%)	81-90% of the School target programs/projects in SIP are approved	7%	

	71-80% of the School target programs/projects in SIP are approved	5%	
	70% and below of the School target programs/projects in SIP are approved	3%	
B. Program/Project Implementation Accomplishment (15%)	91-100% of the School LAC Plan implemented	15%	School LAC Implementation Plan , Activity Design, Video Clips, Photos, Completion/Accomplishment Report with Evaluation Report
	81-90% of the School LAC Plan implemented	10%	
	71-80% of the School LAC Plan implemented	7%	
	61-70% of the School LAC Plan implemented	5%	
II. IMPACT (25%)			
A. Schools' Performance Indicators (10%) depending on the indicators addressed in the LAC	Within or above National Target	10%	Average of the Performance Indicator for the last 3 Years
	Above the Division Target	7%	
	Within the Division Target	5%	
	Below the Division Target	3%	
B. Established Culture and Norms (10%)	13 or more LAC sessions having different CI-GPs with a different lead person per Session	10%	Copies of the Session Guides and Matrices with the assigned lead persons; Photos
	10-12 LAC sessions having different CI-GPs with a different lead person per session	7%	
	7-9 LAC sessions having different CI-GPs with a different lead person per session	5%	
	6 LAC sessions and below having different CI-GPs with a different lead person per Session	3%	
	National Level Award	5%	

C. Awards/ Citations received as LAC Implementer (5%)	Regional Level Award	4%	Video clips; Photos; and Plaque/Certificates of Recognition; Memorandum reflecting the Names of Awardees
	Division Level Award	3%	
	District Level Award	2%	
III. SUSTAINABILITY, ADAPATABILITY, REPLICABILITY (20%)			
A. Progress Monitoring and Evaluation Plan (10%)	91-100% of the Progress M&E Plan implemented	10%	M and E Plan and Report; Video clips; Photos; JEL Contract; JEL Completion Report
	81-90% of the Progress M&E Plan implemented	7%	
	71-80% of the Progress M&E Plan implemented	5%	
	61-70% of the Progress M&E Plan implemented	3%	
	91-100% attendance per session	10%	
	81-90% attendance per session	7%	
B. Participation of School Heads in the Session (10%)	71-80% attendance per session	5%	Attendance Sheets; Photos; Teacher's Journal and Study Notebook per Session
	61-70% attendance per session	3%	
	51-60% attendance per session	2%	
IV. INNOVATION (15%)			
A. Adaptation/Adoption of Unique Strategies in the Conduct of LAC (e.g. Lesson Study Model, Virtual Platforms)	Adapted/Adopted 6 or more unique strategies	15%	Strategic Plan; Accomplishment Report per Strategy
	Adapted/Adopted 4-5 unique Strategies	10%	
	Adapted/Adopted 2-3 unique strategies	7%	
	Adapted/Adopted 1 unique Strategy	3%	
V. STAKEHOLDER SUPPORT (15%)			
A. Resources Generated (Funds used for the materials and equipment intended for LAC not from MOOE) for the	Generated Php30, 000.00 and above	8%	Deed of Donation; MOA; MOU; Photos; Video Clips
	Generated Php 20,000.00-29,999.00	6%	

Last 3 Years (8%)		Generated Php 10,000-19,999.00	4%	
		Generated Php 10,000.00- below	2%	
B. External Resource Speakers (Subject Specialist/Expert outside DepEd) (7%)		Invited 10 external experts or more in the different areas of concerns for the last 3 years	7%	Invitation Letter, Memorandum of Agreement/Understanding, Photos, Video Clips
		Invited 8-9 external experts in the different areas of concerns for the last 3 years	5%	
		Invited 6-7 external experts in the different areas of concerns for the last 3 years	3%	
		Invited 5 external experts and below in the different areas of concerns for the last 3 years	2%	
Total			100%	

