



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

August 30, 2022

REGIONAL MEMORANDUM

No. **952**, s/ 2022

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
SYSTEM OF THE DEPARTMENT OF EDUCATION REGION VIII MANUAL
(DEPED REGION VIII PRAISE SYSTEM MANUAL)**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), disseminates the Program on Awards and Incentives for Service Excellence (PRAISE) System of the Department of Education Region VIII Manual (DepEd Region VIII PRAISE System Manual) duly evaluated by the Civil Service Commission (CSC) Regional Office VIII through Atty. Marilyn E. Taldo, Director IV, dated July 14, 2022.
2. Attached is the CSC-evaluated DepEd Region VIII PRAISE System Manual, for reference.
3. Immediate dissemination of this Memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated

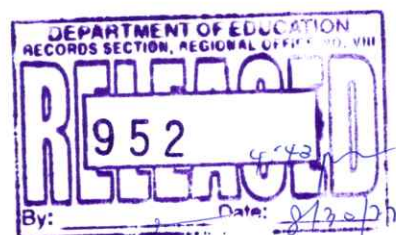
Reference: As stated

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

PRAISE

MANUAL

HRDD-RVR





Civil Service Commission Regional Office VIII

14 July 2022

Dr. EVELYN R. FETALVERO, CESO IV
Regional Director
Department of Education
Regional Office VIII – Eastern Visayas
Government Center, Candahug, Palo, Leyte

Dear **Director Fetalvero**:

This Office has **EVALUATED** your agency's customized PRAISE Manual as one of the evidence requirements under the Rewards and Recognition HR System of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management.

The evaluated PRAISE Manual should be disseminated through an orientation particularly on its customization so that all officials and employees will have a better understanding of the said HR policies, guidelines and processes.

We look forward to a strengthened partnership through the PRIME-HRM to build a competent workforce and a culture of excellence.

Thank you.

Very truly yours,

ATTY. MARILYN E. TALDO
Director IV

Bawat Kawani, Lingkod Bayani



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

**PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE (PRAISE) SYSTEM OF THE
DEPARTMENT OF EDUCATION - REGION VIII
(DepEd-R VIII) MANUAL**



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2. Most Outstanding Schools Division Office
 - 2.1 Provincial Division
 - 2.2 City Division

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) SYSTEM OF THE DEPARTMENT OF EDUCATION - REGION VIII (DepEd-R VIII) MANUAL

I. TITLE AND LEGAL BASES OF PROMULGATION

- 1.1 **Title.** This Manual shall be known as the Program on Awards and Incentives for Service Excellence (PRAISE) System of the Department of Education-Region VIII (DepEd-R VIII) Manual, herein referred to as DepEd Region VIII PRAISE System Manual, for brevity.
- 1.2 **Legal Bases of Promulgation.** This DepEd Region VIII PRAISE System Manual is promulgated in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to the following DepEd issuances:
 - 1.2.1 DepEd Order No. 9, s. 2002 (Establishing the Program on Rewards and Incentives for Service Excellence (PRAISE) in the Department of Education)
 - 1.2.2 DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education)
 - 1.2.3 DepEd Memorandum No. 3, s. 2021 (2021 Search for Outstanding Government Workers)

II. RATIONALE, SCOPE, AND DEFINITION OF TERMS

- 2.1 **Rationale.** Rewards and Recognition (R & R) is one of the core systems of the Human Resource Management 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, or for extra ordinary acts or services in the public interest.

The Department of Education Region VIII adopted 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 patterned after the Revised Policies on Employee Suggestions and Incentive Awards System under CSC Resolution No. 0100112 and CSC Memorandum Circular No. 01, s. 2001 of the Civil Service Commission (CSC).

Particularly, the Program on Awards and Incentives for Service Excellence or Revised PRAISE is aligned with the Maturity Level 2 of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME–HRM), Lingkod Bayan, Dangal ng Bayan, and other Awards of the CSC and is intended to recognize and reward DepEd Region VIII employees who exhibited exemplary performance and whose contributions made great impact not only to the Department but to the community as well. 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 they have demonstrated in the delivery of their functions as well as exemplary ethical behavior or heroic acts they have exhibited.

- 2.2 **Scope.** This Program on Awards and Incentives for Service Excellence (PRAISE) System of DepEd Region VIII with Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in the career and non-

career service of the DepEd Region VIII with its 13 Schools Division Offices and basic education public schools in Eastern Visayas.

2.3 **Definition of Terms.** Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

2.3.1 **Award** – a recognition which may be monetary or non-monetary, conferred to an individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

2.3.2 **Career** – positions in the Civil Service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

2.3.3 **Contribution** – any input which can be in the form of an idea or performance.

2.3.4 **Discovery** – uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

2.3.5 **Idea type contribution** – refers to an idea, a suggestion, or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

2.3.6 **Incentive** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstration of

exemplary behavior based on agreed performance standards and norms of behavior.

- 2.3.7 **Invention** – the creation of something previously non-existent which will benefit the government.
- 2.3.8 **Non-Career** – positions expressly declared by law to be in the non-career service; or those entrance in the service characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose of employment was made.
- 2.3.9 **Performance type contribution** – refers to performance of an extraordinary act or service in the public interest in connection with or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- 2.3.10 **Suggestion** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- 2.3.11 **System** – the Agency awards and incentives program for its officials and employees.

III. BASIC POLICIES

- 3.1 **Essential Features.** DepEd Region VIII PRAISE System is designed 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 suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the

efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

- 3.2 **Equal Opportunity Principle (EOP).** DepEd Region VIII PRAISE System adheres to the Equal Opportunity Principle (EOP) of providing incentives and awards based on performance, innovative ideas, and exemplary behavior regardless of age, race, religious belief, political affiliation, physical disability, ethnic or social origin, sexual orientation and gender identity and expression (SOGIE).
- 3.3 **Equal Representation of Men and Women in the PRAISE Committee.** The DepEd Region VIII PRAISE System shall provide equal opportunity in the representation of men and women in the composition of the PRAISE Committee.
- 3.4 **Bases of Providing Incentives.** Performance, innovative ideas, and exemplary behavior of DepEd Region VIII officials and employees shall be the bases of providing incentives and awards.
- 3.5 **Timeliness of Award or Recognition.** DepEd Region VIII PRAISE System gives emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in DepEd Region VIII.
- 3.6 **Principles.** The DepEd Region VIII PRAISE System adheres to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.
- 3.7 **Monetary and Non-Monetary Awards.** DepEd Region VIII PRAISE System provides both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards.

Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments, and other personal efforts result in monetary savings, which shall not exceed 20% of the savings generated.

- 3.8 **Mandatory Five Percent (5%) Allocation for Human Resource Development (HRD).** At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the DepEd's Annual Work and Financial Plan and Budget.

IV. OBJECTIVES

- 4.1 **General Objective.** DepEd Region VIII PRAISE System's general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy, and improvement in government operations, which lead to organizational productivity.
- 4.2 **Specific Objectives.** The specific objectives of DepEd Region VIII PRAISE System shall be as follows:
- 4.2.1 To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving officials and employees at the start of each year;
 - 4.2.2 To identify outstanding accomplishments, best practices of employees on a continuing basis;
 - 4.2.3 To recognize and reward accomplishments and innovations periodically or as the need arises; and
 - 4.2.4 To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts.

V. INSTITUTIONALIZATION OF THE PRAISE SYSTEM, COMPOSITION, DUTIES AND FUNCTIONS OF THE PRAISE COMMITTEE MEMBERS, SECRETARIAT, AND TECHNICAL WORKING GROUP

- 5.1 **Institutionalization.** The DepEd Region VIII PRAISE System is hereby institutionalized for proper guidance and compliance of all concerned.
- 5.2 **Authority to Oversee the System.** The Regional Director shall be responsible in overseeing the DepEd Region VIII PRAISE' operations.
- 5.3 **Constitution and Composition of the PRAISE Committee, Secretariat, and Technical Working Group.** DepEd Region VIII PRAISE Committee, Secretariat, and Technical Working Group (TWG) shall be constituted to screen and recommend eligible candidates for national awards, and likewise grant informal awards based on the CSC-approved DepEd Region VIII PRAISE Manual. These Committee, Secretariat, and TWG shall ensure efficiency, wide participation, and transparency in all processes. The following constitutes the DepEd Region VIII PRAISE Committee, Secretariat, and TWG:

Honorary Chairperson	Regional Director
Chairperson	Assistant Regional Director
Co-Chairperson	Chief, Human Resource Development Division
Members	Chief, Administrative Division
	Chief, Curriculum and Learning Management Division
	Chief, Educational Support Services Division
	Chief, Finance Division
	Chief, Field Technical Assistance Division
	Chief, Policy, Planning and Research Division
	Chief, Quality Assurance Division
	Two (2) representatives from the career rank-and-file employees who shall serve for a period of two

	years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).
Secretariat	Education Program Supervisor, HRDD
	Education Program Supervisor, CLMD
	Supervising Administrative Officer, AD
	Supervising Administrative Officer, FD
	Education Program Specialist II, HRDD
	Administrative Officer V, Personnel Section, AD
Technical Working Group (TWG)	Selected personnel from the functional divisions

5.4 **Duties and Functions of the PRAISE Committee.** The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of DepEd Region VIII. As such the Committee shall meet periodically to perform the following tasks:

- 5.4.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 5.4.2 Ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels;
- 5.4.3 Be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the DepEd Region VIII. The DepEd Region VIII may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

- 5.4.4 Establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
 - 5.4.5 Formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
 - 5.4.6 Determine the forms of awards and incentives to be granted;
 - 5.4.7 Monitor the implementation of approved suggestions and ideas through feedback and reports;
 - 5.4.8 Prepare plans, identify resources, and propose budget for the system on an annual basis;
 - 5.4.9 Develop, produce, distribute a system policy manual, and orient the employees on the same;
 - 5.4.10 Document best practices, innovative ideas, and success stories which will serve as promotional materials to sustain interest and enthusiasm;
 - 5.4.11 Submit an annual report of awards and incentives system to the CSC on or before the thirtieth day of January;
 - 5.4.12 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to DepEd Region VIII; and
 - 5.4.13 Address issues relative to awards and incentives within fifteen (15) days from the date of submission.
- 5.5 **Duties and Functions of PRAISE Secretariat**
- 5.5.1 Perform secretariat and technical support functions to the PRAISE Committee;

- 5.5.2 Prepare the necessary documents to be used by the PRAISE Committee during the screening/interview and deliberation process; and
- 5.5.3 Perform other related tasks.
- 5.6 **Duties and Functions of the PRAISE Technical Working Group (TWG)**
 - 5.6.1 Provide technical assistance to the PRAISE Committee;
 - 5.6.2 Assist the PRAISE Committee during the screening/interview and deliberation process; and
 - 5.6.3 Perform other related tasks.
- 5.7 **Qualifications of PRAISE Committee Members.** To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings.
- 5.8 **Committee Membership as a Regular Duty.** To ensure proper, effective, and efficient implementation of the DepEd Region VIII PRAISE System, membership of the Committee, calendar of activities for the year must be set by them ensuring that timelines are not in conflict with other activities.
- 5.9 **Presiding Officer.** The Chairperson shall be the Presiding Officer in all PRAISE Committee Meetings and in his/her absence, the Co-Chairperson shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.
- 5.10 **Meetings.** The PRAISE Committee shall regularly meet every quarter or as the need arises, on the date and time duly determined by the Chairperson and duly concurred by at least majority of its Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

- 5.11 **Quorum.** The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

VI. TYPES OF AWARDS AND INCENTIVES

- 6.1 **National Awards** - DepEd Region VIII shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:
- 6.1.1 **Presidential Lingkod Bayan (PLB) Award** – conferred to an individual or group comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security, and patrimony.
- 6.1.2 **Outstanding Public Officials and Employees or the Dangal ng Bayan (DNB) Award** – conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.
- 6.1.3 **Civil Service Commission (CSC) Pagasa Award** – conferred to an individual or group comprised of five members for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.
- 6.1.4 **Other Awards** – given by other government agencies, private institutions, or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

6.2 **Department/Regional Level Awards** - DepEd Region VIII shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

6.2.1 **Best Employee Award** – granted to an individual or individuals who excelled among peers in a functional group, position, or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide.

6.2.2 **Gantimpala Agad Award** – given outright to official/s and or employee/s in the Regional Office commended by clients/superior/top management and or functional divisions for their courtesy, promptness, efficiency, and dedication to duty.

6.2.3 **Exemplary Behavior Award** – given to official/s and or employee/s in the Regional Office based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee may be nominated by the DepEd PRAISE Committee to the Dangal ng Bayan Award.

6.2.4 **Best Organizational Unit Award** – granted to the top organizational unit, which may be a section, division, or office, on the basis of meeting the organization's performance targets and other pre-determined criteria.

6.2.5 **Cost Economy Measure Award** – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries, or performance of functions result in savings in terms of manhours and cost, or otherwise benefit the DepEd and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

6.2.6 **Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of retirement who shall be given a Plaque of Recognition and any form of token the Office provides.

6.2.7 **Other Awards** - Such other awards which the DepEd Region VIII may decide to give.

6.3 **DepEd Region VIII PRAISE Awards** – DepEd Region VIII shall develop and initiate the Search for deserving officials/employees/Schools Division Offices/Schools who may be included in the screening of candidates for awards to be given such as, but not limited to:

6.3.1 **Best Employee Award** – aims to recognize Outstanding DepEd Region VIII officials and employees for both Schools Division Offices and the Regional Office, on the following award categories:

6.3.1.1 **Most Outstanding Teacher (T I-III, MTs)**

6.3.1.1.1 Kindergarten

6.3.1.1.2 Elementary

6.3.1.1.3 Junior High School (JHS)

6.3.1.1.4 Senior High School (SHS)

6.3.1.1.5 Alternative Learning System (ALS)

6.3.1.1.6 Special Education (SPED)

6.3.1.1.7 Madrasah

6.3.1.1.8 Multigrade

6.3.1.2 **Most Outstanding School Head**

6.3.1.2.1 Elementary (Monograde School- Central Category)

6.3.1.2.2 Elementary (Monograde School-Non-Central Category)

6.3.1.2.3 Elementary (Multigrade School)

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- 6.3.1.2.4 Junior High School (JHS)
 - 6.3.1.2.5 Secondary School (JHS and SHS)
 - 6.3.1.2.6 Stand Alone Senior High School
 - 6.3.1.2.7 Integrated School (Elem. and JHS/SHS)
 - 6.3.1.3 **Most Outstanding Non-Teaching Personnel (Level 1)**
For SDO/RO Level:
 - 6.3.1.3.1 Administrative Aide
 - 6.3.1.3.2 Administrative Assistant or equivalent position
 - 6.3.1.4 **Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)**
 - 6.3.1.4.1 **Schools Division Office (SDO) Level**
 - 6.3.1.4.1.1 Administrative Officer V
 - 6.3.1.4.1.2 Human Resource Management Officer (HRMO)
 - 6.3.1.4.1.3 Supply Officer
 - 6.3.1.4.1.4 Cashier
 - 6.3.1.4.1.5 Records Officer
 - 6.3.1.4.1.6 Legal Officer
 - 6.3.1.4.1.7 Accountant
 - 6.3.1.4.1.8 Budget Officer
 - 6.3.1.4.1.9 Librarian
 - 6.3.1.4.1.10 Registrar
 - 6.3.1.4.1.11 Planning Officer

- 6.3.1.4.1.12 Information Technology Officer
- 6.3.1.4.1.13 Engineer
- 6.3.1.4.1.14 Project Development Officer
- 6.3.1.4.1.15 Senior Education Program Specialist
- 6.3.1.4.1.16 Education Program Specialist
- 6.3.1.4.1.17 Nurse
- 6.3.1.4.1.18 Medical Officer
- 6.3.1.4.1.19 Dentist
- 6.3.1.4.1.20 Public Schools District Supervisor
- 6.3.1.4.1.21 Education Program Supervisor

6.3.1.4.2 **Regional Office Level**

- 6.3.1.4.2.1 Education Program Supervisor
- 6.3.1.4.2.2 Level 2 Unique Position
- 6.3.1.4.2.3 Section/Unit Head
- 6.3.1.4.2.4 Administrative Officer
- 6.3.1.4.2.5 Accountant

6.3.2 Top Ten (10) in National Examinations - aims to recognize DepEd Region VIII officials and employees for both Schools Divisions and the Regional Office who belong to the Top 10 in National Examinations.

6.3.3 **Best Office/School Award**

6.3.3.1 **Most Outstanding School**

- 6.3.3.1.1 Elementary (Monograde School- Central Category)
- 6.3.3.1.2 Elementary (Monograde School-Non-Central Category)
- 6.3.3.1.3 Elementary (Multigrade School)
- 6.3.3.1.4 Junior High School (JHS)
- 6.3.3.1.5 Secondary School (JHS and SHS)
- 6.3.3.1.6 Stand Alone Senior High School
- 6.3.3.1.7 Integrated School (Elem and JHS/SHS)

6.3.3.2 **Most Outstanding Schools Division Office**

- 6.3.3.2.1 Provincial Division
- 6.3.3.2.2 City Division

The finalists for each category shall receive a Certificate of Recognition, while the most outstanding official/employee/SDO/school shall receive a plaque and a monetary award subject to the availability of funds, and accounting and auditing rules and regulations (Refer to the provision in 6.7 PRAISE Monetary Incentives).

6.4 **DepEd Region VIII Special Awards/On-the-Spot Awards**

- 6.4.1 **Prompt submission of reports** – given to RO employee/functional division for prompt and complete submission of required reports.
- 6.4.2 **Active participation to RO activities/conferences Award** – given to RO employee/functional division for actively participating in activities with complete attendance.
- 6.4.3 **Gawad ng Regional Director Award** – shall be given in recognition to an “extra-ordinary achievement” that is successfully implemented

an idea that contributed to the efficiency and economy of individual, functional division's productivity, or improvement in operations or in the welfare of co-employees.

- 6.4.4 **Most Punctual Award** – shall be given to official/s and/or employee/s in the Regional Office in recognition of his/her perfect attendance with no tardiness/undertime incurred and no pass slip/s on personal business, duly nominated by the Chief of the functional divisions.
- 6.4.5 **Good Housekeeping Award** – shall be given to employee/s or Divisions/Units/Sections whose physical areas of responsibility are well maintained and follow good office-keeping practices based on the results of the Workplace Improvement Team (WIT) assessment following the quality procedure.
- 6.4.6 **Best Innovation Award** – shall be given to employee/s who introduce new ideas, goods, services, and practices which are intended to be useful and could address gaps on access, quality and relevance, and governance or management of education services.
- 6.4.7 **Other awards** – any award duly approved by the Regional Director upon the recommendation of the PRAISE Committee.

6.5 Existing Incentives for the Department of Education Employees

- 6.5.1 **Types of Incentives.** – DepEd Region VIII shall continuously search, screen, and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:
- 6.5.1.1 **Loyalty Award/Incentive** – given to an official or employee who has completed at least ten (10) years, and every five years thereafter, of continuous and

satisfactory service in the government. The awardee shall receive a loyalty memorabilia/souvenir as follows, subject to availability of funds:

10 and 15 years	-	Bronze Service Pin
20 and 25 years	-	Silver Service Ring
30, 35, and 40 years	-	Gold Service Medallion

or other memorabilia/souvenir as may be provided by the DepEd Region VIII PRAISE.

In addition to the loyalty memorabilia/souvenir, a cash gift which is one thousand pesos (P1,000) for every year of service shall be given to qualified officials or employees per DepEd Order No. 54 s. 2015. In line with the Commission on Audit Circular No. 2013-003A dated September 18, 2013, the following are the prescribed revised rates of the Loyalty Cash Award (LCA):

10th year	-	P10,000
15th year	-	P5,000
20th year	-	P5,000
25th year	-	P5,000
30th year	-	P5,000
35th year	-	P5,000
40th year	-	P5,000

The Office also awards Plaque of Recognition to all Loyalty Service awardees. The loyalty memorabilia or souvenir as well as the amount may change based on availability of funds duly deliberated by the PRAISE Committee and approved by the Regional Director.

- 6.5.1.2 **Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service per Joint CSC-DBM Circular No. 1, s. 2012** – given to an employee who has rendered at least three (3) years of continuous and satisfactory service in the same position. An employee may progress from Step 1 to Step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through the length of service in accordance with Joint CSC-DBM Circular No. 1, s.2012. Employees authorized to receive Longevity Pay under existing laws shall no longer be entitled to Step Increments Due to Length of Service.
- 6.5.1.3 **Productivity Enhancement Incentive (PEI) DBM Budget Circular No. 2017-4** – given to all employees who have performed at least a satisfactory performance for the year covered. The amount of five thousand pesos (P5,000) each is given not earlier than December 15 of every year to all qualified government employees for the purpose of improving employees' productivity.
- 6.5.1.4 **Performance-Based Bonus (PBB)** - The PBB is a top-up bonus which will be given to employees based on their contribution to the achievement of their Department or Agency's targets and commitments. Under the PBB, units of Departments will be ranked according to their performance. The personnel within these units shall also be ranked.

The ranking of units and personnel will be based on their actual performance at the end of the year, as measured by verifiable, observable, credible, and sustainable indicators of performance.

6.5.1.5 **Collective Negotiation Agreement (CNA)** - is an incentive granted to the employees of the Regional Office who are members of the DepEd National Employees Union with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and systems improvement, subject to availability of funds.

6.6 **Forms of Awards and Incentives** - The awards and incentives under the PRAISE System of DepEd Region VIII shall be as follows:

6.6.1 **Salu-salo Together** - meal/snacks hosted by the Regional Director/Assistant Regional Director/Chiefs of functional division for employee/s who have made significant contributions.

6.6.2 **Personal Growth Opportunities** - incentives which may be in the form of attendance in conferences on official business and other learning opportunities.

6.6.3 **Trophies, Plaques, and Certificates**

6.6.4 **Monetary Award**

6.6.6 **Travel Packages**

6.6.7 **Other incentives** - incentives in kind which may be in the form of merchandise, computers, cellular phones, communication allowance, recognition posted on DepEd Region VIII website, or newsletter to employees of the Regional Office who perform significant contribution to the Office and shall be appropriate for the position held.

6.7 **PRAISE Monetary Incentives** – In addition to the Plaques and Certificates of Recognition provided for under this Manual, the PRAISE Committee may recommend granting of monetary incentives to all Regional awardees. The PRAISE Committee shall determine the amount subject to the approval of the Regional Director, availability of funds, and the usual accounting and auditing rules and regulations.

VII. SEARCH AND SCREENING PROCEDURES

7.1 **General Conditions.** The following conditions shall strictly be followed:

7.1.1 **Competition among Nominees.** Nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided under this Manual and/or as the PRAISE Committee may determine subject to the approval by the Regional Director.

7.1.2 **Cut-off Score.** There shall be a cut-off score of 70 points for all awards in order to qualify as a regional nominee. The Regional PRAISE Committee shall not receive any nomination for nominees whose total score/point is below the cut-off score.

7.1.3 **Grounds for Disqualification.** Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules and

regulations, candidates/nominees for any of the awards shall have no pending case and/or had not been found guilty of any administrative, criminal, or civil case. Provided, that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal. Provided, further, that a case that has already been considered dismissed shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the disciplining authority/proper court.

7.1.3.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.

7.1.3.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be ground for disqualification.

7.2 General Procedure for Nomination, Evaluation, and Identification of Awardees – The following procedures shall be used:

7.2.1 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding SDO Employee/s

7.2.1.1 The School PRAISE committee shall conduct a selection process at the school level. The prescribed search criteria shall be used in evaluating the document of the candidates.

7.2.1.2 Only the candidate with the highest score that meets the cut-off score shall be nominated to the District PRAISE Committee using a nomination form with the other requirements, as reflected on the list.

- 7.2.1.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same prescribed search criteria. The school nominee with the highest score that meets the cut-off score shall be nominated to the Division PRAISE Committee as the district nominee using a nomination form with the other requirements, as reflected on the list.
- 7.2.1.4 The Division PRAISE Committee shall review the documents of the district nominees using the same prescribed search criteria. The district nominee with the highest score that meets the cut-off score shall be nominated to the Regional PRAISE Committee as the division nominee using a nomination form with the other requirements, as reflected on the list.
- 7.2.1.5 The Regional PRAISE Committee together with the Secretariat and TWG shall review the documents of the division nominees vis-à-vis the search criteria. The 13 Division Nominees shall be called for interview and/or 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 THAT MEETS THE CUT-OFF SCORE AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

7.2.2 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Regional Office Employee/s

7.2.2.1 The Division Chief shall nominate qualified employee/s for the award/s. A nomination form duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the functional division nominee to the Regional PRAISE Committee.

7.2.2.2 The Regional PRAISE Committee shall evaluate, review, and validate the documents of the functional division nominees using the prescribed search criteria. The functional division nominees shall be called for interview and/or 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 concerned RO division chiefs of the three finalists shall inhibit during the interview. The functional division nominee with the highest FINAL SCORE THAT MEETS THE CUT-OFF SCORE AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

7.2.3 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Office/School

7.2.3.1 The Division PRAISE committee shall conduct a selection process at the division level. The prescribed search criteria shall be used in evaluating the document of the nominees. The nominees with the highest score that meets the cut-off score shall be nominated to the regional level using a nomination

form with the other requirements, as reflected on the list.

7.2.3.2 All Provincial/City Schools Division Offices (SDOs) shall automatically be considered as nominees of the Search for Most Outstanding Schools Division Office for Provincial/City division offices. The Regional PRAISE Committee shall evaluate the documents submitted by the division vis-à-vis the search criteria.

7.2.3.3 A 3-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.

7.2.3.4 The Regional PRAISE Committee shall review the documents of the division nominees using the prescribed search criteria. The 13 Provincial/City Division SDO Nominees shall be called for verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The office/school with the highest FINAL SCORE THAT MEETS THE CUT-OFF SCORE AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

7.3 Other General Provisions

7.3.1 The PRAISE Committee shall strictly follow the scheduled dates.

- 7.3.2 Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.
- 7.3.3 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.
- 7.3.4 The Schools Division Offices can also innovate another kind of awards for as long as the Awards set by the Regional PRAISE Committee are implemented.
- 7.3.5 The Official Results of the Regional Selection Process shall be posted at the Regional Office's official website.
- 7.3.6 The Regional Office may opt to adopt other platforms of conducting the awarding ceremony depending upon the situation of the place.
- 7.3.7 In case of a tie at any level, the PRAISE Committee shall refer to the OPCR/IPCRRs of the nominees. The nominee with the highest OPCR/IPCRR numerical rating shall receive the nomination/award. In case all nominees display the same OPCR/IPCRR numerical rating, all nominees shall be recognized.
- 7.3.8 Any member of the PRAISE Committee who is related to a nominee up to fourth degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing all candidates/nominees for the said award category.
- 7.3.9 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.

