



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

May 31, 2023

REGIONAL MEMORANDUM

No. **534** s. 2023

**2023 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII
OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Division (HRDD), announces the 2023 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools.
2. This activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, and offices/schools, individually or in groups, for their innovations, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, and/or other extraordinary acts or services in the interest of the public.
3. The awards to be given are as follows:

| Types of Awards | |
|---|---|
| 1. Best Employee Award | |
| 1.1 Most Outstanding Teacher (T I-III, MTs) | |
| a. | Kindergarten |
| b. | Elementary |
| c. | Junior High School (JHS) |
| d. | Senior High School (SHS) |
| e. | Alternative Learning System (ALS) |
| f. | Special Education (SPED) |
| g. | Madrasah |
| h. | Multigrade |
| 1.2 Most Outstanding School Head | |
| a. | Elementary (Monograde School- Central Category) |



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| b. Elementary (Monograde School- Non-Central Category) |
| c. Elementary (Multigrade School) |
| d. Junior High School |
| e. Secondary School (JHS and SHS) |
| f. Stand Alone Senior High School |
| g. Integrated School (Elem and JHS/SHS) |
| 1.3 Most Outstanding Non-Teaching Personnel (Level 1) |
| For SDO/RO Level: |
| a. Administrative Aide |
| b. Administrative Assistant or equivalent position |
| 1.4 Most Outstanding Non-Teaching Personnel (Level 2) |
| SDO Level: |
| a. Administrative Officer V |
| b. Human Resource Management Officer |
| c. Supply Officer |
| d. Cashier |
| e. Records Officer |
| f. Legal Officer |
| g. Accountant |
| h. Budget Officer |
| i. School Librarian |
| j. Division Librarian |
| k. Registrar |
| l. Planning Officer |
| m. Information Technology Officer |
| n. Engineer |
| o. Project Development Officer |
| p. Senior Education Program Specialist |
| p.1 Human Resource Development |
| p.2 School Management Monitoring and Evaluation |
| p.3 Planning and Research |
| p.4 Social Mobilization and Networking |
| q. Education Program Specialist |
| r. Nurse |
| s. Medical Officer |
| t. Dentist |
| u. Public Schools District Supervisor |



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| v. Education Program Supervisor |
| w. Assistant School Principal |
| x. JHS Head Teacher/Department Head |
| y. LR PDO II |
| z. Implementing Unit Bookkeeper/Accountant |
| Regional Office Level: |
| a. Administrative Officer |
| b. Level 2 Unique Position |
| c. Accountant |
| d. Section/Unit Head |
| e. Education Program Supervisor |
| 2. Top Ten (10) in National Examinations |
| 3. Best Office/School/Learning Center Award |
| 3.1 Most Outstanding School |
| a. Elementary (Monograde School- Central Category) |
| b. Elementary (Monograde School- Non-Central Category) |
| c. Elementary (Multigrade School) |
| d. Junior High School |
| d.1 Non-Implementing Unit |
| d.2 Implementing Unit |
| e. Secondary School (JHS and SHS) |
| e.1 Non-Implementing Unit |
| e.2 Implementing Unit |
| f. Stand Alone Senior High School |
| g. Integrated School (Elem and JHS/SHS) |
| 3.2 Most Outstanding Schools Division Office |
| a. Provincial Division |
| b. City Division |
| 4. Most Outstanding Coordinator/Adviser |
| 4.1 School Level |
| 4.1.1 Elementary School Reading Coordinator |
| 4.1.2 School Paper Adviser |
| 4.1.3 Property Custodian |
| 4.1.4 Youth Formator |
| 4.1.5 WinS Coordinator |
| 4.1.6 DRRM Coordinator |
| 4.2 SDO Level |
| 4.2.1 MEP Coordinator |
| 4.2.2 IPEd Coordinator |



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| 4.2.3 Youth Formator |
| 4.2.4 DRRM Coordinator |
| 4.2.5 GAD Coordinator |
| 4.2.6 SBM Coordinator |
| 4.2.7 TA Coordinator |
| 4.2.8 SPED Coordinator |
| 4.2.9 Sports Coordinator |
| 4.2.10 Multigrade Coordinator |

4. 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. The cut-off date for this year's search is **August 31, 2023**.
5. The deadline of submission of Nominees by the Schools Division Offices or Regional Office functional divisions to the Regional PRAISE Secretariat is on **October 2, 2023**. The nomination form together with the certified photocopy of the required documents of the Nominees per award category shall be submitted in hard copy to the Regional Office through the Human Resource Development Division (HRDD).
6. Attached are the list of DepEd Regional Office VIII PRAISE Committee Members, Secretariat, and Technical Working Group (TWG), 2023 Rewards and Recognition Schedule, Search and Screening Procedures, and prescribed search criteria per award category.
7. The participants to the various PRAISE activities are the PRAISE Committee members, Secretariat, TWG, and Project Management Team.
8. Expenses incurred in this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: As stated

References: 2023 HRDD WFP; DepEd Region VIII PRAISE System Manual
 To be indicated in the Perpetual Index under the following subjects:

CRITERIA

HRDD-RVR



SEARCH



Enclosure to Regional Memorandum No. **534**, s. 2023**REGIONAL PRAISE COMMITTEE COMPOSITION**

| | |
|----------------|--|
| Chairperson | Dr. Ronelo Al K. Firmo, CESO V, Assistant Regional Director |
| Co-Chairperson | Dr. Alejandra B. Lagumbay, Chief, Human Resource Development Division |
| Members | Dr. Alejandrito L. Yman, Chief, Administrative Division |
| | Dr. Harvie D. Villamor, Chief, Curriculum and Learning Management Division |
| | Dr. Rosemarie M. Guino, OIC-Chief, Educational Support Services Division |
| | Ms. Alma E. Suyom, Chief, Finance Division |
| | Ms. Mercedes D. Sarmiento, Chief, Field Technical Assistance Division |
| | Dr. Rita R. Dimakiling, Chief, Policy, Planning and Research Division |
| | Mr. Cesar P. Verunque, Chief, Quality Assurance Division |
| | Atty. Maureen Charisse A. Maltos, 2 nd Level Representative |
| | Ms. Rasheil R. Labita, 1 st Level Representative |
| Secretariat | Mr. Rodel V. Rosales, EPS, HRDD |
| | Mr. Ryan R. Tiu, EPS, CLMD |
| | Ms. Elizabeth E. Caboboy, SAO, AD |
| | Ms. Gladys J. Fabillo, SAO, FD |
| | Ms. Eva D. Rosales, AO V, Personnel, AD |
| | Mr. Rogelio O. Ticoy Jr., EPS II-Designate, HRDD |