I. National Drug Education Program (NDEP)

CRITERIA	INDICATORS	STANDARD POINTS/PERCENTAGE SCORE	MOV'S
A. Compliance to Program/Project Standards and Implementation Accomplishment (25%)			
A.1. Program/Project Standards Compliance	Integration of drug concepts in relevant subject areas	2	Summary of subjects with NDEP-related topics, pictures
	IEC Materials	1	Brochures, leaflets, tarpaulins, exhibits, slide shows, etc.
	Bulletin boards/NDEP corners	1	Pictures of classrooms with bulletin boards/NDEP corners

	Peer Counseling Program	1	Roster of peer counsellors, logbook of catered learners
	Teen drop center/ Kiosk for teens	1	Pictures of teen drop center/ Kiosk for teens
	Drug-related guidance office/ school clinic referral Services	1	Accomplishment report of the guidance office/ school clinic
	Barkada Kontra Droga (or equivalent clubs)	3	Roster of officers, pictures of programs, activities or projects
A.1. Program/Project Implementation Accomplishment	NDEP Action Plan	5	Action plan duly signed by the SDS
	Time-line of activities with actual accomplishments	10	Calendar of activities, accomplishment reports, MOV's of programs, activities, projects
B. Impact (25%)			
B.1. Recognition & Awards	Drug-free school status/Other NDEP-related awards	10	Certificate from LGU or other credible organization
B.2. Scope of Implementation	School-wide implementation	5	Accomplishment report, pictures
	Community extension/coverage	10	Accomplishment report, pictures
C. Sustainability/ Adaptability/Replicability (20%)			
C.1. Teaching/Non-teaching Personnel Organization	Functional NDEP Committee	10	School/SDO memoranda, issuances, minutes of meetings, MOV's of activities
	Knowledge management for NDEP coordinators/guidance counselors/nurses	5	School/SDO memoranda, program & pictures of seminars or trainings
C.2. Monitoring	Evaluation & reporting protocol	5	Evaluation forms, consolidated reports

D. Innovation (15%)			
D.1. Research	Action research or case study	5	Copy of research paper or case study
D.2. Program /Activity/Project	Unique strategies/ approaches in implementing the program	10	Memoranda, videos or pictures
E. Stakeholder Support (15%)			
E.1. Internal Stakeholders		3	Relevant documents
	School Administrators		
	Parent-Teacher Association (PTA)	3	Relevant documents
E.2. External Stakeholders		3	MOA's, MOU's, other relevant documents
	Socio-civic/religious organizations		
	Government officials/agencies	3	MOA's, MOU's, other relevant documents
	Non-government officials/agencies	3	MOA's, MOU's, other relevant documents
Total		100%	

J. School Governing Council (SGC)

CRITERIA	INDICATORS	PERCENTAGE	MOVS
A. Compliance to Program/Project Standards and Implementation Accomplishments (25%)			
A.1. Program/Project Standards Compliance		10%	
			List of Executive Officers, Schedule of Meetings, Attendance, Minutes of Meeting
A.1.1. Organize the SGC	Existence and presence of a well-organized and functional SGC - 5		
A.1.2. Create SGC working teams / committees	Number of formed / created working teams / committees – 5		List of teams / committees in-charge and members with respective roles and responsibilities

A.2. Program/Project Implementation Accomplishment		15%	
A.2.1. Craft localized guidelines of implementation based on SGC manual	Crafted localized guidelines - 10		Copy of crafted localized guidelines
A.2.2. Develop SGC Work Plan	Presence of a developed work plan - 5		Copy of Work Plan incorporating schedule of meetings / conferences
A. 2.3 Completion of Program/Project Implementation	Number of completed program/project implementation		Status Report on Implementation of Program/Project ; photos
B. Impact (25%)			
B.1. Formulate school policies / standards of operation for student welfare, discipline and well- being	Formulated school policies / standards of operations on students welfare, discipline and well-being – 15		Number of policies / standards duly signed and noted by the SGC Officers, presented to the body and implemented, community action program and support
B.2. Skills enhancement of the people in the school Organization	Skills enhancement programs and recipients – 5		List of skills enhancement activities and recipients
B.3. Client Satisfaction	Assessment / Evaluation of client satisfaction as to the impact of SGC (provide rubrics)		Presence and copy of answered self-assessment tool on client satisfaction ; Copy of answered Client Feedback Form
C. Sustainability/ Adaptability/Replicability (20%)			