7.4 Basic Qualifications

- 7.4.1 With at least 2 (two) years of relevant experience in the same position that an employee is nominated
- 7.4.2 With an IPCRF/OPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated
- 7.4.3 Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case

7.5 List of Requirements

The Nomination Folder per nominee shall contain the following items:

- 7.5.1 Completely filled-out nomination form (*For SDOs, signed by the Schools Division Superintendent and endorse the same to the Regional PRAISE Committee; For RO, signed by the Division Chief and endorse the same to the Regional PRAISE Committee*)
- 7.5.2 Updated Service Record duly certified by the SDO Administrative Officer V
- 7.5.3 Nominee's updated and completely filled-up CS Form 212 Revised 2017
- 7.5.4 Selection results duly signed by the PRAISE committee at the different committee levels
- 7.5.5 Certification for the conduct of the selection process duly signed by the Committee Chair
- 7.5.6 For division office nominees, endorsement letter from the Schools Division Superintendent; for regional office nominees, endorsement letter from the Division Chief to the Regional Director
- 7.5.7 OPCR/IPCR for the past two years in the same position that an employee is nominated

7.5.8 Duly certified means of verification (MOVs) for the awards, recognition, participation, and other accomplishments by the School Head/Records Officer/Division Chief as the case maybe. In no case shall the nominee certify his/her MOVs

7.6 **Stages of the Search for DepEd Region VIII** - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the two stages namely:

7.6.1 **Screening and Evaluation of Documents and Interview Stage -**

The Schools Division Offices shall conduct their Division Search for Outstanding Officials/Employees/Schools using the prescribed search criteria. They shall nominate their awardees to the Regional PRAISE Committee for the DepEd Region VIII PRAISE Awards.

The functional divisions of the Regional Office shall submit their nominees to the PRAISE committee.

If face-to-face interaction is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the screening and evaluation of document stage.

The PRAISE Committee shall evaluate the documents for any of the categories with only one nominee provided he/she meets the cut-off score of 70.

7.6.2 **Validation Stage** - The Regional PRAISE Committee shall spearhead the validation (document evaluation and interview) of the division nominees for each category from the concerned Schools Division Offices/functional divisions using the prescribed search criteria. The Committee shall identify the regional awardee for each category.

If face-to-face interview is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the validation stage.

The PRAISE Committee shall deliberate on the consolidation of results, by category. They shall signify in the Consolidated Rating Sheet, by category and shall treat with utmost confidentiality the results which shall be declared during the Awarding ceremony.

VIII. PUBLICATIONS OF THE FINAL SCREENING RESULTS, AWARDING CEREMONIES, AND SUBMISSION OF PRAISE REPORT

- 8.1 **Conduct of the Awarding Ceremony** – The Top Three Finalists for each of the categories are recognized and formally presented on stage/virtually. The winners for each of the categories are declared during the Awarding Ceremony. The Top Three finalists shall be issued Certificate of Recognition, while the winner shall also receive a plaque and a cash prize subject to availability of funds and COA rules and regulations (Refer to the provision in 6.7 PRAISE Monetary Incentives).
- 8.2 **Publication of Results** - The official results of the DepEd Region VIII PRAISE Awards shall be disseminated through a Regional Memorandum not less than five days from the Awarding Ceremony. The Annual Report of the PRAISE Implementation in the Regional Office shall be prepared and submitted to the CSC Regional Office on or before the 30th day of January.
- 8.3 **Policy Review and Enhancement** - The PRAISE Committee shall meet on the third week of January to evaluate the PRAISE implementation of the Region and review the policy to continuously improve the process and guidelines.

- 8.4 **Criteria and Standards** - In the evaluation of nominees' documents for DepEd Region VIII Praise Awards, Criteria by category (Annex E) shall be used.
- 8.4.1 **Criteria and Standards for other PRAISE Awards** - The criteria and standards for other PRAISE Awards such as the Gawad Agad Award shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which shall be presented during the Monday Convocation and or other forms of Regional Office gatherings, team building activities, conferences, and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee which may be prescribed duly approved by the Regional Director.
- 8.4.2 **Other Considerations** - Other similar circumstance/s may be considered in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Regional Director.
- 8.5 **Nomination Form** - The Nomination Form with the 2"x 2" picture of the nominee shall be accomplished by the immediate head.
- 8.6 **Omnibus Certification of Authenticity and Veracity of Documents.** - The Omnibus Certification of Authenticity and Veracity of Documents is a legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted. This also authorizes the Department of Education to verify the authenticity of his/her documents submitted for his or her application to the DepEd Region VIII PRAISE Awards.
- 8.7 **Grounds for the Deferment and Cancellation of the Screening Process of a Nominee** - The PRAISE Committee shall defer or cancel the screening

process for a nominee, whether individual or group, for any of the following grounds:

8.7.1 Failure of the nominee to meet the basic qualifications;

8.7.2 Failure of the nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee; and

8.7.3 Documents submitted are found and proven falsified.

8.8 **Notification of Awarding Ceremony and Results** - For the DepEd Region VIII PRAISE Awards, a Regional Memorandum shall be issued indicating the names of the three finalists per category and this would serve as notice for them to attend the Ceremony where the awardees shall be declared. After the Awarding Ceremony, a Regional Memorandum shall be issued announcing the official results of the DepEd Region VIII PRAISE Awards.

8.9 **Forms of Decisions by the PRAISE Committee** - All decisions by the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be adopted by at least majority of its members, there being a quorum.

IX. POINT RECOGNITION AND EQUIVALENCY OF PRAISE AWARDS

9.1 **Point Equivalency and Recognition for DepEd Region VIII Officials and Employees** - The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points under the Merit Selection Plan of the Department of Education.

X. FUNDING REQUIREMENTS

10.1 **Source of Funds** – Subject to pertinent provisions in this Manual and CSC Circulars, rules and regulations, the following conditions shall strictly be

observed in the determination of the PRAISE incentives and sources of funds, to wit:

- 10.1.1 The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Regional Director.
- 10.1.2 DepEd Region VIII shall allocate at least 5% of their Human Resource and Development funds for the PRAISE activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

XI. IMPLEMENTING GUIDELINES

- 11.1 **Rule-Making Authority** - DepEd Region VIII Regional Director shall, upon the recommendation by the PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective, and efficient implementation of the provisions of this PRAISE System Manual.

XII. Effectivity

The DepEd Region VIII PRAISE System Manual shall become effective after final evaluation by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XIII. COMMITMENT

We hereby commit to implement and abide by the provisions of this DepEd Region VIII PRAISE System Manual which shall be the basis for the grant of awards and incentives.



ALEJANDRITO L. YMAN

Chief, Administrative Division
Member, PRAISE Committee



HARVIE D. VILLAMOR

Chief, Curriculum and Learning
Management Division
Member, PRAISE Committee



ISIDRO C. CATUBIG

Chief, Education Support Services
Division
Member, PRAISE Committee



ALMA E. SUYOM

Chief, Finance Division
Member, PRAISE Committee



CESAR P. VERUNQUE

Chief, Field Technical Assistance
Division
Member, PRAISE Committee



RITA R. DIMAKILING

Chief, Policy, Planning, and Research
Division
Member, PRAISE Committee



ROSEMARIE M. GUINO

OIC-Chief, Quality Assurance Division
Member, PRAISE Committee



MERCEDES D. SARMIENTO

Chief, Human Resource Development
Division
Co-Chairperson, PRAISE Committee



BEBIANO I. SENTILLAS, CESO V

Assistant Regional Director
Chairperson, PRAISE Committee



EVELYN R. FETALVERO, CESO IV

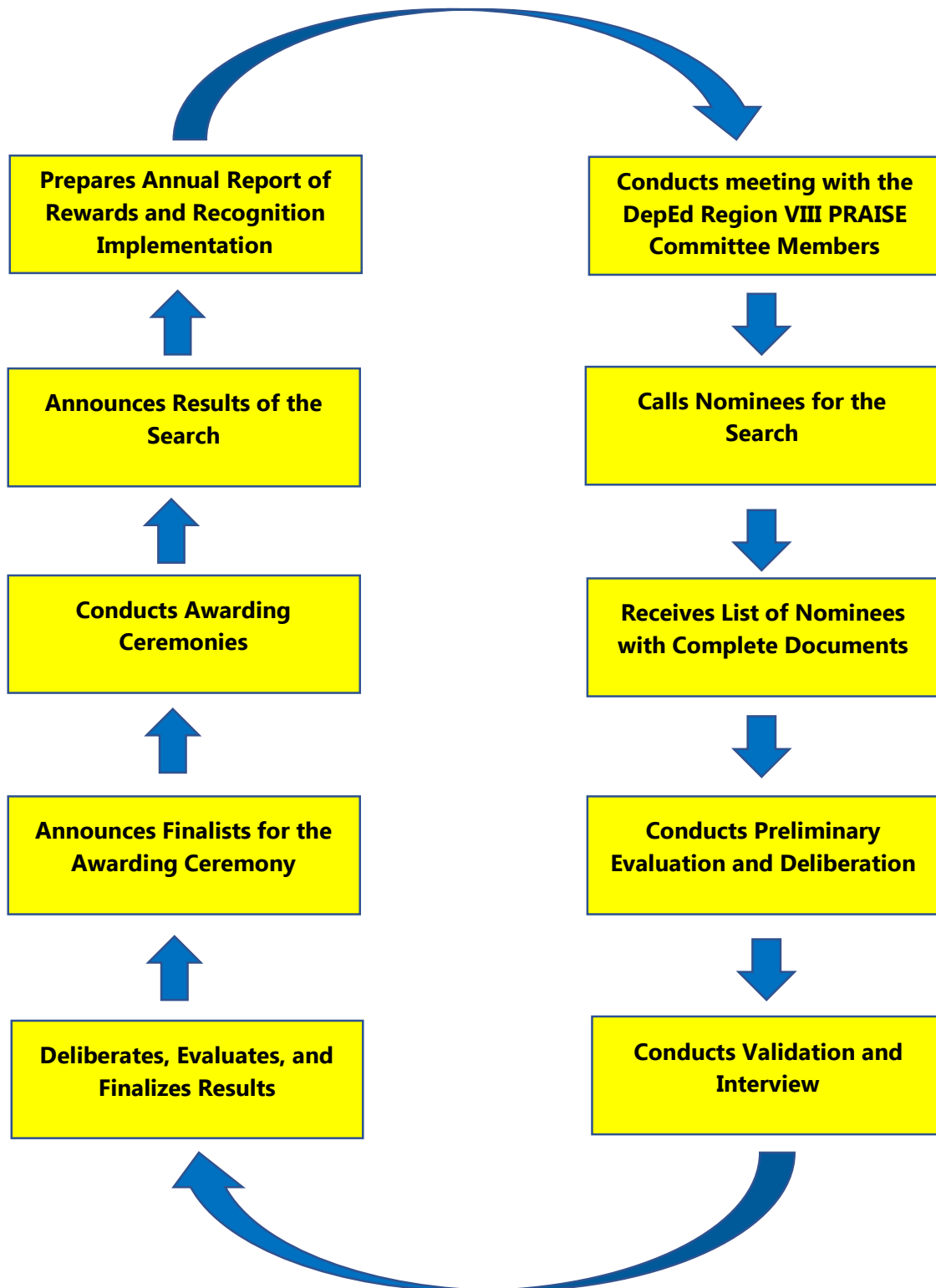
Regional Director

Date: 07 JUN 2022

ANNEXES

Annex A: Rewards and Recognition System Process

SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS (DepEd Region VIII PRAISE Awards)



Annex B: Omnibus Certification of Authenticity and Veracity of Documents

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the selection process;

That I am making these statements as part of the requirement for DepEd Region VIII PRAISE Awards 20____ of the Department of Education Eastern Visayas.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Region VIII to verify the authenticity of documents I have submitted.

Nominee's Printed Name and Signature

Witness:

Division PRAISE Committee Chairperson

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

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc no. _____

Page no. _____

Book no. _____

Annex C: Nomination Form

NOMINATION FORM

DepEd Region VIII PRAISE Awards _____
(Calendar Year)

THE PRAISE COMMITTEE

DepEd Regional Office VIII
Government Center, Candahug, Palo, Leyte

Recent 2" x 2"
Picture of the
Nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria set by the DepEd Region VIII PRAISE Awards for DepEd Region VIII Officials and Employees, I hereby nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
Subject Area and Grade Level Taught: _____
Unit Assigned and nature of Work: _____
School/Office: _____
School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____
Signature of Nominator: _____

Position: _____
Date Signed: _____

Annex D: Potential/Interview Checklist and Rating Sheet**POTENTIAL/INTERVIEW CHECKLIST AND RATING SHEET**

Name of Nominee: _____

School/Office: _____

Division: _____

Category: _____

Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES. Otherwise, put an (x).

INDICATORS	
A. Communication Skills	
1. Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of individuals.	
3. Responds clearly.	
4. Response is relevant.	
B. Ability to Present Ideas	
1. Conveys information clearly and concisely.	
2. Adjusts tone, style, and language of messages to suit audience.	
3. Uses appropriate body language.	
4. Demonstrates self-awareness and self-control.	
5. Shows proficiency on the content/knowledge and expertise inherent to the position.	
C. Alertness	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
D. Judgment	
1. Analyzes issues and/or information and gives objective views.	
2. Draws accurate conclusions based on evidence/data.	
3. Breaks problems down and weighs up options.	
4. Explores possibilities and identifies solutions.	
5. Anticipates risks and suggests/makes improvements.	
E. Stress Tolerance	
1. Talks positively.	
2. Sees the big picture.	
3. Avoids being hijacked.	
4. Pays attention.	
No. of Checks (/)	
Point/s Earned = (No. of Checks / 21) x Allotted Points	

Rated by:

Signature over Printed Name of Rater

Date: _____

Annex E: Search Criteria for DepEd Region VIII PRAISE Awards

SEARCH FOR MOST OUTSTANDING **KINDERGARTEN TEACHER I-III**

Name of Nominee _____ SDO: _____
Position: _____ School: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (15 points)		
❖ Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> SY 2019-2020 and SY 2020-2021 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (70 points) * Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> National Awardee – 5 points Nomination in the Department/ Awardee in the Region – 4 points Nomination in the Region / Awardee in the Division – 3 points Nomination in the Division/ Awardee in the District – 2 points <i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) <ul style="list-style-type: none"> Adopted in the region/division – 5 points Adopted in the district – 4 points Fully implemented in the school – 3 points Started the implementation – 2 points Conceptualized – 1 point <i>Note:</i> a. For group/team innovations, point/s earned will be divided by the number of innovators. b. Points earned are cumulative but not to exceed the allotted points for the criterion.	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school	

	nominees) or RD (for Regional Office nominees)	
<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i></p> <p>a. For group/team research, point/s earned will be divided by the number of researchers.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	<p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS</p> <p>✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted</p> <p>✓ Memorandum / Invitation Letter</p> <p>✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter</p>	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the published book/ learning resources/articles</p> <p>✓ Certificate of Recognition</p>	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<div>School - 1 point</div> <div><div><div>• Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)</div><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table><div><div>• Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)</div><div><div>Division - 5 points</div><div>District - 4 points</div><div>School - 3 points</div></div><div>• Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points)</div><div>Note: Point/s earned is relative to the percentage of utilization of the IMs in any learning delivery modality adopted by the teacher</div><table><tr><td>Percentage</td><td>*KLE/SLMs</td><td>*HBLFTK</td><td>Video</td><td>Audio</td><td>Online Classes</td></tr><tr><td>95%-100%</td><td>5 points</td><td>5 points</td><td>5 points</td><td>5 points</td><td>5 points</td></tr><tr><td>90%-94%</td><td>4 points</td><td>4 points</td><td>4 points</td><td>4 points</td><td>4 points</td></tr><tr><td>85%-89%</td><td>3 points</td><td>3 points</td><td>3 points</td><td>3 points</td><td>3 points</td></tr><tr><td>80%-84%</td><td>2 points</td><td>2 points</td><td>2 points</td><td>2 points</td><td>2 points</td></tr><tr><td>79%-below</td><td>1 point</td><td>1 point</td><td>1 point</td><td>1 point</td><td>1 point</td></tr></table><div>Note:</div></div></div></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	Percentage	*KLE/SLMs	*HBLFTK	Video	Audio	Online Classes	95%-100%	5 points	5 points	5 points	5 points	5 points	90%-94%	4 points	4 points	4 points	4 points	4 points	85%-89%	3 points	3 points	3 points	3 points	3 points	80%-84%	2 points	2 points	2 points	2 points	2 points	79%-below	1 point	1 point	1 point	1 point	1 point	<div><div>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</div><div>✓ Memorandum/Advisory/ Bulletin</div><div>✓ Certificate of Recognition as Coach/Contestant</div><div>✓ Activity Completion Report with attachments such as:<div><div>○ Approved SLAC Session Plan</div><div>○ Resource Package</div><div>○ Approved permit to conduct</div><div>○ Sample Program</div><div>○ Attendance</div><div>○ Pictorials</div></div></div><div>✓ Weekly Home-Learning Plan</div><div>✓ Records of distributed KLE, HBLF Toolkit, Audio and Video Lessons, and Online learning resources</div><div>✓ Sample of audio and video lessons and online learning resources</div></div>
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<p>1. KLE/SLMs & HBLFT non-negotiable</p> <p>2. Point/s Earned = Average of the scores attained</p> <ul style="list-style-type: none">Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points) <p>One point for each of the analysis reports given below:</p> <ol style="list-style-type: none">Pre-Early Childhood Development (ECD) ResultsPost ECD ResultsQuarterly Progress ReportsMost and Least Learned Items in ECDMost and Least Learned Competencies <ul style="list-style-type: none">Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <table><tr><td>5 or more initiatives</td><td>- 5 points</td></tr><tr><td>4 initiatives</td><td>- 4 points</td></tr><tr><td>3 initiatives</td><td>- 3 points</td></tr><tr><td>2 initiatives</td><td>- 2 points</td></tr><tr><td>1 initiative</td><td>- 1 point</td></tr></table> <ul style="list-style-type: none">Produced learners showing 75% mastery of letter knowledge and sound production (5 points) <table><tr><td>80%-100% of the learners</td><td>- 5 points</td></tr><tr><td>60%-79%</td><td>- 4 points</td></tr><tr><td>40%-59%</td><td>- 3 points</td></tr><tr><td>20% - 39%</td><td>- 2 points</td></tr><tr><td>19% and below</td><td>- 1 point</td></tr></table>	5 or more initiatives	- 5 points	4 initiatives	- 4 points	3 initiatives	- 3 points	2 initiatives	- 2 points	1 initiative	- 1 point	80%-100% of the learners	- 5 points	60%-79%	- 4 points	40%-59%	- 3 points	20% - 39%	- 2 points	19% and below	- 1 point	<ul style="list-style-type: none">✓ Copy of the Analysis Report duly certified and received by the School Head✓ Picto-narrative report duly signed by the school head✓ Summary of Assessment Report duly signed by School Head
5 or more initiatives	- 5 points																				
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C. Education & Learning and Development (10 points)																					
<p>1. Education (5 points)</p> <ul style="list-style-type: none">Doctorate/Doctor's Degree - 5 pointsComplete Academic Requirements for Doctorate/Doctor's Degree - 4.5 pointsEarned at least 18 Doctorate/Doctor's Degree units - 4 pointsMaster's Degree / Bachelor of Laws (Juris Doctor) - 3.5 pointsComplete Academic Requirements - 3 points	<ul style="list-style-type: none">✓ Transcript of Records✓ Certificate of Completion of Academic Requirements / Certification of Units Earned																				

<p>for Master's Degree</p> <ul style="list-style-type: none"> • Earned at least 18 MA Units - 2.5 points 		
<p>2. Learning and Development (5 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING KINDERGARTEN MASTER TEACHER

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p>a. For group/team research, point/s earned will be divided by the number of researchers.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<p style="text-align: center;">School - 1 point</p> <ul style="list-style-type: none">Served as a mentor/coach to other teachers (5 points)<ul style="list-style-type: none">5 or more mentees - 5 points4 mentees - 4 points3 mentees - 3 points2 mentees - 2 pointsonly 1 mentee - 1 pointWon as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)<table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points✓ Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points)<p>Based on number of instructional materials (IMs).</p><ul style="list-style-type: none">5 or more IMs - 5 points		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Certification as a mentor by the school head✓ Memorandum/Advisory/ Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators'
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<div><div>4 IMs - 4 points</div><div>3 IMs - 3 points</div><div>2 IMs - 2 points</div><div>1 IM - 1 point</div></div> <div><div><div>• Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (2.5 points)</div><div>One point for each of the analysis reports (ARs) made.</div><div><div>5 or more ARs - 2.5 points</div><div>4 ARs - 2 points</div><div>3 ARs - 1.5 points</div><div>2 ARs - 1 point</div><div>1 AR - 0.5 point</div></div></div><div><div>• Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points)</div><div>Note: Point/s earned is relative to the percentage of utilization of the IMs in any learning delivery modality adopted by the teacher</div><table><tr><th>Percentage</th><th>*KLE/SLMs</th><th>*HBLFTK</th><th>Video</th><th>Audio</th><th>Online Classes</th></tr><tr><td>95%-100%</td><td>5 points</td><td>5 points</td><td>5 points</td><td>5 points</td><td>5 points</td></tr><tr><td>90%-94%</td><td>4 points</td><td>4 points</td><td>4 points</td><td>4 points</td><td>4 points</td></tr><tr><td>85%-89%</td><td>3 points</td><td>3 points</td><td>3 points</td><td>3 points</td><td>3 points</td></tr><tr><td>80%-84%</td><td>2 points</td><td>2 points</td><td>2 points</td><td>2 points</td><td>2 points</td></tr><tr><td>79%-below</td><td>1 point</td><td>1 point</td><td>1 point</td><td>1 point</td><td>1 point</td></tr></table><div><div>Note:</div><div>1. KLE/SLMs & HBLFT non-negotiable</div><div>2. Point/s Earned = Average of the scores attained</div></div><div><div>• Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (2.5 points)</div></div></div></div>	Percentage	*KLE/SLMs	*HBLFTK	Video	Audio	Online Classes	95%-100%	5 points	5 points	5 points	5 points	5 points	90%-94%	4 points	4 points	4 points	4 points	4 points	85%-89%	3 points	3 points	3 points	3 points	3 points	80%-84%	2 points	2 points	2 points	2 points	2 points	79%-below	1 point	1 point	1 point	1 point	1 point	<div><div>Toolkit (HBLF)</div><div>Toolkit, Audio and Video Lessons, and Online and Offline learning resources</div><div>✓ Sample of developed audio and video lessons and conducted online learning resources</div><div>✓ Copy of the Analysis Report duly certified and received by the School Head</div><div>✓ Completion Report with MOVs on the activity conducted</div><div>✓ Weekly Home-Learning Plan</div><div>✓ Records of distributed KLE, HBLF Toolkit, Audio and Video Lessons, and Online learning resources</div><div>✓ Sample of audio and video lessons and online learning resources</div><div>✓ Picto-narrative report duly signed by the school head</div></div>
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C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (5 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	

SEARCH FOR MOST OUTSTANDING **ELEMENTARY TEACHER I-III**

Name of Nominee _____ SDO: _____
Position: _____ School: _____







CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<div>School - 1 point</div> <div><ul style="list-style-type: none">Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)<table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table><div><ul style="list-style-type: none">Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<div><div>Division - 5 points</div><div>District - 4 points</div><div>School - 3 points</div></div><div><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div>Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points)<div><div>5 or above IMs - 5 points</div><div>4 IMs - 4 points</div><div>3 IMs - 3 points</div><div>2 IMs - 2 points</div><div>1 IM - 1 point</div></div>Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points)<div>One point for each of the analysis reports/content:<div>1. Quarterly Progress Reports</div></div></div></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<div><div><div>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</div><div>✓ Memorandum/Advisory/ Bulletin</div><div>✓ Certificate of Recognition as Coach/Contestant</div></div><div><div>✓ Activity Completion Report with attachments such as:<div><div>○ Approved SLAC Session Plan</div><div>○ Resource Package</div><div>○ Approved permit to conduct</div><div>○ Sample Program</div><div>○ Attendance</div><div>○ Pictorials</div></div></div><div>✓ Weekly Home-Learning Plan</div><div>✓ Documented data of distributed & utilized learning resources duly signed by the school principal</div><div>✓ Records of utilized IMs</div></div><div><div>✓ Copy of the Analysis Report duly certified and received by the School Head</div></div></div>
	First Placers	Second Placers	Third Placers																						
National	5 points	4 points	3 points																						
Regional	4 points	3 points	2 points																						
Division	3 points	2 points	1 point																						
District	2 points	1 point	0.75 point																						
School	1 point	0.75 point	0.50 point																						

<div><div>2. Data of Learners' Summative Assessment Result with the Test Item Analysis</div><div>3. Most and Least Learned Competencies</div><div>4. Individual Learning Monitoring Plan (if any)</div><div>5. Learners' Profile</div></div> <div><div><div>• Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points)</div><div><div>5 or more initiatives - 5 points</div><div>4 initiatives - 4 points</div><div>3 initiatives - 3 points</div><div>2 initiatives - 2 points</div><div>1 initiative - 1 point</div></div></div><div><div>• Produced learners who attained at least Satisfactory (80%) rating (5 points)</div><div><div>80%-100% of the learners - 5 points</div><div>60%-79% - 4 points</div><div>40%-59% - 3 points</div><div>20% - 39% - 2 points</div><div>19% and below - 1 point</div></div></div></div>	<div><div>✓ Picto-narrative report duly signed by the school head</div><div>✓ Summary of Assessment Report duly signed by School Head</div></div>	
C. Education & Learning and Development (10 points)		
<div><div>1. Education (5 points)</div><div><div>• Doctorate/Doctor's Degree - 5 points</div><div>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</div><div>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</div><div>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</div><div>• Complete Academic Requirements for Master's Degree - 3 points</div><div>• Earned at least 18 MA Units - 2.5 points</div></div></div>	<div><div>✓ Transcript of Records</div><div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div></div>	
<div><div>2. Learning and Development (5 points)</div><div><div>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</div><div><div><div><div></div></div>International/National - 5 points</div><div><div><div></div></div>Regional - 4 points</div><div><div><div></div></div>Division - 3 points</div><div><div><div></div></div>District - 2 points</div></div></div></div>	<div><div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div></div>	

<p> School - 1 point</p> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none">  Communication skills  Ability to present ideas  Alertness  Judgment  Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **ELEMENTARY MASTER TEACHER**

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (70 points)		
* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <i>Note:</i> <i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i> <i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<div>School - 1 point</div> <div><div><div>Served as a mentor/coach to other teachers (5 points)</div><div><div>5 or more mentees - 5 points</div><div>4 mentees - 4 points</div><div>3 mentees - 3 points</div><div>2 mentees - 2 points</div><div>only 1 mentee - 1 point</div></div></div><div><div>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)</div><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table></div><div><div>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)</div><div><div>Division - 5 points</div><div>District - 4 points</div><div>School - 3 points</div></div><div><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div></div><div><div>Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points)</div><div>Based on number of instructional materials (IMs).</div></div></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<div><div>Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</div><div>Certification as a mentor by the school head</div><div>Memorandum/Advisory/ Bulletin</div><div>Certificate of Recognition as Coach/Contestant</div><div>Activity Completion Report with attachments such as:<div><div>Approved SLAC Session Plan</div><div>Resource Package</div><div>Approved permit to conduct</div><div>Sample Program</div><div>Attendance</div><div>Pictorials</div></div></div><div>Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-</div></div>
	First Placers	Second Placers	Third Placers																						
National	5 points	4 points	3 points																						
Regional	4 points	3 points	2 points																						
Division	3 points	2 points	1 point																						
District	2 points	1 point	0.75 point																						
School	1 point	0.75 point	0.50 point																						

<p>5 or more IMs - 5 points 4 IMs - 4 points 3 IMs - 3 points 2 IMs - 2 points 1 IM - 1 point</p> <ul style="list-style-type: none"> Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points) <p>One point for each of the analysis reports (ARs) made.</p> <p>5 or more ARs - 5 points 4 ARs - 4 points 3 ARs - 3 points 2 ARs - 2 points 1 AR - 1 point</p> <ul style="list-style-type: none"> Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <p>5 or more initiatives - 5 points 4 initiatives - 4 points 3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point</p>	<p>based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources</p> <ul style="list-style-type: none"> ✓ Sample of developed audio and video lessons and conducted online learning resources ✓ Copy of the Analysis Report duly certified and received by the School Head ✓ Completion Report with MOVs on the activity conducted ✓ Picto-narrative report duly signed by the school head 	
C. Education & Learning and Development (10 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	