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Enclosure to Regional Memorandum No. 534, s. 2023

**PRAISE COMMITTEE TECHNICAL WORKING GROUP (TWG) & AWARDS ASSIGNMENT
2023 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII
OFFICIALS/EMPLOYEES/SDO/SCHOOLS**

| DepEd Region VIII PRAISE Awards / Special Awards | Chairperson / Co-Chairperson | Members |
|--|---|---|
| 1. Best Employee Award 1.1 Most Outstanding Teacher (T I-III, MTs) a. Kindergarten b. Elementary c. Junior High School d. Senior High School e. ALS f. SPED g. Madrasah h. Multigrade | Chairperson: Dr. Harvie D. Villamor – Chief, CLMD Co-Chairperson: Mr. Joy B. Bihag | Dr. Gertrudes C. Mabutin Dr. Dandy G. Acuin Mr. Dean Ric M. Edriano Mr. Amenias C. Aspa Mr. Alfredo P. Cafe Mr. Nova P. Jorge Mr. Ryan R. Tiu Ms. Sarah S. Cabaluna Ms. Hydelyn N. Cinco |
| 1.2 Most Outstanding School Head a. Elementary (Monograde School-Central Category) b. Elementary (Monograde School-Non-Central Category) c. Elementary (Multigrade School) d. Junior High School e. Secondary School (JHS and SHS) f. Stand Alone Senior High School g. Integrated School (Elem and JHS/SHS) | Chairperson: Dr. Alejandra B. Lagumbay Co-Chairperson: Mr. Rodel V. Rosales | Dr. Rowena T. Vacal Ms. Dina S. Superable Atty. Maureen Charisse A. Maltos Mr. Clark Dave P. Arante Mr. Michael C. Parado Mr. Rogelio O. Ticoy Jr. Ms. Rasheil R. Labita |
| 1.3 Most Outstanding Non-Teaching Personnel (Level 1) SDO Level a. Administrative Aide b. Administrative Assistant or equivalent position 1.4 Most Outstanding Non-Teaching Personnel (Level 2) | Chairperson: Dr. Alejandrito L. Yman - Chief, AD Co-Chairperson: Ms. Alma E. Suyom - Chief, FD | Ms. Elizabeth E. Caboboy Ms. Eva D. Rosales Ms. Ma. Laura F. Paglinawan Ms. Russel L. Resco Mr. Ariem V. Cinco Ms. Apple T. Reyes Atty. Eleanor C. Calumpiano Mr. Jim Albert A. Lagado Ms. Jasmin F. Calzita Ms. Gladys J. Fabillo |



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|---|--|--|
| <p>SDO Level</p> <ul style="list-style-type: none"> a. Administrative Officer V b. HRMO c. Supply Officer d. Cashier e. Records Officer f. Legal Officer g. Accountant h. Budget Officer i. School Librarian j. Division Librarian k. Registrar l. Planning Officer m. Information Technology Officer n. Engineer o. Project Development Officer p. Senior Education Program Specialist <ul style="list-style-type: none"> p.1 Human Resource Development p.2 Planning and Research p.3 School Management Monitoring and Evaluation p.4 Social Mobilization and Networking q. Education Program Specialist r. Nurse s. Medical Officer t. Dentist u. Public Schools District Supervisor v. Education Program Supervisor w. Assistant School Principal x. JHS Department Head/Head Teacher y. LR PDO II z. Implementing Unit | | <p>Ms. Fe M. Gerona Mr. Gary Jay N. Calipayan Ms. Reylyn S. Esoy Ms. Kathrine Rae A. Cromente Ms. Ronafe A. Dolo</p> |
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|--|--|--|
| Bookkeeper/ Accountant | | |
| 2. Best Office / School / Learning Center Award 2.1 Most Outstanding School <ol style="list-style-type: none"> Elementary (Monograde School-Central Category) Elementary (Monograde School-Non-Central Category) Elementary (Multigrade School) Junior High School <ol style="list-style-type: none"> Non-Implementing Unit Implementing Unit Secondary School (JHS and SHS) <ol style="list-style-type: none"> Non-Implementing Unit Implementing Unit Stand Alone Senior High School Integrated School (Elementary and JHS/SHS) 2.2 Most Outstanding Schools Division Office <ol style="list-style-type: none"> Provincial Division City Division | Chairperson: Dr. Rita R. Dimakiling -Chief, PPRD Co-Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD | Mr. Teodorico C. Peliño Jr. Mr. Mark Lito B. Gallano Ms. Jennylynd D. Daya Ms. Janice C. Delopere Ms. Ed Kathelen Q. Garcia Ms. Geraldine M. Mangaliman Mr. Reynaldo E. Nayre Ms. Anna Lyn B. Lim |
| 3. Most Outstanding Coordinator/Adviser 3.1 School Level <ol style="list-style-type: none"> Elementary School Reading Coordinator Property Custodian School Paper Adviser Youth Formator WinS Coordinator DRRM Coordinator | Chairperson: Dr. Rosemarie M. Guino - OIC-Chief, QAD Co-Chairperson: Dr. Elmer Albert E. Cuevas | Ms. Eden A. Dadap Ms. Camelia N. Bacale Ms. Adara Lourdes S. Luaton Engr. Ryan Jay L. Bagon Mr. Ted Juan C. Peleño Ms. Teresita G. Suarez |
| 3.2 SDO Level <ol style="list-style-type: none"> GAD Coordinator MEP Coordinator TA Coordinator | Chairperson: Mr. Cesar P. Verunque - Chief, FTAD | Mr. Marlou D. Camposano Mr. Melvin Chito M. Solis |



