



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

July 10, 2020

**REGIONAL MEMORANDUM**

No. **396**, s. 2020

**GUIDELINES AND CRITERIA FOR THE 2020 AWARDING CEREMONY**

To: Schools Division Superintendents  
 All Others Concerned

1. This Office, through the Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee, releases the attached guidelines and criteria per award category for the 2020 Awarding Ceremony.

2. The awards to be given are as follows:

- Most Outstanding Teacher
- Most Outstanding School Head
- Most Outstanding School
- Most Outstanding Non-Teaching Personnel (Level 1)
- Most Outstanding Non-Teaching Personnel (Level 2)
- Most Outstanding ALS Implementer
- Most Outstanding Supervisor
- Most Outstanding Schools Division Office
- Brigada Eskwela Best Implementing School
- School-Based Management (SBM) Level III of Practice

3. Immediate dissemination of and compliance with this Memorandum are desired.

*R. Uy*

**RAMIR B. UYTICO EdD, CESO-IV**

Director IV *Am*

Enclosure: As stated

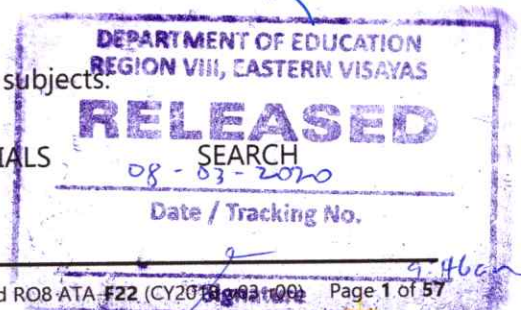
Reference: 2020 AIP

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES

PUBLIC OFFICIALS

HRDD-JPR



## **GUIDELINES ON THE SELECTION OF THE MOST OUTSTANDING DEPED REGION VIII PERSONNEL AND OFFICES**

### **RATIONALE**

Rewards and Recognition (R & R) is one of the major components of the Human Resource in an organization. Primarily, it aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their innovations, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, and/or other extra ordinary acts or services in the interest of the public.

To continually encourage and recognize creativity, innovativeness, efficiency, productivity, integrity, courage, and selflessness in the public service, the Department of Education Region VIII adopts DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* which was originally approved in 2002 by the Civil Service Commission (CSC) based on the Revised Policies on Employee Suggestions and Incentive Awards System under CSC Resolution No. 0100112 and CSC Memorandum Circular No. 01, s. 2001. The system promoted uniformity and consistency in the implementation of the awards and incentives program in the Department. The Program on Awards and Incentives for Service Excellence or Revised PRAISE is aligned with the Maturity Level 2 of the Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM), Lingkod Bayan, and Dangal ng Bayan and other Awards of the Civil Service Commission (CSC) and is intended to recognize and reward Department of Education Region VIII employees who made a difference in the performance of their duties and whose contributions made a great impact not only to the Department but also to the community. This program is also in consonance with other award giving bodies such as the Metrobank Foundation, Ulirang Guro, Career Executive Service, and other Presidential Awards. This program recognizes and rewards employees' achievements based on their respective outputs and attitudes that they have demonstrated in the delivery of their functions as well as exemplary ethical behavior or heroic acts that they have exhibited.

### **1. COMPOSITION OF THE REGIONAL PRAISE COMMITTEE**

Honorary Chairperson	Dr. Ramir B. Uytico, CESO IV, Director IV
Chairperson	Mr. Arnulfo M. Balane, CESO V, Director III
Co-Chairperson	Dr. Harvie D. Villamor, Chief, Human Resource Development Division
Members	Ms. Mercedes D. Sarmiento, Chief, Administrative Division
	Dr. Rosemarie M. Guino, OIC-Chief, Curriculum and Learning Management Division

	Mr. Cesar P. Verunque, Chief, Educational Support Services Division
	Ms. Alma E. Suyom, Chief, Finance Division
	Dr. Alejandrino L. Yman, Chief, Field Technical Assistance Division
	Dr. Isidro C. Catubig, Chief, Policy, Planning and Research Division
	Dr. Rita R. Dimakiling, Chief, Quality Assurance Division
Secretariat	Dr. Josemilo P. Ruiz, EPS, HRDD
	Ms. Eva R. Rosales, AO V, Personnel, AD
	Ms. Maureen Charisse A. Maltos, EPS II, HRDD

## 2. 2020 SCHEDULE OF ACTIVITIES

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
January to December 2020	Conduct of On-the-Spot Awards <i>(for the Regional Office personnel only)</i>	PRAISE Committee	Conducted On-the-Spot Awards
March 2020	<p>PLANNING</p> <ul style="list-style-type: none"> <li>assessment of the 2019 R &amp; R activities</li> <li>plan for 2020 R &amp; R activities</li> <li>come up with standards and processes in evaluating and validating the nominees for the awards; and</li> <li>discuss other issues and concerns.</li> </ul>	PRAISE Committee Meeting	Crafted the 2020 Rewards and Recognition (R & R) Plan
May 2020	Presentation of the Awards to be given during the awarding ceremony per functional division	<p>In-Charge: Functional Division</p> <p>Coordinate with the PRAISE Committee</p> <p>Guidelines and criteria must be attached</p>	
June 8, 2020	Finalization of the Awards to be given during the awarding ceremony per functional division	PRAISE Committee	

June 10-25, 2020	Conduct of validation of the guidelines and criteria to be institutionalized in the Office	PRAISE Committee and selected validators from SDOs	Validated guidelines and criteria for the awards in the Office
July 10, 2020	Issuance of Memorandum of the Rewards and Recognition Plan to the field	PRAISE Committee	Issued Memorandum re: Rewards and Recognition Plan
August 2020	Conduct of Mid-Year Assessment	PRAISE Committee Meeting	Conducted the Mid-year assessment
July 15 to September 15, 2020	Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Employee and Offices at the Schools Division Offices (SDOs)	Division/School PRAISE Committee	Identified the nominees per award category
September 21-25, 2020	Submission of Nominees by the Schools Division Offices corresponding to each award category	The Nomination Form, together with the required documents, can be submitted through email, courier, and other platforms.  Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat  Late documents will not be accepted	List of Nominees from the 13 SDOs
September 29 to October 2, 2020	Stage 1 Screening and shortlisting period <ul style="list-style-type: none"> <li>Evaluation of documents of the nominees based on the set criteria</li> </ul>	In-charge: PRAISE Committee c/o Functional Division	Screened qualified and shortlisted nominees

	<ul style="list-style-type: none"> <li>Short listing of the nominees</li> </ul>	Qualified nominees will be notified	
October 12-23, 2020	<p>Stage 2</p> <ul style="list-style-type: none"> <li>Teleconferencing/video/onsite validation of the qualified nominees</li> </ul>	Only the top 3 shortlisted in every category shall undergo the validation process (Exemption: SBM Level of Practice)	Qualified nominees validated through teleconferencing/ onsite
October 26-30, 2020	Preparation, finalization, and PRAISE Meeting	PRAISE Committee convenes and deliberates the results	Final results of deliberation
November 16-20, 2020	Announcement of the Winners per award category	PRAISE Committee prepares logistics for the awarding	Fielded the Memorandum re: Announcement of Winners
November 28, 2020	Conduct of Awarding Ceremony	Venue to be announced	Conducted through Project Duhol
December 10, 2020	Submission of the Activity Completion Report	PRAISE Committee	Submitted the Activity Completion Report

**3. PROCEDURE FOR NOMINATING, EVALUATING, AND IDENTIFYING FOR THE MOST OUTSTANDING TEACHER**

3.1 The School PRAISE committee shall conduct a selection process at the school level. The prescribed evaluation template shall be used in evaluating the document of the candidates.

3.2 The candidate with the highest score shall be nominated to the district level. A nomination form shall be duly accomplished and all the other requirements, as reflected on the list, shall be submitted by the School PRAISE Committee Chairperson to the District PRAISE Committee. Attached to the nomination shall be a documentation (pictorials, ACR, etc.) of the actual conduct of the school selection procedure.

3.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same evaluation template. The district nominee with the highest score shall be nominated to the Division PRAISE Committee as the district nominee. The District

- PRAISE Committee is likewise required to submit to the Division PRAISE Committee a documentation (pictorials, ACR, etc.) of the actual conduct of the district selection procedure.
- 3.4 The Division PRAISE Committee shall review the documents of the district nominees vis-à-vis their score sheets. The division nominee with the highest score shall be nominated to the Regional PRAISE Committee as the division nominee. The Division PRAISE Committee is likewise required to submit to the Regional PRAISE Committee a documentation (pictorials, ACR, etc.) of the actual conduct of the division selection procedure.
- 3.5 The Regional PRAISE Committee shall review the documents of the division nominees vis-à-vis their score sheets. Only the TOP THREE Division Nominees shall be called for interview, demonstration and other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The division nominee with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the REGIONAL AWARDEE.

#### **4. PROCEDURE FOR NOMINATING, EVALUATING AND IDENTIFYING FOR THE MOST OUTSTANDING SCHOOL HEAD, ALS IMPLEMENTER, AND SCHOOL**

- 4.1 The District PRAISE committee shall conduct a selection process at the district level. The prescribed evaluation template shall be used in evaluating the document of the candidates. The candidate with the highest score shall be nominated to the division level. A nomination form duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the District PRAISE Committee Chairperson to the Division PRAISE Committee.
- 4.2 The Division PRAISE Committee shall review and validate the documents of the district nominees vis-à-vis their score sheets. After which, each nominee shall be interviewed. The district nominee with the highest score shall be named as the division nominee. The Division PRAISE Committee is likewise required to submit to the Regional PRAISE Committee a documentation (pictorials, ACR, etc.) of the actual conduct of the division selection procedure.
- 4.3 The Regional PRAISE Committee shall review the documents of the division nominees vis-à-vis their score sheets. Only the TOP THREE Division Nominees shall be called for interview, demonstration and other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fits the situation of the place. The division nominee with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the REGIONAL AWARDEE.