<p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING JUNIOR HIGH SCHOOL TEACHER I-III

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____











CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<ul style="list-style-type: none">• Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none">• Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>• Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points)<ul style="list-style-type: none">5 or above IMs – 5 points4 IMs – 4 points3 IMs – 3 points2 IMs – 2 points1 IMs – 1 point• Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points)		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Memorandum/Advisory/ Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Report/Records of distributed & utilized learning resources (duly signed/attested)✓ Copy of the Analysis Report duly certified and received by the School Head
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District	2 points	1 point	0.75 point																						
School	1 point	0.75 point	0.50 point																						

<p>One point for each of the analysis reports/content:</p> <p>5. Quarterly Progress Reports</p> <p>6. Data of Learners' Summative Assessment Result</p> <p>7. Most and Least Learned Competencies</p> <p>8. Individual Learning Monitoring Plan (if any)</p> <p>9. Learners' Profile</p> <p>10. Test Item Analysis</p> <p>• Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points)</p> <table><tr><td>5 or more initiatives</td><td>- 5 points</td></tr><tr><td>4 initiatives</td><td>- 4 points</td></tr><tr><td>3 initiatives</td><td>- 3 points</td></tr><tr><td>2 initiatives</td><td>- 2 points</td></tr><tr><td>1 initiative</td><td>- 1 point</td></tr></table> <p>• Produced learners who attained at least Satisfactory (80%) rating (5 points)</p> <table><tr><td>80%-100% of the learners</td><td>- 5 points</td></tr><tr><td>60%-79%</td><td>- 4 points</td></tr><tr><td>40%-59%</td><td>- 3 points</td></tr><tr><td>20% - 39%</td><td>- 2 points</td></tr><tr><td>19% and below</td><td>- 1 point</td></tr></table>	5 or more initiatives	- 5 points	4 initiatives	- 4 points	3 initiatives	- 3 points	2 initiatives	- 2 points	1 initiative	- 1 point	80%-100% of the learners	- 5 points	60%-79%	- 4 points	40%-59%	- 3 points	20% - 39%	- 2 points	19% and below	- 1 point	<p>✓ Picto-narrative report duly signed by the school head</p> <p>✓ Summary of Assessment Report duly signed by School Head</p>	
5 or more initiatives	- 5 points																					
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C. Education & Learning and Development (10 points)																						
<p>1. Education (5 points)</p> <ul style="list-style-type: none">• Doctorate/Doctor's Degree - 5 points• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points• Earned at least 18 Doctorate/Doctor's Degree units - 4 points• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points• Complete Academic Requirements for Master's Degree - 3 points• Earned at least 18 MA Units - 2.5 points	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>																					
<p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>																					

<ul style="list-style-type: none">  International/National - 5 points  Regional - 4 points  Division - 3 points  District - 2 points  School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none">  Communication skills  Ability to present ideas  Alertness  Judgment  Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING JUNIOR HIGH SCHOOL MASTER TEACHER






Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (20 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (65 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<p style="text-align: center;">School - 1 point</p> <ul style="list-style-type: none">Served as a mentor/coach to other teachers (5 points)<ul style="list-style-type: none">5 or more mentees - 5 points4 mentees - 4 points3 mentees - 3 points2 mentees - 2 pointsonly 1 mentee - 1 pointWon as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none">Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points)		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Certification as a mentor by the school head✓ Duly signed Coaching and Mentoring documentation report✓ Memorandum/Advisory/ Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Copy of the Analysis Report duly certified and received by the School Head
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School	1 point	0.75 point	0.50 point																						

<p>One point for each of the analysis reports (ARs) made.</p> <p>5 or more ARs - 5 points 4 ARs - 4 points 3 ARs - 3 points 2 ARs - 2 points 1 AR - 1 point</p> <ul style="list-style-type: none"> Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <p>5 or more initiatives - 5 points 4 initiatives - 4 points 3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point</p>	<p>✓ Picto-narrative report duly signed by the school head</p>	
C. Education & Learning and Development (10 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <p>  International/National - 5 points  Regional - 4 points  Division - 3 points  District - 2 points  School - 1 point </p> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING SENIOR HIGH SCHOOL TEACHER I-III

Name of Nominee _____ SDO: _____
Position: _____ School: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGP and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

School - 1 point

- Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National **(5 points)**

	First Placers	Second Placers	Third Placers
National	5 points	4 points	3 points
Regional	4 points	3 points	2 points
Division	3 points	2 points	1 point
District	2 points	1 point	0.75 point
School	1 point	0.75 point	0.50 point

- Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes **(5 points)**

Division - 5 points

District - 4 points

School - 3 points

Note:

a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- Utilized/Adopted different instructional materials/ modality suitable for remote learning **(5 points)**

Note: Point/s earned is relative to the percentage of utilization of the IMs in any learning delivery modality adopted by the teacher

Percentage	Contextualized SLMs	Learning Activity Sheets	Video	Audio	Online Classes
95%-100%	5 points	5 points	5 points	5 points	5 points
90%-94%	4 points	4 points	4 points	4 points	4 points
85%-89%	3 points	3 points	3 points	3 points	3 points
80%-84%	2 points	2 points	2 points	2 points	2 points
79%-below	1 point	1 point	1 point	1 point	1 point

- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Memorandum/Advisory/ Bulletin
- Certificate of Recognition as Coach/Contestant
- Activity Completion Report with attachments such as:
 - Approved SLAC Session Plan
 - Resource Package
 - Approved permit to conduct
 - Sample Program
 - Attendance
 - Pictorials
- Weekly Home-Learning Plan
- Records of distributed SLMs, LAS, Audio and Video Lessons, and Online learning resources
- Sample of audio and video lessons and online learning resources

<p><i>Note:</i> 1. <i>Point/s Earned = Average of the scores attained</i></p> <ul style="list-style-type: none"> Produced prepared SHS graduates/learners for the SHS Exits (5 points) <p>For SHS Teachers under the Academic, Sports, and Arts and Design Track</p> <p>Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)</p> <table> <tr> <td>5 learners and above</td> <td>- 5 points</td> </tr> <tr> <td>4 learners</td> <td>- 4 points</td> </tr> <tr> <td>3 learners</td> <td>- 3 points</td> </tr> <tr> <td>2 learners</td> <td>- 2 points</td> </tr> <tr> <td>1 learner</td> <td>- 1 point</td> </tr> </table> <p>For SHS Teachers under TVL</p> <p>Percentage of learners with NC (within 5 school years)</p> <table> <tr> <td>80%-100%</td> <td>- 5 points</td> </tr> <tr> <td>60%-79%</td> <td>- 4 points</td> </tr> <tr> <td>40% -59%</td> <td>- 3 points</td> </tr> <tr> <td>20%-39%</td> <td>- 2 points</td> </tr> <tr> <td>19% and below</td> <td>- 1 point</td> </tr> </table> <ul style="list-style-type: none"> Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points) <p>One point for each of the analysis reports given below:</p> <ol style="list-style-type: none"> Diagnostic Test Written Summative Tests Performance-Based Records Quarterly Learning Outcomes Analysis on the Most and Least Learned Competencies <ul style="list-style-type: none"> Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <table> <tr> <td>5 or more initiatives</td> <td>- 5 points</td> </tr> <tr> <td>4 initiatives</td> <td>- 4 points</td> </tr> </table>	5 learners and above	- 5 points	4 learners	- 4 points	3 learners	- 3 points	2 learners	- 2 points	1 learner	- 1 point	80%-100%	- 5 points	60%-79%	- 4 points	40% -59%	- 3 points	20%-39%	- 2 points	19% and below	- 1 point	5 or more initiatives	- 5 points	4 initiatives	- 4 points	<ul style="list-style-type: none"> ✓ Certified copy of Results on the Scholarship ✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates ✓ Copy of the Analysis Report duly certified and received by the School Head ✓ Picto-narrative report duly signed by the school head
5 learners and above	- 5 points																								
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3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point		
C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (5 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	

SEARCH FOR MOST OUTSTANDING SENIOR HIGH SCHOOL MASTER TEACHER

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGP and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<p style="text-align: center;">School - 1 point</p> <ul style="list-style-type: none"> Served as a mentor/coach to other teachers (2.5 points) <ul style="list-style-type: none"> 5 or more mentees - 2.5 points 4 mentees - 2 points 3 mentees - 1.5 points 2 mentees - 1 point only 1 mentee - 0.5 point Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (2.5 points) <ul style="list-style-type: none"> Division - 2.5 points District - 1.5 points School - 0.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points) <p>One point for each of the instructional materials given below:</p> <ul style="list-style-type: none"> Contextualized Self-Learning Modules (SLMs) Learning Activity Sheets (LAS) Audio Lessons Video lessons Online learning resources Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points) 	<ul style="list-style-type: none"> ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available) ✓ Certification as a mentor by the school head ✓ Activity Completion Report with attachments such as: <ul style="list-style-type: none"> ○ Approved SLAC Session Plan ○ Resource Package ○ Approved permit to conduct ○ Sample Program ○ Attendance ○ Pictorials ✓ Sample copy of contextualized SLMs, LAS, Video and Audio Lessons, and Online learning resources duly certified by the school head ✓ Sample of contextualized SLMS, LAS, audio and video lessons and online learning resources ✓ Copy of the Corrected Analysis Report duly certified and received by the School Head 	
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One point for each of the analysis reports given below:

Diagnostic Test
Written Summative Tests
Performance-Based Records
Quarterly Learning Outcomes
Analysis on the Most and Least Learned Competencies

- Utilized/Adopted different instructional materials/modality suitable for remote learning **(5 points)**

Note: Point/s earned is relative to the percentage of utilization of the IMs in any learning delivery modality adopted by the teacher

Percentage	Contextualized SLMs	Learning Activity Sheets	Video	Audio	Online Classes
95%-100%	5 points	5 points	5 points	5 points	5 points
90%-94%	4 points	4 points	4 points	4 points	4 points
85%-89%	3 points	3 points	3 points	3 points	3 points
80%-84%	2 points	2 points	2 points	2 points	2 points
79%-below	1 point	1 point	1 point	1 point	1 point

Note:

1. Point/s Earned = Average of the scores attained

- Produced prepared SHS graduates/learners for the SHS Exits **(5 points)**

For SHS Teachers under the Academic, Sports, and Arts and Design Track
















Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)

5 learners and above - 5 points
4 learners - 4 points
3 learners - 3 points
2 learners - 2 points
1 learner - 1 point

- ✓ Activity Completion Report/Coaching Forms with MOVs on the activity conducted

- ✓ Weekly Home-Learning Plan
- ✓ Records of distributed SLMs, LAS, Audio and Video Lessons, and Online learning resources
- ✓ Sample of audio and video lessons and online learning resources

- ✓ Certified copy of Results on the Scholarship

<p>For SHS Teachers under TVL</p> <p>Percentage of learners with NC (within 5 school years)</p> <table><tr><td>80%-100%</td><td>- 5 points</td></tr><tr><td>60%-79%</td><td>- 4 points</td></tr><tr><td>40% -59%</td><td>- 3 points</td></tr><tr><td>20%-39%</td><td>- 2 points</td></tr><tr><td>19% and below</td><td>- 1 point</td></tr></table> <ul style="list-style-type: none">Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <table><tr><td>5 or more initiatives</td><td>- 5 points</td></tr><tr><td>4 initiatives</td><td>- 4 points</td></tr><tr><td>3 initiatives</td><td>- 3 points</td></tr><tr><td>2 initiatives</td><td>- 2 points</td></tr><tr><td>1 initiative</td><td>- 1 point</td></tr></table>	80%-100%	- 5 points	60%-79%	- 4 points	40% -59%	- 3 points	20%-39%	- 2 points	19% and below	- 1 point	5 or more initiatives	- 5 points	4 initiatives	- 4 points	3 initiatives	- 3 points	2 initiatives	- 2 points	1 initiative	- 1 point	<ul style="list-style-type: none">✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates✓ Picto-narrative report duly signed by the school head	
80%-100%	- 5 points																					
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C. Education & Learning and Development (10 points)																						
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<p>2. Learning and Development (5 points)</p> <ul style="list-style-type: none">✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <table><tr><td> International/National</td><td>- 5 points</td></tr><tr><td> Regional</td><td>- 4 points</td></tr><tr><td> Division</td><td>- 3 points</td></tr><tr><td> District</td><td>- 2 points</td></tr><tr><td> School</td><td>- 1 point</td></tr></table> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	 International/National	- 5 points	 Regional	- 4 points	 Division	- 3 points	 District	- 2 points	 School	- 1 point	<ul style="list-style-type: none">✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd											
 International/National	- 5 points																					
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 School	- 1 point																					

<p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p>D. Potential (5 points)</p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING
ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER I-III**

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (3 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division – 3 points • Adopted in the district – 2.5 points • Fully implemented in the school – 2 points • Started the implementation – 1.5 points • Conceptualized – 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (8 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (5 points)</p> <ul style="list-style-type: none"> • International - 5 points • National - 4 points • Regional - 3 points • Division - 2 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. With Outstanding Accomplishments on the Learners' Access (6 points)</p> <ul style="list-style-type: none"> ✓ <i>Mapping for Enrolees (2 points)</i> <ul style="list-style-type: none"> ○ 100 and above - 2.00 points ○ 80-99 - 1.75 points ○ 60-79 - 1.50 points ○ 40-59 - 1.25 points ○ 39 and below - 1.00 point ✓ <i>Enrolment (LIS –based) (2 points)</i> <ul style="list-style-type: none"> ○ 75 and above - 2.0 points ○ 57-74 - 1.5 points ○ 37-56 - 1.0 point ○ 36 and below - 0.5 point 	<ul style="list-style-type: none"> ✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior) ✓ Signed Mapping Reports (LGU Officials/immediate superior) ✓ Copy of the generated list of enrolment from the LIS ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	

<p>✓ <i>Programs Handled (2 points)</i></p> <p><i>[Programs cover but not limited to the following: (1) BLP; (2) A&E EL; (3) (A&E JHS); Plus at least 2 Informal Education Programs]</i></p> <ul style="list-style-type: none"> ○ 5 Programs and above - 2.00 points ○ 4 Programs - 1.75 points ○ 3 Programs - 1.50 points ○ 2 Programs - 1.25 points ○ 1 Program - 1.00 point 	<ul style="list-style-type: none"> ✓ Signed/Approved Class Program/ Teachers Program ✓ Copy of the list of learners under each of the programs handled ✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO 	
<p>8. With Outstanding Accomplishments on the Quality of Outputs (13 points)</p> <p>✓ <i>Percentage of Completers (3 points)</i></p> <p><i>(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> ○ 91% - 100% - 3 points ○ 81% - 90% - 2.5 points ○ 71% - 80% - 2 points ○ 61% - 70% - 1.5 points ○ 60% and below - 1 points <p>✓ <i>Percentage of Qualifiers (4 points)</i></p> <p><i>(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> ○ 91% - 100% - 4 points ○ 81% - 90% - 3.5 points ○ 71% - 80% - 3 points ○ 61% - 70% - 2.5 points ○ 60% and below - 2 points 	<ul style="list-style-type: none"> ✓ Copy of the generated list of enrolment from the LIS ✓ Copy of the Masterlist of Completers based on LIS ✓ Copy of the report showing the percentage of completers ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO <ul style="list-style-type: none"> ✓ Copy of the Masterlist of Completers based on LIS ✓ Copy of the Masterlist of Qualifiers (based on the revalida) ✓ Copy of the report showing the percentage of Qualifiers (shall attach the duly accomplished copy of the Monitoring Tool) ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	

<p>✓ <i>Percentage of Passers (6 points)</i></p> <p><i>(Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> ○ 91% - 100% - 6 points ○ 81% - 90% - 5 points ○ 71% - 80% - 4 points ○ 61% - 70% - 3 points ○ 60% and below - 2 points 	<ul style="list-style-type: none"> ✓ Copy of the Masterlist of Qualifiers <i>(based on the revalida)</i> ✓ Copy of the Masterlist of Passers <i>(based on the revalida)</i> ✓ Copy of the report showing the percentage of Passers <i>(shall attach the duly accomplished copy of the Monitoring Tool)</i> ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	
<p>9. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC</p> <ul style="list-style-type: none"> 80,000.00 and above - 5 points 60,000.00 – 79,000.00 - 4 points 40,000.00 – 59,000.00 - 3 points 20,000.00 – 39,000.00 - 2 points 19,000.00 and below - 1 point <p><i>Note:</i></p> <p>a. For more than one proponent, points earned will be divided by the number of proponents.</p> <p>b. Generated funds shall be the total accumulated amount within the recent 5 consecutive years.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved and implemented proposal(s) (for IGP and other initiatives) ✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind) <p>Note: Use the computation in Brigada Eskwela in the conversion of materials/labor into cash</p> <ul style="list-style-type: none"> ✓ Accomplishment report w/ attachments: Pictures, WFP/POW ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	
<p>10. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points) <ul style="list-style-type: none"> National - 3 points Region - 2.5 points Division - 2 points District - 1.5 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities 	

<p>School - 1 point</p> <ul style="list-style-type: none">Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none">Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (2 points)<ul style="list-style-type: none">5 or more initiatives - 2 points4 initiatives - 1.75 points3 initiatives - 1.50 points2 initiatives - 1.25 points1 initiative - 1 point		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Certificate of Recognition✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Memorandum/Advisory/Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Picto-narrative report duly signed by the school head
	First Placers	Second Placers	Third Placers																						
National	5 points	4 points	3 points																						
Regional	4 points	3 points	2 points																						
Division	3 points	2 points	1 point																						
District	2 points	1 point	0.75 point																						
School	1 point	0.75 point	0.50 point																						
C. Education & Learning and Development (10 points)																									
1. Education (5 points) <ul style="list-style-type: none">Doctorate/Doctor's Degree - 5 pointsComplete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points	<ul style="list-style-type: none">✓ Transcript of Records																								

<ul style="list-style-type: none"> • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING
MASTER TEACHER IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (15 points)		
<p>Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (70 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (4 points)</p> <ul style="list-style-type: none"> • National Awardee – 4 points • Nomination in the Department/ Awardee in the Region – 3 points • Nomination in the Region / Awardee in the Division – 2 points • Nomination in the Division/ Awardee in the District – 1 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (3 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division – 3.0 points • Adopted in the district – 2.5 points • Fully implemented in the school – 2.0 points • Started the implementation – 1.5 points • Conceptualized – 1.0 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> International - 2.00 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1.00 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (3 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 3.0 points Co-authorship of a book - 3.0 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1.0 point per article but not not to exceed 3.0 points Writer of LRs - 3.0 points Co-Writer of LRs - 3.0 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 2.0 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (3 points)</p> <ul style="list-style-type: none"> • International/National - 3.0 points • Regional - 2.5 points • Division / Provincial - 2.0 points • District / Municipal - 1.5 points • School / Barangay - 1.0 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (3 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 3.0 points ✓ Member - 1.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. With Outstanding Accomplishments on the Learners' Access (6 points)</p> <p><i>7.1 Mapping for Enrolees (2 points)</i></p> <ul style="list-style-type: none"> • 100 and above - 2.00 points • 80-99 - 1.75 points • 60-79 - 1.50 points • 40-59 - 1.25 points • 39 and below - 1.00 point <p><i>7.2 Enrolment (LIS –based) (2 points)</i></p> <ul style="list-style-type: none"> • 75 and above - 2.0 points • 57-74 - 1.5 points • 37-56 - 1.0 point • 36 and below - 0.5 point 	<ul style="list-style-type: none"> ✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior) ✓ Signed Mapping Reports (LGU Officials/immediate superior) ✓ Copy of the generated list of enrolment from the LIS ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	

<p>7.3 Programs Handled (2 points)</p> <p><i>[Programs cover but not limited to the following: (1) BLP; (2) A&E EL; (3) (A&E JHS); Plus at least 2 Informal Education Programs]</i></p> <ul style="list-style-type: none"> • 5 Programs and above- 2.00 points • 4 Programs - 1.75 points • 3 Programs - 1.50 points • 2 Programs - 1.25 points • 1 Program - 1.00 point 	<ul style="list-style-type: none"> ✓ Signed/Approved Class Program/ Teachers Program ✓ Copy of the list of learners under each of the programs handled ✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO 	
<p>8. With Outstanding Accomplishments on the Quality of Outputs (12 points)</p> <p>8.1 Percentage of Completers (3 points)</p> <p><i>(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> • 91% - 100% - 3.0 points • 81% - 90% - 2.5 points • 71% - 80% - 2.0 points • 61% - 70% - 1.5 points • 60% and below - 1.0 point <p>8.2 Percentage of Qualifiers (4 points)</p> <p><i>(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> • 91% - 100% - 4.0 points • 81% - 90% - 3.5 points • 71% - 80% - 3.0 points • 61% - 70% - 2.5 points • 60% and below - 2.0 points 	<ul style="list-style-type: none"> ✓ Copy of the generated list of enrolment from the LIS ✓ Copy of the Masterlist of Completers based on LIS ✓ Copy of the report showing the percentage of completers ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO ✓ Copy of the Masterlist of Completers based on LIS ✓ Copy of the Masterlist of Qualifiers (based on the revalida) ✓ Copy of the report showing the percentage of Qualifiers (shall attach the duly accomplished copy of the Monitoring Tool) ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	

<p>8.3 Percentage of Passers (5 points)</p> <p><i>(Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> • 91% - 100% - 5 points • 81% - 90% - 4 points • 71% - 80% - 3 points • 61% - 70% - 2 points • 60% and below - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the Masterlist of Qualifiers <i>(based on the revalida)</i> ✓ Copy of the Masterlist of Passers <i>(based on the revalida)</i> ✓ Copy of the report showing the percentage of Passers <i>(shall attach the duly accomplished copy of the Monitoring Tool)</i> ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	
<p>9. Networking/Linkages (5 points)</p> <p>Initiated resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC</p> <ul style="list-style-type: none"> • 80,000.00 and above - 5 points • 60,000.00 – 79,000.00 - 4 points • 40,000.00 – 59,000.00 - 3 points • 20,000.00 – 39,000.00 - 2 points • 19,000.00 and below - 1 point <p><i>Note:</i></p> <p>a) <i>For more than one proponent, point/s earned will be divided by the number of proponents.</i></p> <p>b) <i>Generated funds shall be the total accumulated amount within the recent 5 consecutive years.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the approved and implemented proposal(s) (for IGP and other initiatives) ✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind) <p><i>Note: Use the computation applied in the Brigada Eskwela for the conversion of materials/labor into cash</i></p> <ul style="list-style-type: none"> ✓ Accomplishment report w/ attachments: Pictures, WFP/POW ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO 	

10. Other Meritorious Accomplishments (26 points)

10.1 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies

(3 points)

- National - 3.0 points
- Region - 2.5 points
- Division - 2.0 points
- District - 1.5 points
- School - 1.0 point

10.2 Served as a mentor/coach to other teachers

(3 points)

- 5 or more mentees - 3.0 points
- 4 mentees - 2.5 points
- 3 mentees - 2.0 points
- 2 mentees - 1.5 points
- only 1 mentee - 1.0 point

10.3 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National **(5 points)**

	First Placers	Second Placers	Third Placers
National	5.00 points	4.00 points	3.00 points
Regional	4.00 points	3.00 points	2.00 points
Division	3.00 points	2.00 points	1.00 point
District	2.00 points	1.00 point	0.75 point
School	1.00 point	0.75 point	0.50 point

10.4 Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes **(4 points)**

- Division - 4 points
- District - 3 points
- School - 2 points

Note:

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observer-authorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)

- ✓ Certification as a mentor by the school head

- ✓ Memorandum/Advisory/Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with all the following attachments:
 - Approved SLAC Session Plan
 - Resource Package
 - Approved permit to conduct
 - Sample Program

<p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>10.5 Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (3 points)</p> <p>Based on number of instructional materials (IMs).</p> <ul style="list-style-type: none"> • 5 or more IMs - 3.0 points • 4 IMs - 2.5 points • 3 IMs - 2.0 points • 2 IMs - 1.5 points • 1 IM - 1.0 point <p>10.6 Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points)</p> <p>One point for each of the analysis reports (ARs) made.</p> <ul style="list-style-type: none"> • 5 or more ARs - 5 points • 4 ARs - 4 points • 3 ARs - 3 points • 2 ARs - 2 points • 1 AR - 1 point <p>10.7 Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (3 points)</p> <ul style="list-style-type: none"> • 5 or more initiatives - 3.0 points • 4 initiatives - 2.5 points • 3 initiatives - 2.0 points • 2 initiatives - 1.5 points • 1 initiative - 1.0 point 	<ul style="list-style-type: none"> ○ Attendance ○ Pictorials <ul style="list-style-type: none"> ✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources ✓ Sample of developed audio and video lessons and conducted online learning resources <ul style="list-style-type: none"> ✓ Copy of the Analysis Report duly certified and received by the School Head ✓ Completion Report with MOVs on the activity conducted <ul style="list-style-type: none"> ✓ Picto-narrative report duly signed by the school head 	
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C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5.0 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4.0 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3.0 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (5 points) Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> 🚦 International/National - 5 points 🚦 Regional - 4 points 🚦 Division - 3 points 🚦 District - 2 points 🚦 School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
Interview and essay shall be conducted <ul style="list-style-type: none"> 🚦 Communication skills 🚦 Ability to present ideas 🚦 Alertness 🚦 Judgment 🚦 Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING SPED TEACHER (TEACHER I-III, SPET 1-5)



Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____









CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (20 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (65 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	
<p>2. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p>a. For group/team research, point/s earned will be divided by the number of researchers.</p> <p>b. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS</p> <p>✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted</p>	

<p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other 	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has 	

<p>community development activities or civic engagements</p> <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</p>	
<p>6. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>7. Professional and Civic Involvement (5points)</p> <p>Involvement in professional/civic organization that promotes or supports the welfare of learners, teachers, PWDs and their families.</p> <ul style="list-style-type: none"> • Serves as president or chairman of the organization at the Division level - 5 points • Serves as an officer of the organization at the division Level - 4 points • Serves as president or chairman at the school level - 3 points • Serves as an officer at the school level - 2 points • Identified as a member of the organization in any level - 1 point 	<ul style="list-style-type: none"> ✓ Certification of membership ✓ Record of attendance of the organization ✓ Picto-narrative ✓ Supporting documents showing the organizations objectives and goals to serve the target clientele 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (10 points) <ul style="list-style-type: none"> National - 10 points Region - 8 points Division - 6 points District - 4 points School - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<ul style="list-style-type: none"> • SPED Instructional Materials/LRs Developed and Utilized in the DLDM (5 points) <ul style="list-style-type: none"> Distributed & utilized IMs/LRs to 95-100% of the learners - 5 points Distributed & utilized IMs/LRs to 90-94% of the learners - 4 points Distributed & utilized IMs/LRs to 85-89% of the learners - 3 points Distributed & utilized IMs/LRs to 80-84% of the learners - 2 points Distributed & utilized IMs/LRs to 75-79% of the learners - 1 point • Technical Assistance on SPED to Other Teachers, Parents/Families, Student-Teachers/SPED Specializers, Project Partners, and Other SPED Advocates/Volunteers (5 points) <ul style="list-style-type: none"> Gave TA to multiple clients to more than 3 of the categories mentioned - 5 points Gave TA to multiple clients from only two of the categories mentioned above - 4 points Gave TA to multiple clients from only 1 of the categories mentioned above - 3 points Gave TA to only one client from at least two of the groups mentioned above - 2 points Gave TA to only one client in any - 1 point 	<ul style="list-style-type: none"> ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available) ✓ Certification from the school head or department head ✓ Photos, ✓ Text messages/chat ✓ letters from stakeholders/parents, ✓ certificate of appreciation/recognition 	
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<p>of the groups mentioned above</p> <ul style="list-style-type: none"> Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) <ul style="list-style-type: none"> 5 or more initiatives - 5 points 4 initiatives - 4 points 3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point Length of Service and Experience (5 points) <ul style="list-style-type: none"> More than 5 years teaching experience - 5 points Five years teaching experience - 4 points Four years teaching experience - 3 points Three years teaching experience - 2 points At least two years teaching experience - 1 point 	<ul style="list-style-type: none"> ✓ Picto-narrative report duly signed by the school head ✓ Service record 	
C. Education & Learning and Development (10 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points <p><i>Note: The degree must be relevant to the SPED and Inclusive Education Programs</i></p>	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
<p>2. Learning and Development (5 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none">  International/National - 5 points  Regional - 4 points 	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	