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|---|---|---|
| <ul style="list-style-type: none"> d. SBM Coordinator e. IPed Coordinator f. SPED Coordinator g. Sports Coordinator h. Multigrade Coordinator i. DRRM Coordinator j. Youth Formator <p>4. Most Outstanding Non-Teaching Personnel</p> <p>4.1 Regional Office (Level 1)</p> <ul style="list-style-type: none"> a. Administrative Aide b. Administrative Assistant or equivalent position <p>4.2 Regional Office (Level 2)</p> <ul style="list-style-type: none"> a. Education Program Supervisor b. Section/Unit Head c. Level II Unique Position d. Administrative Officer e. Accountant | <p>Co-Chairperson: Mr. Sonny S. Tayum</p> | <p>Mr. Gerardo L. Adtoon Ms. Rachel R. Cuevas Mr. Jimmy G. Gula</p> |
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Enclosure to Regional Memorandum No. **534**, s. 2023

REWARDS AND RECOGNITION SCHEDULE OF THE 2023 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SDO/SCHOOLS

| DATE | ACTIVITY | REMARKS | EXPECTED OUTPUT |
|-----------------------------|--|--|---|
| January 18, 2023 | Submit the Annual Report of the PRAISE Implementation in the Regional Office to the CSC Regional Office VIII | PRAISE Committee and/or Secretariat | Annual Report submitted |
| March 28, 2023 | PRAISE Committee 1 st Quarterly Meeting | PRAISE Committee and/or Secretariat | Evaluated and gave feedback re: 2022 Regional Awarding Ceremony |
| June 2, 2023 | PRAISE Committee 2 nd Quarterly Meeting | PRAISE Committee and/or Secretariat | Quarterly meeting conducted |
| June 2023 | Issuance of Memorandum re: 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools | PRAISE Committee and/or Secretariat | Memorandum issued re: 2023 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools |
| June 2023 to September 2023 | Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Employee and Offices at the Schools Division Offices (SDOs) | Division/District/School PRAISE Committee | Nominee per award category identified |
| July 21, 2023 | Conduct of Mid-Year Assessment | PRAISE Committee and/or Secretariat | Mid-year assessment conducted |
| September 8, 2023 | PRAISE Committee 3 rd Quarterly Meeting | PRAISE Committee and/or Secretariat | Quarterly meeting conducted |
| October 2, 2023 | Submission of Nominees by the Schools Division Offices / RO functional divisions corresponding to each award category | The Nomination Form together with the certified photocopy of the required documents shall be submitted in hard copy to the Regional Office through the Human Resource Development Division (HRDD). Check and ensure the completeness of all the documents submitted for the | 13 SDOs / RO functional divisions submitted List of Nominees with the required documentary requirements |



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| | | different categories and transmit to the Regional PRAISE Secretariat. Late documents will not be accepted. | |
| October 10 & 11, 2023 | Screening and Short Listing of Nominees of the different PRAISE awards <ul style="list-style-type: none"> Evaluation of documents of the division/regional office nominees based on the prescribed search criteria. | In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG) | Qualified nominees screened/evaluated |
| October 17, 18, & 19, 2023 | Conduct validation (document evaluation and interview) of qualified nominees 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. | In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG) | Qualified nominees validated thru teleconferencing/ video/onsite |
| October 24, 2023 | Finalization of DepEd Region 8 PRAISE awards | PRAISE Committee convenes and deliberates the results | Deliberated results finalized |
| October 27, 2023 | Announcement of Finalists/Awardees per award category | PRAISE Committee and/or Secretariat Prepare logistics for the awarding | Memorandum issued re: Announcement of Finalists/Awardees per award category |
| November 17, 2023 | PRAISE Committee 4 th Quarterly Meeting | PRAISE Committee and/or Secretariat | Discussed PRAISE issues and/or concerns |
| November 29, 2023 | Conduct of Awarding Ceremony | Venue to be announced | Conducted the awarding ceremony |
| December 2023 | Submission of the Activity Documentation Report | PRAISE Committee and/or Secretariat | Activity Documentation Report submitted |
| January 2024 | Submission of the PRAISE Annual Report | PRAISE Committee and/or Secretariat | Annual Report submitted |



Enclosure to Regional Memorandum No. 534, s. 2023

SEARCH AND SCREENING PROCEDURES

1. General Conditions. – The following conditions shall strictly be followed:

- 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.
- 1.2 **Cut-off Score.** – There shall be a cut-off score of 70 points for all awards 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.
- 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 charge 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.
 - 1.3.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.
 - 1.3.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be grounds for disqualification.

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



2.1 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Schools Division Office Employee/s

- 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.
- 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 of requirements.
- 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 of requirements.
- 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 of requirements.
- 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.

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

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 of requirements, shall be submitted by the functional division nominee to the Regional PRAISE Committee.

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.

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

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 of requirements.

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.

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.

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.

3. Other General Provisions

- 3.1 The PRAISE Committee shall strictly follow the scheduled dates.
- 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.
- 3.3 For the national mandated awards such as Brigada Eskwela Best Implementing Schools, SBM Level III of Practice, Curriculum-related awards, and others, separate guidelines and criteria shall be used.



- 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 shall be implemented.
- 3.5 The Official Results of the Regional Selection Process shall be posted at the Regional Office's official website.
- 3.6 The Regional Office may opt to adopt other platform of conducting the awarding ceremony depending upon the situation of the place.
- 3.7 In case of a tie at any level, the PRAISE Committee shall refer to the OPCRf/IPCRf of the nominees. The nominee with the highest OPCRf/IPCRf numerical rating shall receive the nomination/award. In case all nominees display the same OPCRf/IPCRf numerical rating, all nominees shall be recognized.
- 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.
- 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.

4. Basic Qualifications

- 4.1 With at least 2 (two) years of relevant experience in the same position that an employee is nominated.
- 4.2 With an IPCRF/IPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated.
- 4.3 Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case.
- 4.4 For awards on coordinatorship/advisership, nominees should be a coordinator/adviser for at least 2 years.



5. List of Requirements

The Nomination Folder per nominee shall contain the following items:

- 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*)
- 5.2 Updated Service Record duly certified by the SDO Administrative Officer V
- 5.3 Nominee's updated and completely filled-up CS Form 212 Revised 2017.
- 5.4 Selection results duly signed by the PRAISE committee at the different committee levels.
- 5.5 Certification for the conduct of the selection process duly signed by the Committee Chair
- 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.
- 5.7 OPCR/IPCR for the past two years in the same position that an employee is nominated.
- 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.
- 5.9 Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities.