**5. PROCEDURE FOR NOMINATING, EVALUATING, AND IDENTIFYING THE MOST OUTSTANDING NON-TEACHING (LEVEL 1 AND 2), SUPERVISOR, AND SCHOOLS DIVISION OFFICE**

- 5.1 The Division PRAISE committee shall conduct a selection process at the division level. The prescribed evaluation template shall be used in evaluating the document of the candidates. The candidate with the highest score shall be nominated to the regional level. A nomination form duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the Division PRAISE Committee Chairperson to the Regional PRAISE Committee.
- 5.2 All Schools Division Offices (SDOs) shall automatically be considered as nominees of the Search for Outstanding Schools Division Office. The Regional PRAISE Committee shall evaluate the documents submitted by the division vis-à-vis the evaluation template.
- 5.3 A three-minute slide deck/video presentation and write-up of accomplishments with the attached mode of verification shall be submitted following the regional template. The Schools Division Superintendent shall be the one to present the accomplishments/achievement of the Division.
- 5.4 The Regional PRAISE Committee shall review the documents of the division nominees vis-à-vis their score sheets. Only the TOP THREE Division Nominees and SDOs shall be called for verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fits the situation of the place. The nominee and division with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the REGIONAL AWARDEE.

**6. PROCEDURE FOR NOMINATING, EVALUATING AND IDENTIFYING THE MOST OUTSTANDING NON-TEACHING (LEVEL 1 AND 2) AND SUPERVISOR IN THE REGIONAL OFFICE**

- 6.1 The Regional PRAISE Committee shall conduct a selection process at their level. All employees in the Regional Office shall automatically become nominees of the awards. A nomination form shall be duly accomplished and all the other requirements, as reflected on the list, shall be submitted by the Functional Division Chiefs to the Regional PRAISE Committee. The prescribed evaluation template shall be used in evaluating the documents of the candidates.
- 6.2 A three-minute slide deck/video presentation and write-up of accomplishments with the attached mode of verification shall be submitted by the nominee following the template provided.

- 6.3 The Regional PRAISE Committee shall conduct a selection procedure at their level. Only the TOP THREE Nominees shall be called for verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols. The nominee with the highest FINAL SCORE AFTER THE VALIDATION AND DELIBERATION shall be named as the REGIONAL AWARDEE.

## **7. OTHER GENERAL PROVISIONS**

- 7.1 The PRAISE Committee shall strictly follow the scheduled dates.
- 7.2 For the national mandated awards such as Brigada Eskwela Best Implementing Schools, SBM Level III of Practice, Curriculum-related awards, and others, a separate guidelines and criteria shall be used.
- 7.3 The Schools Division Offices can also innovate other kinds of awards for as long as the Awards set by the Regional PRAISE Committee shall be implemented.
- 7.4 The Official Results of the Regional Selection Process shall be posted at the Regional Office's official website.
- 7.5 The Regional Office may opt to adopt other platform of conducting the awarding ceremony depending upon the situation of the place.
- 7.6 In case of a tie at any level, the PRAISE Committee shall examine the OPCRF/IPCRFs of the nominees. The nominee with the highest OPCRF/IPCRF numerical rating is nominated for the award. In case all nominees display the same OPCRF/IPCRF numerical rating, all nominees shall be recognized.
- 7.7 Any member of the PRAISE Committee who is related to a candidate/nominee up to fourth degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing a particular candidate/nominee.
- 7.8 In case of protest, the aggrieved party may file his/her protest within five (5) calendar days after the official result has been posted in the official website by the School/District/Division/Regional PRAISE Committee. The School/District/Division/Regional PRAISE Committee shall decide the protest within three (3) calendar days from receipt of the protest. The decision of the PRAISE Committee is final and irrevocable. No motion for reconsideration shall be entertained.

## **8. BASIC QUALIFICATIONS**

- 8.1 Minimum relative experience of two (2) complete school years;



- 8.2 With a performance numerical rating of at least 4.500 (Outstanding) for the past two years;
- 8.3 A model of morality and integrity both in public and private life;
- 8.4 Has a good human relation in the Office and in the community;
- 8.5 Has not been found guilty of any administrative or criminal offense; and
- 8.6 No record of misbehavior in the school, district, division grievance committee, for the past two (2) years.

## **9. LIST OF REQUIREMENTS**

The Nomination Folder per nominee shall contain the following items:

- 9.1 Completely filled-out nomination form (signed by the Schools Division Superintendent and endorse the same to the Regional PRAISE Committee);
- 9.2 Nominee's updated CS Form 212 Revised 2017;
- 9.3 Certification from the Chairperson that the nomination has undergone deliberation by the Committee;
- 9.4 Letter from the Schools Division Superintendent endorsing the nomination to the Regional Director;
- 9.5 Detailed information on dismissed/decided case/s of the nominee, if any;
- 9.6 Past two Calendar/School Years Performance Rating (must be Outstanding);
- 9.7 Updated service record duly certified by the Human Resource Management Officer (HRMO);
- 9.8 Filled-up three (3) character reference;
- 9.9 Duly certified means of verification (MOVs) for the awards, recognition, participation and other accomplishments;
- 9.10 A certification of No Unliquidated Cash Advances; and
- 9.11 Video presentation and write-up of accomplishments with the attached mode of verification.

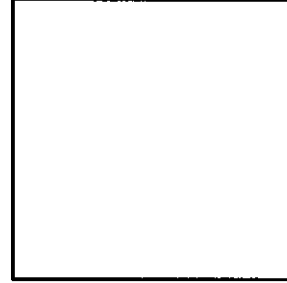
## **10. GROUNDS FOR DISQUALIFICATION**

- 10.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.
- 10.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be ground for disqualification.

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**Nomination Form**

**NOMINATION FORM**



**Category:** \_\_\_\_\_  
**Name of Nominee:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Official Station:** \_\_\_\_\_  
**Address of Official Station:** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Cellphone No.** \_\_\_\_\_

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(To be filled-out by Immediate Superior)

I HEREBY NOMINATE Mr./Ms. \_\_\_\_\_ of \_\_\_\_\_ to the  
**Search for Outstanding** \_\_\_\_\_.

Attached herewith are his/her documentary requirements for your further perusal.

Nominated by:

\_\_\_\_\_  
*Signature over Printed Name of  
Immediate Superior*

\_\_\_\_\_  
*(Date)*

**Character Reference**

**CHARACTER REFERENCE**

**Confidential**

*One copy to be filled out each by the immediate supervisor, a co-worker and peer. Filled-out copies should be placed in a sealed mail envelop and signed before submission to the Regional PRAISE Committee.*

Name of Nominee	Position
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1. How long have you known the nominee (years/months)?

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2. In what connection or under what circumstances have you known him/her?

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3. Please rate the nominee in terms of the dimensions which have been identified as critical to program performance. The checklist below is intended to facilitate your assessment. If you wish, you may also write a separate letter as an addition to this form.

Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/ Outstanding
1. Integrity				
2. Work Ethics				
3. Interpersonal Skills				
4. Time Management				
5. Stress Management				

4. To what degree did the nominee contributed to the achievement of the DepEd Goals?  
*Rating Scale: 5- Outstanding 4- Very Satisfactory 3-Satisfactory 2-Good 1-Unsatisfactory*

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5. Further comments/justification:

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\_\_\_\_\_  
 (Signature over Printed Name)

**SEARCH FOR THE MOST OUTSTANDING TEACHER**

Name of Nominee: \_\_\_\_\_

SDO: \_\_\_\_\_

Position: \_\_\_\_\_

Level: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>1. INSTRUCTIONAL COMPETENCE (30 Points)</b>		
<ul style="list-style-type: none"> <li>❖ <b>Teaching Competence (5 points)</b> <ul style="list-style-type: none"> <li>✓ Served as Demonstration Teacher on innovative teaching techniques/pedagogies                             <ul style="list-style-type: none"> <li>📌 National – 5 points</li> <li>📌 Regional – 4 points</li> <li>📌 Division – 3 points</li> <li>📌 District – 2 points</li> <li>📌 School – 1 point</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ LP/DLL duly signed by authorities</li> <li>❖ Student's Worksheet (if any)</li> <li>❖ Pictorial/Video</li> <li>❖ Certificate of Recognition</li> <li>❖ Memorandum and Matrix reflecting Demonstration Teaching Activity (if it is during training/seminar)</li> </ul>	
<ul style="list-style-type: none"> <li>✓ <b>Led School LAC sessions</b> regarding the improvement of students' learning outcomes (DO # 35, s. 2016) <b>(5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ Activity Completion Report with attachments such as:                             <ul style="list-style-type: none"> <li>➤ Approved SLAC Session Plan</li> <li>➤ Resource Package</li> <li>➤ Approved permit to conduct</li> <li>➤ Sample Program</li> <li>➤ Attendance</li> <li>➤ Pictorials</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Meritorious/Outstanding Accomplishments (10 points) – DO 66, s. 2007</b> <ul style="list-style-type: none"> <li>✓ Award as Outstanding Teacher                             <ul style="list-style-type: none"> <li>📌 National – 5 points</li> <li>📌 Regional – 4 points</li> <li>📌 Division – 3 points</li> <li>📌 District – 2 points</li> <li>📌 School – 1 point</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Memorandum/Advisory</li> <li>❖ Certificate of Recognition</li> </ul>	

<ul style="list-style-type: none"> <li>✓ Winning coach in the School, District, Division, Regional and National (first place only) (certificate with higher points prevails) <ul style="list-style-type: none"> <li>✚ National – 5 points</li> <li>✚ Regional – 4 points</li> <li>✚ Division – 3 points</li> <li>✚ District – 2 points</li> <li>✚ School – 1 point</li> </ul> </li> <li>❖ <b>Innovation/Original Creative Output (5 points) (DO 66, s. 2007)</b> <ul style="list-style-type: none"> <li>✓ Introduced innovation and adopted/adapted in the School/ District, Division, Regional (e.g. SIM, ReAP/ Application Plan, etc.)</li> </ul> <table border="1" data-bbox="304 835 711 1077"> <thead> <tr> <th>Level/Category</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> </tr> <tr> <td>Region</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table> </li> </ul>	Level/Category	Points	National	5	Region	4	Division	3	District	2	School	1	<ul style="list-style-type: none"> <li>❖ Memorandum/Advisory/ Bulletin</li> <li>❖ Certificate of Recognition as Coach</li> <li>❖ Duly approved Innovative Plan</li> <li>❖ Certificate of Utilization (corroborated by at least 5 teachers)</li> <li>❖ Evidences: Pictures, Lesson Plan where innovation was used, Observation Results</li> <li>❖ Acceptance/ Acknowledgment/ Indorsement</li> </ul>	
Level/Category	Points													
National	5													
Region	4													
Division	3													
District	2													
School	1													
<ul style="list-style-type: none"> <li>❖ <b>Research and Development Projects (5 points)</b></li> </ul> <table border="1" data-bbox="312 1223 722 1464"> <thead> <tr> <th>Level/Category</th> <th>Teachers</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> </tr> <tr> <td>Region</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>✓ School</td> <td>1</td> </tr> </tbody> </table>	Level/Category	Teachers	National	5	Region	4	Division	3	District	2	✓ School	1	<ul style="list-style-type: none"> <li>❖ Approved proposal</li> <li>❖ Completion report approved by the Authorized Research Committee Members</li> <li>❖ Certificate of Acceptance/ Acknowledgment/ Indorsement</li> </ul>	
Level/Category	Teachers													
National	5													
Region	4													
Division	3													
District	2													
✓ School	1													
<p><b>2. PROFESSIONAL AND PERSONAL COMPETENCE (35 points)</b></p>														
<ul style="list-style-type: none"> <li>❖ <b>Performance Rating (20 points) DO 66, s. 2007</b></li> <li>✚ Must have an average rating of Outstanding for the last two (2) rating periods</li> </ul>	<ul style="list-style-type: none"> <li>❖ IPCRF duly signed by authorities with date of signing</li> </ul>													