<ul style="list-style-type: none">  Division - 3 points  District - 2 points  School - 1 point <p><i>Note:</i></p> <p><i>a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none">  Communication skills  Ability to present ideas  Alertness  Judgment  Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **SPED MASTER TEACHER**






Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (20 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (65 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	
<p>2. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p>a. For group/team research, point/s earned will be divided by the number of researchers.</p> <p>b. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS</p> <p>✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted</p>	

<p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other 	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent 	

<p>community development activities or civic engagements</p> <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	<p>to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</p>	
<p>6. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>7. Leadership in the Conduct of CB Training (5points)</p> <p>Serves as the organizer and a resource speaker - 5 points Serves only as an organizer - 4 points Serves only as a speaker - 3 points Serves as a learning facilitator - 2 points Serves as a committee member - 1 point</p>	<ul style="list-style-type: none"> ✓ ACR ✓ Certification from the school head/department head 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (10 points) <ul style="list-style-type: none"> National - 10 points Region - 8 points Division - 6 points District - 4 points School - 2 points • SPED Instructional Materials/LRs Developed and Utilized in the DLDM (5 points) 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available) ✓ Certification from the school head or department head 	

Distributed & utilized IMs/LRs to 95-100% of the learners	- 5 points		
Distributed & utilized IMs/LRs to 90-94% of the learners	- 4 points		
Distributed & utilized IMs/LRs to 85-89% of the learners	- 3 points		
Distributed & utilized IMs/LRs to 80-84% of the learners	- 2 points		
Distributed & utilized IMs/LRs to 75-79% of the learners	- 1 point		
<ul style="list-style-type: none"> Technical Assistance on SPED to Other Teachers, Parents/Families, Student-Teachers/SPED Specializers, Project Partners, and Other SPED Advocates/Volunteers (5 points) 		<ul style="list-style-type: none"> ✓ Photos, ✓ Text messages/chat ✓ letters from stakeholders/parents, ✓ certificate of appreciation/recognition 	
Gave TA to multiple clients to more than 3 of the categories mentioned	- 5 points		
Gave TA to multiple clients from only two of the categories mentioned above	- 4 points		
Gave TA to multiple clients from only 1 of the categories mentioned above	- 3 points		
Gave TA to only one client from at least two of the groups mentioned above	- 2 points		
Gave TA to only one client in any of the groups mentioned above	- 1 point		
<ul style="list-style-type: none"> Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points) 		<ul style="list-style-type: none"> ✓ Picto-narrative report duly signed by the school head 	
5 or more initiatives	- 5 points		
4 initiatives	- 4 points		

3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point • Length of Service and Experience (5 points) More than 5 years teaching experience - 5 points Five years teaching experience - 4 points Four years teaching experience - 3 points Three years teaching experience - 2 points At least two years teaching experience - 1 point	✓ Service record	
C. Education & Learning and Development (10 points)		
1. Education (5 points) • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points <i>Note: The degree must be relevant to the SPED and Inclusive education Programs</i>	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (5 points) ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  International/National - 5 points  Regional - 4 points  Division - 3 points  District - 2 points  School - 1 point <i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING MADRASAH TEACHER (ASATIDZ)

Name of Nominee _____ SDO: _____
 Position: _____ School Category: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (25 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (55 points) * Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <i>Note:</i> a. For group/team innovations, point/s earned will be divided by the number of innovators. b. Points earned are cumulative but not to exceed the allotted points for the criterion.	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)	

<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer in MEP related activities (10 points)</p> <ul style="list-style-type: none"> International/National - 10 points Regional - 8 points Division / Provincial - 6 points District / Municipal - 5 points School / Barangay - 4 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, 	

	Certificate of Recognition/Participation	
6. Other Meritorious Accomplishments specific to the position <ul style="list-style-type: none"> Outstanding/Meritorious Accomplishments as Coach in MUSABAQAH (20 points) <ul style="list-style-type: none"> National - 20 points Regional - 15 points Division - 10 points District - 8 points School - 5 points Outstanding/Meritorious Accomplishments as Chairperson/TWG in School related activities (5 points) <ul style="list-style-type: none"> Chair - 5 points Co-Chair - 3 points Member - 2 points 	<ul style="list-style-type: none"> ✓ Certificate of Recognition ✓ Memorandum ✓ Special Order ✓ Accomplishment Report duly signed by the School Head 	
C. Education & Learning and Development (15 points)		
1. Education (10 points) <ul style="list-style-type: none"> At least 18 units in Masters - 10 points College Graduate - 8 points College Level - 6 points High School Graduate - 4 points High School Level - 2 points 	Certified True Copy: <ul style="list-style-type: none"> ✓ Transcript of Records ✓ Diploma ✓ Permanent Record 	
2. Learning and Development (5 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division - 3 points District - 2 points School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING MULTIGRADE TEACHER I-III

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (30 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (55 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<p>School - 1 point</p> <ul style="list-style-type: none">Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none">Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points)<ul style="list-style-type: none">5 or more initiatives - 5 points4 initiatives - 4 points3 initiatives - 3 points2 initiatives - 2 points1 initiative - 1 point		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Memorandum/Advisory/ Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Picto-narrative report duly signed by the school head
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School	1 point	0.75 point	0.50 point																						
C. Education & Learning and Development (10 points)																									
1. Education (5 points) <ul style="list-style-type: none">Doctorate/Doctor's Degree - 5 pointsComplete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points	<ul style="list-style-type: none">✓ Transcript of Records																								

<ul style="list-style-type: none"> • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	

SEARCH FOR MOST OUTSTANDING MULTIGRADE MASTER TEACHER

Name of Nominee _____ **SDO:** _____
Position: _____ **School:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (25 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • SY 2019-2020 and SY 2020-2021 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (60 points)		
* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> • National Awardee – 5 points • Nomination in the Department/ Awardee in the Region – 4 points • Nomination in the Region / Awardee in the Division – 3 points • Nomination in the Division/ Awardee in the District – 2 points <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <i>Note:</i> <i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i> <i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)	

<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> • Regional/Division Level - 3 points • District Level - 2 points • School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> • International - 2 points • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points • Writer of LR - 4 points • Co-Writer of LR - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster/video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> Proponent/organizer - 5 points Member - 2.5 points <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National - 5 points Region - 4 points Division - 3 points District - 2 points 	<ul style="list-style-type: none"> ✓ LP/DLL duly signed by at least 3 authorities ✓ COT or Observation Chart from at least 3 observer-authorities ✓ Certificate of Recognition 	

<p style="text-align: center;">School - 1 point</p> <ul style="list-style-type: none">Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) <table border="1"><thead><tr><th></th><th>First Placers</th><th>Second Placers</th><th>Third Placers</th></tr></thead><tbody><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></tbody></table> <ul style="list-style-type: none">Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<ul style="list-style-type: none">Division - 5 pointsDistrict - 4 pointsSchool - 3 points<p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (5 points)<ul style="list-style-type: none">5 or more initiatives - 5 points4 initiatives - 4 points3 initiatives - 3 points2 initiatives - 2 points1 initiative - 1 pointServed as a mentor/coach to other teachers (5 points)<ul style="list-style-type: none">5 or more mentees - 5 points4 mentees - 4 points3 mentees - 3 points2 mentees - 2 points		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none">✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)✓ Memorandum/Advisory/Bulletin✓ Certificate of Recognition as Coach/Contestant✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none">○ Approved SLAC Session Plan○ Resource Package○ Approved permit to conduct○ Sample Program○ Attendance○ Pictorials✓ Picto-narrative report duly signed by the school head✓ Certification as a mentor by the school head
	First Placers	Second Placers	Third Placers																						
National	5 points	4 points	3 points																						
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Division	3 points	2 points	1 point																						
District	2 points	1 point	0.75 point																						
School	1 point	0.75 point	0.50 point																						

only 1 mentee - 1 point		
C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (5 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **SCHOOL HEAD**

Name of Nominee _____ **SDO:** _____
Position: _____ **School Category:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
1. Personal and Professional Development (30%)		
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two OPCRF Ratings / 5) x 35</p>	<p>✓ OPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 8 points • Nomination in the Region / Awardee in the Division - 6 points • Nomination in the Division/ Awardee in the District - 4 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LR - 4 points Co-Writer of LR - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	
5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> International/National - 5 points 	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by	

<ul style="list-style-type: none"> • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	DepEd or other agencies/organizations sanctioned by DepEd	
6. Outreach Activity (5 points) <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
7. Networking/Linkages (5 points) <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGP and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
C. Education & Learning and Development (20 points)		
1. Education (10 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 10 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 9 points • Earned at least 18 Doctorate/Doctor's Degree units - 8 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 7 points • Complete Academic Requirements for Master's Degree - 6 points • Earned at least 18 MA Units - 5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	








<p>2. Learning and Development (10 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	
2. School Management and Leadership (70%)		
<ul style="list-style-type: none"> • To be taken from the Outstanding School Criteria 		

SEARCH FOR MOST OUTSTANDING **ADMINISTRATIVE AIDE**

Name of Nominee _____ **SDO/FD:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (50 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 50</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (30 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 8 points • Nomination in the Region / Awardee in the Division - 6 points • Nomination in the Division/ Awardee in the District - 4 points • Nomination in the District/ Awardee in the school - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<div> <div>  District - 4 points </div> <div>  School - 2 points </div> </div> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<div> <div>✓ Interview and essay shall be conducted</div> <div>  Communication skills  Ability to present ideas  Alertness  Judgment  Stress Tolerance </div> </div>	<div> <div>✓ Potential/Interview Checklist & Rating Sheet</div> </div>	

SEARCH FOR MOST OUTSTANDING ADMINISTRATIVE ASSISTANT

Name of Nominee _____ **SDO/FD:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 8 points • Nomination in the Region / Awardee in the Division - 6 points • Nomination in the Division/ Awardee in the District - 4 points • Nomination in the District/ Awardee in the school - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
<p>3. Other Meritorious Accomplishments specific to the position</p> <p>3.2 Attendance and Punctuality in Reporting to Office (10pts)</p> <ul style="list-style-type: none"> • Perfect attendance and no tardiness and undertime for three (3) consecutive months in a year - 10 points • Two (2) authorized absences and tardiness for three (3) consecutive months in a year - 8 points • Three (3) authorized absences and tardiness/undertime in a year - 6 points • Five (5) authorized absences and tardiness/undertime in a year - 4 points <p>3.3 Assisted in a training/activity conducted in at least two days (5 points)</p> <ul style="list-style-type: none"> • Regional Level - 5 points • Division Level - 4 points • District Level - 3 points • School Level - 2 points <p>3.4 Membership in Working Committees (5 points)</p> <ul style="list-style-type: none"> • At least three (3) Working Committees - 5 points • Two (2) Working Committees - 3 points • One (1) working committee - 1 point <p>3.4 Customer Satisfaction Survey Rating (5 points)</p> <p>Point/s Earned = (average of the ratings/5) x 5</p>	<p>✓ Certification of the HRMO/ School Head duly noted by the Head of Office</p> <p>✓ Certificate of Recognition / Certificate of Appreciation or</p> <p>✓ Duly approved ACR</p> <p>✓ Special Order/Memorandum (with the name of the Nominee)</p> <p>✓ Customer Satisfaction Survey Results (for 4 quarters of 2019 & 2020) duly certified by SDS</p> <p>✓ Customer Feedback/ Appreciation (1 per quarter) - Optional</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Master's Degree / Bachelor of Laws (Juris Doctor) - 5 points • Complete Academic Requirements - 4 points 	<p>✓ Transcript of Records</p>	

<ul style="list-style-type: none"> for Master's Degree • Earned 18 units of Master's Degree - 3 points • College Graduate - 2 points • Earned at least 18 units in college - 1 point 	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	

SEARCH FOR MOST OUTSTANDING ADMINISTRATIVE OFFICER V

Name of Nominee _____ **SCHOOL/SDO/FD:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Other Meritorious Accomplishments specific to the position</p> <p>5.1 Compliance on submission of Reports (5 points)</p> <ul style="list-style-type: none"> Complete and accurate (submitted 7 days before deadline) - 5 points Complete and accurate (submitted 6 days before deadline) - 4 points Complete and accurate (submitted 5 days before deadline) - 3 points Complete and accurate - 2 points 	<ul style="list-style-type: none"> ✓ Transmittal of Report with date of receipt of concerned Office/s 	

<p>(submitted on due date)</p> <p>5.2 Managed/facilitated a related training/activity conducted (5 points)</p> <ul style="list-style-type: none"> • Regional Level - 5 points • Division Level - 4 points • District Level - 3 points • School Level - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>5.3 Chairmanship/Co-Chairmanship in Working Committees/BAC/ Procurement-Related (5 points)</p> <ul style="list-style-type: none"> • At least three (3) Working Committees - 5 points • Two (2) Working Committees - 3 points • One (1) working committee - 2 points <p>5.4 Well-managed workplace and adherence to health and safety standards (5 points)</p> <p>Note: Nominee shall be rated based on evidence presented showing the following:</p> <ol style="list-style-type: none"> 1. Well-kept and clean grounds and offices 2. Wash area 3. Thermal Scanner 4. Sanitizers 5. Education, Information, and Communication Materials/Signages on health and safety measures 6. Memorandum/Guidelines on implementation or compliance of health and safety protocols 7. Monitoring Tool <ul style="list-style-type: none"> All indicators are present - 5 points 6 indicators are present - 4 points 5 indicators are present - 3 points 4 indicators are present - 2 points At most 3 indicators are present - 1 point 	<ul style="list-style-type: none"> ✓ Certificate of Recognition / Certificate of Appreciation or ✓ Duly approved Activity Completion Report (in lieu of Certificates as SDOs do not give Certificates) ✓ Memorandum <ul style="list-style-type: none"> ✓ Memorandum / Special Order <ul style="list-style-type: none"> ✓ Pictures ✓ Memorandum ✓ Monitoring tool 	
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C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING HUMAN RESOURCE MANAGEMENT OFFICER

Name of Nominee _____ **SDO/FD:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (45 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (3 points) 3.1 Conducted basic/action research approved by the DO Research Team (2 points) <ul style="list-style-type: none"> Regional/Division Level - 2 points District Level - 1.5 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (1 point) <ul style="list-style-type: none"> International - 1 point National - 0.80 point Regional - 0.60 point Division - 0.40 point School - 0.20 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (2 points) <ul style="list-style-type: none"> Sole authorship of a book - 2 points Co-authorship of a book - 2 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 0.50 point per article but not not to exceed 1.5 points Writer of LRs - 1 point Co-Writer of LRs - 1 point will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.25 point in each LR but not to exceed 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none">• International/National - 5 points• Regional - 4 points• Division / Provincial - 3 points• District / Municipal - 2 points• School / Barangay - 1 point <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none">✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd																					
<p>6. Other Meritorious Accomplishments specific to the position</p> <p>6.1 Recruitment, Selection and Placement / PRIME HRM (10 points)</p> <ul style="list-style-type: none">• Completed RSP processes - 10 points from posting to appointment within 3 months / PRIME HRM Level 2 for RSP• Completed RSP processes - 8 points from posting to appointment within 4 months• Completed RSP processes - 6 points within 5 months• Completed RSP processes - 4 points from posting to appointment within 6 months <p>6.2 Personnel Records (5 points)</p> <table><tr><th>Points</th><th>Efficiency</th><th>Quality</th><th>Timeliness</th><th>Points Earned</th></tr><tr><td>5</td><td>100% submission</td><td>No Error</td><td>Submitted before the deadline</td><td></td></tr><tr><td>3</td><td>100% submission</td><td>No Error</td><td>Submitted on the deadline</td><td></td></tr><tr><td>0</td><td>100% submission</td><td>No Error</td><td>Submitted after the deadline</td><td></td></tr></table> <p>Point/s Earned = (summation of ratings) divided by the number of required reports</p> <p>6.3 Personnel Information System (5 points)</p> <ul style="list-style-type: none">• Updated Personal Services - 5 points	Points	Efficiency	Quality	Timeliness	Points Earned	5	100% submission	No Error	Submitted before the deadline		3	100% submission	No Error	Submitted on the deadline		0	100% submission	No Error	Submitted after the deadline		<ul style="list-style-type: none">✓ Report on Appointments Issued with the date of publication and appointment duly certified by the SDS✓ PRIME-HRM Award Certificate✓ CSC Website✓ Transmittal of Report Submitted✓ RO Record of Reports Submission✓ Certification of frequency of PSIPOP updating as of the date of nomination signed by the SDS	
Points	Efficiency	Quality	Timeliness	Points Earned																		
5	100% submission	No Error	Submitted before the deadline																			
3	100% submission	No Error	Submitted on the deadline																			
0	100% submission	No Error	Submitted after the deadline																			

<p>Itemization and Plantilla of Personnel (PSIPOP) at least 3 times a month</p> <ul style="list-style-type: none"> Updated Personal Services - 3 points <p>Itemization and Plantilla of Personnel (PSIPOP) at least twice a month</p> <ul style="list-style-type: none"> Updated Personal Services - 1 point <p>Itemization and Plantilla of Personnel (PSIPOP) at least once a month</p>	<p>✓ PSIPOP View (RO validator)</p>	
<p>6.4 Personnel Information System (5 points)</p> <ul style="list-style-type: none"> 100% of newly created items filled up based on Program Management Information System (<i>PMIS</i>) – 5 pts 95%-99% of newly created items filled up based on Program Management Information System (<i>PMIS</i>) - 4 points 90%-94% of newly created items filled up based on Program Management Information System (<i>PMIS</i>) - 3 points 85%-89% of newly created items filled up based on Program Management Information System (<i>PMIS</i>) - 2 points 84% and below of newly created items filled up based on Program Management Information System (<i>PMIS</i>) - 1 point 	<p>✓ PMIS (RO validator)</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	

<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **SUPPLY OFFICER**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (3 points) 3.1 Conducted basic/action research approved by the DO Research Team (1.5 points) <ul style="list-style-type: none"> Regional/Division Level - 1.5 points District Level - 1 point School Level - 0.5 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (1.5 points) <ul style="list-style-type: none"> International - 1.5 points National - 1.25 points Regional - 1.00 point Division - 0.75 point School - 0.50 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (2 points) <ul style="list-style-type: none"> Sole authorship of a book - 2 points Co-authorship of a book - 2 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 1.75 points Writer of LR - 1.50 points Co-Writer of LR - 1.50 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.50 point in each LR but not to exceed 1.50 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>6. Other Meritorious Accomplishments specific to the position</p> <p>6.1 Updated Report on the Physical Count of PPE and Report on Physical Count of Inventories (10 points)</p> <ul style="list-style-type: none"> • Complete and accurate (submitted before the deadline) - 10 points • Complete and accurate (submitted on the deadline) - 6 points <p>6.2 Updated and Timely Submission of Report of Supplies and Materials Issued (RSMI) (5 points)</p> <ul style="list-style-type: none"> • 100% submitted before the deadline - 5 points • 100% submitted on the deadline - 3 points <p>6.3 AOM Compliance (5 pts)</p> <ul style="list-style-type: none"> • No (zero) AOM received - 5 points • Received and complied AOMs 2 days before deadline - 3 points • Received and complied AOMs on due date - 1 point 	<p>✓ Transmittal of RPCPPE with date of receipt by COA and other concerned Office/s</p> <p>✓ Transmittal of RPCI with date of receipt by COA and other concerned Office/s</p> <p>✓ Transmittal letters of RSMI</p> <p>✓ Copy of AAPSI from COA</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/ - 4 points 	<p>✓ Transcript of Records</p>	

<p>Doctor's Degree units</p> <ul style="list-style-type: none"> • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	✓ Potential/Interview Checklist & Rating Sheet	






SEARCH FOR MOST OUTSTANDING **CASHIER**

Name of Nominee _____ **SDO:** _____
Position: _____ **School Category:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> <i>a. For group/team research, point/s earned will be divided by the number of researchers.</i> <i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>6. Other Meritorious Accomplishments specific to the position</p> <p>6.1 Cash Collection and Deposit (5 points)</p> <ul style="list-style-type: none"> • 100% collection deposited to bank a day after receipt and issuance of Official Receipt - 5 points • 100% collection deposited to bank 2 days after receipt and issuance of Official Receipt - 4 points • 100% collection deposited to bank 3 days after receipt and issuance of Official Receipt - 3 points • 100% collection deposited to bank 4 days after receipt and issuance of Official Receipt - 2 points • 100% collection deposited to bank 5 days after receipt and issuance of Official Receipt - 1 point <p>6.2 Cash Disbursement, payment, and Remittance (5 points)</p> <ul style="list-style-type: none"> • 100% of approved Disbursement Vouchers were processed for payment and released to payees within 5 days - 5 points • 100% of approved Disbursement Vouchers were processed for payment and released to payees within 6 days - 4 points • 100% of approved Disbursement Vouchers received were processed - 3 points 	<p>✓ Report of Collection and Deposits/Collection Receipt Record/ Cash book showing Date of Collection and Deposits</p> <p>✓ Report of Check Issued/Report of ADA Issued/Check and ADA Disbursement Record/ Warrant Registry showing dates of check/ADA preparation and date of Release.</p>	

<p>for payment and released to payees within 7 days</p> <p>6.3 Liquidation and Reporting (5 points)</p> <ul style="list-style-type: none"> 100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 2 days before deadline - 5 points 100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 1 day before deadline - 4 points 100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit within deadline - 3 points 	<p>✓ Transmittal of Report/ Reports with date of submission</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/ Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none">  International/National - 10 points  Regional - 8 points  Division - 6 points  District - 4 points  School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<p><i>exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p>D. Potential (10 points)</p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING RECORDS OFFICER






Name of Nominee _____ SDO: _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2019 and CY 2020 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (45 points)		
* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> National Awardee - 5 points Nomination in the Department/ Awardee in the Region - 4 points Nomination in the Region / Awardee in the Division - 3 points Nomination in the Division/ Awardee in the District - 2 points Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) Implemented a systematic and scientific records management (e-database) <ul style="list-style-type: none"> Adopted in the region/division - 5 points Adopted in the district - 4 points Fully implemented in the school - 3 points Started the implementation - 2 points Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will</p>	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school	

<p><i>be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>nominees) or RD (for Regional Office nominees)</p>	
<p>3. Research and Development Projects (5 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	<p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS</p> <p>✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted</p> <p>✓ Memorandum / Invitation Letter</p> <p>✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter</p>	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points Writer of LR - 4 points Co-Writer of LR - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the published book/ learning resources/articles</p> <p>✓ Certificate of Recognition</p>	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (3 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 3 points ✓ Member - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Other Meritorious Accomplishments specific to the position</p> <p>7.1 Customer Satisfaction Survey Rating (7 points)</p> <p>Point/s Earned = (average of the ratings/5) x 7</p> <p>7.2 Linkages and Network (5 points) Each descriptor warrants the candidate 1 point.</p> <ol style="list-style-type: none"> 1. Established Records Management Improvement Committee in the Division 2. Oriented / Provided Technical Assistance to School Registrars with Records 	<ul style="list-style-type: none"> ✓ Customer Satisfaction Survey Results (for 4 quarters of 2019 & 2020) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional ✓ Memorandum ✓ Policy Guidelines ✓ Notice of Meetings/ Minutes of Meeting ✓ Sample Correspondences verified by Regional Records 	

<p>Processes (CAV, Authentication, Document Handling)</p> <p>3. Submitted Directory of School Records Custodians, Records Officers, and Registrars</p> <p>4. Follows etiquette in communication and correspondence. Facilitated smooth communication with Regional Records Office by maintaining accessibility through Different means: email, phone, and messenger.</p> <p>5. Created Communication Network for Records Custodians and Registrars in the Division.</p> <p>7.3 Involvement in Office Activities (5 points)</p> <p>Program Director - 5 points</p> <p>Chairperson of Working Committee - 4 points</p> <p>Program Host/ Script Writer - 3 points</p> <p>Member of TWG - 2 points</p> <p>Participant/Attendee - 1 point</p>	<p>✓ Activity Completion Report</p> <p>✓ Memorandum</p> <p>✓ Certificate of Recognition</p> <p>✓ Program</p> <p>✓ Photos of the Event/ Activity</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <p>  International/National - 10 points  Regional - 8 points  Division - 6 points  District - 4 points  School - 2 points </p> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<p><i>exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **LEGAL OFFICER**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

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acted within the reglementary period		
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (10 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **SDO ACCOUNTANT**

Name of Nominee _____ **SDO:** _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (45 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>4. Other Meritorious Accomplishments specific to the position</p> <p>4.1 Membership in Organizations/Committees (5 points)</p> <ul style="list-style-type: none"> • Membership in organization/technical planning committee <p>3 Organizations/Committees – 5 points 2 Organizations/Committees – 3 points 1 Organization/Committee – 2 points</p> <p>4.2 Compliance with Reporting Requirements (25 pts)</p> <p>Submission of Mid-Year and Year-End Financial Reports (5 points)</p> <ul style="list-style-type: none"> • Complete and accurate - 5 points (within 24 hours from start of workshop) • Complete and accurate - 3 points (before the last day of the workshop) • Complete (within the submission date set/last day of the workshop) - 1 point <p>Submission of Monthly and Quarterly Financial Reports every 5th day of the following month/quarter (5 points)</p> <ul style="list-style-type: none"> • Complete and accurate - 5 points (3 days before the scheduled submission date) 	<p>✓ Memorandum/Certificates/ Special Order</p> <p>✓ Certified Status Report by the RO-FD</p> <p>✓ Certified Status Report by the RO-FD</p>	

<ul style="list-style-type: none"> • Complete and accurate (2 days before the scheduled submission date set) - 3 points • Complete and accurate (1 day before the scheduled submission date set) - 1 point <p>MOOE/Other Funds Liquidation every 5th day of the following month (5 points)</p> <ul style="list-style-type: none"> • 100% Liquidation of School MOOE for the rating period - 5 points • 96-99% Liquidation of School MOOE for the rating period - 4 points • 91-95% Liquidation of School MOOE for the rating period - 3 points • 86-89% Liquidation of School MOOE for the rating period - 2 points • 85% and below Liquidation Rate - 1 point <p>AOM Compliance (5 points)</p> <ul style="list-style-type: none"> • NO AOM for Compliance - 5 points • Compliance of 50% and above - 4 points • Compliance of 30-49% - 3 points • Compliance of 10-29% - 2 points • Compliance of 10% and below - 1 point <p>Attendance to Regional Call Ups (5 points)</p> <ul style="list-style-type: none"> • 100% Attendance – 5 points • 80-99 % Attendance – 4 points • 60-79% Attendance – 3 points • 59% and below – 1 point 	<p>✓ Certified Status Report by the RO-FD</p> <p>✓ APPSI Validated by COA</p> <p>Certification of Attendance duly signed by the CAO-FD</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements - 3 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	

<p>for Master's Degree</p> <ul style="list-style-type: none"> • Earned at least 18 MA Units - 2.5 points 		
<p>2. Learning and Development (10 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **SDO BUDGET OFFICER**

Name of Nominee _____ **SDO:** _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (30 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (50 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

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<p>(2 days or earlier before the deadline)</p> <ul style="list-style-type: none"> • Complete and accurate - 4 points (1 day before the deadline) • Complete and accurate - 3 points on the deadline set <p>Submission of Quarterly and Monthly Reports to Central Office, COA, DBM, and other oversight agencies (5 points)</p> <ul style="list-style-type: none"> • Complete and accurate - 5 points (3 days or earlier before the scheduled submission date) • Complete and accurate - 4 points (2 days before the scheduled submission date set) • Complete and accurate - 3 points (1 day before the scheduled submission date set) • Complete and accurate - 2 points (on the scheduled submission date set) <p>Budget Utilization Rate (OBLIGATION) (5points)</p> <ul style="list-style-type: none"> • BUR of 98-100% - 5 points • BUR of 95-97% - 4 points • BUR of 90-94% - 3 points • BUR of 85-89% - 2 points • BUR of 84% and below - 1 point <p>Incurrence of Overdraft in Allotment (5 points)</p> <ul style="list-style-type: none"> • Zero Overdraft - 5 points • Overdraft of 1-2% of the - 4 points Total Allotment per PPA • Overdraft of 3-4% of the - 3 points Total Allotment per PPA • Overdraft of 5-6% of the - 2 points 	<p>✓ Certified Status of Submission at FD-RO</p> <p>✓ Certified Status of BUR at RO-FD</p> <p>✓ Submitted Year-end SDO Consolidated Budgetary Report</p>	
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<p>Total Allotment</p> <ul style="list-style-type: none"> Overdraft of 7% and above of the Total Allotment - 1 point <p>Attendance to Regional Call-Ups (5 points)</p> <ul style="list-style-type: none"> Attended All Activities - 5 points Attended 7 Activities - 4 points Attended 6 Activities - 3 points Attended 5 Activities - 2 points Attended 1 to 4 Activities - 1 point 	<p>✓ Certified Report of Attendance at the RO-FD</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> International/National - 10 points Regional - 8 points Division - 6 points District - 4 points School - 2 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> Communication skills Ability to present ideas Alertness Judgment Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING DIVISION/SCHOOL LIBRARIAN

Name of Nominee _____ **SDO/School:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (25 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (60 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> <i>a. For group/team research, point/s earned will be divided by the number of researchers.</i> <i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>6. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the approved proposal</p> <p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</p>	
<p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</p> <p>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>	

8. Other Meritorious Accomplishments specific to the position**8.1 Conducted Division Library Hub/School Library Activities (10 points)**

6 activities conducted	10 pts.
5 activities conducted	8 pts.
4 activities conducted	6 pts.
3 activities conducted	4 pts.
2 activities conducted	2 pts.
1 activity conducted	1 pt.