C.1. Concerted efforts, responsibility, commitment and accountability of SGC in developing SIP / AIP and monitoring its implementation and progress	Concertedly developed SIP/AIP and duly signed by the SGC Officers - 10		Copy of SIP / AIP duly signed by SGC Officers, committee / team assignments in the sharing of responsibilities of program implementation, Copy of monitoring and progress reports
C.2. Transparency in acquiring, utilizing and managing of council resources for school improvement and Promotion	Record of budget utilization and liquidation and relevance of expenditures per SIP – 10		Copy of the record of budget utilization and liquidation and relevance of expenditures

D. Innovation (15%)			
D.1. Programs, projects and activities conducted in relation with continuous improvement of learning and promotion of children's Welfare	Numbers of programs / projects conducted for continuous improvement of learning and promotion of children's welfare - 10		Documentation on the conduct of activities
D.2. Resource generation, mobilization and management	Resource mobilization and management plan – 5		Record of resources generated and mobilized
E. Stakeholders' Support (15%)			
E.1. School-community networking to encourage active involvement of other school-community Stakeholders	Number of networking activities and advocacy campaigns – 8		Advocacy and campaign materials
E.2. Effective community stakeholder participation	Conduct of General Assembly of Stakeholders – 7		List of participants and Attendance of General Assembly; Minutes of General Assembly Meetings (Quarterly)
Total		100%	

K. School Monitoring, Evaluation and Adjustment (SMEA)

CRITERIA	WEIGHT	MOVS	RATING GUIDE	RATING			
				Raw/ Accomplish ed	Target	Equival ent	Weighted
A. Compliance to project Implementation (40%)							
SMEA System/ Policy/Standard Compliance	28%	Score Sheet of SMEA System Compliance	Equivalent Score = (Raw Score ÷ Target Score) x 100 Weighted Score = 0.20 x Equivalent Score	42	42	100	28.00
	3%	1. Original and Adjusted SMEA Implementation Plans (Physical Targets) 2. Physical Accomplishment Output Matrices (Jan-March 2020 and another Quarterly SMEA)	Equivalent Score for all Physical Outputs = Average of the Equivalent Scores of all individual physical outputs Equivalent Score of each Individual Physical Output = (Accomplished ÷ Target) x 100 Weighted Score = 0.03 x Equivalent Score Note: Physical Output targets depend on what is planned.			100	3.00
SMEA Implementation Plan Accomplishment	3%					100	3.00

	3%	1. Original and Adjusted SMEA Implementation Plans (Financial Targets) 2. Financial Accomplishment Output Matrices (Jan-March 2020 and another Quarterly SMEA)	Equivalent Score for all Financial Outputs = Average of the Equivalent Scores of all individual financial outputs Equivalent Score of each Individual Financial Output = (Accomplished + Target) x 100 Weighted Score = 0.03 x Equivalent Score Note: Financial Output targets depend on what is planned.				100	3.00
B. Impact (20%)								
Organizational Effectiveness	20%	Accomplished Score Sheet on SMEA Impact with required MOVs	Equivalent Score = (Raw Score ÷ Target Score) x 100 Weighted Score = 0.20 x Equivalent Score	30	30	100	100	20.00
C. Sustainability (20%)								
Sustainability of SMEA	20%	Accomplished Score Sheet on SMEA Sustainability with required MOVs	Equivalent Score = (Raw Score ÷ Target Score) x 100 Weighted Score = 0.20 x Equivalent Score	150	150	100	100	20.00
D. Innovation (20%)								

SMEA Innovation	20%	Accomplished Score Sheet on SMEA Innovation with required MOVs	Equivalent Score = (Raw Score ÷ Target Score) x 100 Weighted Score = 0.20 x Equivalent Score	50	50	100	20.00
Total				100.00			