<ul style="list-style-type: none"> <li>❖ <b>Education (5 points) – DO 66, s. 2007</b></li> <li>✚ Doctoral Degree – 5 points</li> <li>✚ Complete Academic Requirements for Doctoral Degree – 4 points</li> <li>✚ Master’s Degree – 3 points</li> <li>✚ Complete Academic Requirements for Master’s Degree – 2 points</li> <li>✚ With MA Units – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Transcript of Records</li> <li>❖ Certificate of Completion of Academic Requirements</li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Resource Speakership/Learning Facilitatorship/Trainership/ Consultancy (5 points) – DepEd and DepEd recognized agencies (DO 66, s. 2007)</b></li> <li>✚ International/National – 5 points</li> <li>✚ Regional – 4 points</li> <li>✚ Division – 3 points</li> <li>✚ District – 2 points</li> <li>✚ School – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Invitation/Memorandum</li> <li>❖ Authority to Travel</li> <li>❖ Structured Learning Episode</li> <li>❖ Slide Decks</li> <li>❖ Certificate of Consultancy/Resource Speakership/Learning Facilitatorship/ Trainership signed by authorities</li> <li>❖ Certificate of Recognition</li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Publication/Authorship (5 points) – DO 66, s. 2007</b></li> <li>✚ Book (divided by the number of authors) or</li> <li>✚ Article (1 point for each education-related article, maximum of 4 points)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Published book</li> <li>❖ Present a photocopy of the following: copy of MOA from original/local publisher, official title page, copyright page, ISBN fact sheet, receipt of application, acknowledgement receipt signed by a librarian)</li> <li>❖ Copy of the Publication where the article was published</li> </ul>	



<b>3.COMMUNITY INVOLVEMENT/ DEVELOPMENT (10 points)</b>		
<p>❖ <b>Outreach Activity (5 points) – MEC 10, s. 1979</b></p> <p>✓ Sponsored/conducted feeding program, tree planting, and other similar activities (properly documented)</p> <ul style="list-style-type: none"> <li>✚ Proponent/organizer – 5 points</li> <li>✚ Member – 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Designation/ Certification approved/certified by proper authorities</li> <li>❖ Implemented approved proposal</li> <li>❖ Narrative/ Accomplishment report with attachments: Pictorial, Certificate of Recognition, Attendance Sheets</li> <li>❖ Narrative Report reflecting the extent to which the innovation/idea has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome</li> </ul>	
<p>❖ <b>Networking/Linkages (5 points) – MEC 10, s. 1979</b></p> <p>✓ Sponsored/conducted Income Generating Projects and Programs for School Founding Anniversary, Brigada Eskwela, Brigada Eskwela Plus and other similar school activities (Properly documented)</p> <ul style="list-style-type: none"> <li>✚ Proponent/Organizer – 5 points</li> <li>✚ Member – 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Designation/ Certification approved/certified by proper authorities</li> <li>❖ Approved and implemented proposal</li> <li>❖ Accomplishment report with attachments: pictures, WFP/POW</li> </ul>	
<b>4. PERSONAL CHARACTERISTICS AND ATTRIBUTES (25)</b>		
<p><b>A. Model of morality and integrity, both in public and private life, and good human relations in school as well as in the community (10 points)</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates positive traits both in private and public life</li> <li>▪ Friendly, compassionate and tactful</li> </ul>	<ul style="list-style-type: none"> <li>❖ Written testimonies from the following:                             <ul style="list-style-type: none"> <li>➢ School Head</li> <li>➢ One (1) Co-teacher</li> <li>➢ One (1) Learner</li> <li>➢ One (1) from civic or religious organization</li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>▪ Team-player and has good working rapport with colleagues</li> <li>▪ Initiates, facilitates and builds inter-community stakeholders and local partners</li> <li>▪ Demonstrates transparency, honesty accountability and personal integrity</li> <li>▪ Lives a decent and simple life</li> <li>▪ Projects well-groomed and neat personality</li> <li>▪ No record of tardiness and Absence Without Official Leave</li> <li>▪ Exercises high degree of tolerance to tension resulting from increasing volume of work</li> <li>▪ No pending administrative/criminal case</li> </ul>	<ul style="list-style-type: none"> <li>➤ One (1) from Barangay Official (Note: to be validated by the respective Sub-committee members)</li> </ul>	
<p><b>B. Face-to-face/virtual interview</b></p> <p><b>1. Personal and Interpersonal Qualities (5 points)</b></p> <ul style="list-style-type: none"> <li>• Shows consistency between the expression of his/her own thoughts and feelings</li> <li>• Gives objective, non-defensive and non-judgmental views</li> <li>• Reflects patience and high tolerance in the face of challenges and difficulties besetting his/her job</li> </ul> <p><b>2. Content, Knowledge and Expertise (5 points)</b></p> <ul style="list-style-type: none"> <li>• Presents concepts/knowledge/answers/ information clearly with sincerity and conviction</li> <li>• Shows expertise and proficiency on the topic being asked</li> </ul> <p><b>3. Effective Communication (5 points)</b></p> <ul style="list-style-type: none"> <li>• Articulates ideas in a clear and logical manner</li> <li>• Language choice is appropriate, professional, and compelling</li> <li>• Appears confident, makes eye contact, and uses purposeful gestures</li> </ul>	<ul style="list-style-type: none"> <li>❖ Interview results (BEI) using the STAR format</li> </ul>	

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<ul style="list-style-type: none"><li>• Voice is clear, confident, enthusiastic, and loud enough to be heard</li><li>• Avoids vocal fillers</li></ul>		
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**SEARCH FOR MOST OUTSTANDING SCHOOL HEAD**

**Name of Nominee:** \_\_\_\_\_

**SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Level:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<p>❖ <b>Performance Rating for the last two (2) years- 25 points</b>  <b>DO 2, s. 2015</b></p> <ul style="list-style-type: none"> <li>✚ School leadership</li> <li>✚ Instructional leadership</li> <li>✚ Creating a student-centered learning</li> <li>✚ Human resource management and professional development</li> <li>✚ Parent involvement and community participation</li> <li>✚ School management and operation</li> </ul> <p>❖ <b>Outstanding Accomplishments for the last two (2) years- 25 points</b></p> <ul style="list-style-type: none"> <li>✓ As School Head:                             <ul style="list-style-type: none"> <li>✚ Best Brigada Eskwela Implementer/ Hall of Famer</li> <li>✚ Gawad Kalasag Award</li> <li>✚ Best Gulayan sa Paaralan</li> <li>✚ Sports Implementer</li> <li>✚ Others                                     <ul style="list-style-type: none"> <li>• National – 5 points</li> <li>• Regional – 4 points</li> <li>• Division – 3 points</li> <li>• District – 2 points</li> </ul> </li> </ul> </li> <li>✓ SBM Level of Practice                             <ul style="list-style-type: none"> <li>✚ Level 3 – 10 points</li> <li>✚ Level 2 – 8 points</li> <li>✚ Level 1 – 6 points</li> </ul> </li> </ul>	<p>❖ OPCRF duly signed by authorities with date of signing</p> <p>❖ Plaque of recognition/Certificate of Recognition</p> <p>❖ Certificate of Sustainability for Hall of Famer</p> <p>❖ SBM Level of Practice Certificate issued by FTAD/QAD or Division SBM Team</p>	