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:

6.1 Screening and Evaluation of Documents & 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 have to nominate 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.

- 6.2 **Validation Stage** - The Regional PRAISE Committee will 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.

7. Publications of the Final Screening Results, Awarding Ceremonies, and Submission of PRAISE Report

- 7.1 **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 Schedule of Amounts of the PRAISE Monetary Incentives in the DepEd Region VIII PRAISE System Manual).



- 7.2 **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.
- 7.3 **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.
- 7.4 **Criteria and Standards** - In the evaluation of nominees' documents for DepEd Region VIII Praise Awards, Search Criteria by category (Enclosure 8) shall be used.
- 7.4.1 **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.
- 7.4.2 **Other Considerations** - Other similar circumstances or considerations in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Regional Director.
- 7.5 **Nomination Form** - The Nomination Form with the 2"x 2" picture of the nominee shall be accomplished by the immediate head.
- 7.6 **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.



- 7.7 **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:
- 7.7.1 Failure of the nominee to meet the basic qualifications;
 - 7.7.2 Failure of the nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee; and
 - 7.7.3 Documents submitted are found and proven falsified.
- 7.8 **Notification of Awarding Ceremony and Results** - For the DepEd Region VIII PRAISE Awards, a Regional Memorandum shall be issued containing 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.
- 7.9 **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.



Enclosure to Regional Memorandum No. 534, s. 2023

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: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____



Enclosure to Regional Memorandum No. 534, s. 2023

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 & 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. _____



Enclosure to Regional Memorandum No. 534, s. 2023

POTENTIAL/INTERVIEW CHECKLIST & 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: _____



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Enclosure to Regional Memorandum No. **534**, s. 2023:
Search Criteria for the DepEd Region VIII PRAISE Awards 2023

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) | | |
| 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 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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. 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></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> | ✓ 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 | <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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>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 <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>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 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (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) ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant | |



| | 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

- 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 | *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 |

Note:

- KLE/SLMs & HBLFT non-negotiable
- Point/s Earned = Average of the scores attained

- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head **(5 points)**

One point for each of the analysis reports given below:

- ✓ 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 KLE, HBLF Toolkit, Audio and Video Lessons, and Online learning resources
- ✓ Sample of audio and video lessons and online learning resources

- ✓ Copy of the Analysis Report duly certified and received by the School Head



| | |
|--|--|
| <div><div><div>1. Pre-Early Childhood Development (ECD) Results</div><div>2. Post ECD Results</div><div>3. Quarterly Progress Reports</div><div>4. Most and Least Learned Items in ECD</div><div>5. Most and Least Learned Competencies</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><div>5 or more initiatives</div><div>- 5 points</div></div><div><div>4 initiatives</div><div>- 4 points</div></div><div><div>3 initiatives</div><div>- 3 points</div></div><div><div>2 initiatives</div><div>- 2 points</div></div><div><div>1 initiative</div><div>- 1 point</div></div></div><div>• Produced learners showing 75% mastery of letter knowledge and sound production (5 points)</div><div><div><div>80%-100% of the learners</div><div>- 5 points</div></div><div><div>60%-79%</div><div>- 4 points</div></div><div><div>40%-59%</div><div>- 3 points</div></div><div><div>20% - 39%</div><div>- 2 points</div></div><div><div>19% and below</div><div>- 1 point</div></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> | |
| <div>C. Education & Learning and Development (10 points)</div> | |
| <div><div>1. Education (5 points)</div><div><div><div>• Doctorate/Doctor's Degree</div><div>- 5 points</div></div><div><div>• Complete Academic Requirements for Doctorate/Doctor's Degree</div><div>- 4.5 points</div></div><div><div>• Earned at least 18 Doctorate/Doctor's Degree units</div><div>- 4 points</div></div><div><div>• Master's Degree / Bachelor of Laws (Juris Doctor)</div><div>- 3.5 points</div></div><div><div>• Complete Academic Requirements for Master's Degree</div><div>- 3 points</div></div><div><div>• Earned at least 18 MA Units</div><div>- 2.5 points</div></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>• International/National</div><div>- 5 points</div></div><div><div>• Regional</div><div>- 4 points</div></div><div><div>• Division</div><div>- 3 points</div></div><div><div>• District</div><div>- 2 points</div></div><div><div>• School</div><div>- 1 point</div></div></div></div><div><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div><div>b. Validity of the learning and development</div></div></div> <div><div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div></div> | |



| | | |
|---|---|--|
| <p><i>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 KINDERGARTEN MASTER TEACHER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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>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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|--|--|--|
| <ul style="list-style-type: none"> 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>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 <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>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 Served as a mentor/coach to other teachers (5 points) <ul style="list-style-type: none"> 5 or more mentees - 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 as a mentor by the school head | |



| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|----------------|----------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|----------|----------|---------|------------|--------|---------|------------|------------|---|
| <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>• 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><div>✓ Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points)</div><div><div>Based on number of instructional materials (IMs).</div><div><div>5 or more 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></div><div><div>• Led colleagues in the interpretation and utilization of the following analysis reports</div></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>✓ Memorandum/Advisory/ Bulletin</div><div>✓ Certificate of Recognition as Coach/Contestant</div></div> <div><div>✓ Activity Completion Report with attachments such as:</div><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><div>✓ 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</div><div>✓ Sample of developed audio and video lessons and conducted online learning resources</div></div> <div><div>✓ Copy of the Analysis Report duly certified and</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>for the improvement of the teaching and learning process (2.5 points)</p> <p>One point for each of the analysis reports (ARs) made.</p> <p>5 or more ARs - 2.5 points</p> <p>4 ARs - 2 points</p> <p>3 ARs - 1.5 points</p> <p>2 ARs - 1 point</p> <p>1 AR - 0.5 point</p> <ul style="list-style-type: none">Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points) <p>Note: Point/s earned is relative to the percentage of utilization of the IMs in any learning delivery modality adopted by the teacher</p> <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> <p><i>Note:</i></p> <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">Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (2.5 points) <p>5 or more initiatives - 2.5 points</p> <p>4 initiatives - 2 points</p> <p>3 initiatives - 1.5 points</p> <p>2 initiatives - 1 point</p> <p>1 initiative - 0.5 point</p> | 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 | <p>received by the School Head</p> <ul style="list-style-type: none">✓ Completion Report with MOVs on the activity conducted✓ Weekly Home-Learning Plan✓ Records of distributed KLE, HBLF Toolkit, Audio and Video Lessons, and Online learning resources✓ Sample of audio and video lessons and online learning resources✓ Picto-narrative report duly signed by the school head |
|--|--|-----------|----------|----------|----------------|----------------|----------|----------|----------|----------|----------|----------|---------|----------|----------|----------|----------|----------|---------|----------|----------|----------|----------|----------|---------|----------|----------|----------|----------|----------|-----------|---------|---------|---------|---------|---------|---|
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 - 3.5 points | <ul style="list-style-type: none">✓ Transcript of Records✓ Certificate of Completion of Academic Requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| <ul style="list-style-type: none"> Laws (Juris Doctor) Complete Academic Requirements for Master's Degree - 3 points Earned at least 18 MA Units - 2.5 points | / 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> | <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 ELEMENTARY TEACHER I-III

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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 | <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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>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 <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>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 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (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) ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant | |



| | 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"> 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 points District - 4 points School - 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"> Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points) <ul style="list-style-type: none"> 5 or above IMs - 5 points 4 IMs - 4 points 3 IMs - 3 points 2 IMs - 2 points 1 IM - 1 point 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/content:</p> <ol style="list-style-type: none"> Quarterly Progress Reports Data of Learners' Summative Assessment Result with the Test Item Analysis Most and Least Learned Competencies Individual Learning Monitoring Plan (if any) Learners' Profile 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"> ✓ 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 ✓ Weekly Home-Learning Plan ✓ Documented data of distributed & utilized learning resources duly signed by the school principal ✓ Records of utilized IMs ✓ Copy of the Analysis Report duly certified and received by the School Head ✓ Picto-narrative report duly signed by the school head | |
|--|---|--|



| | | |
|--|---|--|
| <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 <ul style="list-style-type: none"> Produced learners who attained at least Satisfactory (80%) rating (5 points) <ul style="list-style-type: none"> 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"> ✓ Summary of Assessment Report duly signed by School Head | |
| 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>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> | <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 ELEMENTARY MASTER TEACHER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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 | <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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</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> | <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 <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>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 • Served as a mentor/coach to other teachers (5 points) <ul style="list-style-type: none"> 5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 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 as a mentor by the school head | |



| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|---|---------------|----------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|----------|----------|---------|------------|--------|---------|------------|------------|--|
| 2 mentees only 1 mentee | - 2 points - 1 point | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points) | | <ul style="list-style-type: none">✓ Memorandum/Advisory/Bulletin✓ Certificate of Recognition as Coach/Contestant | | | | | | | | | | | | | | | | | | | | | | | | |
| <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> | | | 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 | |
| | 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">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> | | <ul style="list-style-type: none">✓ 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 | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">✓ 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 points4 IMs - 4 points3 IMs - 3 points2 IMs - 2 points1 IM - 1 point | | <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">Led colleagues in the interpretation and utilization of the following analysis reports | | <ul style="list-style-type: none">✓ Copy of the Analysis Report duly certified and | | | | | | | | | | | | | | | | | | | | | | | | |



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| <p>for the improvement of the teaching and learning process (5 points)</p> <p>One point for each of the analysis reports (ARs) made.</p> <p>5 or more ARs - 5 points</p> <p>4 ARs - 4 points</p> <p>3 ARs - 3 points</p> <p>2 ARs - 2 points</p> <p>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</p> <p>4 initiatives - 4 points</p> <p>3 initiatives - 3 points</p> <p>2 initiatives - 2 points</p> <p>1 initiative - 1 point</p> | <p>received by the School Head</p> <p>✓ Completion Report with MOVs on the activity conducted</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</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> <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> | <p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |



| D. Potential (5 points) | | |
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| ✓ 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 JUNIOR HIGH SCHOOL TEACHER I-III

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



| | | |
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| <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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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></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 | |



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|--|---------------|--|---------------|----------------|---------------|----------|----------|----------|----------|--|--|
| <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> | | | | | | | | | | | |
| 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> <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 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> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></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 | | | | | | | | | |
| 8. Other Meritorious Accomplishments specific to the position <ul style="list-style-type: none">• Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points)<p>National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point</p>• 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></table> | | | First Placers | Second Placers | Third Placers | National | 5 points | 4 points | 3 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)✓ Memorandum/Advisory/ Bulletin✓ Certificate of Recognition as Coach/Contestant | |
| | First Placers | Second Placers | Third Placers | | | | | | | | |
| National | 5 points | 4 points | 3 points | | | | | | | | |



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|----------|----------|------------|------------|
| 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)**
 - 5 or above IMs - 5 points
 - 4 IMs - 4 points
 - 3 IMs - 3 points
 - 2 IMs - 2 points
 - 1 IMs - 1 point
- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head **(5 points)**

One point for each of the analysis reports/content:

 - Quarterly Progress Reports
 - Data of Learners' Summative Assessment Result
 - Most and Least Learned Competencies
 - Individual Learning Monitoring Plan (if any)
 - Learners' Profile
 - Test Item Analysis
- Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal **(5 points)**

- ✓ Activity Completion Report with attachments such as:
 - 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
- ✓ Picto-narrative report duly signed by the school head



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| <p>5 or more initiatives - 5 points</p> <p>4 initiatives - 4 points</p> <p>3 initiatives - 3 points</p> <p>2 initiatives - 2 points</p> <p>1 initiative - 1 point</p> <ul style="list-style-type: none"> Produced learners who attained at least Satisfactory (80%) rating (5 points) <p>80%-100% of the learners - 5 points</p> <p>60%-79% - 4 points</p> <p>40%-59% - 3 points</p> <p>20% - 39% - 2 points</p> <p>19% and below - 1 point</p> | <p>✓ Summary of Assessment Report duly signed by 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</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> <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> | <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 MASTER TEACHER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing • SY 2021-2022 and SY 2022-2023 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (65 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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| <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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>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 <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>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 Served as a mentor/coach to other teachers (5 points) <ul style="list-style-type: none"> 5 or more mentees - 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 as a mentor by the school head | |