LIBRARY HUB ACTIVITIES

Updated the Bulletin Board/ Information Board to promote Division Library Hub/School Library and Information Services

Conducted Orientation on the use of the Division Library Hub/School Library and its services for students and teachers.

Conducted regular activities that promote Division Library Hub/School Library and information services.

Conducted classroom visits to promote Division Library Hub/School Library and information services.

Used various platforms to promote Division Library Hub/School Library and information services.






Prepared annual implementation plan on Division Library Hub/School Library operations.

8.2 Division Library Hub/School Library Management (15 points)

Presence of 15 or more items	15 pts.
Presence of 12-14 items	13 pts.
Presence of 9-11 items	11 pts.
Presence of 6-8 items	9 pts.
Presence of 3-5 items or less	7 pts.
Presence of 1-2 items	5 pts.

- ✓ Memorandum / Issuances
- ✓ ACR with complete attachments
- Other applicable proofs (e.g. Pictures of bulletin boards, copy of the AIP, etc.)

- ✓ Actual documents of the records management
- ✓ Physical Management to be observed / inspected in the Division
- ✓ Library Hub/School Library Pictorials

PHYSICAL / RECORDS MANAGEMENT		
Division Library Hub/School Library Policy		
Division Library Hub/School Library Development Plan		
Staff Development Plan		
Collection Development Policy / Plan		
Retention Program / Policy		
Division Library Hub/School Library holdings inventory (purchased, acquired through donations, disposed / donated, repaired, lost, etc.)		
Division Library Hub/School Library financial report		
Division Library Hub/School Library system flow chart		
Division Library Hub/School Library schedule/ Division Library Hub/School Library handbook		
Appropriate and functional furniture		
Proper lighting and ventilation		
Transaction records		
Division Library Hub/School Library Maintenance		
Division Library Hub/School Library users logbook		
Adequate space		
Accession records		
Vertical files		
CoVid19 safety measures		
C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none">• Doctorate/Doctor's Degree - 5 points• Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree• Earned at least 18 Doctorate/ Doctor's Degree units - 4 points• Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)• Complete Academic Requirements - 3 points for Master's Degree• Earned at least 18 MA Units - 2.5 points	<ul style="list-style-type: none">✓ Transcript of Records✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (5 points) <ul style="list-style-type: none">✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <div><div></div>International/National - 5 points</div> <div><div></div>Regional - 4 points</div> <div><div></div>Division - 3 points</div> <div><div></div>District - 2 points</div> <div><div></div>School - 1 point</div> <p><i>Note:</i> <i>a. Points earned are cumulative but not to</i></p>	<ul style="list-style-type: none">✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	

<p><i>exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING REGISTRAR

Name of Nominee _____ SDO/School: _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above) Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2019 and CY 2020 ✓ Service Record	
B. Outstanding/Meritorious Accomplishments (45 points)		
* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"> National Awardee - 5 points Nomination in the Department/ Awardee in the Region - 4 points Nomination in the Region / Awardee in the Division - 3 points Nomination in the Division/ Awardee in the District - 2 points Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
2. Innovations (5 points) <ul style="list-style-type: none"> Adopted in the region/division - 5 points Adopted in the district - 4 points Fully implemented in the school - 3 points Started the implementation - 2 points Conceptualized - 1 point <p><i>Note:</i> a. For group/team innovations, point/s earned will be divided by the number of innovators. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	

<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>6. Outreach Activity (3 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 3 points ✓ Member - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Other Meritorious Accomplishments specific to the position</p> <p>7.1 Customer Satisfaction Survey Rating (7 points)</p> <p>Point/s Earned = (average of the ratings/5) x 7</p> <p>7.2 Linkages and Network (5 points) Each descriptor warrants the candidate 1.25 points.</p> <ol style="list-style-type: none"> 1. Established Records Management Improvement Committee in the School 2. Followed DMOS in communication and correspondence. 3. Facilitated smooth communication with Regional Records Office by maintaining accessibility through different means: email, 	<ul style="list-style-type: none"> ✓ Customer Satisfaction Survey Results (for 4 quarters of 2019 & 2020) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional ✓ Memorandum ✓ Policy Guidelines ✓ Notice of Meetings/ Minutes of Meeting ✓ Sample Correspondences verified by Regional Records ✓ Activity Completion Report 	

<p>phone, and messenger.</p> <p>4. Attended meetings and convergences at the District, Division, and Regional Level</p> <p>7.3 Involvement in Office Activities (5 points)</p> <p>Program Director - 5 points</p> <p>Chairperson of Working Committee - 4 points</p> <p>Program Host/ Script Writer - 3 points</p> <p>Member of TWG - 2 points</p> <p>Participant/Attendee - 1 point</p>	<p>✓ Memorandum</p> <p>✓ Certificate of Recognition</p> <p>✓ Program</p> <p>✓ Photos of the Event/ Activity</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **PLANNING OFFICER**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (45 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd	
4. Other Meritorious Accomplishments specific to the position <p>4.1 Membership in the Technical Working Group (5 points)</p> <ul style="list-style-type: none"> ○ International / National - 5 points ○ Regional - 4 points ○ Division / Provincial - 3 points ○ District / Municipal - 2 points ○ School / Barangay - 1 point <p>4.2 Compliance with Reporting Requirement (25 points)</p> <p>Submission of Report to Central Office and other oversight agencies (5 points)</p> <p>✓ Teacher Deployment Report</p> <ul style="list-style-type: none"> • Submitted all required reports 3 days before the deadline - 5 points • Submitted all required reports 2 days before the deadline - 4 points • Submitted all required reports 1 day before the deadline - 3 points • Submitted all required reports on the deadline - 2 points <p>PMIS Updating Status (5 points)</p> <ul style="list-style-type: none"> • Quarters 1-4 Completed - 5 points 	<p>✓ Regional Memo/Division Memo/Special Order/Certificates</p> <p>✓ Certified Status of Submission at PPRD</p> <p>✓ Certified Status of Submission at PPRD</p>	

<ul style="list-style-type: none"> • 80-89% Attendance - 3 points • 70-79% Attendance - 2 points • 60-69% Attendance - 1 point 		
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **INFORMATION TECHNOLOGY OFFICER**

Name of Nominee _____ SDO: _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (25 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (55 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (15 points)</p> <ul style="list-style-type: none"> • National Awardee - 15 points • Nomination in the Department/ Awardee in the Region - 12 points • Nomination in the Region / Awardee in the Division - 9 points • Nomination in the Division/ Awardee in the District - 6 points • Nomination in the District/ Awardee in the school - 3 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (30 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 30 points • Adopted in the district - 24 points • Fully implemented in the school - 18 points • Started the implementation - 12 points • Conceptualized - 6 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
3. Consultant/Resource Speaker/Learning Facilitator/Trainer (10 points) <ul style="list-style-type: none"> • International/National - 10 points • Regional - 8 points • Division / Provincial - 6 points • District / Municipal - 4 points • School / Barangay - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd	
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points • 	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **ENGINEER**

Name of Nominee _____ **SDO:** _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
5. Other Meritorious Accomplishments specific to the position <p>5.1 Completion of required Program of Work (10 pts)</p> <ul style="list-style-type: none"> Complete and accurate submitted before deadline - 10 points Complete and accurate submitted on deadline - 5 points 	<ul style="list-style-type: none"> ✓ Approved Program of Work 	

<p>5.2 Submission of Reports (10 pts)</p> <ul style="list-style-type: none"> • 100% of required reports submitted before deadline - 10 points • 100% of required reports submitted on deadline - 5 points 	<p>✓ Transmittal</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING PROJECT DEVELOPMENT OFFICER

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (50 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (10 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 10 points • Adopted in the district - 8 points • Fully implemented in the school - 6 points • Started the implementation - 4 points • Conceptualized - 2 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (10 points) 3.1 Conducted basic/action research approved by the DO Research Team (5 points) <ul style="list-style-type: none"> Regional/Division Level - 5 points District Level - 3 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (5 points) <ul style="list-style-type: none"> International - 5 points National - 4 points Regional - 3 points Division - 2 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	
5. Consultant/Resource Speaker/Learning Facilitator/Trainer (10 points)	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning	

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<ul style="list-style-type: none"> Designed and implemented - 3 points 3 capacity building activities based on identified learning needs Designed and implemented - 2 points 2 capacity building activities based on identified learning needs Designed and implemented - 1 point 1 capacity building activity based on identified learning needs 		
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING SENIOR EDUCATION PROGRAM SPECIALIST

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (45 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 7 points • Nomination in the Region / Awardee in the Division - 4 points • Nomination in the Division - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	

<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> • Sole authorship of a book - 5 points • Co-authorship of a book - 5 points will be divided by the number of authors • Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points • Writer of LRs - 4 points • Co-Writer of LRs - 4 points will be divided by the number of writers • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 5 points ✓ Member - 2.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	

6. Other Meritorious Accomplishments specific to the position		
<p>6.1 Conducted basic/action research approved by the DO Research Team (5 points)</p> <ul style="list-style-type: none"> • Finished basic/action research - 5 points • Started the implementation - 4 points • Approved basic/action research - 3 points proposal • Conceptualized a basic/action - 2 points research 	<ul style="list-style-type: none"> ✓ Certificate of Completion (attach copy of the finished action/basic research) ✓ Certification signed by the SDS/ASDS specifying the extent of the implementation (attach copy of the approved basic/action research proposal) ✓ Certification signed by the SDS/ASDS specifying the approved basic/action research for implementation (attach copy of the approved basic/action research proposal) Copy of the basic/action research proposal 	
<p>6.2 Provided Technical Assistance (TA) to identified priority schools (5 points)</p> <ul style="list-style-type: none"> • 95% - 100% of the identified priority schools were provided with TA within the quarter - 5 points • 90% - 94% of the identified priority schools were provided with TA within the quarter - 4 points • 85% - 89% of the identified priority schools were provided with TA within the quarter - 3 points • 80% - 84% of the identified priority schools were provided with TA within the quarter - 2 points • 79% - 75% of the identified priority schools were provided with TA within the quarter - 1 point 	<ul style="list-style-type: none"> ✓ TA plan ✓ Deployment report log ✓ TA report 	

<p>6.3 Designed capacity building activities based on identified learning needs (5 points)</p> <ul style="list-style-type: none"> Designed and implemented - 5 points 5 capacity building activities based on identified learning needs Designed and implemented - 4 points 4 capacity building activities based on identified learning needs Designed and implemented - 3 points 3 capacity building activities based on identified learning needs Designed and implemented - 2 points 2 capacity building activities based on identified learning needs Designed and implemented - 1 point 1 capacity building activity based on identified learning needs 	<ul style="list-style-type: none"> ✓ Copy of the approved Program Design ✓ Copy of the report on the identified learning needs/gaps/research-based data addressed by the capacity building activity ✓ Activity Completion Report (ACR) M & E results 	
C. Education & Learning and Development (10 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points Earned at least 18 Doctorate/Doctor's Degree units - 4 points Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
<p>2. Learning and Development (5 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division - 3 points District - 2 points School - 1 point 	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	

<p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **EDUCATION PROGRAM SPECIALIST**

Name of Nominee _____ SDO/FD: _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (10 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 10 points • Adopted in the district - 8 points • Fully implemented - 6 points • Started the implementation - 4 points • Conceptualized - 2 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division nominees) or RD (for Regional Office nominees)</p>	

<p>3. Research and Development Projects (10 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (5 points)</p> <ul style="list-style-type: none"> Regional/Division Level - 5 points District Level - 3 points <p><i>Note:</i></p> <p><i>a. For group/team research, point/s earned will be divided by the number of researchers.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p>3.2 Presented a research paper (5 points)</p> <ul style="list-style-type: none"> International - 5 points National - 4 points Regional - 3 points Division - 2 points 	<ul style="list-style-type: none"> ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter 	
<p>4. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer/Webinar Moderator/Host/Co-host (10 points)</p> <ul style="list-style-type: none"> International/National - 10 points Regional - 8 points 	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other 	

<ul style="list-style-type: none"> • Division / Provincial - 6 points • District / Municipal - 4 points • School / Barangay - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	agencies/organizations sanctioned by DepEd	
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **NURSE**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (45 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (35 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Other Meritorious Accomplishments specific to the position</p> <p>5.1 Assisted in the Division Initiatives undertaken in the implementation of the 6 flagship programs under the School Health and Nutrition Section in the New Normal (5 points)</p> <ul style="list-style-type: none"> 6 or more initiatives - 5 points 5 initiatives - 4 points 	<ul style="list-style-type: none"> ✓ Memorandum ✓ Activity Completion Report ✓ Screenshots/Pictures/Videos ✓ Certificate of Recognition/ Appreciation 	

<ul style="list-style-type: none"> • 4 initiatives - 3 points • 3 initiatives - 2 points • 1 -2 initiatives - 1 point <p>5.2 Assistance in the conduct of training/ activity School Health & Nutrition activities (5 points)</p> <ul style="list-style-type: none"> • Assisted in the conduct of Division activities - 5 points • Assisted in the conduct of District activities - 3 points • Assisted in the conduct of School activities - 1 point <p>5.3 Submission of required reports (5 points)</p> <ul style="list-style-type: none"> • 100% of required reports submitted before deadline - 5 points • 100% of required reports submitted on deadline - 3 points 	<p>✓ Certificate of Recognition/Appreciation</p> <p>✓ Transmittal</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/ Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> 🌐 International/National - 10 points 🌐 Regional - 8 points 🌐 Division - 6 points 🌐 District - 4 points 🌐 School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<p><i>exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p>D. Potential (5 points)</p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **MEDICAL OFFICER**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (45 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (35 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LR's - 4 points Co-Writer of LR's - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
5. Other Meritorious Accomplishments specific to the position <p>5.1 Division Initiatives undertaken in the Implementation of the 6 flagship programs under School Health and Nutrition Section in the New Normal (5 points)</p> <ul style="list-style-type: none"> 6 or more initiatives - 5 points 5 initiatives - 4 points 4 initiatives - 3 points 	<ul style="list-style-type: none"> ✓ Memorandum ✓ Activity Completion Report ✓ Screenshots/Pictures/Videos 	

<ul style="list-style-type: none"> • 3 initiatives - 2 points • 1 -2 initiatives - 1 point <p>5.2 Conducted/spearheaded training/activity School Health & Nutrition activities (5 points)</p> <ul style="list-style-type: none"> • Division Level - 5 points • District Level - 3 points • School Level - 1 point <p>5.3 Submission of required reports (5 points)</p> <ul style="list-style-type: none"> • 100% of required reports submitted before deadline - 5 points • 100% of required reports submitted on deadline - 3 points 	<p>✓ Activity Completion Report</p> <p>✓ Duly received Transmittal</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING **DENTIST**

Name of Nominee _____ **SDO:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (45 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
<p>B. Outstanding/Meritorious Accomplishments (35 points)</p> <p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Other Meritorious Accomplishments specific to the position</p> <p>5.1 Division Initiatives focusing on Dental Health undertaken in the Implementation of the 6 flagship programs under School Health and Nutrition Section in the New Normal (5 points)</p> <ul style="list-style-type: none"> 6 or more initiatives - 5 points 5 initiatives - 4 points 	<ul style="list-style-type: none"> ✓ Memorandum ✓ Activity Completion Report ✓ Screenshots/Pictures/Videos 	

<ul style="list-style-type: none"> • 4 initiatives - 3 points • 3 initiatives - 2 points • 1 -2 initiatives - 1 point <p>5.2 Conducted/spearhead training/activity on School Dental Health & Nutrition (5 points)</p> <ul style="list-style-type: none"> • Regional Level - 5 points • Division Level - 4 points • District Level - 3 points • School Level - 2 points <p>5.3 Submission of required reports (5 points)</p> <ul style="list-style-type: none"> • 100% of required reports submitted before deadline - 5 points • 100% of required reports submitted on deadline - 3 points 	<p>✓ Activity Completion Report</p> <p>✓ Transmittal</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

**SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE
ADMINISTRATIVE OFFICER**

Name of Nominee _____ FD: _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. Performance (45 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (35 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
<p>3. Publication / Authorship (5 points)</p> <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition 	
<p>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</p> <ul style="list-style-type: none"> International/National - 5 points Regional - 4 points Division / Provincial - 3 points District / Municipal - 2 points School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd 	
<p>5. Other Meritorious Accomplishments specific to the position</p> <p>5.1 Assisted in technical planning in any training, orientation, workshop, and other activities (10 points)</p> <ul style="list-style-type: none"> National Level - 10 points Regional - 8 points Division - 6 points District - 4 points 	<ul style="list-style-type: none"> ✓ Certificate of Appreciation/ Recognition duly signed by the SDS (for SDO, district and school nominees) or RD (for RO nominees); or ✓ Memorandum containing the name of the nominee 	

<p>5.2 Membership in Working Committees/BAC/ Procurement-Related (5 points)</p> <ul style="list-style-type: none"> • At least three (3) Working Committees - 5 points • Two (2) Working Committees - 3 points • One (1) working committee - 2 points 	<p>✓ Special Order/Memorandum (with the name of the Nominee)</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE LEVEL 2 UNIQUE POSITION

Name of Nominee: _____ Functional Division: _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (40 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (40 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 8 points • Nomination in the Region / Awardee in the Division - 6 points • Nomination in the Division/ Awardee in the District - 4 points • Nomination in the District/ Awardee in the school - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (10 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 10 points • Adopted in the district - 8 points • Fully implemented in the school - 6 points • Started the implementation - 4 points • Conceptualized - 2 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conducted basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	
5. Consultant/Resource Speaker/Learning Facilitator/Trainer (10 points) <ul style="list-style-type: none"> International/National - 10 points 	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by	

<ul style="list-style-type: none"> • Regional - 8 points • Division / Provincial - 6 points • District / Municipal - 4 points • School / Barangay - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	DepEd or other agencies/organizations sanctioned by DepEd	
C. Education & Learning and Development (15 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (10 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE ACCOUNTANT

Name of Nominee: _____ **FD:** _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (30 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (50 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region - 3 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Adopted in the district - 4 points • Fully implemented in the school - 3 points • Started the implementation - 2 points • Conceptualized - 1 point <p><i>Note:</i></p> <p><i>a. For group/team innovations, point/s earned will be divided by the number of innovators.</i></p> <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p>	
3. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)	<p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning</p>	

<ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>4. Other Meritorious Accomplishments specific to the position</p> <p>4.1 Membership in Organizations/Committees (5 points)</p> <ul style="list-style-type: none"> • Membership in technical planning committee <ul style="list-style-type: none"> 3 Committees - 5 points 2 Committees - 3 points 1 Committee - 2 points <p>4.2 Compliance with Reporting Requirements (25 points)</p> <p>Submission of Mid-Year and Year-End Financial Reports to Central Office (10 points)</p> <p>Complete and accurate - 10 points (on the 1st day of the workshop or earlier)</p> <p>Complete and accurate - 8 points (before the last day of the workshop)</p> <p>Complete (within the submission date set/last day of the workshop) - 6 points</p> <p>Submission of Mid-Year and Year- End Financial Reports to COA (5 points)</p> <p>Complete and accurate - 5 points (2 days or earlier before the deadline)</p>	<p>✓ Memorandum/Certificates/ Special Order</p> <p>✓ Transmittal Letter received by Central Office</p> <p>✓ Transmittal Letter received by COA</p>	

<p>Complete and accurate - 4 points (1 day before the deadline)</p> <p>Complete and accurate on - 3 points the deadline set</p> <p>Submission of Monthly and Quarterly Financial Reports to Central Office, COA, DBM and other oversight agencies (10 points)</p> <p>Complete and accurate - 10 points (2 days or earlier before the scheduled submission date set)</p> <p>Complete and accurate - 8 points (1 day before the scheduled submission date set)</p> <p>Complete and accurate - 6 points within the submission date</p> <p>4.3 Attendance to Division/Section/Unit Activities (5 points)</p> <p>100% Attendance - 5 points 80-99 % Attendance - 4 points 60-79% Attendance - 3 points 59% and below - 2 points</p>	<p>✓ Transmittal Letter received by COA and DBM</p> <p>✓ Email to Central Office as proof of submission</p> <p>✓ Certification of Attendance duly signed by the CAO-FD</p>	
C. Education & Learning and Development (15 points)		
<p>1. Education (5 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p>2. Learning and Development (10 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<ul style="list-style-type: none"> ✚ International/National - 10 points ✚ Regional - 8 points ✚ Division - 6 points ✚ District - 4 points ✚ School - 2 points <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

**SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE
SECTION OR UNIT HEAD**







Name of Nominee: _____ **Functional Division:** _____
Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (35 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (45 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (5 points)</p> <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region - 4 points • Nomination in the Region / Awardee in the Division - 3 points • Nomination in the Division/ Awardee in the District - 2 points • Nomination in the District/ Awardee in the school - 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (10 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 10 points • Adopted in the district - 8 points • Fully implemented in the school - 6 points • Started the implementation - 4 points • Conceptualized - 2 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

<i>the allotted points for the criterion.</i>	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (5 points) 3.1 Conduct of basic/action research approved by the DO Research Team (3 points) <ul style="list-style-type: none"> Regional/Division Level - 3 points District Level - 2 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none"> International - 2 points National - 1.75 points Regional - 1.50 points Division - 1.25 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	
5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> International/National - 5 points 	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by	

<ul style="list-style-type: none"> • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>6. Outreach Activity (3 points)</p> <ul style="list-style-type: none"> • Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> ✓ Proponent/organizer - 3 points ✓ Member - 1.5 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation 	
<p>7. Networking/Linkages (2 points)</p> <ul style="list-style-type: none"> • Initiated resource generation projects and/or programs that will benefit the school <p>Proponent/organizer - 2 points Member - 1 point</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>8. Other Meritorious Accomplishments specific to the position</p> <p>8.1 Compliance on submission of RMEA and other reports (3 points)</p> <ul style="list-style-type: none"> • 7 days or earlier - 3 points • 4-6 days - 2 points • 1-3 days - 1 point <p>8.2 Managed/facilitated a related training/ activity conducted (2 points)</p> <ul style="list-style-type: none"> • 2 or more activities - 2 points 	<ul style="list-style-type: none"> ✓ Copy of the Quarterly RMEA and other reports ✓ Certificate of Recognition/Certificate of Appreciation 	

<div>managed/facilitated</div> <div><ul style="list-style-type: none">1 activity managed/facilitated - 1 point</div> <div>8.3 Timely preparation and submission of documents for the procurement of goods and services and payment thereof (5 points)</div> <div><table><tr><td></td><td>Preparation of Procurement Documents</td></tr><tr><td>With Complete Documents and without discrepancy</td><td>2.5 points</td></tr><tr><td>With Complete Documents and with minor discrepancy</td><td>1.5 points</td></tr></table><table><tr><td></td><td>Payment</td></tr><tr><td>At least 5 days after the conduct of the activity</td><td>2.5 points</td></tr><tr><td>6 days or more after the conduct of the activity</td><td>1.5 points</td></tr></table></div>		Preparation of Procurement Documents	With Complete Documents and without discrepancy	2.5 points	With Complete Documents and with minor discrepancy	1.5 points		Payment	At least 5 days after the conduct of the activity	2.5 points	6 days or more after the conduct of the activity	1.5 points	<div>✓ Certification from the Finance Division</div>	
	Preparation of Procurement Documents													
With Complete Documents and without discrepancy	2.5 points													
With Complete Documents and with minor discrepancy	1.5 points													
	Payment													
At least 5 days after the conduct of the activity	2.5 points													
6 days or more after the conduct of the activity	1.5 points													
C. Education & Learning and Development (15 points)														
<div>1. Education (5 points)</div> <div><ul style="list-style-type: none">Doctorate/Doctor's Degree - 5 pointsComplete Academic Requirements for Doctorate/Doctor's Degree - 4.5 pointsEarned at least 18 Doctorate/Doctor's Degree units - 4 pointsMaster's Degree / Bachelor of Laws (Juris Doctor) - 3.5 pointsComplete Academic Requirements for Master's Degree - 3 pointsEarned at least 18 MA Units - 2.5 points</div>	<div>✓ Transcript of Records</div> <div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div>													
<div>2. Learning and Development (10 points)</div> <div><div>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</div><div><div><div><div></div></div>International/National - 10 points</div><div><div><div></div></div>Regional - 8 points</div><div><div><div></div></div>Division - 6 points</div><div><div><div></div></div>District - 4 points</div></div></div>	<div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div>													

<p> School - 2 points</p> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
D. Potential (5 points)		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none">  Communication skills  Ability to present ideas  Alertness  Judgment  Stress Tolerance 	<p>✓ Potential/Interview Checklist & Rating Sheet</p>	