<ul style="list-style-type: none"> <li>✓ Drop-out rate             <ul style="list-style-type: none"> <li>a. 0% - 5 points</li> <li>b. <math>0% &lt; \text{rate} \leq 1\%</math> - 4 points</li> <li>c. <math>1% &lt; \text{rate} \leq 2\%</math> - 3 points</li> <li>d. <math>2% &lt; \text{rate} \leq 3\%</math> - 2 points</li> <li>e. More than 3% - 1 point</li> </ul> </li>   <li>✓ Bullying incidents / any bad record which involves teachers             <ul style="list-style-type: none"> <li>0 incidents – 5 points</li> <li>1-2 incidents – 4 points</li> <li>3-4 incidents – 3 points</li> <li>5 and above incidents - 0</li> </ul> </li>   <li>❖ <b>Innovation (5 points)</b> <ul style="list-style-type: none"> <li>✓ Innovative work plan recommended by immediate superior from the DO and approved by SDS/ASDS                 <ul style="list-style-type: none"> <li>✚ Approved and implemented – 5 points</li> <li>✚ Approved but not implemented yet (within the year) – 3 points</li> </ul> </li> </ul> </li>   <li>❖ <b>Research and Development Projects (10 points)</b> <ul style="list-style-type: none"> <li>✓ Basic/action research approved by the DO Research Team and conducted in the school level                 <ul style="list-style-type: none"> <li>✚ School Head conducted at least 1 basic/action research approved by the SDS – 5 points</li> <li>✚ School head submitted at least 1 basic/action research proposal approved by the SDS – 2 points</li> <li>✚ No basic/action research conducted – 0</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Latest Drop-out rate duly certified by the planning office</li>   <li>❖ Certification from SDO Child Protection Committee</li>   <li>❖ Properly endorsed work plan with supporting documents</li>   <li>❖ Documents of Action Research and Work Plan</li> </ul>	
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<ul style="list-style-type: none"> <li>✓ Empowered teachers to conduct basic/action research             <ul style="list-style-type: none"> <li>✚ 5 teachers and above – 5 points</li> <li>✚ 4 teachers – 4 points</li> <li>✚ 3 teachers – 3 points</li> <li>✚ 2 teachers – 2 points</li> <li>✚ 1 teacher – 1 point</li> </ul> </li>   <li>❖ <b>Community Involvement/ Development (10 points)</b></li>   <li>❖ <b>Outreach Activity (5 points) – MEC 10, s. 1979</b> <ul style="list-style-type: none"> <li>✓ Sponsored/conducted feeding program, tree planting, and other similar activities (properly documented)                 <ul style="list-style-type: none"> <li>✚ Proponent/organizer – 5 points</li> <li>✚ Co-proponent/co-organizer – 3 points</li> <li>✚ Member – 1 point</li> </ul> </li> </ul> </li>   <li>❖ <b>Networking/Linkages (5 points)</b> <ul style="list-style-type: none"> <li>✚ Sponsored/conducted Income Generating Projects and Programs for School Founding Anniversary, Brigada Eskwela, Brigada Eskwela Plus and other similar school activities</li> <li>✚ Proponent/Organizer – 5 points</li> <li>✚ Co-proponent/co-organizer – 3 points</li> <li>✚ Member – 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Certification from the Regional/Division Research Committee with supporting documents, such as copy of the conducted research</li>   <li>❖ Designation/Certification approved/certified by proper authorities</li> <li>❖ Implemented approved proposal</li> <li>❖ Narrative/Accomplishment report with attachments: Pictorial, Certificate of Recognition, Attendance Sheets</li> <li>❖ Narrative Report reflecting the extent to which the innovation/idea has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome</li>   <li>❖ Designation/Certification approved/certified by proper authorities</li> <li>❖ Approved and implemented proposal</li> <li>❖ Accomplishment report with attachments: pictures, WFP/POW</li> </ul>	
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<ul style="list-style-type: none"> <li>❖ <b>Publication/Authorship (5 points)</b> <ul style="list-style-type: none"> <li>✓ Articles published in national, regional and local newspaper                             <ul style="list-style-type: none"> <li>✚ National – 5 points</li> <li>✚ Regional – 4 points</li> <li>✚ Provincial/City – 3 points</li> </ul> </li> </ul> </li>   <li>❖ <b>Consultant/Resource Speaker (5 points)</b> <ul style="list-style-type: none"> <li>✓ Resource speaker in the different levels and outside DepEd                             <ul style="list-style-type: none"> <li>✚ National – 5 points</li> <li>✚ Regional – 4 points</li> <li>✚ Division, Provincial – 3 points</li> <li>✚ District, Municipal – 2 points</li> <li>✚ School/Barangay – 1 point</li> </ul> </li> </ul> </li>   <li>❖ <b>Training (5 points)</b> <ul style="list-style-type: none"> <li>✓ Scholarship programs, short courses, study grants shall be given points according to level</li> <li>✓ Participant in 3 or more training activities in each level for at least 3 days                             <ul style="list-style-type: none"> <li>✚ International – 5 points</li> <li>✚ National – 4 points</li> <li>✚ Regional – 3 points</li> <li>✚ Division – 2 points</li> <li>✚ District – 1 point</li> </ul> </li> </ul> </li>   <li>❖ <b>Potential (5 points)</b> <ul style="list-style-type: none"> <li>✚ Interview and essay shall be conducted                             <ul style="list-style-type: none"> <li>✚ Communication skills – 1 point</li> <li>✚ Ability to present ideas – 1 point</li> <li>✚ Alertness – 1 point</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Copy of publication/newspaper where article was published</li>   <li>❖ Invitation/Memorandum</li> <li>❖ Authority to Travel</li> <li>❖ Structured Learning Episode</li> <li>❖ Slide Decks</li> <li>❖ Certificate of Consultancy/Resource Speakership/Learning Facilitatorship/Trainership signed by authorities</li> <li>❖ Certificate of Recognition</li>   <li>❖ For Scholarship - Certificate of Completion/Certificate of Recognition/Certificate of Proficiency</li> <li>❖ For Training/Seminars – Memorandum, Authority to Travel, Certificate of Attendance or Participation</li>   <li>❖ Interview result/essay</li> </ul>	
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<ul style="list-style-type: none"><li>✦ Judgment – 1 point</li><li>✦ Leadership ability – 1 point</li></ul> <p>❖ <b>Psychosocial Attributes and Personality Traits to be accomplished through checklist by the immediate superior (5 points)</b></p> <ul style="list-style-type: none"><li>✦ Human relations – 2 points</li><li>✦ Decisiveness – 2 points</li><li>✦ Stress tolerance – 1 point</li></ul>	<p>❖ BI Results/Interview</p>	
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**SEARCH FOR THE MOST OUTSTANDING SCHOOL**

Name of School: \_\_\_\_\_

SDO: \_\_\_\_\_

School Head: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>Performance Indicator for the last three (3) years (Planning Standard) - - - 10 Points</b>		
<p>✓ <b>Drop-out Rate (4 points)</b></p> <ul style="list-style-type: none"> <li>✦ Zero (0) drop -out from the baseline data from year to year in 3 years – 4 points</li> <li>✦ 1% drop-out from the baseline data from year to year in 3 years – 3 points</li> <li>✦ 2% drop-out from the baseline data from year to year in 3 years – 2 points</li> <li>✦ 3% &amp; above drop-out from the baseline data from year to year in 3 years – 1 point</li> </ul> <p>✓ <b>Cohort Survival Rate (3 points)</b> Baseline:75%</p> <ul style="list-style-type: none"> <li>✦ High: at least 10% increase or at least 95% CSR – 3 points</li> <li>✦ Average: at least 7% increase – 2 points</li> <li>✦ Marginal: at least 5% increase – 1 point</li> </ul> <p>✓ <b>Completion Rate (3 points)</b> Baseline:75%</p> <ul style="list-style-type: none"> <li>✦ High: at least 10% increase or at least 95% CSR – 3 points</li> <li>✦ Average: at least 7% increase – 2 points</li> <li>✦ Marginal: at least 5% increase – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Secure Certificate</li> <li>❖ Note: Regional Data Center (RDC) c/o PPRD</li> </ul>	
<b>Academic Performance or Average Grades of Learners (SF 7) - - - 10 Points</b>		
<p>✓ Average of MPS for the last 3 yrs. x.10 or average grades of learners for the last three years</p>	<ul style="list-style-type: none"> <li>❖ MPS</li> <li>❖ (Note: Certification coming from the Division</li> </ul>	



	Planning Officer and the authenticated copies of the MPS for the last 3 years)	
<b>Financial Management (DO 7, s. 2017) - - - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>✚ 90% - 100% utilization of fund – 5 points</li> <li>✚ 80% - 89.99% preparation and utilization of fund – 4 points</li> <li>✚ 70% - 79.99% preparation and utilization of fund – 3 points</li> <li>✚ 60% - 69.99% preparation and utilization of fund – 2 points</li> <li>✚ 50% and below preparation and utilization of fund – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Budgetary and Financial Reports</li> <li>❖ Liquidation Report</li> <li>❖ (Note: Certification coming from the Division Accountant and copy of the authenticated report)</li> </ul>	
<b>Personnel Development (DO 35, s. 2016) - - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>✓ Provision of L &amp; D</li> <li>✚ Conducted 2 LAC Sessions per month &amp; 1 INSET in a year – 5 points</li> <li>✚ Conducted 1 LAC Session per month &amp; 1 INSET in a year – 4 points</li> <li>✚ Conducted quarterly LAC Session &amp; 1 INSET in a year – 3 points</li> <li>✚ Conducted LAC Session twice in a year &amp; 1 INSET in a year – 2 points</li> <li>✚ Conducted LAC Session once a year &amp; no provision of INSET – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Memorandum</li> <li>❖ Implementation Plan approved by the Approving Authority of the SDO</li> <li>❖ Narrative Report (Attendance sheet) with impact evaluation, M&amp;E</li> <li>❖ (Note: Certification coming from the CID Chief and copy of the report/ document)</li> </ul>	

<b>Attendance of staff to National, Regional, Division, District Level seminar, workshops, and trainings (e.g. PPST, Pedagogy, etc.) - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>⬆ 100% of the Staff attended seminars, trainings, workshops that are aligned to their needs – 5 points</li> <li>⬆ 90% - 99.99% of the Staff attended seminars, trainings, workshops that are aligned to their needs – 4 points</li> <li>⬆ 80% - 89.99% of the Staff attended seminars, trainings, workshops that are aligned to their needs – 3 points</li> <li>⬆ 70% 79.99% of the Staff attended seminars, trainings, workshops that are aligned to their needs – 2 points</li> <li>⬆ 60% &amp; below of the Staff attended seminars, trainings, workshops that are aligned to their needs – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Training matrix</li> <li>❖ Memorandum</li> <li>❖ Certificate of Participation/ Appearance</li> <li>❖ Travel Order signed by authorities, Post travel report</li> <li>❖ SPPD/School Training Needs as approved by School Head</li> </ul>	
<b>Conduct of Basic/Action Research, Module, Contextualized LM or SIM - - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>⬆ 90% - 100% of the staff have conducted at least one basic/action research or crafted a module/SIM and utilized the results to improve the teaching-learning process – 5 points</li> <li>⬆ 80% - 89.99% of the staff have conducted at least one basic/action research or crafted a module/SIM and utilized the results to improve the teaching-learning process – 4 points</li> <li>⬆ 70% - 79.99% of the staff have conducted at least one basic/action research or crafted a module/SIM and utilized the results to improve the teaching-learning process – 3 points</li> <li>⬆ 60% - 69.99% of the staff have conducted at least one basic/action research or crafted a module/SIM and utilized the results to improve the teaching-learning process – 2 points</li> <li>⬆ 50% and below of the staff have conducted at least one basic/action research or crafted a module/SIM, but did not utilize the results– 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Basic/Action research, module, contextualized LM or SIM approved, conducted and utilized results to improve the teaching and learning process</li> <li>❖ (Note: Include all MOVs such as, pictures, summary of research titles/ module/ contextualized LM/SIM duly certified by the SDO Approving Authority - last three years)</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Certification from the CID Chief</li> </ul>	
<b>School Environment - - - - - 15 Points</b>		
<ul style="list-style-type: none"> <li>✓ School Site Ownership – 3 points                             <ul style="list-style-type: none"> <li>✚ The title is in the name of the Department of Education – 3 points</li> <li>✚ There is a Contract of usufruct executed in favor of DepEd – 2.5 points</li> <li>✚ The title is still on process – 2 points</li> <li>✚ The document shows that the site is donated only – 1.5 points</li> <li>✚ The deed of donation/purchase is on process – 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Copy of Land Title under the name of DepEd</li> <li>❖ Deed of Donation</li> <li>❖ (Note: parameters c/o Legal Unit in the Division or Region)</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Learning environment and resources are accessible, conducive, safe, and promote effective learning</li> <li>✓ Ecological Solid Waste Management Act (RA 9003) is institutionalized; Clean and Green Program, Solid Waste Management, Gulayan sa Paaralan, Brigada Eskwela, and DRRM are established</li> <li>✓ Comfort rooms are tiled, clean and water sealed</li> <li>✓ Manifestation of a sustainable beautification program 4 points                             <ul style="list-style-type: none"> <li>✚ 90 - 100% of the identified programs are institutionalized – 4 points</li> <li>✚ 80% - 89.99% of the identified programs are institutionalized – 3 points</li> <li>✚ 70% - 79.99% of the identified programs are institutionalized – 2 points</li> <li>✚ 60% - 69.99% of the identified programs are institutionalized – 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Presence of Program managers</li> <li>❖ Monthly accomplishment report</li> <li>❖ Pictorials</li> <li>❖ Monitoring and Evaluation Report (c/o ESSD)</li> </ul>	