L. School-Based Management (SBM)

CRITERIA	INDICATORS	MOVs	A. Compliance to Project Implementation (30%)			
			Highest %age per Sub-Criterion	Average Jury Scores	Equivalent Point	
Strategy Execution	Implemented Strategies on the Operationalization of DepEd Order No. 83, s. 2012	Adjusted SIP (Status of SIP Targets (KPIs), and Reviewed Targets & Strategies) Signed/ submitted AIP/APP/SOB (SY 2023-2024) Project Monitoring/Implementation Reports for SY 2023-2024 Copy of OPCRF/IPCRFs SY 2023-2024 Copy of OPCRF/IPCRFs SY 2023-2024 Work Plans (Teachers & SH)	10.0%	0.00	0.00%	

Systems and Procedures	Developed and employed systems and procedures on the Assessment of SBM Practices	Localized Process/Procedure Flow on SBM Assessment Localized Process/Procedure Details Terms of Reference (TOR) on SBM Assessment Task Force Pictorials, Narratives and Videos	10.0%	0.00	0.00%
SBM Level of Practice	Incremental Improvement of SBM Level of Practice	Copy of SBM Assessment Results SBM Validation Documents (Narrative Report, Pictures, Videos, Etc.) Copy of Certificate of SBM Level of Practice	10%	0.00	0.00%
B. Impact (20%)					
Academic Performance	Increased Academic Performance in the last three (3) years based on the Planning Standard (PS)	Copy of KPIs Copy of NAT Result 80% and above MPS Periodic Test Results Forms 14 and 15	5.00%	0.00%	0.00%
Organizational Performance	Achieved the Annual Targets reflected in SIP/AIP/OPCRF	Approved OPCR Approved ESIP/AIP Copy of Annual Accomplishment Report	5.00%	0.00%	0.00%
Personal and Professional Advancement	Obtained scholarship grants and promotions	Copies of Scholarship Grants Copy of Memorandum Form 6/Approved Study Leave MOA Copy of Appointment Service Records	5.0%	0.00%	0.00%
Awards and Recognition	Received academic and non-academic awards/recognitions	Copies of Academic and Non-Academic awards and recognitions (certificates and photos)	5.0%	0.00%	0.00%

C. Sustainability (15%)				15.00%		
Planning Structure	Employed innovative planning scheme	Planning Procedure Flow Planning Procedure Details Pictures, Narratives, Videos	5.00%	0.00%	0.00%	
Strategic Implementation	Employed Detailed Steps in Project Implementation	Project Implementation Steps Terms of Reference (TOR) on Project Implementation Forms/Templates on Project Implementation When Diagram Ghantt Chart	5.00%	0.00%	0.00%	
Monitoring & Evaluation (M&E)	Developed M&E Tool for SBM Implementation	M & E Tool for SBM Implementation	5.00%	0.00%	0.00%	
D. Innovation (20%)				0.00%		
Ingenious Approach to SBM Implementation	Developed Evidence-based Practices in SBM Implementation	Copy of Research study on SBM Program Implementation Copy of the Research Findings Program Design	10%	0.00%	0.00%	
ICT-based Data Capturing/Processing Tools	Developed ICT-based Data Capturing/Processing Tools for SBM Implementation	Copy of the developed tools Copy of Sample Accomplished Tools	10%	0.00%	0.00%	
E. Stakeholder Support (15%)				0.00%		

Developmental Plan and Feedback Mechanisms	Affiliated with stakeholders in crafting a developmental plan and utilized the results of feedback and monitoring to improve school operations	Copy of the School Governance Handbook Copy of sample accomplished feedback form Proof of the Stakeholders support to identified PAPS Documentation on the conduct of Consultative Meeting on crafting of Developmental Plan/AIP adjustment (Minutes and attendance of the consultative meeting, program design, approved project proposal, pictures, attendance sheets, memorandum, activity completion report, videos)	5%	0.00%	0.00%
Resource Mobilization Strategy	Developed resource mobilization tools and materials	Copy of the PTA documents (Minutes of the Meeting, Attendance Sheets, Action Plans, Accomplishment Reports, Financial Statements/ Bank Account, etc.) Record of resources donated and allocated for implementation Brigada Eskwela Award Resource Mobilization Documents	5%	0.00%	0.00%
Stakeholders engagement and alliance	Instituted mechanisms by which stakeholders can offer support to maximize engagement and alliance	Narrative reports, minutes, program, attendance sheets, memorandum, pictures, Activity Completion Report	5%	0.00%	0.00%