SEARCH FOR MOST OUTSTANDING **SUPERVISOR (EPSs, PSDSs)**

Name of Nominee _____ SDO/FD: _____

Position: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (25 points)		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2019 and CY 2020 <p>✓ Service Record</p>	
B. Outstanding/Meritorious Accomplishments (60 points)		
<p>* Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>1. Outstanding Employee Award (10 points)</p> <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region - 8 points • Nomination in the Region / Awardee in the Division - 6 points • Nomination in the Division/ Awardee in the District - 4 points • Nomination in the District/ Awardee in the school - 2 points <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p>2. Innovations (10 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 10 points • Adopted in the district - 8 points • Fully implemented in the school - 6 points • Started the implementation - 4 points • Conceptualized - 2 points <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school</p>	

	nominees) or RD (for Regional Office nominees)	
3. Research and Development Projects (10 points) 3.1 Conducted basic/action research approved by the DO Research Team (5 points) <ul style="list-style-type: none"> Regional/Division Level - 5 points District Level - 3 points School Level - 1 point <p><i>Note:</i> a. For group/team research, point/s earned will be divided by the number of researchers. b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> 3.2 Presented a research paper (5 points) <ul style="list-style-type: none"> International - 5 points National - 4 points Regional - 3 points Division - 2 points School - 1 point 	✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS ✓ Certification from the SDO Research Committee on the scope of the Research Locale as to where it was conducted ✓ Memorandum / Invitation Letter ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter	
4. Publication / Authorship (5 points) <ul style="list-style-type: none"> Sole authorship of a book - 5 points Co-authorship of a book - 5 points will be divided by the number of authors Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not not to exceed 4 points Writer of LRs - 4 points Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the published book/ learning resources/articles ✓ Certificate of Recognition	
5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> International/National - 5 points 	✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by	

<ul style="list-style-type: none"> • Regional - 4 points • Division / Provincial - 3 points • District / Municipal - 2 points • School / Barangay - 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>6. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> • Initiated networking/partnership projects and/or programs that will benefit the Office <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> ✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW 	
<p>7. Other Meritorious Accomplishments specific to the position</p> <p>7.1 Conduct of Professional Development Programs (10 points)</p> <ul style="list-style-type: none"> • Conducted professional development program/activity that addressed the needs of the teachers/school heads related to the PAPs supervised/coordinated <p>✓ Proponent/organizer - 10 points ✓ Member - 5 points</p> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>7.2 Implemented a Region/Division/District-wide action plan that has been recognized by the community to have improved the delivery of the DepEd recognized Program, Project, and Activity (PAPs) (5 points)</p>	<ul style="list-style-type: none"> ✓ Implemented approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation ✓ Memorandum for the conduct of the program/activity <ul style="list-style-type: none"> ✓ Special Order as focal person/coordinator ✓ Approved Action Plan ✓ Accomplishment Report ✓ Certificate of Recognition ✓ Memorandum 	

<ul style="list-style-type: none"> ✓ Adopted in the Region - 5 points ✓ Adopted by/in the Districts/Division - 4 points ✓ Shared/disseminated - 3 points ✓ Fully implemented - 2 points ✓ Conceptualized - 1 point 	<ul style="list-style-type: none"> ✓ Evidence showing positive impact of the action plan 	
C. Education & Learning and Development (10 points)		
1. Education (5 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points • Earned at least 18 Doctorate/Doctor's Degree units - 4 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points 	<ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned 	
2. Learning and Development (5 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> ✚ International/National - 5 points ✚ Regional - 4 points ✚ Division - 3 points ✚ District - 2 points ✚ School - 1 point <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd 	
D. Potential (5 points)		
<ul style="list-style-type: none"> ✓ Interview and essay shall be conducted <ul style="list-style-type: none"> ✚ Communication skills ✚ Ability to present ideas ✚ Alertness ✚ Judgment ✚ Stress Tolerance 	<ul style="list-style-type: none"> ✓ Potential/Interview Checklist & Rating Sheet 	

**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL
(MONOGRADE SCHOOL - CENTRAL CATEGORY)**

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two [2] years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline - 4 points data from year to year in 2 years 0.01% -1% drop-out from the baseline - 3 points data from year to year in 2 years 1.01% - 2% drop-out from the baseline - 2 points data from year to year in 2 years 3% & above drop-out from the baseline - 1 point data from year to year in 2 years 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline:75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR - 3 points Average: At least 7% increase - 2 points Marginal: at least 5% increase - 1 point 		
3. Completion Rate (3 points) <i>Baseline:75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR - 3 points Average: at least 7% increase - 2 points Marginal: at least 5% increase - 1 point 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers - 5 points 80% - 89.99% of the learners are at least Instructional Readers - 4 points 70% - 79.99% of the learners are at - 3 points 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers</p> <ul style="list-style-type: none"> 60% - 69.99% of the learners are at least Instructional Readers - 2 points At least 59% of the learners are at Instructional Readers - 1 point 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates - 5 points 80% - 89.99% of the learners are highly numerates - 4 points 70% - 79.99% of the learners are highly numerates - 3 points 60% - 69.99% of the learners are highly numerates - 2 points At least 59% of the learners are Highly numerates - 1 point 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS - 5 points 95% - 99% of the learners have completely complied the SLMs/LAS - 4 points 90% - 94% of the learners have completely complied the SLMs/LAS - 3 points 85% - 89% of the learners have completely complied the SLMs/LAS - 2 points Below 85% of the learners have completely complied the SLMs/LAS - 1 point 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS - 4 points 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 5 to 6 of the above cited practices are evident in the conduct of IS - 3 points • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 points • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 point 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 points • One of the above cited indicators is absent - 4 points • Two of the above cited indicators are absent - 3 points • Three of the above cited indicators are absent - 2 points • Four of the above cited indicators are absent - 1 point 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training/LAC Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-beneficiaries achieved normal status - 3 points • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 points 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

<ul style="list-style-type: none"> At least 79% of the learner-beneficiaries achieved normal status - 1 point 		
<p>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 3 points 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 2 points 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 1 point 	<p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p>	
<p>4. Health and Safety (4 points)</p> <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 4 points 95% - 99% implementation of COVID-19 Protocols such as setting - 3 points 	<p>✓ Pictures/pictorial/narrative/ video of the activities relative to COVID-19 protocols with ACR</p>	

<p>of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools, and the like, before distribution, during, and after retrieval</p> <ul style="list-style-type: none"> • 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools, and the like, before distribution, during, and after retrieval - 2 points • 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 1 point 		
<p>5. DCP Package Utilization (3 points) Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ol style="list-style-type: none"> a. Presence of document that showed 100% usage of equipment of knowledge embodied in the DCP package. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<ul style="list-style-type: none"> b. ICT integration in the curriculum produced a highly conducive and beneficial learning experience to the learner. c. The school implemented initiatives in the maintenance of ICT. <ul style="list-style-type: none"> • All indicators were met - 3 points • Only 2 indicators were met - 2 points • Only 1 indicator was met - 1 point 		
<p>6. Maintenance of School facilities and equipment (2 points)</p> <ul style="list-style-type: none"> • 90%-100% of school facilities and equipment were properly accounted and maintained - 2 points • 70%-89% of school facilities and equipment were properly accounted and maintained - 1 point 	<p>✓ Property Custodian's Accomplishment Report</p>	
<p>C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)</p>		
<p>1. Provision of L & D (5 points)</p> <ul style="list-style-type: none"> • School conducted 8 hours LAC Sessions per grade level per month & 2 INSETs in a year - 5 points • School conducted 8 hours LAC Sessions per grade level per month & 1 INSET in a year/ 6 hours SLAC Sessions per Grade level & 2 INSETs in a year - 4 points • School conducted 6-7 hours LAC Sessions per grade level per month & 1 INSET in a year - 3 points • School conducted 4-5 hours LAC Session per grade level in a month & 1 INSET in a year - 2 points • School conducted 2-3 hours LAC Session per grade level in a month & no provision of INSET - 1 point 	<p>✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools</p>	

<p>2. Attendance of staff to different capability-building activities (5 Points)</p> <ul style="list-style-type: none"> Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5 	<ul style="list-style-type: none"> ✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo ✓ Certificate of Participation/appearance 	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
<p>1. Financial Management (5 Points)</p> <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline - 5 points 100% liquidation of MOOE and other funds submitted 2 days before the deadline - 4 points 100% liquidation of MOOE and other funds submitted 1 day before the deadline - 3 points 100% liquidation of MOOE and other funds submitted on the deadline - 2 points 	<ul style="list-style-type: none"> ✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of December 31, 2020 	
<p>2. School Improvement Plan (SIP)/AIP (5 points)</p> <p>a. Creation and Functionality of SPT b. Alignment of AIP to SIP c. Information dissemination to stakeholders d. Implementation of PAPs e. Quarterly review and adjustment conducted through SMEA</p> <ul style="list-style-type: none"> All of the above cited indicators are present - 5 points Four of the above cited indicators are present - 4 points Three of the above cited indicators are present - 3 points Two of the above cited indicators are present - 2 points Only one of the above cited indicators is present - 1 point 	<ul style="list-style-type: none"> ✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA 	
<p>3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points)</p>	<ul style="list-style-type: none"> ✓ BE-LCP Accomplishment Tracking Form 	

<ul style="list-style-type: none"> • 100% of the Programs, Project and Activities were implemented - 5 points • 95% - 99% of the Programs, Project and Activities were implemented - 4 points • 90% - 94% of the Programs, Project and Activities were implemented - 3 points • 85% - 89% of the Programs, Project and Activities were implemented - 2 points • Below 85% of the Programs, Project and Activities were implemented - 1 point 		
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)		
1. School-Community Partnership (5 points) <ul style="list-style-type: none"> • 90% - 100% of the Learning Support Aides (Parents, LGU paid, and other Volunteers) were actively involved in the Distance Learning Modality implementation - 5 points • 80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation - 4 points • 70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation - 3 points • 60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation - 2 points • Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation - 1 point 	<ul style="list-style-type: none"> ✓ LSA contracts ✓ Schedule of Assignments ✓ Outputs/Results ✓ Accomplishment Report 	❖

2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points)

ELEMENTARY	Points
Central School	
Php200,000.00 and above	3 pts.
Php76,000.00 to 199,999.00	2 pts.
Php75,000 to 75,999.00	1 pt.

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)**1. SBM Level of Practice (5 points)**

SBM Level	Validation Level	Allotted Points
III	RO	5 points
III	Division	3 points
II	Division	1 point

- ✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force
- ✓ Memorandum/ Certificate of Accreditation or level duly signed by SDS/RD

2. SBM-WInS (2.5 points)

- School's WInS-OMS rating of 3 Stars - 2.5 points
- School's WInS-OMS rating of 2 Stars - 1.5 points
- School's WInS-OMS rating of 1 Star - 0.5 points

- ✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse

3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points)

- National/International - 2.5 points
- Region - 2 points
- Division - 1.5 points
- District - 1 point

Note:

a. Points earned are cumulative but not to exceed the allotted points for the criterion.

b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.

- ✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)
- ✓ Program invitation/Memo

4. Implementation of the School Banner Project (3.0 points)

- ✓ *Ingenuity of the Project* - 0.5 point
 - This pertains to the nature and originality of the project and the alignment of its

- ✓ Project Design/Manual

<p>objectives to its target. The project should have great impact to the current needs of the school.</p> <p>✓ <i>Advocacy Strategies</i> - 0.5 point</p> <ul style="list-style-type: none"> • This pertains to the various strategies undertaken by the School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners. <p>✓ <i>Impact to School Performance</i> - 1 point</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> - 1 point</p> <ul style="list-style-type: none"> • 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>✓ School Improvement Plan/AIP</p> <p>✓ Project Implementation Plan</p> <p>✓ Resource Generated for School Banner Project implementation</p> <p>✓ ACR (with highlights of stake holders' involvement)</p> <p>✓ School Performance Indicators</p> <p>✓ Customers' Feedback</p> <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL
(MONOGRADE SCHOOL, NON-CENTRAL CATEGORY)**

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 Points)		
<i>(Performance Indicator for the last two [2] years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers – 2 pts.</p> <ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are highly numerates – 1 pt. 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 pts • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 pts. • One of the above cited indicators is absent - 4 pts. • Two of the above cited indicators are absent - 3 pts. • Three of the above cited indicators are absent - 2 pts. • Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-beneficiaries achieved normal status - 3 pts. • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. • At least 79% of the learner- 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

beneficiaries achieved normal status – 1 pt.		
3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points) <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 3 pts. 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 2 pts. 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 1 pt. 	✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF	
4. Health and Safety (4 points) <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools, and the like, before distribution, during, and after retrieval - 4 pts. 	✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR	

<ul style="list-style-type: none"> 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 3 pts. 		
<ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 2 pts. 		
<ul style="list-style-type: none"> 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p>	Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are	

<p>a. Presence of document that showed 100% usage of equipment of knowledge embodied in the DCP package.</p> <p>b. ICT integration in the curriculum produced a highly conducive and beneficial learning experience to the learner.</p> <p>c. The school implemented initiatives in the maintenance of ICT.</p> <ul style="list-style-type: none"> All indicators were met - 3 pts. Only 2 indicators were met - 2 pts. Only 1 indicator was met - 1 pt. 	<p>present in the SIP/AIP for at least 2 consecutive years</p>	
<p>6. Maintenance of School facilities and equipment (2 points)</p> <ul style="list-style-type: none"> 90%-100% of school facilities and equipment were properly accounted and maintained - 2 pts. 70%-89% of school facilities and equipment were properly accounted and maintained - 1 pt. 	<p>✓ Property Custodian's Accomplishment Report</p>	
<p>C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)</p>		
<p>1. Provision of L & D (5 points)</p> <ul style="list-style-type: none"> School conducted 8 hours LAC Sessions per grade level per month & 2 INSETs in a year - 5 pts. School conducted 8 hours LAC Sessions per grade level per month & 1 INSET in a year/6 hours SLAC Sessions per grade level & 2 INSETs in a year - 4 pts. School conducted 6-7 hours LAC Sessions per grade level per month & 1 INSET in a year - 3 pts. School conducted 4-5 hours LAC Session per grade level in a month & 1 INSET in a year - 2 pts. School conducted 2-3 hours LAC Session per grade level in a month 	<p>✓ Memorandum</p> <p>✓ LAC Plan/training designs approved by the Approving Authority of the SDO</p> <p>✓ ACR, Impact evaluation, and other M&E Tools</p>	

& no provision of INSET – 1 pt.		
2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points) <ul style="list-style-type: none"> (No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	<ul style="list-style-type: none"> ✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo Certificate of Participation/appearance 	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline – 5 pts. 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 	<ul style="list-style-type: none"> ✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of December 31, 2020 	
2. School Improvement Plan/AIP (5 points) <ol style="list-style-type: none"> Creation and Functionality of SPT Alignment of AIP to SIP Information dissemination to stakeholders Implementation of PAPs Quarterly review and adjustment conducted through SMEA <ul style="list-style-type: none"> All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 	<ul style="list-style-type: none"> ✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA 	

<p>3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points)</p> <ul style="list-style-type: none"> • 100% of the Programs, Project and Activities were implemented – 5 pts. • 95% - 99% of the Programs, Project and Activities were implemented – 4 pts. • 90% - 94% of the Programs, Project and Activities were implemented – 3 pts. • 85% - 89% of the Programs, Project and Activities were implemented – 2 pts. • Below 85% of the Programs, Project and Activities were implemented – 1 pt. 	<p>✓ BE-LCP Accomplishment Tracking Form</p>	
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)		
<p>1. School-Community Partnership. (5 points)</p> <ul style="list-style-type: none"> • 90% - 100% of the Learning Support Aides (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts. • 80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts. • 70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts. • 60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts. • Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt. 	<p>✓ LSA contracts ✓ Schedule of Assignments ✓ Outputs/Results ✓ Accomplishment Report</p>	<p>❖</p>

2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points)			❖												
<table><tr><th>ELEMENTARY</th><th rowspan="2">Points</th></tr><tr><th>Non-Central School</th></tr><tr><td>Php75,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php50,000 to 74,999.00</td><td>2 pts.</td></tr><tr><td>Php25,000 to 49,999.00</td><td>1 pt.</td></tr></table>	ELEMENTARY	Points	Non-Central School	Php75,000.00 and above	3 pts.	Php50,000 to 74,999.00	2 pts.	Php25,000 to 49,999.00	1 pt.	<ul style="list-style-type: none">✓ Project Proposal✓ Deed of donations✓ Deed of acceptance✓ BE Report					
ELEMENTARY	Points														
Non-Central School															
Php75,000.00 and above	3 pts.														
Php50,000 to 74,999.00	2 pts.														
Php25,000 to 49,999.00	1 pt.														
F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)															
1. SBM Level of Practice (5 points)		<ul style="list-style-type: none">✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force✓ Certificate of Accreditation or level duly signed by the SDS/RD													
<table><tr><th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr><tr><td>III</td><td>RO</td><td>5 points</td></tr><tr><td>III</td><td>Division</td><td>3 points</td></tr><tr><td>II</td><td>Division</td><td>1 point</td></tr></table>		SBM Level	Validation Level	Allotted Points	III	RO	5 points	III	Division	3 points	II	Division	1 point		
SBM Level	Validation Level	Allotted Points													
III	RO	5 points													
III	Division	3 points													
II	Division	1 point													
2. SBM-WInS (2.5 points) <ul style="list-style-type: none">• School's WInS-OMS rating of 3 Stars – 2.5 pts.• School's WInS-OMS rating of 2 Stars – 1.5 pts.• School's WInS-OMS rating of 1 Star – 0.5 pts.		<ul style="list-style-type: none">✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse													
3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) <ul style="list-style-type: none">• National/International – 2.5 pts.• Region – 2.0 pts.• Division – 1.5 pts.• District – 1.0 pt. <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>		<ul style="list-style-type: none">✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)✓ Program invitation/Memo													
4. Implementation of the School Banner Project (3.0 points) <ul style="list-style-type: none">✓ <i>Ingenuity of the Project</i> – 0.5 pt.<ul style="list-style-type: none">• This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have		<ul style="list-style-type: none">✓ Project Design/Manual✓ School Improvement Plan/AIP													

<p>great impact to the current needs of the School.</p> <p>✓ <i>Advocacy Strategies</i> – 0.5 pt.</p> <ul style="list-style-type: none"> • This pertains to the various strategies undertaken by the School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners. <p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>✓ Project Implementation Plan</p> <p>✓ Resource Generated for School Banner Project implementation</p> <p>✓ ACR (with highlights of stake holders' involvement)</p> <p>✓ School Performance Indicators</p> <p>✓ Customers' Feedback</p> <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL
(MULTIGRADE SCHOOL)**

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two [2] years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers – 2 pts.</p> <ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are highly numerates – 1 pt. 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts. 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts. 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 pts. • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 pts. • One of the above cited indicators is absent - 4 pts. • Two of the above cited indicators are absent - 3 pts. • Three of the above cited indicators are absent - 2 pts. • Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-Beneficiaries achieved normal status - 3 pts. • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. • At least 79% of the learner- 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

beneficiaries achieved normal status – 1 pt.		
3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points) <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 3 pts. 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 2 pts. 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 1 pt. 	✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF	
4. Health and Safety (4 points) <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval – 4 pts. 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal 	✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR	

<p>scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 3 pts.</p> <ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 2 pts. 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules, tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ol style="list-style-type: none"> Presence of document that showed 100% usage of equipment of knowledge embodied in the DCP package. ICT integration in the curriculum produced a highly conducive and beneficial learning experience to the learner. The school implemented initiatives in the maintenance of ICT. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<ul style="list-style-type: none"> • All indicators were met -3 pts. • Only 2 indicators were met - 2 pts. • Only 1 indicator was met - 1 pt. 		
6. Maintenance of School facilities and equipment (2 points) <ul style="list-style-type: none"> • 90%-100% of school facilities and equipment were properly accounted and maintained - 2 pts. • 70%-89% of school facilities and equipment were properly accounted and maintained - 1 pt. 	✓ Property Custodian's Accomplishment Report	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)		
1. Provision of L & D (5 points) <ul style="list-style-type: none"> • School conducted 8 hours LAC Sessions per grade level per month & 2 INSETs in a year - 5 pts. • School conducted 8 hours LAC Sessions per grade level per month & 1 INSET in a year/6 hours SLAC Sessions per grade level & 2 INSETs in a year - 4 pts. • School conducted 6-7 hours LAC Sessions per grade level per month & 1 INSET in a year - 3 pts. • School conducted 4-5 hours LAC Session per grade level in a month & 1 INSET in a year - 2 pts. • School conducted 2-3 hours LAC Session per grade level in a month & no provision of INSET - 1 pt. 	✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools	
2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)	✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo	

<ul style="list-style-type: none"> (No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	Certificate of Participation/appearance	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline – 5 pts. 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 	<ul style="list-style-type: none"> ✓ Certification coming from the Division Accountant indicating the date of the deadline of liquidation plus the authenticated liquidation report as of December 31, 2020 	
2. School Improvement Plan/AIP (5 points) <ol style="list-style-type: none"> Creation and Functionality of SPT Alignment of AIP to SIP Information dissemination to stakeholders Implementation of PAPs Quarterly review and adjustment conducted through SMEA <ul style="list-style-type: none"> All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 	<ul style="list-style-type: none"> ✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA 	
3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) <ul style="list-style-type: none"> 100% of the Programs, Project 	<ul style="list-style-type: none"> ✓ BE-LCP Accomplishment Tracking Form 	

<p>and Activities were implemented – 5 pts.</p> <ul style="list-style-type: none"> • 95% - 99% of the Programs, Project and Activities were implemented – 4 pts. • 90% - 94% of the Programs, Project and Activities were implemented – 3 pts. • 85% - 89% of the Programs, Project and Activities were implemented – 2 pts. • Below 85% of the Programs, Project and Activities were implemented – 1 pt. 		
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)		
<p>1. School-Community Partnership. (5 points)</p> <ul style="list-style-type: none"> • 90% - 100% of the Learning Support Aides (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts. • 80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts. • 70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts. • 60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts. • Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt. 	<ul style="list-style-type: none"> ✓ LSA contracts ✓ Schedule of Assignments ✓ Outputs/Results ✓ Accomplishment Report 	❖
<p>2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points)</p>	<ul style="list-style-type: none"> ✓ Project Proposal ✓ Deed of donations 	❖

<table><tr><th>ELEMENTARY</th><th rowspan="2">Points</th></tr><tr><th>Multi-Grade</th></tr><tr><td>Php50,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php30,000 to 49,999.00</td><td>2 pts.</td></tr><tr><td>Php20,000 to 29,999.00</td><td>1 pt.</td></tr></table>		ELEMENTARY	Points	Multi-Grade	Php50,000.00 and above	3 pts.	Php30,000 to 49,999.00	2 pts.	Php20,000 to 29,999.00	1 pt.	<ul style="list-style-type: none">✓ Deed of acceptance✓ BE Report				
ELEMENTARY	Points														
Multi-Grade															
Php50,000.00 and above	3 pts.														
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F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS - 13 POINTS															
1. SBM Level of Practice (5 points) <table><tr><th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr><tr><td>III</td><td>RO</td><td>5 points</td></tr><tr><td>III</td><td>Division</td><td>3 points</td></tr><tr><td>II</td><td>Division</td><td>1 point</td></tr></table>		SBM Level	Validation Level	Allotted Points	III	RO	5 points	III	Division	3 points	II	Division	1 point	<ul style="list-style-type: none">✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force✓ Certificate of Accreditation or level duly signed by the SDS/RD	
SBM Level	Validation Level	Allotted Points													
III	RO	5 points													
III	Division	3 points													
II	Division	1 point													
2. SBM-WInS (2.5 points) <ul style="list-style-type: none">• School’s WInS-OMS rating of 3 Stars – 2.5 pts.• School’s WInS-OMS rating of 2 Stars – 1.5 pts.• School’s WInS-OMS rating of 1 Star – 0.5 pts.		<ul style="list-style-type: none">✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse													
3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) <ul style="list-style-type: none">• National/International – 2.5 pts.• Region – 2.0 pts.• Division – 1.5 pts.• District – 1.0 pt. <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>		<ul style="list-style-type: none">✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)✓ Program invitation/Memo													
4. Implementation of the School Banner Project (3.0 points) <ul style="list-style-type: none">✓ <i>Ingenuity of the Project</i> – 0.5 pt.<ul style="list-style-type: none">• This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the School.		<ul style="list-style-type: none">✓ Project Design/Manual✓ School Improvement Plan/AIP✓ Project Implementation Plan													

<p>✓ <i>Advocacy Strategies</i> – 0.5 pt.</p> <ul style="list-style-type: none"> • This pertains to the various strategies undertaken by the School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners. <p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>✓ Resource Generated for School Banner Project implementation</p> <p>✓ ACR (with highlights of stake holders' involvement)</p> <p>✓ School Performance Indicators</p> <p>✓ Customers' Feedback</p> <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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SEARCH FOR THE MOST OUTSTANDING SCHOOL
(JUNIOR HIGH SCHOOL)

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two (2) years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers – 2 pts.</p> <ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are highly numerates – 1 pt. 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 pts • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 pts. • One of the above cited indicators is absent - 4 pts. • Two of the above cited indicators are absent - 3 pts. • Three of the above cited indicators are absent - 2 pts. • Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-beneficiaries achieved normal status - 3 pts. • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. • At least 79% of the learner-beneficiaries achieved normal 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

status – 1 pt.		
<p>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 3 pts. 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 2 pts. 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 1 pt. 	<p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p>	
<p>4. Health and Safety (4 points)</p> <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 4 pts. 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal 	<p>✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR</p>	

<p>scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 3 pts.</p> <ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 2 pts. 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ol style="list-style-type: none"> 1. Presence of document that shows 100% usage of equipment of knowledge embodied in the DCP package. 2. ICT integration in the curriculum has produced a highly conducive and beneficial learning experience to the learner. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<p>3. The school implemented initiatives in the maintenance of ICT.</p> <ul style="list-style-type: none"> All indicators were met -3 pts. Only 2 indicators were met - 2 pts. Only 1 indicator was met - 1 pt. 		
<p>6. Maintenance of Learning Facilities and Equipment (2 points)</p> <ul style="list-style-type: none"> 90%-100% of learning facilities and equipment were properly accounted and maintained - 2 pts. 70%-89% of learning facilities and equipment were properly accounted and maintained - 1 pt. 	<p>✓ Property Custodian's Accomplishment Report</p>	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)		
<p>1. Provision of L & D (5 points)</p> <ul style="list-style-type: none"> School conducts 8 hours LAC Sessions per subject per month & 2 INSETs in a year - 5 pts. School conducts 8 hours LAC Sessions per subject per month & 1 INSET in a year/6 hours SLAC Sessions per subject per month & 2 INSETs in a year - 4 pts. School conducts 6-7 hours LAC Sessions per subject per month & 1 INSET in a year - 3 pts. School conducts 4-5 hours LAC Session per subject in a month & 1 INSET in a year - 2 pts. School conducts 2-3 hours LAC Session per subject in a month & no provision of INSET - 1 pt. 	<p>✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools</p>	
<p>2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</p>	<p>✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo</p>	

<ul style="list-style-type: none"> No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	✓ Certificate of Participation/appearance	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline – 5 pts. 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 	✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of December 31, 2020	
2. School Improvement Plan/AIP (5 points) <ol style="list-style-type: none"> Creation and Functionality of SPT Alignment of AIP to SIP Information dissemination to stakeholders Implementation of PAPs Quarterly review and adjustment conducted through SMEA <ul style="list-style-type: none"> All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 	✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA	
3. Basic Education –Learning Continuity Plan (BE-LCP) (5 Points) <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented – 5 pts. 	✓ BE-LCP Accomplishment Tracking Form	