<p>✓ Health and Nutrition: Implementation of the School-Based Feeding Program, Deworming and Immunization (DO 51, s. 2016) – 4 points</p> <ul style="list-style-type: none"> <li>✚ 90% - 100% of the severely wasted or below normal NS improved to normal NS – 4 points</li> <li>✚ 80% - 89.99% of the severely wasted or below normal NS improved to normal NS – 3 points</li> <li>✚ 70% - 79.99% of the severely wasted or below normal NS improved to normal NS – 2 points</li> <li>✚ 60% - 69.99% of the severely wasted or below normal NS improved to normal NS – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Baseline NS Report</li> <li>❖ Endline NS Report</li> <li>❖ Monthly Menu</li> <li>❖ Terminal Report of Feeding Program</li> <li>❖ Pictorials of Feeding beneficiary before and after (c/o ESSD)</li> </ul>	
<p>✓ Learning managers and facilitators (teachers, administrators, and community members) nurture values, foster a learning environment that is protective and inclusive of all children, and demonstrate behaviors consistent to the organization’s vision, mission, and goals) – DO 40, s. 2012 - - - - 4 points</p> <ul style="list-style-type: none"> <li>✚ There is a manifestation of adherence on the provisions of DepEd Order No. 40, s. 2012 thru the installation of programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence resulting to zero incidence of child abuse – 4 points</li> <li>✚ There is an evidence of the institutionalization of effective child protection policies and procedures and monitor the school's compliance resulting to positive and non-violent discipline of children – 3 points</li> <li>✚ There is a manifestation that all internal and external stakeholders of the school are</li> </ul>	<ul style="list-style-type: none"> <li>❖ Child Protection Committee with documents and recorded actions and grievances</li> <li>❖ Downloaded and printed related DepEd Orders, policies, Memoranda</li> <li>❖ Assembly or PTA meetings disseminating DepEd Orders on Positive Classroom Discipline, Anti Bullying</li> <li>❖ Other related Child Protection Policy</li> <li>❖ Workplan/ program proposal</li> <li>❖ (c/o FTAD in coordination with the Legal Unit)</li> </ul>	

<p>aware of the DepEd Child Protection Policy – 2 points</p> <p>✚ There is an organized Child Protection Committee in the school – 1 point</p>		
<b>Partnership - - - - -10 Points</b>		
<p>✓ School-Community Partnership The school has an existing PTA organization wherein:</p> <ul style="list-style-type: none"> <li>✚ 90-100% were involved and supported the school’s programs and projects as evidenced by their collaborative accomplishments – 5 points</li> <li>✚ 80% - 89.99% were involved and supported the school’s programs and projects as evidenced by their collaborative accomplishments – 4 points</li> <li>✚ 70% - 69.99% were involved and supported the school’s programs and projects as evidenced by their collaborative accomplishments – 3 points</li> <li>✚ 60% - 69.99% were involved and supported the school’s programs and projects as evidenced by their collaborative accomplishments – 2 points</li> <li>✚ 50% and below were involved and supported the school’s programs and projects as evidenced by their collaborative accomplishments – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ General PTA/SGC (Attendance Sheet)</li> <li>❖ School Summit (Agenda, Minutes, program)</li> <li>❖ Invitation and pictorials on involvement in community activities</li> <li>❖ Proposal of initiated projects (approved and implemented)</li> <li>❖ Accomplishment Report of initiated projects</li> <li>❖ Testimonies of the impact of projects to learning process or feedback mechanism (c/o ESSD)</li> </ul>	
<p>✓ School-to-Alumni partnerships and other organizations</p> <ul style="list-style-type: none"> <li>✚ Alumni association is organized and actively supports/assists the school annually in the form of monetary, work, technical assistance and grants-in-kind – 5 points</li> <li>✚ Organized and actively supports/assists the school in</li> </ul>	<ul style="list-style-type: none"> <li>❖ Organized Alumni Association/ NGO</li> <li>❖ Project Proposal/ Pictorials on Alumni-implemented projects</li> </ul>	

<p>the form of monetary and volunteer work during their fellowship gathering – 4 points</p> <ul style="list-style-type: none"> <li>✚ Organized and actively supports/assists the school in the form of monetary contribution or grants-in-kind only upon request of the school – 3 points</li> <li>✚ Organized and shows support to the school when needed – 2 points</li> <li>✚ Existing association in the school but not functional – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Deed of donations</li> <li>❖ Deed of acceptance (c/o ESSD)</li> </ul>	
<b>School Improvement Plan - - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>✚ The School Improvement Plan, prepared by the School Planning Team, stakeholders, and the community, shows a three-year roadmap of interventions formulated based on evidences, results, and intended learners; the document comes with the Annual Implementation Plan and Annual Procurement Plan. – 5 points</li> <li>✚ The School Improvement Plan, prepared by the School Planning Team, shows a three-year roadmap of interventions formulated based on evidences, results, and intended learners; the document comes with the Annual Implementation Plan and the Annual Procurement Plan. – 4 points</li> <li>✚ The School Improvement Plan, prepared by the School Head and the teachers, shows a three-year roadmap of interventions. – 3 points</li> <li>✚ A document is available showing the Annual Implementation Plan and the Annual Procurement Plan. – 2 points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Attendance of stakeholders, SPT, Program managers</li> <li>❖ Minutes of meeting</li> <li>❖ Survey report (SCDT), Pictorials, SIP/ AIP/WFP/APP (c/o FTAD)</li> </ul>	



<ul style="list-style-type: none"> <li>✚ Either SIP, AIP, or APP is available – 1 point</li> </ul>		
<b>Utilization/implementation of the SIP/AIP - - - - 5 Points</b>		
<ul style="list-style-type: none"> <li>✚ 90 - 100% of the programs, projects and activities were implemented – 5 points</li> <li>✚ 80% - 89.99% of the programs, projects and activities were implemented – 4 points</li> <li>✚ 70% - 79.99% of the programs, projects and activities were implemented – 3 points</li> <li>✚ 60% - 69.99% of the programs, projects and activities were implemented – 2 points</li> <li>✚ 50% and below of the programs, projects and activities were implemented – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Accomplishment Tracking Form</li> <li>❖ SIP Cumulative Accomplishment Form</li> <li>❖ SIP three -year Report on Physical Outputs and Financial Status of Programs and Projects</li> <li>❖ Pictorials (c/o FTAD)</li> </ul>	
<b>SBM Level of Practice (DO 83, s. 2012) - - - - 10 Points</b>		
<ul style="list-style-type: none"> <li>✚ SBM Level III –Ensured the production of intended outputs/ outcomes and met all standards of a fully integrated system in the local community; self -renewing and self-sustaining – 10 points</li> <li>✚ Level II—Introduced and sustained a continuous improvement process that integrated a wider community participation and significantly improved the performance and learning outcomes – 8 points</li> <li>✚ Level I- Established and developed structures and mechanisms with acceptable level and extent of community participation and impact on learning outcomes – 5 points</li> <li>✚ SBM Practice is in place but not evident – 3 points</li> <li>✚ SBM Practice is not institutionalized – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force</li> <li>❖ Certificate of Accreditation or Level (c/o FTAD)</li> </ul>	

<b>Rewards and Recognition received by the school for the current Calendar Year- - - - 5 Points</b>		
<p>National/International – 5 points                      Region – 4 points                      Division – 3 points                      District – 2 points                      School – 1 point</p>	<ul style="list-style-type: none"> <li>❖ Plaque/ Certificate of Recognition/ Appreciation/ medals (First Place or Champion)</li> <li>❖ Program invitation</li> <li>❖ Established functional Reward and Recognition System</li> </ul>	
<b>Implementation of the School Banner Project ----- (10 points)</b>		
<ul style="list-style-type: none"> <li>✓ Ingenuity of the Project -2 points                             <ul style="list-style-type: none"> <li>✚ This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have a great impact to the current needs of the school.</li> </ul> </li>   <li>✓ Advocacy Strategies – 2 points                             <ul style="list-style-type: none"> <li>✚ This pertains to the various strategies undertaken by the school to communicate the banner project to the internal and external stakeholders and the draws support from its partners.</li> </ul> </li>   <li>✓ Impact to School Performance – 2 points                             <ul style="list-style-type: none"> <li>✚ This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the school.</li> </ul> </li>   <li>✓ Accomplishments relative to School Banner Project Implementation - 4 points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Project Design/Manual</li> <li>❖ School Improvement Plan</li> <li>❖ Project Implementation Plan</li>   <li>❖ Resources generated for School Banner Project implementation</li> <li>❖ Activities conducted (with documentation)</li> <li>❖ Highlights of stakeholders' involvement</li>   <li>❖ School Performance Indicators</li> <li>❖ Customers' Feedback</li>   <li>❖ Project Implementation Plan</li> </ul>	



<p>✦ Accomplishments should be based on the Annual Implementation Plan of the School Banner Project. Value added accomplishments shall be given additional points based on merit set by the evaluators.</p>	<p>❖ SMEA results on School Banner Implementation</p> <p>❖ Value added accomplishments</p>	
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**SEARCH FOR MOST OUTSTANDING NON-TEACHING PERSONNEL (LEVEL 1)  
(for the SDOs and RO)**