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|---|---------------|----------------|----------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|----------|----------|---------|------------|--------|---------|------------|------------|--|
| <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>• 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><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</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 (5 points)</div><div>One point for each of the analysis reports (ARs) made.</div><div><div>5 or more ARs - 5 points</div><div>4 ARs - 4 points</div><div>3 ARs - 3 points</div><div>2 ARs - 2 points</div><div>1 AR - 1 point</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></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>✓ Duly signed Coaching and Mentoring documentation report</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>✓ Copy of the Analysis Report duly certified and received by the School Head</div><div>✓ Picto-narrative report duly signed by the school head</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 | | | | | | | | | | | | | | | | | | | | | | |



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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 | <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>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> | <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 SENIOR HIGH SCHOOL TEACHER I-III

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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| <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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 <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>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 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (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) ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant | |



| | 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 | Context ualized 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

- ✓ 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

- ✓ Certified copy of Results on the Scholarship



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| <p>other related scholarships (within 5 school years)</p> <p>5 learners and above - 5 points 4 learners - 4 points 3 learners - 3 points 2 learners - 2 points 1 learner - 1 point</p> <p>For SHS Teachers under TVL</p> <p>Percentage of learners with NC (within 5 school years)</p> <p>80%-100% - 5 points 60%-79% - 4 points 40% -59% - 3 points 20%-39% - 2 points 19% and below - 1 point</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"> 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) <p>5 or more initiatives - 5 points 4 initiatives - 4 points 3 initiatives - 3 points 2 initiatives - 2 points 1 initiative - 1 point</p> | <ul style="list-style-type: none"> ✓ 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 | |
| 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 | |



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| <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> | <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 SENIOR HIGH SCHOOL MASTER TEACHER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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| <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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 <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>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 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 | <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 as a mentor by the school head | |



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| <p>3 mentees - 1.5 points 2 mentees - 1 point only 1 mentee - 0.5 point</p> <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 (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> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <ul style="list-style-type: none"> 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: Contextualized Self-Learning Modules (SLMs) Learning Activity Sheets (LAS) Audio Lessons Video lessons Online learning resources</p> 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 given below: Diagnostic Test Written Summative Tests Performance-Based Records Quarterly Learning Outcomes Analysis on the Most and Least Learned Competencies</p> Utilized/Adopted different instructional materials/ modality suitable for remote learning (5 points) | <ul style="list-style-type: none"> ✓ 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 ✓ Activity Completion Report/Coaching Forms with MOVs on the activity conducted ✓ Weekly Home-Learning Plan ✓ Records of distributed SLMs, LAS, Audio and | |
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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 |

For SHS Teachers under TVL

Percentage of learners with NC (within 5 school years)

| | |
|---------------|------------|
| 80%-100% | - 5 points |
| 60%-79% | - 4 points |
| 40% -59% | - 3 points |
| 20%-39% | - 2 points |
| 19% and below | - 1 point |

- Implemented initiatives on the alignment of delivery of instruction and management of activities in the new normal (**5 points**)

Video Lessons, and Online learning resources
✓ Sample of audio and video lessons and online learning resources

✓ Certified copy of Results on the Scholarship

✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates

✓ Picto-narrative report duly signed by the school head



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| 5 or more initiatives - 5 points 4 initiatives - 4 points 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>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) | | |
| ✓ 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
ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER I-III**

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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 (3 points) <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 <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) | |



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| <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>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 (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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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>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 ✓ <i>Programs Handled (2 points)</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] <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 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 ✓ 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 | |



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| | 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 <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 | <p>✓ Copy of the generated list of enrolment from the LIS</p> <p>✓ Copy of the Masterlist of Completers based on LIS</p> <p>✓ Copy of the report showing the percentage of completers</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p> <p>✓ Copy of the Masterlist of Completers based on LIS</p> <p>✓ Copy of the Masterlist of Qualifiers (based on the revalida)</p> <p>✓ Copy of the report showing the percentage of Qualifiers (shall attach the duly accomplished copy of the Monitoring Tool)</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p> <p>✓ Copy of the Masterlist of Qualifiers (based on the revalida)</p> <p>✓ Copy of the Masterlist of Passers (based on the revalida)</p> <p>✓ Copy of the report showing the percentage of Passers (shall attach the duly accomplished copy of the Monitoring Tool)</p> <p>✓ Certification of the veracity of the data by an</p> | |



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|---|---|----------------|----------------|---------------|----------|----------|----------|----------|--|--|
| | 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> <p>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> <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> | <p>✓ Copy of the approved and implemented proposal(s) (for IGPs and other initiatives)</p> <p>✓ 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> <p>Note: Use the computation in Brigada Eskwela in the conversion of materials/labor into cash</p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p> | | | | | | | | | |
| <p>10. Other Meritorious Accomplishments specific to the position</p> <p>• Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points)</p> <p>National - 3 points Region - 2.5 points Division - 2 points District - 1.5 points School - 1 point</p> <p>• Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)</p> <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></table> | | First Placers | Second Placers | Third Placers | National | 5 points | 4 points | 3 points | <p>✓ LP/DLL duly signed by at least 3 authorities</p> <p>✓ COT or Observation Chart from at least 3 observer-authorities</p> <p>✓ Certificate of Recognition</p> <p>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</p> <p>✓ Memorandum/Advisory/ Bulletin</p> <p>✓ Certificate of Recognition as Coach/Contestant</p> | |
| | 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 |

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| <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 points District - 4 points School - 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"> 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 points 4 initiatives - 1.75 points 3 initiatives - 1.50 points 2 initiatives - 1.25 points 1 initiative - 1 point | <ul style="list-style-type: none"> ✓ 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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| C. Education & Learning and Development (10 points) | | |
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| 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> a. Points earned are cumulative but not to</p> | <ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | |



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| <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
MASTER TEACHER IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