<ul style="list-style-type: none">95% - 99% of the Programs, Project and Activities were implemented – 4 pts.90% - 94% of the Programs, Project and Activities were implemented – 3 pts.85% - 89% of the Programs, Project and Activities were implemented – 2 pts.Below 85% of the Programs, Project and Activities were implemented – 1 pt.										
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)										
1. School-Community Partnership. (5 points) <ul style="list-style-type: none">90% - 100% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts.80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts.70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts.60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts.Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt.	<ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results✓ Accomplishment Report	❖								
2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points) <table border="1"><thead><tr><th>JHS/SHS/IS</th><th>Points</th></tr></thead><tbody><tr><td>Php400,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php300,000.00 to 399,999.00</td><td>2 pts.</td></tr><tr><td>Php200,000.00 to 299,999.00</td><td>1 pt.</td></tr></tbody></table>	JHS/SHS/IS	Points	Php400,000.00 and above	3 pts.	Php300,000.00 to 399,999.00	2 pts.	Php200,000.00 to 299,999.00	1 pt.	<ul style="list-style-type: none">✓ Project Proposal✓ Deed of donations✓ Deed of acceptance✓ BE Report	❖
JHS/SHS/IS	Points									
Php400,000.00 and above	3 pts.									
Php300,000.00 to 399,999.00	2 pts.									
Php200,000.00 to 299,999.00	1 pt.									
F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)										
1. SBM Level of Practice (5 points)	<ul style="list-style-type: none">✓ SBM Assessment Tool as evaluated and									

<table><tr><th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr><tr><td>III</td><td>RO</td><td>5 points</td></tr><tr><td>III</td><td>Division</td><td>3 points</td></tr><tr><td>II</td><td>Division</td><td>1 point</td></tr></table>	SBM Level	Validation Level	Allotted Points	III	RO	5 points	III	Division	3 points	II	Division	1 point	<div>approved by the Division/Regional SBM Task Force</div> <div>✓ Certificate of Accreditation or level duly signed by the SDS/RD</div>	
SBM Level	Validation Level	Allotted Points												
III	RO	5 points												
III	Division	3 points												
II	Division	1 point												
<div>2. SBM-WInS (2.5 points)</div> <div><div><div>School's WInS-OMS rating of 3 Stars</div><div>– 2.5 pts.</div></div><div><div>School's WInS-OMS rating of 2 Stars</div><div>– 1.5 pts.</div></div><div><div>School's WInS-OMS rating of 1 Star</div><div>– 0.5 pts.</div></div></div>	<div>✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse</div>													
<div>3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points)</div> <div><div><div>National/International</div><div>– 2.5 pts.</div></div><div><div>Region</div><div>– 2.0 pts.</div></div><div><div>Division</div><div>– 1.5 pts.</div></div><div><div>District</div><div>– 1.0 pt.</div></div></div> <div><div>Note:</div><div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div><div>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</div></div></div>	<div>✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)</div> <div>✓ Program invitation/Memo</div>													
<div>4. Implementation of the School Banner Project (3.0 points)</div> <div><div><div>✓ Ingenuity of the Project</div><div>– 0.5 pt.</div><div><div>This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the School.</div></div></div><div><div>✓ Advocacy Strategies</div><div>– 0.5 pt.</div><div><div>This pertains to the various strategies undertaken by the</div></div></div></div>	<div><div>✓ Project Design/Manual</div><div>✓ School Improvement Plan/AIP</div><div>✓ Project Implementation Plan</div><div>✓ Resource Generated for School Banner Project implementation</div></div> <div>✓ ACR (with highlights of stake</div>													

<p>School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners.</p> <p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>holders' involvement</p> <ul style="list-style-type: none"> ✓ School Performance Indicators ✓ Customers' Feedback <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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SEARCH FOR THE MOST OUTSTANDING **SECONDARY SCHOOL** (**JUNIOR and SENIOR HIGH SCHOOL**)

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two (2) years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers – 2 pts.</p> <ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are Highly numerates – 1 pt. 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 pts • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 pts. • One of the above cited indicators is absent - 4 pts. • Two of the above cited indicators are absent - 3 pts. • Three of the above cited indicators are absent - 2 pts. • Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-beneficiaries achieved normal status - 3 pts. • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. • At least 79% of the learner-beneficiaries achieved normal 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

status	– 1 pt.	
<p>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 3 pts. 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 2 pts. 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 1 pt. 	<p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p>	
<p>4. Health and Safety (4 points)</p> <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 4 pts. 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of 	<p>✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR</p>	

<p>triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 3 pts.</p> <ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 2 pts. 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ul style="list-style-type: none"> d. Presence of document that shows 100% usage of equipment of knowledge embodied in the DCP package. e. ICT integration in the curriculum has produced a highly conducive and beneficial learning experience to the learner. f. The school implemented initiatives in the maintenance of ICT. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<ul style="list-style-type: none"> All indicators were met -3 pts. Only 2 indicators were met - 2 pts. Only 1 indicator was met - 1 pt. 		
6. Maintenance of Learning Facilities and Equipment (2 points) <ul style="list-style-type: none"> 90%-100% of learning facilities and equipment were properly accounted and maintained - 2 pts. 70%-89% of learning facilities and equipment were properly accounted and maintained - 1 pt. 	✓ Property Custodian's Accomplishment Report	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)		
1. Provision of L & D (5 points) <ul style="list-style-type: none"> School conducts 8 hours LAC Sessions per subject per month & 2 INSETs in a year - 5 pts. School conducts 8 hours LAC Sessions per subject per month & 1 INSET in a year/6 hours SLAC Sessions per subject per month & 2 INSETs in a year - 4 pts. School conducts 6-7 hours LAC Sessions per subject per month & 1 INSET in a year - 3 pts. School conducts 4-5 hours LAC Session per subject in a month & 1 INSET in a year - 2 pts. School conducts 2-3 hours LAC Session per subject in a month & no provision of INSET - 1 pt. 	✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools	
2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points) <ul style="list-style-type: none"> No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo Certificate of Participation/appearance	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and 	✓ Certification coming from the Division	

<p>other funds submitted at least 3 days before the deadline – 5 pts.</p> <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 	<p>Accountant plus the authenticated liquidation report as of December 31, 2020</p>	
<p>2. School Improvement Plan/AIP (5 points)</p> <p>a. Creation and Functionality of SPT b. Alignment of AIP to SIP c. Information dissemination to stakeholders d. Implementation of PAPs e. Quarterly review and adjustment conducted through SMEA</p> <ul style="list-style-type: none"> All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 	<ul style="list-style-type: none"> ✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA 	
<p>3. Basic Education –Learning Continuity Plan (BE-LCP) (5 Points)</p> <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented – 5 pts. 95% - 99% of the Programs, Project and Activities were implemented – 4 pts. 90% - 94% of the Programs, Project and Activities were implemented – 3 pts. 85% - 89% of the Programs, Project and Activities were implemented – 2 pts. 	<ul style="list-style-type: none"> ✓ BE-LCP Accomplishment Tracking Form 	

<ul style="list-style-type: none">Below 85% of the Programs, Project and Activities were implemented – 1 pt.														
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)														
1. School-Community Partnership. (5 points) <ul style="list-style-type: none">90% - 100% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts.80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts.70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts.60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts.Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt.	<ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results✓ Accomplishment Report	❖												
2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points) <table border="1"><thead><tr><th>JHS/SHS/IS</th><th>Points</th></tr></thead><tbody><tr><td>Php400,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php300,000.00 to 399,999.00</td><td>2 pts.</td></tr><tr><td>Php200,000.00 to 299,999.00</td><td>1 pt.</td></tr></tbody></table>	JHS/SHS/IS	Points	Php400,000.00 and above	3 pts.	Php300,000.00 to 399,999.00	2 pts.	Php200,000.00 to 299,999.00	1 pt.	<ul style="list-style-type: none">✓ Project Proposal✓ Deed of donations✓ Deed of acceptance✓ BE Report	❖				
JHS/SHS/IS	Points													
Php400,000.00 and above	3 pts.													
Php300,000.00 to 399,999.00	2 pts.													
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F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)														
1. SBM Level of Practice (5 points) <table border="1"><thead><tr><th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr></thead><tbody><tr><td>III</td><td>RO</td><td>5 points</td></tr><tr><td>III</td><td>Division</td><td>3 points</td></tr><tr><td>II</td><td>Division</td><td>1 point</td></tr></tbody></table>	SBM Level	Validation Level	Allotted Points	III	RO	5 points	III	Division	3 points	II	Division	1 point	<ul style="list-style-type: none">✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force	
SBM Level	Validation Level	Allotted Points												
III	RO	5 points												
III	Division	3 points												
II	Division	1 point												

	✓ Certificate of Accreditation or level duly signed by SDS/RD	
2. SBM-WInS (2.5 points) <ul style="list-style-type: none"> • School's WInS-OMS rating of 3 Stars – 2.5 pts. • School's WInS-OMS rating of 2 Stars – 1.5 pts. • School's WInS-OMS rating of 1 Star – 0.5 pts. 	✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse	
3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) <ul style="list-style-type: none"> • National/International – 2.5 pts. • Region – 2.0 pts. • Division – 1.5 pts. • District – 1.0 pt. <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion) ✓ Program invitation/Memo	
4. Implementation of the School Banner Project (3.0 points) <ul style="list-style-type: none"> ✓ <i>Ingenuity of the Project</i> – 0.5 pt. <ul style="list-style-type: none"> • This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the School. ✓ <i>Advocacy Strategies</i> – 0.5 pt. <ul style="list-style-type: none"> • This pertains to the various strategies undertaken by the School to communicate the banner project to the internal and external stakeholders and 	✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation ✓ ACR (with highlights of stake holders' involvement) ✓ School Performance Indicators	

<p>the School draws support from its partners.</p> <p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>✓ Customers' Feedback</p> <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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SEARCH FOR THE MOST OUTSTANDING **STAND-ALONE SENIOR HIGH SCHOOL**

Name of School: _____
 School Head: _____

SDO: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two (2) years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at least Instructional Readers – 2 pts. 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
6. School Numeracy Rate (Improved Numeracy Level) (5 points) <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are highly numerates – 1 pt. 	✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)	
7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points) <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	✓ Distribution and retrieval Log Sheet/s ✓ Validated SMEA Report	
8. Instructional Supervision (IS) (4 points) Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan: a. DLL/DLP, SLM and LAS preparation b. Designing assessment tools/items c. Analyzing assessment results d. Regular updating of school forms e. Classroom Observation using PPST-COT f. ICT Integration g. Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts 3 to 4 of the above cited practices are 	✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report	

<p>evident in the conduct of IS - 2 pts</p> <ul style="list-style-type: none"> 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> All of the above cited indicators are present - 5 pts. One of the above cited indicators is absent - 4 pts. Two of the above cited indicators are absent - 3 pts. Three of the above cited indicators are absent - 2 pts. Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> 90%-100% of the learner-beneficiaries achieved normal status - 3 pts. 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. At least 79% of the learner-beneficiaries achieved normal status - 1 pt. 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

<p>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <ul style="list-style-type: none"> • 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 3 pts. • 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 2 pts. • 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented - 1 pt. 	<p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p>	
<p>4. Health and Safety (4 points)</p> <ul style="list-style-type: none"> • 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 4 pts. • 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as 	<p>✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR</p>	

<p>facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 3 pts.</p> <ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 2 pts. 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ol style="list-style-type: none"> Presence of document that shows 100% usage of equipment of knowledge embodied in the DCP package. ICT integration in the curriculum has produced a highly conducive and beneficial learning experience to the learner. The school implemented initiatives in the maintenance of ICT. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<ul style="list-style-type: none"> • All indicators were met - 3 pts. • Only 2 indicators were met - 2 pts. • Only 1 indicator was met - 1 pt. 		
6. Maintenance of Learning Facilities and Equipment (2 points) <ul style="list-style-type: none"> • 90%-100% of learning facilities and equipment were properly accounted and maintained - 2 pts. • 70%-89% of learning facilities and equipment were properly accounted and maintained - 1 pt. 	✓ Property Custodian's Accomplishment Report	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)		
1. Provision of L & D (5 points) <ul style="list-style-type: none"> • School conducts 8 hours LAC Sessions per subject per month & 2 INSETs in a year - 5 pts. • School conducts 8 hours LAC Sessions per subject per month & 1 INSET in a year/6 hours SLAC Sessions per subject per month & 2 INSETs in a year - 4 pts. • School conducts 6-7 hours LAC Sessions per subject per month & 1 INSET in a year - 3 pts. • School conducts 4-5 hours LAC Session per subject in a month & 1 INSET in a year - 2 pts. • School conducts 2-3 hours LAC Session per subject in a month & no provision of INSET - 1 pt. 	✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools	
2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points) <ul style="list-style-type: none"> • No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo Certificate of Participation/appearance	

D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)		
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline – 5 pts. 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 	✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of December 31, 2020	
2. School Improvement Plan/AIP (5 points) <ul style="list-style-type: none"> a. Creation and Functionality of SPT b. Alignment of AIP to SIP c. Information dissemination to stakeholders d. Implementation of PAPs e. Quarterly review and adjustment conducted through SMEA All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 	✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA	
3. Basic Education –Learning Continuity Plan (BE-LCP) (5 Points) <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented – 5 pts. 95% - 99% of the Programs, Project and Activities were implemented – 4 pts. 90% - 94% of the Programs, Project 	✓ BE-LCP Accomplishment Tracking Form	

and Activities were implemented – 3 pts.										
• 85% - 89% of the Programs, Project and Activities were implemented – 2 pts.										
• Below 85% of the Programs, Project and Activities were implemented – 1 pt.										
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1. School-Community Partnership. (5 points) <ul style="list-style-type: none">• 90% - 100% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts.• 80% - 89% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts.• 70% - 79% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts.• 60% - 69% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts.• Below 60% of the LSAs (Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt.	✓ LSA contracts ✓ Schedule of Assignments ✓ Outputs/Results ✓ Accomplishment Report	❖								
2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points) <table border="1"><thead><tr><th>JHS/SHS/IS/Stand Alone</th><th>Points</th></tr></thead><tbody><tr><td>Php400,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php300,000.00 to 399,999.00</td><td>2 pts.</td></tr><tr><td>Php200,000.00 to 299,999.00</td><td>1 pt.</td></tr></tbody></table>	JHS/SHS/IS/Stand Alone	Points	Php400,000.00 and above	3 pts.	Php300,000.00 to 399,999.00	2 pts.	Php200,000.00 to 299,999.00	1 pt.	✓ Project Proposal ✓ Deed of donations ✓ Deed of acceptance ✓ BE Report	❖
JHS/SHS/IS/Stand Alone	Points									
Php400,000.00 and above	3 pts.									
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Php200,000.00 to 299,999.00	1 pt.									
F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)										
1. SBM Level of Practice (5 points)	✓ SBM Assessment Tool as evaluated and									

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SBM Level	Validation Level	Allotted Points												
III	RO	5 points												
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II	Division	1 point												
<p>2. SBM-WInS (2.5 points)</p> <ul style="list-style-type: none"> School's WInS-OMS rating of 3 Stars – 2.5 pts. School's WInS-OMS rating of 2 Stars – 1.5 pts. School's WInS-OMS rating of 1 Star – 0.5 pts. 	<p>✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse</p>													
<p>3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points)</p> <ul style="list-style-type: none"> National/International – 2.5 pts. Region – 2.0 pts. Division – 1.5 pts. District – 1.0 pt. <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<p>✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)</p> <p>✓ Program invitation/Memo</p>													
<p>4. Implementation of the School Banner Project (3.0 points)</p> <p>✓ <i>Ingenuity of the Project</i> – 0.5 pt.</p> <ul style="list-style-type: none"> This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the School. <p>✓ <i>Advocacy Strategies</i> – 0.5 pt.</p> <ul style="list-style-type: none"> This pertains to the various strategies undertaken by the 	<p>✓ Project Design/Manual</p> <p>✓ School Improvement Plan/AIP</p> <p>✓ Project Implementation Plan</p> <p>✓ Resource Generated for School Banner Project implementation</p> <p>✓ ACR (with highlights of stake</p>													

<p>School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners.</p> <p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. <p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>holders' involvement</p> <ul style="list-style-type: none"> ✓ School Performance Indicators ✓ Customers' Feedback <p>✓ Project Implementation Plan</p> <p>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	
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SEARCH FOR THE MOST OUTSTANDING INTEGRATED SCHOOL
(Elementary and JHS/SHS)

Name of School: _____

SDO: _____

School Head: _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. INSTRUCTIONAL LEADERSHIP (34 points)		
<i>(Performance Indicator for the last two (2) years)</i>		
1. Drop-out Rate (4 points) <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years – 4 pts. 0.01% -1% drop-out from the baseline data from year to year in 2 years – 3 pts. 1.01% - 2% drop-out from the baseline data from year to year in 2 years – 2 pts. 3% & above drop-out from the baseline data from year to year in 2 years – 1 pt. 	✓ Secure Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: At least 10% increase or at least 95% CSR – 3 pts. Average: At least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
3. Completion Rate (3 points) <i>Baseline: 75%</i> <ul style="list-style-type: none"> High: at least 10% increase or at least 95% CR – 3 pts. Average: at least 7% increase – 2 pts. Marginal: at least 5% increase – 1 pt. 		
4. School Academic Performance /Average Grades of Learners (5 points) <ul style="list-style-type: none"> Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 	✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS	
5. School Literacy Rate/Improved Reading Level (5 points) <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers – 5 pts. 80% - 89.99% of the learners are at least Instructional Readers – 4 pts. 70% - 79.99% of the learners are at least Instructional Readers – 3 pts. 60% - 69.99% of the learners are at 	✓ Consolidated Phil-IRI Result (Pre and Post Tests)	

<p>least Instructional Readers – 2 pts.</p> <ul style="list-style-type: none"> At least 59% of the learners are at Instructional Readers – 1 pt. 		
<p>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are highly numerates – 5 pts. 80% - 89.99% of the learners are highly numerates – 4 pts. 70% - 79.99% of the learners are highly numerates – 3 pts. 60% - 69.99% of the learners are highly numerates – 2 pts. At least 59% of the learners are highly numerates – 1 pt. 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p>	
<p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <ul style="list-style-type: none"> 100% of the learners have completely complied the SLMs/LAS – 5 pts. 95% - 99% of the learners have completely complied the SLMs/LAS – 4 pts. 90% - 94% of the learners have completely complied the SLMs/LAS – 3 pts. 85% - 89% of the learners have completely complied the SLMs/LAS – 2 pts. Below 85% of the learners have completely complied the SLMs/LAS – 1 pt. 	<p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p>	
<p>8. Instructional Supervision (IS) (4 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> DLL/DLP, SLM and LAS preparation Designing assessment tools/items Analyzing assessment results Regular updating of school forms Classroom Observation using PPST-COT ICT Integration Adopting appropriate teaching methodologies and learning delivery modes <ul style="list-style-type: none"> All of the above cited practices are evident in the conduct of IS – 4 pts 5 to 6 of the above cited practices are evident in the conduct of IS – 3 pts 	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	

<ul style="list-style-type: none"> • 3 to 4 of the above cited practices are evident in the conduct of IS - 2 pts • 1 to 2 of the above cited practices are evident in the conduct of IS - 1 pt. 		
B. LEARNING ENVIRONMENT (20 points)		
<p>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ol style="list-style-type: none"> Institutionalized an effective child protection policies and procedures, and monitors compliance thereof; Organized a functional Child Protection Committee (CPC); Ensured that all pupils/learners, guardians or custodians, visitors, and guests are made aware of the child protection policy; Conducted capacity building activities on child protection measures and protocols and anti-bullying; Adopted a student Code of Conduct to be followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law <ul style="list-style-type: none"> • All of the above cited indicators are present - 5 pts. • One of the above cited indicators is absent - 4 pts. • Two of the above cited indicators are absent - 3 pts. • Three of the above cited indicators are absent - 2 pts. • Four of the above cited indicators are absent - 1 pt. 	<ul style="list-style-type: none"> ✓ Copy of the Child Protection Committee with their TORs and ACRs ✓ Copy of the School Child Protection Policy and Anti-Bullying Law ✓ Approved Training Design/s and ACR ✓ Copies of Advocacy Materials used ✓ School Handbook ✓ School Records of Cases/complaints under CPP and anti-Bullying Law 	
<p>2. School-Based Feeding Program Implementation (3 points)</p> <ul style="list-style-type: none"> • 90%-100% of the learner-beneficiaries achieved normal status - 3 pts. • 80% - 89.99% of the learner-beneficiaries achieved normal status - 2 pts. • At least 79% of the learner- 	<ul style="list-style-type: none"> ✓ Learners' Nutritional Status (Baseline and End line Data) 	

beneficiaries achieved normal status – 1 pt.		
3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points) <ul style="list-style-type: none"> 90% - 100% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 3 pts. 79% - 89% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 2 pts. 68% - 78% of the Comprehensive School Safety Framework (CSSF) and implementation of Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program implemented – 1 pt 	✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF	
4. Health and Safety (4 points) <ul style="list-style-type: none"> 100% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval – 4 pts. 95% - 99% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal 	✓ Pictures/picto narrative/video of the activities relative to COVID-19 protocols with ACR	

<p>scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 3 pts.</p> <ul style="list-style-type: none"> 90%-94% implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 2 pts. 89% and below implementation of COVID-19 Protocols such as setting of hand-washing facilities, thermal scanner at the entrance, putting up of triage, provision of PPEs such as facemask and face shield to employees, regular disinfection of school facilities, disinfection of modules tools and the like, before distribution, during, and after retrieval - 1 pt. 		
<p>5. DCP Package Utilization (3 points)</p> <p>Heightened use of DCP Package and other available technologies integrated in the curriculum and implementation on the ICT ingenuities that further improve service of the school with the following indicators:</p> <ol style="list-style-type: none"> Presence of document that shows 100% usage of equipment of knowledge embodied in the DCP package. ICT integration in the curriculum has produced a highly conducive and beneficial learning experience to the learner. 	<p>Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p>	

<p>c. The school implemented initiatives in the maintenance of ICT.</p> <ul style="list-style-type: none"> All indicators were met - 3 pts. Only 2 indicators were met - 2 pts. Only 1 indicator was met - 1 pt. 		
<p>6. Maintenance of Learning Facilities and Equipment (2 points)</p> <ul style="list-style-type: none"> 90%-100% of learning facilities and equipment were properly accounted and maintained - 2 pts. 70%-89% of learning facilities and equipment were properly accounted and maintained - 1 pt. 	<p>✓ Property Custodian's Accomplishment Report</p>	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)		
<p>1. Provision of L & D (5 points)</p> <ul style="list-style-type: none"> School conducts 8 hours LAC Sessions per grade level/per subject per month & 2 INSETs in a year - 5 pts. School conducts 8 hours LAC Sessions Per grade level/per subject per month & 1 INSET in a year/6 hours SLAC Sessions per grade level/per subject per month & 2 INSETs in a year - 4 pts. School conducts 6-7 hours LAC Sessions per grade level/per subject per month & 1 INSET in a year - 3 pts. School conducts 4-5 hours LAC Session per grade level/per subject in a month & 1 INSET in a year - 2 pts. School conducts 2-3 hours LAC Session per grade level/per subject in a month & no provision of INSET - 1 pt. 	<p>✓ Memorandum</p> <p>✓ LAC Plan/training designs approved by the Approving Authority of the SDO</p> <p>✓ ACR, Impact evaluation, and other M&E Tools</p>	
<p>2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</p> <ul style="list-style-type: none"> No. of Staff who attended seminar/trainings divided by total number of staff) x allotted points 	<p>✓ SPPD/School Training Needs as approved by SH</p> <p>✓ Training matrix</p> <p>✓ Memo</p>	

		Certificate of Participation/ appearance	
D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)			
1. Financial Management (5 Points) <ul style="list-style-type: none"> 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline – 5 pts. 100% liquidation of MOOE and other funds submitted 2 days before the deadline – 4 pts. 100% liquidation of MOOE and other funds submitted 1 day before the deadline – 3 pts. 100% liquidation of MOOE and other funds submitted on the deadline – 2 pts. 		✓ Certification coming from the Division Accountant indicating the date of the deadline of liquidation plus the authenticated liquidation report as of December 31, 2020	
2. School Improvement Plan/AIP (5 points) <ol style="list-style-type: none"> Creation and Functionality of SPT Alignment of AIP to SIP Information dissemination to stakeholders Implementation of PAPs Quarterly review and adjustment conducted through SMEA <ul style="list-style-type: none"> All of the above cited indicators are present – 5 pts. Four of the above cited indicators is present – 4 pts. Three of the above cited indicators are present – 3 pts. Two of the above cited indicators are present – 2 pts. Only one of the above cited indicators is present – 1 pt. 		✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR ✓ SRC ✓ SMEA	
3. Basic Education –Learning Continuity Plan (BE-LCP) (5 Points) <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented – 5 pts. 		✓ BE-LCP Accomplishment Tracking Form	

<ul style="list-style-type: none">95% - 99% of the Programs, Project and Activities were implemented – 4 pts.90% - 94% of the Programs, Project and Activities were implemented – 3 pts.85% - 89% of the Programs, Project and Activities were implemented – 2 pts.Below 85% of the Programs, Project and Activities were implemented – 1 pt.										
E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)										
1. School-Community Partnership. (5 points) <ul style="list-style-type: none">90% - 100% of the LSAs ((Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 5 pts.80% - 89% of the LSAs ((Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 4 pts.70% - 79% of the LSAs ((Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 3 pts.60% - 69% of the LSAs ((Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 2 pts.Below 60% of the LSAs ((Parents, LGU paid, and other Volunteers) are actively involved in the Distance Learning Modality implementation – 1 pt.	<ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results✓ Accomplishment Report	❖								
2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points) <table border="1"><thead><tr><th>JHS/SHS/IS</th><th>Points</th></tr></thead><tbody><tr><td>Php400,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php300,000.00 to 399,999.00</td><td>2 pts.</td></tr><tr><td>Php200,000.00 to 299,999.00</td><td>1 pt.</td></tr></tbody></table>	JHS/SHS/IS	Points	Php400,000.00 and above	3 pts.	Php300,000.00 to 399,999.00	2 pts.	Php200,000.00 to 299,999.00	1 pt.	<ul style="list-style-type: none">✓ Project Proposal✓ Deed of donations✓ Deed of acceptance✓ BE Report	❖
JHS/SHS/IS	Points									
Php400,000.00 and above	3 pts.									
Php300,000.00 to 399,999.00	2 pts.									
Php200,000.00 to 299,999.00	1 pt.									
F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)										
1. SBM Level of Practice (5 points)										

<table border="1"> <thead> <tr> <th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr> </thead> <tbody> <tr> <td>III</td><td>RO</td><td>5 points</td></tr> <tr> <td>III</td><td>Division</td><td>3 points</td></tr> <tr> <td>II</td><td>Division</td><td>1 point</td></tr> </tbody> </table>	SBM Level	Validation Level	Allotted Points	III	RO	5 points	III	Division	3 points	II	Division	1 point	<ul style="list-style-type: none"> ✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force ✓ Certificate of Accreditation or level duly signed by the SDS/RD 	
SBM Level	Validation Level	Allotted Points												
III	RO	5 points												
III	Division	3 points												
II	Division	1 point												
<p>2. SBM-WInS (2.5 points)</p> <ul style="list-style-type: none"> • School's WInS-OMS rating of 3 Stars – 2.5 pts. • School's WInS-OMS rating of 2 Stars – 1.5 pts. • School's WInS-OMS rating of 1 Star – 0.5 pts. 	<ul style="list-style-type: none"> ✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse 													
<p>3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points)</p> <ul style="list-style-type: none"> • National/International – 2.5 pts. • Region – 2.0 pts. • Division – 1.5 pts. • District – 1.0 pt. <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	<ul style="list-style-type: none"> ✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion) ✓ Program invitation/Memo 													
<p>4. Implementation of the School Banner Project (3.0 points)</p> <ul style="list-style-type: none"> ✓ <i>Ingenuity of the Project</i> – 0.5 pt. <ul style="list-style-type: none"> • This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the School. 	<ul style="list-style-type: none"> ✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation 													