<b>Name:</b>			
<b>Division:</b>			
<b>Position:</b>			
<b>Date of Evaluation:</b>			
<b>CRITERIA/INDICATORS</b>	<b>POINTS</b>	<b>MEANS OF VERIFICATION (MOV<sub>s</sub>)</b>	<b>Score</b>
<b>COMPETENCE</b>	<b>70</b>		
1. Performance ratings must be Outstanding for the past two (2) years	<b>20</b>	❖ IPCRF	
2. Professional Development Programs include: <ul style="list-style-type: none"> <li>• Formal Training</li> <li>• Job-embedded Learning</li> <li>• Relationship and Discussion-based Learning (Coaching, Mentoring, Community of Practice, and Peer-assisted Learning)</li> </ul>	<b>10</b>	❖ IDP/ Certificate of Participation/ Attendance/ Accomplishment Report	
3. Innovation <b>Novelty (4 points)</b> <ul style="list-style-type: none"> <li>• Outstandingly novel work and exhibited resourcefulness and creativity- 4 points</li> <li>• Novel work and exhibited resourcefulness and creativity- 3 points</li> <li>• Exhibited resourcefulness and creativity- 2 points</li> </ul> <b>Rigor (4 points)</b> <ul style="list-style-type: none"> <li>• Demonstrated excellent intellectual coherence and integrity; adopted/adapted exceptionally robust and appropriate analyses,</li> </ul>	<b>15</b>	❖ Memorandum/ Special Order/ Action Plan/ Accomplishment Report or any applicable evidence  ❖ Copy of innovation conducted; properly documented and duly signed by SDS/RD	

<p>sources, theories, and/or methodologies (4 points)</p> <ul style="list-style-type: none"> <li>• Demonstrated intellectual coherence and integrity; adopted/adapted thorough and appropriate analyses, sources, theories, and/or methodologies (3 points)</li> <li>• Adopted/adapted appropriate analyses, sources, theories, and/or methodologies (2 points)</li> </ul> <p><b>Usefulness/Significance (4 points)</b></p> <ul style="list-style-type: none"> <li>• Most useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 4 points</li> <li>• More useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 3 points</li> <li>• Useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 2 points</li> </ul>			
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<p><b>Sustainability and Replicability (3 points)</b></p> <ul style="list-style-type: none"> <li>• Applicability, replicability, and sustainability within and outside of the section/office/division and the entire organization at large- 3 points</li> <li>• Applicability, replicability, and sustainability within the section/office/division- 2 points</li> </ul>			
<p>4. Learning Facilitator/ Resource Speakership</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• National Level 5 points</li> <li>• Regional Level 4 points</li> <li>• Division Level 3 points</li> <li>• District Level 2 points</li> <li>• School Level 1 point</li> </ul>	<b>5</b>	Certificate of Recognition/ Appreciation	
<p>5. Education</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• Doctoral Degree or its equivalent- 5 points</li> <li>• CAR for Doctoral Degree or units in Doctoral Degree or its equivalent- 4 points</li> <li>• Master's Degree or its equivalent (e.g. Juris Doctor graduate)- 3 points</li> <li>• CAR for Master's Degree or units and/or its equivalent (Bachelor of Laws units)- 2 points</li> <li>• Bachelor's Degree- 1 point</li> </ul>	<b>5</b>	TOR/ Diploma/ Certificate of Complete Academic Requirement	
<p>6. Customer Satisfaction (internal/external)</p>	<b>10</b>	❖ Customer satisfaction survey	
<p>7. Submission of Reports</p> <ul style="list-style-type: none"> <li>✓ Punctuality in the submission of the required reports</li> </ul>	<b>5</b>	❖ Certified true copy of the submitted documents	

<ul style="list-style-type: none"> <li>submitted reports 3-5 days before the deadline – 5 points</li> <li>submitted reports 1-2 day/s before the deadline – 4 points</li> <li>submitted reports on the deadline – 3 points</li> </ul>		indicating the date of submission	
<b>II. CHARACTER</b>	<b>15</b>		
1. Human relations	3	❖ Character Reference Form ❖ Interview/essay	
2. Stress tolerance	3		
3. Communication skills	3		
4. Flexibility	3		
5. Teamwork	3		
<b>III. COMMITMENT</b>	<b>15</b>		
1. Organization	3	❖ Interview/essay ❖ Write-up of accomplishments with attached mode of verification, such as: certification/s of attendance to flag raising or flag retreat, tardiness and undertime, attendance to activities conducted by the Office	
2. Service	3		
3. Work	3		
4. Career	3		
5. Job satisfaction	3		
<b>TOTAL</b>	<b>100</b>		
<b>Rated by:</b>			
	<b>PRAISE Committee Evaluator</b>		

**SEARCH FOR THE MOST OUTSTANDING NON-TEACHING PERSONNEL (LEVEL 2)  
(for the SDOs and RO)**

<b>Name:</b>			
<b>Division:</b>			
<b>Position:</b>			
<b>Date of Evaluation:</b>			
<b>CRITERIA/INDICATORS</b>	<b>POINTS</b>	<b>MEANS OF VERIFICATION (MOVs)</b>	<b>Score</b>
<b>1. COMPETENCE</b>	<b>70</b>		
1. Performance ratings must be Outstanding for the past two (2) years	<b>20</b>	❖ IPCRF	
2. Professional Development Programs includes: <ul style="list-style-type: none"> <li>• Formal Training</li> <li>• Job-embedded Learning</li> <li>• Relationship and Discussion-based Learning (Coaching, Mentoring, Community of Practice, and Peer-assisted Learning)</li> </ul>	<b>10</b>	❖ IDP/ Certificate of Participation/ Attendance/ Accomplishment Report	
3. Innovation <b>Novelty (4 points)</b> <ul style="list-style-type: none"> <li>• Outstandingly novel work and exhibited resourcefulness and creativity- 4 points</li> <li>• Novel work and exhibited resourcefulness and creativity- 3 points</li> <li>• Exhibited resourcefulness and creativity- 2 points</li> </ul> <b>Rigor (4 points)</b> <ul style="list-style-type: none"> <li>• Demonstrated excellent intellectual coherence and integrity; adopted/adapted</li> </ul>	<b>15</b>	❖ Memorandum/ Special Order/ Action Plan/ Accomplishment Report or any applicable evidence  ❖ Copy of innovation conducted; properly documented and duly signed by SDS/RD	

<p>exceptionally robust and appropriate analyses, sources, theories, and/or methodologies (4 points)</p> <ul style="list-style-type: none"> <li>• Demonstrated intellectual coherence and integrity; adopted/adapted thorough and appropriate analyses, sources, theories, and/or methodologies (3 points)</li> <li>• Adopted/adapted appropriate analyses, sources, theories, and/or methodologies (2 points)</li> </ul> <p><b>Usefulness/Significance (4 points)</b></p> <ul style="list-style-type: none"> <li>• Most useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 4 points</li> <li>• More useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 3 points</li> <li>• Useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and</li> </ul>			
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<p>the entire organization at large- 2 points</p> <p><b>Sustainability and Replicability (3 points)</b></p> <ul style="list-style-type: none"> <li>• Applicability, replicability, and sustainability within and outside of the section/office/division and the entire organization at large- 3 points</li> <li>• Applicability, replicability, and sustainability within the section/office/division- 2 points</li> </ul>			
<p>4. Learning Facilitator/ Resource Speakership</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• National Level 5 points</li> <li>• Regional Level 4 points</li> <li>• Division Level 3 points</li> <li>• District Level 2 points</li> <li>• School Level 1 point</li> </ul>	<b>5</b>	Certificate of Recognition/ Appreciation	
<p>5. Education</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• Doctoral Degree or its equivalent- 5 points</li> <li>• CAR for Doctoral Degree or units in Doctoral Degree or its equivalent- 4 points</li> <li>• Master's Degree or its equivalent (e.g. Juris Doctor graduate)- 3 points</li> <li>• CAR for Master's Degree or units and/or its equivalent (Bachelor of Laws units)- 2 points</li> <li>• Bachelor's Degree- 1 point</li> </ul>	<b>5</b>	TOR/ Diploma/ Certificate of Complete Academic Requirement	
<p>6. Customer Satisfaction (internal/external)</p>	<b>5</b>	❖ Customer satisfaction survey	



7. Submission of Reports ✓ Punctuality in the submission of the required reports <ul style="list-style-type: none"> <li>submitted reports 3-5 days before the deadline – 5 points</li> <li>submitted reports 1-2 days before the deadline – 4 points</li> <li>submitted reports on the deadline – 3 points</li> </ul>	<b>5</b>	❖ Certified true copy of the submitted documents indicating the date of submission	
<b>V. CHARACTER</b>	<b>15</b>		
6. Human relations	3	❖ Character Reference Form ❖ Interview/essay	
7. Stress tolerance	3		
8. Communication skills	3		
9. Flexibility	3		
10. Teamwork	3		
<b>VI. COMMITMENT</b>	<b>15</b>		
6. Organization	3	❖ Interview/essay ❖ Write-up of accomplishments with attached mode of verification, such as: certification/s of attendance to flag raising or flag retreat, tardiness and undertime, and attendance to activities conducted by the Office	
7. Service	3		
8. Work	3		
9. Career	3		
10. Job satisfaction	3		
<b>TOTAL</b>	<b>100</b>		

**SEARCH FOR THE MOST OUTSTANDING ALS IMPLEMENTER**

<b>Name:</b>			
<b>Division:</b>			
<b>Position:</b>			
<b>Date of Evaluation:</b>			
<b>CRITERIA</b>	<b>POINTS</b>	<b>MEANS OF VERIFICATION (MOV's)</b>	<b>SCORE</b>
<b>I. COMPETENCE</b>	<b>75</b>		
1. Performance ratings must be Outstanding for the past two (2) years	<b>20</b>	IPCRF	
2. Percentage of A & E Passers (enrolment vs. completers vs. takers vs. passers) 10 = 80% - 100% 8 = 60% - 79% 6 = 40% - 59% 4 = 20% - 39% 2 = 19% and below	<b>10</b>	Certificate of Rating (COR) List of Test Takers Report of Completers	
3. Innovation <b>Novelty (4 points)</b> <ul style="list-style-type: none"> <li>Outstandingly novel work and exhibited resourcefulness and creativity- 4 points</li> <li>Novel work and exhibited resourcefulness and creativity- 3 points</li> <li>Exhibited resourcefulness and creativity- 2 points</li> </ul> <b>Rigor (2 points)</b> <ul style="list-style-type: none"> <li>Demonstrated excellent intellectual coherence and integrity; adopted/adapted exceptionally robust and appropriate</li> </ul>	<b>10</b>	❖ Memorandum/ Special Order/ Action Plan/ Accomplishment Report or any applicable evidence  Copy of innovation conducted; properly documented and duly signed by SDS/RD	