M. School-based Feeding Program (SBRFP)

CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE SCORE	MOVS
A. Compliance to project Implementation	Program Management	RATING 40%	Presentation /Submission of Documents
	1 Social Preparation and Operation		
	2 Presence & Completeness of the following forms:		
	3 Vegetable Garden		
	4 Health and Nutrition Value Practices	10	IEC Materials, photo or video
B. Impact	Percentage of beneficiaries rehabilitated to normal status	15%	list of beneficiaries improvement of NS
C. Sustainability	Schools and communities partnership focus on income Generating	15%	present photos and financial report
	activities (agricultural , commercial or industrial)		
D. Innovation	Program Related Needs Practices (Storage, Temperature and Distribution)	15%	relevant documents
E. Stakeholder Support	Program Related Grants	15%	relevant documents
Total		100%	

N. Solid Waste Management (SWM)

CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE SCORE	MOVS
A. Compliance to project Implementation	Program/Project Standards Compliance	10 (%)	

	<p>1. Presence of Office/School Waste Management Committee (WMC)</p> <p>2. Presence of comprehensive Office/School Waste Management Framework which includes: roles and responsibilities of each member of the Committee, procedure on proper wastes disposal and segregation, and monitoring and evaluation.</p>	10%	<p>Printed roster of Committee Chair, Vice-Chair and Members with respective 2" x 2" ID picture mounted opposite their names</p> <p>Comprehensive office/school printed framework mounted in a folder which contains all the required elements such as: roles and responsibilities of each member of the Committee, procedure on proper wastes disposal and segregation, and monitoring and evaluation.</p>
	<p>3. Presence of focal person/coordinator for waste segregation</p> <p>4. Presence of the five (5) trash can/bin or any type of materials for the five (5) classification of wastes</p> <p>5. Proper labeling of every trash can/bin or any type of materials for the five (5) classification of wastes</p> <p>6. Proper color coding of each trash can/bin or any type of materials for the five (5) classification of wastes</p>	2%	<p>Printed Designation Order duly signed by the WMC Chair and conform by the designee</p> <p>Refer to the indicator</p> <p>Refer to the indicator</p> <p>Refer to the indicator</p>
	<p>Program/Project Implementation Accomplishment</p>	15%	

	7. Segregation of solid waste at source inside the trash can/bin or any type of materials for the five (5) classification of wastes	10%	Actual inspection /checking of trash can/bin
	8. Functional Office/School Material Recovery Facility (MRF)	5%	Presence of MRF with five (5) compartments respectively catering five (5) classification of wastes
B. Impact (25%)			
	Reduction of wastes observed in the office/ school vicinity	15%	Picture/Portraits showing previous and the present status of the building, office vicinity or school plant
	Office/School surroundings clean and orderly	5%	Actual/Physical evaluation is suggested

	Office/School is free from health and physical hazards	5%	Actual/Physical evaluation is suggested
C. Sustainability (20%)			
	1. Regular schedule in the collection of wastes of each type is based on the procedure indicated in the framework.	10%	Poster and signage for the schedule of collection separately mounted on the corresponding bin and in a conspicuous area in the office/school
	2. Bins are kept clean and dry regularly after disposal before returning back to their designated area in the office/school.	5%	Pictures taken during the actual disposal and cleaning of the bins.
	3. Personnel demonstrate impressive level of awareness on the types of waste and their corresponding waste bins.	5%	Poster and signages showing the types of wastes mounted correspondingly to their assigned trash can/bin

D. Innovation (15%)			
	Presence of byproducts, recycled and reused materials in the office/school as outputs of an action/basic research/case study	15%	Actual/Physical evaluation is suggested
E. Stakeholder Support (15%)			
	Presence of MOA or any instrument with stakeholders indicating partnerships in the implementation of the project/activity	15%	Signed MOA/any instrument
Total		100%	