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 2021-2022 and SY 2022-2023 ✓ 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 (4 points) <ul style="list-style-type: none"> • National Awardee - 4 points • Nomination in the Department/ Awardee in the Region/ Awardee in the Provincial Level - 3 points • Nomination in the Region / Awardee in the Division/ Awardee in the Municipal Level - 2 points • Nomination in the Division/ Awardee in the District/ Awardee in the Barangay Level - 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 school year, points earned shall be based on the award received in the highest governance level.</p> <p>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 (3 points) <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 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></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> 3.2 Presented a research paper (2 points) <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 | ✓ 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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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> | ✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |



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| <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> | <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 (3 points)</p> <p>✓ Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements</p> <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> | <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</p> <p>✓ Certificate of Recognition/Participation</p> | |
| <p>7. With Outstanding Accomplishments on the Learners' Access (6 points)</p> <p><i>7.1 Mapping for Enrollees (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 | <p>✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior)</p> <p>✓ Signed Mapping Reports (LGU Officials/immediate superior)</p> <p>✓ Copy of the generated list of enrolment from the LIS</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p> | |



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| <p><i>7.3 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 (12 points)</p> <p><i>8.1 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% - 3.0 points • 81% - 90% - 2.5 points • 71% - 80% - 2.0 points • 61% - 70% - 1.5 points • 60% and below - 1.0 point <p><i>8.2 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% - 4.0 points • 81% - 90% - 3.5 points • 71% - 80% - 3.0 points • 61% - 70% - 2.5 points • 60% and below - 2.0 points <p><i>8.3 Percentage of Passers (5 points)</i></p> | <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 <ul style="list-style-type: none"> ✓ Copy of the Masterlist of Qualifiers (based on the revalida) | |



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| <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 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, point/s 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 IGPs 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 | |
| <p>10. Other Meritorious Accomplishments (26 points)</p> <p>10.1 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points)</p> <ul style="list-style-type: none"> • National - 3.0 points • Region - 2.5 points • Division - 2.0 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"> • District - 1.5 points • School - 1.0 point | <ul style="list-style-type: none"> ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available) | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------|----------------|---------------|----------|-------------|-------------|-------------|----------|-------------|-------------|-------------|----------|-------------|-------------|------------|----------|-------------|------------|------------|--------|------------|------------|------------|--|
| <p>10.2 Served as a mentor/coach to other teachers (3 points)</p> <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> ✓ Certification as a mentor by the school head | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10.3 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)</p> <table border="1"> <tr> <th></th> <th>First Placers</th> <th>Second Placers</th> <th>Third Placers</th> </tr> <tr> <td>National</td> <td>5.00 points</td> <td>4.00 points</td> <td>3.00 points</td> </tr> <tr> <td>Regional</td> <td>4.00 points</td> <td>3.00 points</td> <td>2.00 points</td> </tr> <tr> <td>Division</td> <td>3.00 points</td> <td>2.00 points</td> <td>1.00 point</td> </tr> <tr> <td>District</td> <td>2.00 points</td> <td>1.00 point</td> <td>0.75 point</td> </tr> <tr> <td>School</td> <td>1.00 point</td> <td>0.75 point</td> <td>0.50 point</td> </tr> </table> | | 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 | <ul style="list-style-type: none"> ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant |
| | 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 | | | | | | | | | | | | | | | | | | | | | | |
| <p>10.4 Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students’ learning outcomes (4 points)</p> <ul style="list-style-type: none"> • Division - 4 points • District - 3 points • School - 2 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"> ✓ Activity Completion Report with all the following attachments: <ul style="list-style-type: none"> ○ Approved SLAC Session Plan ○ Resource Package ○ Approved permit to conduct ○ Sample Program ○ Attendance ○ Pictorials | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10.5 Led in the preparation and enrichment of the curriculum aligned with the distance</p> | <ul style="list-style-type: none"> ✓ Certificate of Recognition of being involved in the preparation and | | | | | | | | | | | | | | | | | | | | | | | | |



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| <p>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 | <p>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</p> <p>✓ Sample of developed audio and video lessons and conducted online learning resources</p> <p>✓ Copy of the Analysis Report duly certified and received by the School Head</p> <p>✓ Completion Report with MOVs on the activity conducted</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 - 5.0 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 | <p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p> | |



| | | |
|---|---|--|
| <p>2. Learning and Development (5 points) 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> 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> | <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 SPED TEACHER (TEACHER I-III, SPET 1-5)

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • SY 2021-2022 and SY 2022-2023 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (65 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. 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. Point/s earned is 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) | |
| 2. Research and Development Projects (5 points) <ol style="list-style-type: none"> 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 <i>Note:</i> <ol style="list-style-type: none"> For group/team research, point/s earned will be divided by the number of researchers. Point/s earned is cumulative but not to exceed the allotted points for the criterion. <ol style="list-style-type: none"> Presented a research paper (2 points) <ul style="list-style-type: none"> • International - 2 points | ✓ 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 | |



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| <ul style="list-style-type: none"> • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point | ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter | |
| 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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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. Point/s earned is 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 | |
| 5. 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. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p> | ✓ 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 | |



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| | ✓ Certificate of Recognition/Participation | |
| 6. Networking/Linkages (5 points) ✓ Initiated resource generation projects and/or programs that will benefit the school Proponent/organizer - 5 points Member - 2.5 points <i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i> | ✓ 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 | |
| 7. Professional and Civic Involvement (5points) Involvement in professional/civic organization that promotes or supports the welfare of learners, teachers, PWDs and their families. <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 | ✓ Certification of membership ✓ Record of attendance of the organization ✓ Picto-narrative ✓ Supporting documents showing the organizations objectives and goals to serve the target clientele | |
| 8. Other Meritorious Accomplishments specific to the position <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"> Distributed & utilized IMs/LRs to 95-100% of the learners - 5 points | ✓ 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 | |