<p>analyses, sources, theories, and/or methodologies (2 points)</p> <ul style="list-style-type: none"> <li>• Demonstrated intellectual coherence and integrity; adopted/adapted thorough and appropriate analyses, sources, theories, and/or methodologies (1 point)</li> </ul> <p><b>Usefulness/Significance (2 points)</b></p> <ul style="list-style-type: none"> <li>• Most useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 2 points</li> <li>• More useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 1 point</li> </ul> <p><b>Sustainability and Replicability (2 points)</b></p> <ul style="list-style-type: none"> <li>• Applicability, replicability, and</li> </ul>			
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<p>sustainability within and outside of the section/office/division and the entire organization at large- 2 points</p> <ul style="list-style-type: none"> <li>• Applicability, replicability, and sustainability within the section/office/division- 1 point</li> </ul>			
<p>4. Research and Development Projects</p> <p>5 – Regional/National Level 4 – Division Level 3 – District Level 2 – Community/School Level</p>	<b>5</b>	<p>Approved proposal</p> <p>Completion Report approved by the Authorized Research Committee Members</p> <p>Certificate of Acceptance/Acknowledgment/Indorsement</p>	
<p>5. Networking / Linkages</p> <p>a. Advocacy Campaigns of ALS Programs and Projects</p> <p>5 – Division Level 4 – District Level 3 – School Level 2 – Community/Barangay Level</p> <p>b. Resource Generation</p> <p>5 – 50,000 &amp; above 4 – 40,000 – 49,999 3 – 10,000 – 39,999 2 – below 10,000 (SEF excluded)</p>	<b>10</b>	<p>Certificate of Appearance</p> <p>Project Proposal duly approved by the ALS-EPS or SDS</p> <p>Advocacy Materials</p> <p>ACR Copy of Deed of Donation, Certificate of Acceptance, pictures of donations</p>	
<p>6. Learning Facilitator/ Resource Speakership</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• National Level (5)</li> <li>• Regional Level (4)</li> </ul>	<b>5</b>	<p>Certificate of Recognition/ Appreciation</p>	

<ul style="list-style-type: none"> <li>• Division Level (3)</li> <li>• District Level (2)</li> <li>• School Level (1)</li> </ul>			
<p>7. Outstanding Recognition / Awards Received</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• National Level (5)</li> <li>• Regional Level (4)</li> <li>• Division Level (3)</li> <li>• District Level (2)</li> <li>• School Level (1)</li> </ul>	<b>5</b>	Certificate of Recognition	
<p>8. Percentage of BLP Learners promoted to A &amp; E Elementary</p> <p>5 = 80% - 100%</p> <p>4 = 60% - 79%</p> <p>3 = 40% - 59%</p> <p>2 = 20% - 39%</p> <p>1 = 19% and below</p>	<b>5</b>	Enrolment (LIS Generated)	
<p>9. Education</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>• Doctoral Degree or its equivalent (5)</li> <li>• CAR for Doctoral Degree or units in Doctoral Degree or its equivalent (4)</li> <li>• Master's Degree or its equivalent (e.g. Juris Doctor graduate) (3)</li> <li>• CAR for Master's Degree or units and/or its equivalent (Bachelor of Laws units) (2)</li> <li>• Bachelor's Degree (1)</li> </ul>	<b>5</b>	TOR/ Diploma/ Certificate of Complete Academic Requirement	
<b>II. CHARACTER</b>	<b>15</b>		
1. Human relations	3	❖ Character Reference Form ❖ Interview/essay	
2. Stress tolerance	3		
3. Communication skills	3		
4. Flexibility	3		
5. Teamwork	3		
<b>III. COMMITMENT</b>	<b>10</b>		
6. Organization	2	❖ Interview/essay	

7. Service	2	❖ Write-up of accomplishments with attached mode of verification, such as: certification/s of attendance to flag raising or flag retreat, tardiness and undertime, and attendance to activities conducted by the Schools Division Office/ District/ School	
8. Work	2		
9. Career	2		
10. Job satisfaction	2		
<b>TOTAL</b>	<b>100</b>		



**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE**

Name of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOV <sub>s</sub> )	Points Earned
<b>Extent of accomplishments versus targets set (FY 2019) (27 points)</b>			
<ul style="list-style-type: none"> <li>✚ 95% - 100% of the targets set for FY 2019 were successfully accomplished – 27</li> <li>✚ 90% -94.99% of the targets set for FY 2019 were successfully accomplished – 23</li> <li>✚ 85% - 89.99% of the targets set for FY 2019 were successfully accomplished – 19</li> <li>✚ 80% -84.99% of the targets set for FY 2019 were successfully accomplished – 15</li> <li>✚ 79.99% and below of the targets set for FY 2019 were successfully accomplished – 11</li> </ul>		<ul style="list-style-type: none"> <li>❖ Targets set FY 2019</li> <li>❖ Accomplishments per quarter</li> <li>❖ RMEA/PIR Reports</li> <li>❖ 2019 OPCRF (to be validated by the PPRD)</li> </ul>	
<b>Planning and managing effective and efficient use of personnel, physical and fiscal resources of the division including professional staff development (10 points)</b>			
Points/PI	Performance Indicators		<ul style="list-style-type: none"> <li>❖ Placement/assignment of School Heads vis-a-vis qualifications</li> <li>❖ Training Completion Report initiated by the SDO</li> <li>❖ IPDP</li> <li>❖ Other reports called for by the different Divisions/Units</li> </ul>
	I	II	
<b>10</b>	90% - 100% of Schools were placed/assigned with qualified school heads/principals	5 appropriate learning and development/trainings for personnel were initiated	
<b>8</b>	80% - 89.99% of Schools were placed/assigned with qualified school heads/principals	4 appropriate learning and development/trainings for personnel were initiated	
<b>6</b>	70% - 79.99% of Schools were placed/assigned with qualified school heads/principals	3 appropriate learning and development/trainings for personnel were initiated	
<b>4</b>	60% - 69.99% of Schools were placed/assigned with qualified school heads/principals	2 appropriate learning and development/trainings for personnel were initiated	
<b>2</b>	59.99% and below of Schools were placed/assigned with	1 appropriate learning and development/trainings	

	qualified school heads/principals	for personnel were initiated			
Sample Computation: $(I+II)/2 = (10+8)/2 = 8$					
<b>Hiring, Placing and Evaluating of Division Teaching and Non-Teaching Personnel (10 points)</b>					
	<ul style="list-style-type: none"> <li>✦ 90% - 100% filling up of teaching and non-teaching (new and existing) – 10</li> <li>✦ 80% -89.99% filling up of teaching and non-teaching (new and existing) – 8</li> <li>✦ 70% - 79.99% filling up of teaching and non-teaching (new and existing) – 6</li> <li>✦ 60% -69.99% filling up of teaching and non-teaching (new and existing) – 4</li> <li>✦ 50% -59.99% filling up of teaching and non-teaching (new and existing) – 2</li> </ul>		<ul style="list-style-type: none"> <li>❖ Percentage of newly created teaching and non-teaching items</li> <li>❖ Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)</li> </ul> <p>(Source: Secure Certification of data of filling up from the Personnel Section of the Admin Division) as of December 31, 2019</p>		
<b>Utilization of Funds (12 points)</b>					
<b>Poin ts</b>	<b>PERFORMANCE INDICATORS</b>			<ul style="list-style-type: none"> <li>❖ Certification of the percentage of monthly downloading of MOOE to the schools</li> <li>❖ Certification of Budget Utilization Report from the Finance Division as of December 31, 2019 subject for validation</li> </ul>	
	<b>I</b>	<b>II</b>	<b>III</b>		
6	99% - 100% monthly downloading of all funds to the schools	99% - 100% liquidation reports submitted on time	No AOM received		
5	97% - 98.99% monthly downloading of all funds to the schools	97% - 98.99% liquidation reports submitted on time	1-5 AOMs received		
4	95% - 96.99% monthly downloading of all funds to the schools	95% -96.99% liquidation reports submitted on time	6-10 AOMs received		
3	93% - 94.99% monthly downloading of all funds to the schools	93% - 94.99% liquidation reports submitted on time	11-15 AOMs received		



2	92.99% and below monthly downloading of all funds to the schools	92.99% and below liquidation reports submitted on time	16 and above AOMs received		
Computation: $(I+II+III)/3 = \text{Rating}$					
<b>Budget Utilization Rate (Obligation and Disbursement)</b> <ul style="list-style-type: none"> <li>✚ BUR of 97% - 100% - 6 points</li> <li>✚ BUR of 93% - 96.99% - 5 points</li> <li>✚ BUR of 90% - 92.99% - 4 points</li> <li>✚ BUR of 87% - 89.99% - 3 points</li> <li>✚ BUR of 84% - 86.99% - 2 points</li> <li>✚ BUR of 81% - 83.99% - 1 point</li> </ul>				❖ Submitted emails of validated EBMS	
<b>Ensuring compliance of quality standards for basic education programs (10 points)</b>					
<ul style="list-style-type: none"> <li>✚ Evidences of accomplished 90-100% of the targets set; established mechanisms to promote 0-1% complaint on CPP; Increase of 2% and up in MPS and other Performance Indicators – 10 points</li> <li>✚ Evidences of accomplished 80% - 89.99% of the targets set; established mechanisms to promote 2-3% complaint on CPP; Increase of 1.5% in MPS and other Performance Indicators – 8 points</li> <li>✚ Evidences of accomplished 70% - 79.99% of the targets set; established mechanisms to promote 4-5% complaint on CPP; Increase of 1% in MPS and other Performance Indicators – 6 points</li> <li>✚ Evidences of accomplished 60% - 69.99% of the targets set; established mechanisms to promote 6-7% complaint on CPP; Increase of 0.5% in MPS and other Performance Indicators – 4 points</li> <li>✚ Evidences of accomplished 50% - 59.99% of the targets set; established mechanisms to promote 8% and up complaint on CPP; Increase of 0% in MPS and other Performance Indicators – 2 points</li> </ul>				❖ MPS and Other Performance Indicators (Note: Secure certificate from the PPRD as of November 30, 2019)	
<b>Promoting awareness of and adherence to SBM Level of Practice (5 points)</b>					
<ul style="list-style-type: none"> <li>✚ At least 5% of the schools in the division were validated by RO for at least Level 3 SBM Level of practice – 5 points</li> <li>✚ At least 4% of the schools in the division were validated by RO for at least Level 3 SBM Level of practice – 4 points</li> </ul>				❖ % of schools on SBM Levels (Note: Secure certification of percentage of Schools with at least Level 3 SBM	