<p>✓ <i>Advocacy Strategies</i> – 0.5 pt.</p> <ul style="list-style-type: none"> • This pertains to the various strategies undertaken by the School to communicate the banner project to the internal and external stakeholders and the School draws support from its partners. 	<p>✓ ACR (with highlights of stake holders' involvement)</p> <p>✓ School Performance Indicators</p> <p>✓ Customers' Feedback</p>	
<p>✓ <i>Impact to School Performance</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the School. 	<p>✓ Project Implementation Plan</p>	
<p>✓ <i>Accomplishments relative to School Banner Project Implementation</i> – 1.0 pt.</p> <ul style="list-style-type: none"> • 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>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p>	

**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE
(PROVINCIAL DIVISION)**

SDO: _____ **Date:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. OPCRf RATINGS for the Last 2 Rating Periods (30 points)		
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) Point/s Earned = (Average of the Two OPCRf Ratings / 5) x 30	✓ OPCRf certified by the PMT for CY 2019 and 2020	
B. STRATEGIC MANAGEMENT (22 points)		
1. Division Education Development Plan (2.5 points) <ul style="list-style-type: none"> 100% of the targets set for FY 2020 were successfully accomplished - 2.5 pts. 95%-99.99% of the targets set for FY 2020 were successfully accomplished - 2 pts. 90%-94.99% of the targets set for FY 2020 were successfully accomplished - 1.5 pts. 85% -89.99% of the targets set for FY 2020 were successfully Accomplished - 1 pt. 	✓ Targets set FY 2020 ✓ Accomplishments per quarter	
2. Division Monitoring, Evaluation, and Adjustment (2.5 points) <ul style="list-style-type: none"> 100% accomplishment of annual physical and financial targets - 2.5 pts. 95% - 99.99% accomplishment of annual physical and financial targets - 2 pts. 90% - 94.99% accomplishment of Annual physical and financial targets - 1.5 pts. 85% - 89.99% accomplishment of annual physical and financial targets - 1 pt. 	✓ Validated DMEA Results	
3. Provision of Technical Assistance (3 points) <ul style="list-style-type: none"> 95% - 100% of the DFTACTs have provided TA to priority schools per quarter - 3 pts. 	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2020	

<ul style="list-style-type: none"> 90% - 94.99% of the DFTACTs have provided TA to priority schools per quarter - 2.5 pts. 85% - 89.99% of the DFTACTs have provided TA to priority schools per quarter - 2 pts. 80% - 84.99% of the DFTACTs have provided TA to priority schools per quarter - 1.5 pts. 75% - 79.99% of the DFTACTs have provided TA to priority schools per quarter - 1 pt. 	✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	
4. Promoting a Culture of Research (3 points) <ul style="list-style-type: none"> At least 40 researches have been endorsed to RO for the last 2 years - 3 pts. 30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts. 20-29 researches have been endorsed to RO for the last 2 years - 2 pts. 10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts. 9 and below researches have been endorsed to RO for the last 2 years - 1 pt. 	✓ Endorsement from the SDS to RO	
5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees (2 points) <p>Due date for submission: Every 2nd week of the following month</p> <ul style="list-style-type: none"> 1 week before deadline - 2 points on the deadline - 1 point 	✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2020	
6. Implementation of the BE-LCP (CY 2020) (5 points) <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented – 5 pts. 95% - 99% of the Programs, Project and Activities were implemented – 4 pts. 90% - 94% of the Programs, Project and Activities were implemented – 3 pts. 85% - 89% of the Programs, Project and Activities were implemented – 2 pts. Below 85% of the Programs, Project 	✓ SDO BE-LCP Accomplishment Tracking Form	

and Activities were implemented – 1 pt.		
7. Implementation of the SDO Banner Project (4 points)		
<ul style="list-style-type: none"> ✓ Ingenuity of the Project - 0.5 point <ul style="list-style-type: none"> This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the Division Office. ✓ Advocacy Strategies - 0.5 point <ul style="list-style-type: none"> 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. ✓ Impact to Division Performance - 1.5 points <ul style="list-style-type: none"> This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the Division. ✓ Accomplishments relative to Division Banner Project Implementation - 1.5 points <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> ✓ Project Design/Manual ✓ Division Educational Development Plan ✓ Project Implementation Plan ✓ Resource Generated for Division Banner Project implementation ✓ Activities conducted (with documentation) ✓ Highlights of stakeholders' involvement ✓ Division Performance Indicators ✓ Customers' Feedback ✓ Project Implementation Plan ✓ RMEA Results on Division Banner Implementation ✓ Value Added Accomplishments 	
C. Curriculum Management and Instruction (11 points)		
1. SDO Performance Indicators for the last two (2) years (4 points)		
<ul style="list-style-type: none"> ✓ Net Enrolment Rate <ul style="list-style-type: none"> 95% - 100% ENR - 1 pt. 90% - 94.99% ENR - 0.75 pt. 85% - 89.99% ENR - 0.5 pt. 	Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD	

<ul style="list-style-type: none"> 80% - 84.99% ENR - 0.25 pt. <p>✓ Cohort Survival Rate <i>Baseline:75%</i></p> <ul style="list-style-type: none"> At least 10% increase or at least 95% CSR - 1 pt. At least 7% increase - 0.75 pt. At least 5% increase - 0.5 pt. <p>✓ Completion Rate <i>Baseline:75%</i></p> <ul style="list-style-type: none"> At least 10% increase or at least 95% CR - 1 pt. At least 7% increase - 0.75 pt. At least 5% increase - 0.5 pt. <p>✓ Drop-out Rate</p> <ul style="list-style-type: none"> Zero (0) drop -out from the baseline data from year to year in 2 years - 1 pt. 0.01% -1% drop-out from the baseline data from year to year in 2 years - 0.75 pt. 1.01% - 2% drop-out from the baseline data from year to year in 2 years - 0.5 pt. 3% & above drop-out from the baseline data from year to year in 2 years - 0.25 pt. 		
<p>2. SDO Literacy Rate/Improved Reading Level (2.5 points)</p> <ul style="list-style-type: none"> 90-100% of the learners are at least Instructional Readers - 2.5 pts. 80% - 89.99% of the learners are at least Instructional Readers - 2 pts. 70% - 79.99% of the learners are at least Instructional Readers - 1.5 pts. 60% - 69.99% of the learners are at least Instructional Readers - 1 pt. At least 59% of the learners are at least Instructional Readers - 0.5 pt. 	Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD	
<p>3. SDO Numeracy Rate (Improved Numeracy Level) (2.5 points)</p>	Consolidated Numeracy Assessment Result	

<ul style="list-style-type: none"> 90-100% of the learners are highly numerates - 2.5 pts. 80% - 89.99% of the learners are highly numerates - 2 pts. 70% - 79.99% of the learners are highly numerates - 1.5 pts. 60% - 69.99% of the learners are highly numerates - 1 pt. At least 59% of the learners are Highly numerates - 0.5 pt. 	(Pre and Post Tests) validated by CLMD	
<p>4. Academic Performance /Average Grades of Learners (2 points)</p> <p>Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.02</p>	Average Grades of Learners generated from the LIS	
D. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (12 points)		
<p>1. Implementation of L and D System (2.5 points)</p> <ul style="list-style-type: none"> Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel - 2.5 points 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel - 2 points 3 L&D Sub-systems were implemented in the conduct of development/trainings for personnel - 1.5 point 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel - 1 point 	<ul style="list-style-type: none"> ✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Resource Package ✓ Program/Activity Completion Report 	
<p>2. Percentage of Target SDO Personnel Trained (4.5 points)</p> <ul style="list-style-type: none"> Teaching Personnel 	<ul style="list-style-type: none"> ✓ Activity Completion Report ✓ LDNA Report 	

<table><tr><td>80%-100% Target SDO Teaching Personnel were trained</td><td>1.50</td></tr><tr><td>60%-79.99% Target SDO Teaching Personnel were trained</td><td>0.75</td></tr><tr><td>40%-59.99% Target SDO Teaching Personnel were trained</td><td>0.50</td></tr><tr><td>20%-39.99% Target SDO Teaching Personnel were trained</td><td>0.25</td></tr></table> <ul style="list-style-type: none">Teaching-Related Personnel <table><tr><td>80%-100% Target SDO Teaching-Related Personnel were trained</td><td>1.50</td></tr><tr><td>60%-79.99% Target SDO Teaching-Related Personnel were trained</td><td>0.75</td></tr><tr><td>40%-59.99% Target SDO Teaching-Related Personnel were trained</td><td>0.50</td></tr><tr><td>20%-39.99% Target SDO Teaching-Related Personnel were trained</td><td>0.25</td></tr></table> <ul style="list-style-type: none">Non-Teaching Personnel <table><tr><td>80%-100% Target SDO Non-Teaching Personnel were trained</td><td>1.50</td></tr><tr><td>60%-79.99% Target SDO Non-Teaching Personnel were trained</td><td>0.75</td></tr><tr><td>40%-59.99% Target SDO Non-Teaching Personnel were trained</td><td>0.50</td></tr><tr><td>20%-39.99% Target SDO Non-Teaching Personnel were trained</td><td>0.25</td></tr></table>	80%-100% Target SDO Teaching Personnel were trained	1.50	60%-79.99% Target SDO Teaching Personnel were trained	0.75	40%-59.99% Target SDO Teaching Personnel were trained	0.50	20%-39.99% Target SDO Teaching Personnel were trained	0.25	80%-100% Target SDO Teaching-Related Personnel were trained	1.50	60%-79.99% Target SDO Teaching-Related Personnel were trained	0.75	40%-59.99% Target SDO Teaching-Related Personnel were trained	0.50	20%-39.99% Target SDO Teaching-Related Personnel were trained	0.25	80%-100% Target SDO Non-Teaching Personnel were trained	1.50	60%-79.99% Target SDO Non-Teaching Personnel were trained	0.75	40%-59.99% Target SDO Non-Teaching Personnel were trained	0.50	20%-39.99% Target SDO Non-Teaching Personnel were trained	0.25		
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E. RESOURCE MANAGEMENT (10 points)		
<p>1. Monthly Downloading and Liquidation of Funds (2 points)</p> <ul style="list-style-type: none"> 100% monthly downloading of all funds to the schools and liquidation reports submitted on time – 2 pts. 95% - 99.99% monthly downloading of all funds to the schools and liquidation reports submitted on time –1.5 pts. 90% - 94.99% monthly downloading of all funds to the schools and liquidation reports submitted on time – 1 pt. 85% - 89.99% monthly downloading of all funds to the schools and liquidation reports submitted on time – 0.5 pt. 	<ul style="list-style-type: none"> ✓ Certification of the percentage of monthly downloading of MOOE to the schools ✓ Certification of Budget Utilization Report from the Finance Division as of December 31, 2020 subject for validation 	
<p>2. AOM Received (4 points)</p> <ul style="list-style-type: none"> 1 - 5 AOMs Received – 2 pts. 6 - 10 AOMs Received – 1.5 pts. 11-15 AOMs Received – 1 pt. No NS and ND plus 2 points 		
<p>3. Budget Utilization Rate (Obligation and Disbursement) (4 points)</p> <p>Obligation Rate</p> <ul style="list-style-type: none"> OR of 98% -100% - 2 points OR of 96% -97.99% - 1.5 points OR of 94%-95.99% - 1 point OR of 90% - 93.99% - 0.5 point 	<ul style="list-style-type: none"> ✓ Submitted emailed of validated EBMS 	

<p>Disbursement Rate</p> <ul style="list-style-type: none"> • DR of 100% - 2 points • DR of 97% - 99.99% - 1.5 points • DR of 95% - 96.99% - 1 point • DR of 93% - 94.99% - 0.5 point 		
F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points)		
<p>1. Resources generated to Support BE-LCP (1.5 points)</p> <p>100% increase generated over last year - 1.5 pts. 90% - 99.99% increase generated over last year - 1.25 pts. 80% - 89.99% increase generated over last year - 1 pt. 70% - 79.99% increase generated over last year - 0.75 pt. 69% and below increase generated over last year - 0.50 pt.</p>	<p>✓ DPDS</p>	
<p>2. Bayanihan Effort to Support the BE-LCP Implementation (1.5 points)</p> <p>100% accomplishment on the targets in the BE-LCP under partnership - 1.50 pts. 90% - 99.99% accomplishment on the targets in the BE-LCP under partnership - 1.25 pts. 80% - 89.99% accomplishment on the targets in the BE-LCP under partnership - 1.0 pt. 70% - 89.99% accomplishment on the targets in the BE-LCP under partnership - 0.75 pt. 69% and below accomplishment on the targets in the BE-LCP under partnership - 0.50 pt.</p>	<p>✓ Accomplishment Report on the BE-LCP in terms of partnership</p>	
G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (12 points)		
<p>1. School-Based Management (3 points)</p> <ul style="list-style-type: none"> • At least 5% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 3 pts. • 4% - 4.99% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 2.5 pts. 	<p>✓ Regional Memorandum</p> <ul style="list-style-type: none"> • (CY 2017, 2018, and 2019) <p>✓ Certification of percentage of Schools</p>	

<ul style="list-style-type: none"> • 3% - 3.99% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years – 2 pts. • At least 2% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years – 1.5 pts. • At least 1% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years – 1 pt. 	with at least Level 3 SBM practice from the QAD	
<p>2. SBM- WinS (2.5 points)</p> <ul style="list-style-type: none"> • At least 5% of the schools have WInS-OMS Rating of 3 stars for the last 3 years – 2.5 pts. • 4% - 4.99% of the schools have WInS-OMS Rating of 3 stars for the last 3 years – 2 pts. • 3% - 3.99% of the schools have WInS-OMS Rating of 3 stars for the last 3 years – 1.5 pts. • At least 2% of the schools have WInS-OMS Rating of 3 stars for the last 3 years – 1 pt. • At least 1% of the schools have WInS-OMS Rating of 3 stars for the last 3 years – 0.5 pt. 	✓ Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team	
<p>3. Rewards and Recognition received by the SDO for the current Calendar Year (4.5 points)</p> <p>a. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (1.5 points)</p> <ul style="list-style-type: none"> • International - 1.5 pts. • National - 1.0 pt. • Region - 0.5 pt. <p>b. Quality Management System (1.5 points)</p> <ul style="list-style-type: none"> • ISO Certified SDO - 1.5 pts. • On Process for ISO certification - 0.5 pt. <p>c. CSC PRIME-HRM (1.5 points)</p> <ul style="list-style-type: none"> • PRIME-HRM Level II Recognized – 1.5 pts. • On Process for Prime-HRM – 0.5 pt. 	<p>✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion)</p> <p>✓ ISO Certified Docs ✓ QMS documents</p> <p>✓ PRIME-HRM Level II Certification ✓ PRIME-HRM documents</p>	
4. Supervising the operations of all public and private elementary, secondary and integrated schools (2 points)	✓ Percentage of Public and Private Schools	

<p>✓ EBEIS and LIS (1 point)</p> <ul style="list-style-type: none"> • 100% of the total number of public And private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 1 pt. • 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.75 pt. • 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.5 pt. • 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.25 pt. <p>✓ PMIS (1 point)</p> <ul style="list-style-type: none"> • 100% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 1 pt. • 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.75 pt. • 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.5 pt. • 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.25 pt. 	<p>submitting/encoding/ updating EBEIS, LIS, and PMIS</p> <p>✓ Certification from the PPRD</p>	
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**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE
(CITY DIVISION)**

SDO: _____ **Date:** _____

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOV's)	Points Earned
A. OPCRf RATINGS for the Last 2 Rating Periods (30 points)		
<p>1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above)</p> <p>Point/s Earned = (Average of the Two OPCRf Ratings / 5) x 30</p>	<p>✓ OPCRf certified by the PMT for CY 2019 and 2020</p>	
B. STRATEGIC MANAGEMENT (22 points)		
<p>1. Division Education Development Plan (2.5 points)</p> <ul style="list-style-type: none"> 100% of the targets set for FY 2020 were successfully accomplished - 2.5 pts. 95%-99.99% of the targets set for FY 2020 were successfully accomplished - 2.0 pts. 90%-94.99% of the targets set for FY 2020 were successfully accomplished - 1.5 pts. 85% -89.99% of the targets set for FY 2020 were successfully Accomplished - 1.0 pt. 	<p>✓ Targets set FY 2020 ✓ Accomplishments per quarter</p>	
<p>2. Division Monitoring, Evaluation, and Adjustment (2.5 points)</p> <ul style="list-style-type: none"> 100% accomplishment of annual physical and financial targets – 2.5 pts. 95% - 99.99% accomplishment of annual physical and financial targets – 2.0 pts. 90% - 94.99% accomplishment of Annual physical and financial targets – 1.5 pts. 85% - 89.99% accomplishment of annual physical and financial targets – 1.0 pt. 	<p>✓ Validated DMEA Results</p>	
<p>3. Provision of Technical Assistance (3 points)</p> <ul style="list-style-type: none"> 95% - 100% of the DFTACTs have provided TA to priority schools per quarter - 3.0 pts. 90% - 94.99% of the DFTACTs have provided TA to priority schools per 	<p>✓ DFTACT Structure and DFTACT Deployment Reports for CY 2020 ✓ Accomplished Monitoring and Evaluation plans and</p>	

<ul style="list-style-type: none"> quarter - 2.5 pts. 85% - 89.99% of the DFTACTs have provided TA to priority schools per quarter - 2.0 pts. 80% - 84.99% of the DFTACTs have provided TA to priority schools per quarter - 1.5 pts. 75% - 79.99% of the DFTACTs have provided TA to priority schools per quarter - 1.0 pt. 	procedures (and the accomplished M&E Tools)	
4. Promoting a Culture of Research (3 points) <ul style="list-style-type: none"> At least 20 researches have been endorsed to RO for the last 2 years - 3.0 pts. 15-19 researches have been endorsed to RO for the last 2 years - 2.5 pts. 10-14 researches have been endorsed to RO for the last 2 years - 2.0 pts. 5-9 researches have been endorsed to RO for the last 2 years - 1.5 pts. 4 and below researches have been endorsed to RO for the last 2 years - 1.0 pt. 	✓ Endorsement from the SDS to RO	
5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees (2 points) <p>Due date for submission: Every 2nd week of the following month</p> <ul style="list-style-type: none"> 1 week before deadline - 2.0 pts. on the deadline - 1.0 pts. 	✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2020	
6. Implementation of the BE-LCP (CY 2020) (5 points) <ul style="list-style-type: none"> 100% of the Programs, Project and Activities were implemented - 5 pts. 95% - 99% of the Programs, Project and Activities were implemented - 4 pts. 90% - 94% of the Programs, Project and Activities were implemented - 3 pts. 85% - 89% of the Programs, Project and Activities were implemented - 2 pts. Below 85% of the Programs, Project and Activities were implemented - 1 pt. 	✓ SDO BE-LCP Accomplishment Tracking Form	
7. Implementation of the SDO Banner Project (4 points) <p>✓ Ingenuity of the Project - 0.5 pt.</p>		

<ul style="list-style-type: none"> This pertains to the nature and originality of the project and the alignment of its objectives to its target. The project should have great impact to the current needs of the Division Office. <p>✓ Advocacy Strategies – 0.5 pt.</p> <ul style="list-style-type: none"> 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. <p>✓ Impact to Division Performance – 1.5 pts.</p> <ul style="list-style-type: none"> This depends on the target or focus of the project. The project should address the identified needs/weaknesses of the Division. <p>✓ Accomplishments relative to Division Banner Project Implementation - 1.5 pts.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> ✓ Project Design/Manual ✓ Division Educational Development Plan ✓ Project Implementation Plan ✓ Resource Generated for Division Banner Project implementation ✓ Activities conducted (with documentation) ✓ Highlights of stakeholders' involvement ✓ Division Performance Indicators ✓ Customers' Feedback ✓ Project Implementation Plan ✓ RMEA Results on Division Banner Implementation ✓ Value Added Accomplishments 	
C. Curriculum Management and Instruction (11 points)		
<p>1. SDO Performance Indicators for the last two (2) years (4 points)</p> <p>✓ Net Enrolment Rate</p> <ul style="list-style-type: none"> 95% - 100% ENR – 1.0 pt. 90% - 94.99% ENR – 0.75 pt. 85% - 89.99% ENR – 0.50 pt. 80% - 84.99% ENR – 0.25 pt. <p>✓ Cohort Survival Rate <i>Baseline: 75%</i></p> <ul style="list-style-type: none"> At least 10% increase or at least 95% CSR – 1.0 pt. 	<p>✓ Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD</p>	

<ul style="list-style-type: none"> • At least 7% increase – 0.75 pt. • At least 5% increase – 0.50 pt. <p>✓ Completion Rate <i>Baseline: 75%</i></p> <ul style="list-style-type: none"> • At least 10% increase or at least 95% CR – 1.0 pt. • At least 7% increase – 0.75 pt. • At least 5% increase – 0.50 pt. <p>✓ Drop-out Rate</p> <ul style="list-style-type: none"> • Zero (0) drop -out from the Baseline data from year to year in 2 years – 1.0 pt. • 0.01% -1% drop-out from the Baseline data from year to year in 2 years – 0.75 pt. • 1.01% - 2% drop-out from the Baseline data from year to year in 2 years – 0.50 pt. • 3% & above drop-out from the baseline data from year to year in 2 years – 0.25 pt. 		
<p>2. SDO Literacy Rate/Improved Reading Level (2.5 points)</p> <ul style="list-style-type: none"> • 90-100% of the learners are at least Instructional Readers – 2.5 pts. • 80% - 89.99% of the learners are at least Instructional Readers – 2.0 pts. • 70% - 79.99% of the learners are at least Instructional Readers – 1.5 pts. • 60% - 69.99% of the learners are at least Instructional Readers – 1.0 pt. • At least 59% of the learners are at Instructional Readers – 0.5 pt. 	<p>✓ Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD</p>	
<p>3. SDO Numeracy Rate (Improved Numeracy Level) (2.5 points)</p> <ul style="list-style-type: none"> • 90-100% of the learners are highly numerates – 2.5 pts. • 80% - 89.99% of the learners are highly numerates – 2.0 pts. • 70% - 79.99% of the learners are highly numerates – 1.5 pts. • 60% - 69.99% of the learners are highly numerates – 1.0 pt. • At least 59% of the learners are highly 	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD</p>	

numerates	– 0.50 pt.												
4. Academic Performance /Average Grades of Learners (2 points) Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.02	✓ Average Grades of Learners generated from the LIS												
D. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (12 points)													
1. Implementation of L and D System (2.5 points) <ul style="list-style-type: none"> Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel – 2.5 points 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel – 2.0 points 3 L&D Sub-systems were implemented in the conduct of development/trainings for personnel – 1.5 point 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel – 1.0 point 	<ul style="list-style-type: none"> ✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Resource Package ✓ Program/Activity Completion Report 												
2. Percentage of Target SDO Personnel Trained (4.5 points) <ul style="list-style-type: none"> Teaching Personnel <table border="1"> <tr> <td>80%-100% Target SDO Teaching Personnel were trained</td> <td>1.50</td> </tr> <tr> <td>60%-79.99% Target SDO Teaching Personnel were trained</td> <td>0.75</td> </tr> <tr> <td>40%-59.99% Target SDO Teaching Personnel were trained</td> <td>0.50</td> </tr> <tr> <td>20%-39.99% Target SDO Teaching Personnel were trained</td> <td>0.25</td> </tr> </table> Teaching-Related Personnel <table border="1"> <tr> <td>80%-100% Target SDO Teaching-Related Personnel were trained</td> <td>1.50</td> </tr> </table> 	80%-100% Target SDO Teaching Personnel were trained	1.50	60%-79.99% Target SDO Teaching Personnel were trained	0.75	40%-59.99% Target SDO Teaching Personnel were trained	0.50	20%-39.99% Target SDO Teaching Personnel were trained	0.25	80%-100% Target SDO Teaching-Related Personnel were trained	1.50	<ul style="list-style-type: none"> ✓ Activity Completion Report ✓ LDNA Report 		
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<p>2. Bayanihan Effort to Support the BE-LCP Implementation (1.5 points)</p> <p>100% accomplishment on the targets in the BE-LCP under partnership - 1.50 pts. 90% - 99.99% accomplishment on the targets in the BE-LCP under partnership - 1.25 pts. 80% - 89.99% accomplishment on the targets in the BE-LCP under partnership - 1.0 pt. 70% - 89.99% accomplishment on the targets in the BE-LCP under partnership - 0.75 pt. 69% and below accomplishment on the targets in the BE-LCP under partnership - 0.50 pt.</p>	<p>✓ Accomplishment Report on the BE-LCP in terms of partnership</p>	
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<p>1. School-Based Management (3 points)</p> <ul style="list-style-type: none"> At least 5% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 3.0 pts. 4% - 4.99% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 2.5 pts. 3% - 3.99% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 2.0 pts. At least 2% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 1.5 pts. At least 1% of the schools were recognized by RO with SBM Level 3 of practice for the last 3 years - 1.0 pt. 	<p>✓ Regional Memorandum</p> <ul style="list-style-type: none"> (CY 2017, 2018, and 2019) <p>✓ Certification of percentage of Schools with at least Level 3 SBM practice from the QAD</p>	
<p>2. SBM- WinS (2.5 points)</p> <ul style="list-style-type: none"> At least 5% of the schools have WInS-OMS Rating of 3 stars for the last 3 years - 2.5 pts. 4% - 4.99% of the schools have WInS-OMS Rating of 3 stars for the last 3 years - 2.0 pts. 3% - 3.99% of the schools have WInS-OMS Rating of 3 stars for the last 3 years - 1.5 pts. At least 2% of the schools have WInS-OMS Rating of 3 stars for the last 3 years - 1.0 pts. At least 1% of the schools have WInS-OMS Rating of 3 stars for the last 3 years - 0.5 pt. 	<p>✓ Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team</p>	

<p>3. Rewards and Recognition received by the SDO for the current Calendar Year (4.5 points)</p> <p>a. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (1.5 points)</p> <ul style="list-style-type: none"> • International – 1.5 pts. • National – 1.0 pt. • Region – 0.5 pt. <p>b. Quality Management System (1.5 points)</p> <ul style="list-style-type: none"> • ISO Certified SDO – 1.5 pts. • On Process for ISO certification – 0.5 pt. <p>c. CSC PRIME-HRM (1.5 points)</p> <ul style="list-style-type: none"> • PRIME-HRM Level II Recognized – 1.5 pts. • On Process for Prime-HRM – 0.5 pt. 	<ul style="list-style-type: none"> ✓ Plaque/Certificate of Recognition/ Appreciation/medals (First Placer or Champion) ✓ ISO Certified Docs ✓ QMS documents ✓ PRIME-HRM Level II Certification ✓ PRIME-HRM documents 	
<p>4. Supervising the operations of all public and private elementary, secondary and integrated schools (2 points)</p> <ul style="list-style-type: none"> ✓ EBEIS and LIS (1 point) • 100% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 1.0 pt. • 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 0.75 pt. • 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 0.50 pt. • 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 0.25 pt. ✓ PMIS (1 point) • 100% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 1.0 pt. • 90% - 99.99% of the total number of 	<ul style="list-style-type: none"> ✓ Percentage of Public and Private Schools submitting/encoding/ updating EBEIS, LIS, and PMIS ✓ Certification from the PPRD 	

<p>public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 0.75 pt.</p> <ul style="list-style-type: none"> • 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 0.50 pt. • 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 0.25 pt. 		
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