<ul style="list-style-type: none"> <li>✚ At least 3% of the schools were validated by RO for level 3 SBM of practice – 3 points</li> <li>✚ At least 2% of the schools were validated by RO for Level 3 SBM of practice – 2 points</li> <li>✚ At least 1% of the schools were validated by RO for Level 3 SBM of practice – 1 point</li> </ul>	<p>practice from the QAD/FTAD)</p>	
<p><b>Rewards and Recognition received by the SDO for the current Calendar Year- - - - (max 5 Points)</b></p>		
<ul style="list-style-type: none"> <li>✚ National/International – 5 points</li> <li>✚ Region – 4 points</li>   <li>✚ ISO Certified SDO – 5</li> <li>✚ On Process for ISO certification - 3</li> </ul>	<ul style="list-style-type: none"> <li>❖ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)</li>   <li>❖ ISO Certified Documents</li> <li>❖ QMS documents</li> </ul>	
<p><b>Supervising the operations of all public and private elementary, secondary and integrated schools (5 Points)</b></p>		
<ul style="list-style-type: none"> <li>✚ 100% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS, LIS, and PMIS on or before the deadline – 5 points</li> <li>✚ 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS, LIS, and PMIS on or before the deadline – 4 points</li> <li>✚ 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS, LIS, and PMIS on or before the deadline – 3 points</li> <li>✚ 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS, LIS, and PMIS on or before the deadline – 2 points</li> <li>✚ 60% - 69.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS, LIS, and PMIS on or before the deadline – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Percentage of Public and Private Schools submitting/encoding/ updating EBEIS, LIS, and PMIS (c/o PPRD)</li> </ul>	
<p><b>❖ Provision of Technical Assistance ----- (3 points)</b></p>		
<ul style="list-style-type: none"> <li>✚ The Division has a clear plan for the development, implementation, and promotion of technical assistance provision.</li> <li>✚ Appropriate and effective methods and resources are used to implement the practice to schools.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Division Technical Assistance (TA) Plan</li> <li>❖ Appropriate and effective methods and resources are</li> </ul>	



<ul style="list-style-type: none"> <li>✦ Monitoring and evaluation mechanisms or processes are identified to safeguard the immediate and long-term outcomes of the practice.</li> </ul>	<p>reflected in the TA Plan</p> <ul style="list-style-type: none"> <li>❖ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&amp;E Tools)</li> </ul>	
<p><b>❖ Promoting a Culture of Research ----- (5 points)</b></p>		
<ul style="list-style-type: none"> <li>✦ At least 5% of the teachers in the division conducted basic or action research – 5 points</li> <li>✦ At least 4% of the teachers in the division conducted basic or action research – 4 points</li> <li>✦ At least 3% of the teachers in the division conducted basic or action research – 3 points</li> <li>✦ At least 2% of the teachers in the division conducted research – 2 points</li> <li>✦ At least 1% of the teachers in the division conducted basic or action research – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Percentage of teachers who conducted research in the division (c/o PPRD)</li> <li>❖ List of teachers who conducted basic or action research</li> </ul>	
<p><b>❖ Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees ---- (3 points)</b></p>		
<p>Due date for submission: Every 2<sup>nd</sup> week of the following month</p> <ul style="list-style-type: none"> <li>✦ 1 week before deadline – 3 points</li> <li>✦ on the deadline – 2 points</li> <li>✦ 1 day and beyond the deadline – 1 point</li> </ul>	<ul style="list-style-type: none"> <li>❖ Copies of Form 7 specifying the dates received</li> <li>❖ January to December 2019</li> <li>❖ Note: (Administrative Division shall verify)</li> </ul>	
<p><b>❖ Implementation of the School Banner Project ----- (10 points)</b></p>		
<ul style="list-style-type: none"> <li>✓ Ingenuity of the Project -2 <ul style="list-style-type: none"> <li>✦ This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have a great impact to the current needs of the Division Office.</li> </ul> </li>   <li>✓ Advocacy Strategies - 2 <ul style="list-style-type: none"> <li>✦ This pertains to the various strategies undertaken by the Division to communicate the banner project to the internal and external stakeholders and the Division draws support from its partners.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Project Design/Manual</li> <li>❖ Division Educational Development Plan</li> <li>❖ Project Implementation Plan</li>   <li>❖ Resource Generated for Division Banner Project implementation</li> </ul>	

<ul style="list-style-type: none"> <li>✓ Impact to Division Performance - 2             <ul style="list-style-type: none"> <li>✚ This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the Division.</li> </ul> </li>   <li>✓ Accomplishments relative to Division Banner Project Implementation - 4             <ul style="list-style-type: none"> <li>✚ Accomplishments should be based on the Annual Implementation Plan of the Division Banner Project. Value added accomplishments shall be given additional points based on merit set by the evaluators.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Activities conducted (with documentation)</li> <li>❖ Highlights of stakeholders' involvement</li>   <li>❖ Division Performance Indicators</li> <li>❖ Customers' Feedback</li>   <li>❖ Project Implementation Plan</li> <li>❖ RMEA Results on Division Banner Implementation</li> <li>❖ Value Added Accomplishments</li> </ul>	
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**SEARCH FOR THE MOST OUTSTANDING SUPERVISOR  
(for the SDOs and RO)**

<b>Name:</b>			
<b>Division:</b>			
<b>Position:</b>			
<b>Date of Evaluation:</b>			
<b>CRITERIA</b>	<b>POINTS</b>	<b>MEANS OF VERIFICATION (MOVs)</b>	<b>SCORE</b>
<b>I. COMPETENCE</b>	<b>70</b>		
1. Performance ratings must be Outstanding for the past two (2) years	<b>20</b>	IPCRF	
2. Professional Development Programs includes: <ul style="list-style-type: none"> <li>• Formal Training</li> <li>• Job-embedded Learning</li> <li>• Relationship and Discussion-based Learning (Coaching, Mentoring, Community of Practice, and Peer-assisted Learning)</li> </ul>	<b>10</b>	IDP/ Certificate of Participation/ Attendance/ Accomplishment Report	
3. Innovation <b>Novelty (4 points)</b> <ul style="list-style-type: none"> <li>• Outstandingly novel work and exhibited resourcefulness and creativity- 4 points</li> <li>• Novel work and exhibited resourcefulness and creativity- 3 points</li> <li>• Exhibited resourcefulness and creativity- 2 points</li> </ul> <b>Rigor (4 points)</b> <ul style="list-style-type: none"> <li>• Demonstrated excellent intellectual coherence</li> </ul>	<b>15</b>	<ul style="list-style-type: none"> <li>❖ Memorandum/ Special Order/ Action Plan/ Accomplishment Report or any applicable evidence</li> <li>❖ Copy of innovation conducted; properly documented and duly signed by SDS/RD</li> </ul>	

<p>and integrity; adopted/adapted exceptionally robust and appropriate analyses, sources, theories, and/or methodologies (4 points)</p> <ul style="list-style-type: none"> <li>• Demonstrated intellectual coherence and integrity; adopted/adapted thorough and appropriate analyses, sources, theories, and/or methodologies (3 points)</li> <li>• Adopted/adapted appropriate analyses, sources, theories, and/or methodologies (2 points)</li> </ul> <p><b>Usefulness/Significance (4 points)</b></p> <ul style="list-style-type: none"> <li>• Most useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 4 points</li> <li>• More useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 3 points</li> </ul>			
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<ul style="list-style-type: none"> <li>Useful to the section/office/division and the entire organization at large; contributed to the improvement of the section's/office's/division's performance and the entire organization at large- 2 points</li> </ul> <p><b>Sustainability and Replicability (3 points)</b></p> <ul style="list-style-type: none"> <li>Applicability, replicability, and sustainability within and outside of the section/office/division and the entire organization at large- 3 points</li> <li>Applicability, replicability, and sustainability within the section/office/division- 2 points</li> </ul>			
<p>4. Learning Facilitator/ Resource Speakership</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>National Level (5)</li> <li>Regional Level (4)</li> <li>Division Level (3)</li> <li>District Level (2)</li> <li>School Level (1)</li> </ul>	<b>5</b>	Certificate of Recognition/ Appreciation	
<p>5. Basic or Action Research</p> <p>Rating Scale</p> <ul style="list-style-type: none"> <li>National Level (5)</li> <li>Regional Level (4)</li> <li>Division Level (3)</li> <li>District Level (2)</li> <li>School Level (1)</li> </ul>	<b>5</b>	Copy of Basic or Action Research conducted and approved by the DRC/SDS/RD	

6. Education  Rating Scale • Doctoral Degree or its equivalent (5) • CAR for Doctoral Degree or units in Doctoral Degree or its equivalent (4) • Master's Degree or its equivalent (e.g. Juris Doctor graduate) (3)	<b>5</b>	TOR/ Diploma/ Certificate of Complete Academic Requirement	
7. Community relation/ Networking / Linkages	<b>5</b>	❖ Narrative report/ certification/ pictures ❖ Community and Civic Involvement	
8. Customer Satisfaction (internal/external)	<b>5</b>	❖ Customer satisfaction survey	
<b>II. CHARACTER</b>	<b>15</b>		
11. Human relations	3	❖ Character Reference Form ❖ Interview/essay	
12. Stress tolerance	3		
13. Communication skills	3		
14. Flexibility	3		
15. Teamwork	3		
<b>III. COMMITMENT</b>	<b>15</b>		
16. Organization	3	❖ Interview/essay ❖ Write-up of accomplishments with attached mode of verification, such as: certification of attendance to flag raising or flag retreat, tardiness and undertime/ attendance to activities conducted by the Schools	
17. Service	3		
18. Work	3		
19. Career	3		
20. Job satisfaction	3		



Department of Education Regional Office VIII (Eastern Visayas)

		Division Office/ District/ School	
<b>TOTAL</b>	<b>100</b>		