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| <p>Distributed & utilized IMs/LRs to 90-94% of the learners - 4 points</p> <p>Distributed & utilized IMs/LRs to 85-89% of the learners - 3 points</p> <p>Distributed & utilized IMs/LRs to 80-84% of the learners - 2 points</p> <p>Distributed & utilized IMs/LRs to 75-79% of the learners - 1 point</p> | | |
| <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"> 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"> ✓ Photos, ✓ Text messages/chat ✓ letters from stakeholders/parents, ✓ certificate of appreciation/recognition | |
| <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 | <ul style="list-style-type: none"> ✓ Picto-narrative report duly signed by the school head | |
| <ul style="list-style-type: none"> Length of Service and Experience (5 points) <ul style="list-style-type: none"> More than 5 years teaching experience - 5 points | <ul style="list-style-type: none"> ✓ Service record | |



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| <p>Five years teaching experience - 4 points</p> <p>Four years teaching experience - 3 points</p> <p>Three years teaching experience - 2 points</p> <p>At least two years teaching experience - 1 point</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><i>Note: The degree must be relevant to the SPED and Inclusive Education Programs</i></p> | <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> <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. Point/s earned is 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 SPED MASTER TEACHER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing • SY 2021-2022 and SY 2022-2023 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (65 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. 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> <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> | ✓ 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) | |
| 2. Research and Development Projects (5 points) <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 <i>Note:</i> <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>3.2 Presented a research paper (2 points)</p> <ul style="list-style-type: none"> International - 2 points | ✓ 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 | |



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| <ul style="list-style-type: none"> • National - 1.75 points • Regional - 1.50 points • Division - 1.25 points • School - 1 point | ✓ Certificate of Appreciation / Certificate of Recognition as a Research Presenter | |
| 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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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. Point/s earned is 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 | |
| 5. 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. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p> | ✓ 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 | |



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| | ✓ Certificate of Recognition/Participation | |
| 6. 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> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></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 | |
| 7. Leadership in the Conduct of CB Training (5points) <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 | |
| 8. Other Meritorious Accomplishments specific to the position <ul style="list-style-type: none"> Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (10 points) <p>National - 10 points Region - 8 points Division - 6 points District - 4 points School - 2 points</p> SPED Instructional Materials/LRs Developed and Utilized in the DLDM (5 points) <p>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</p> | <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 | |



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| <p>Distributed & utilized IMs/LRs to 75-79% of the learners - 1 point</p> <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"> 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 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"> ✓ Photos, ✓ Text messages/chat ✓ letters from stakeholders/parents, ✓ certificate of appreciation/recognition ✓ Picto-narrative report duly signed by the school head ✓ Service record | |
| 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 | <ul style="list-style-type: none"> ✓ Transcript of Records | |



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| <ul style="list-style-type: none"> for Doctorate/Doctor's Degree • 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> | ✓ 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. Point/s earned is 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 MADRASAH TEACHER (ASATIDZ)

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

| 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | |



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| 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>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> | <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 (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (30 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 30 | ✓ IPCRF duly signed by authorities with date of signing • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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|---|--|--|
| <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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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 <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>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 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (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) ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant | |



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|---|---------------|----------------|---------------|---|--|
| | 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"> 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 points District - 4 points School - 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"> 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 | | | | <ul style="list-style-type: none"> ✓ 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 | |
| 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 | | | | <ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | |



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| <ul style="list-style-type: none"> • 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> | | |
| 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 MULTIGRADE MASTER TEACHER

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

| 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 • SY 2021-2022 and SY 2022-2023 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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) | |



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| <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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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 <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>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 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (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) ✓ Memorandum/Advisory/Bulletin ✓ Certificate of Recognition as Coach/Contestant | |



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|--|---------------|----------------|---------------|---|--|
| | 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"> 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 points District - 4 points School - 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"> 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 Served as a mentor/coach to other teachers (5 points) <ul style="list-style-type: none"> 5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point | | | | <ul style="list-style-type: none"> ✓ 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 | |
| C. Education & Learning and Development (10 points) | | | | | |
| 1. Education (5 points) | | | | <ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned | |
| <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 | | | | | |



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| <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> | <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 SCHOOL HEAD

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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/IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2021 and CY 2022/SY 2021-2022 and SY 2022-2023 <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/Awardee in the Provincial Level - 8 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 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>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD</p> | |



| | | |
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| <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>(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 | <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/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC</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 <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>C. Education & Learning and Development (20 points)</p> | | |
| <p>1. Education (10 points)</p> <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 | |



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| <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) | | |
| <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> | |
| <p>2. School Management and Leadership (70%)</p> | | |
| <ul style="list-style-type: none"> • To be taken from the Outstanding School Criteria | | |

Summary:

| | | |
|--|---|------|
| 1. Personal and Professional Development | - | 30% |
| 2. School Management and Leadership | - | 70% |
| Total | - | 100% |




SEARCH FOR MOST OUTSTANDING ADMINISTRATIVE AIDE

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|---|---------------|
| A. Performance (50 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 50 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (30 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 (10 points) <ul style="list-style-type: none"> National Awardee - 10 points Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points Nomination in the District/ Awardee in the school - 2 points <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 | |




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|--|---|--|
| <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> | | |
| 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 ADMINISTRATIVE ASSISTANT

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|---|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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 (10 points) <ul style="list-style-type: none"> National Awardee - 10 points Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points Nomination in the District/ Awardee in the school - 2 points <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 | |



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| | (for Regional Office nominees) | |
| 3. Other Meritorious Accomplishments specific to the position 3.2 Attendance and Punctuality in Reporting to Office (10pts) <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 3.3 Assisted in a training/activity conducted in at least two days (5 points) <ul style="list-style-type: none"> • Regional Level - 5 points • Division Level - 4 points • District Level - 3 points • School Level - 2 points 3.4 Membership in Working Committees (5 points) <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 3.4 Customer Satisfaction Survey Rating (5 points) Point/s Earned = (average of the ratings/5) x 5 | ✓ Certification of the HRMO/ School Head duly noted by the Head of Office ✓ Certificate of Recognition / Certificate of Appreciation or ✓ Duly approved ACR ✓ Special Order/Memorandum (with the name of the Nominee) ✓ Customer Satisfaction Survey Results (for 4 quarters of 2019 & 2020) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional | |
| C. Education & Learning and Development (15 points) | | |
| 1. Education (5 points) <ul style="list-style-type: none"> • Master's Degree / Bachelor of Laws (Juris Doctor) - 5 points • Complete Academic Requirements for Master's Degree - 4 points | ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements | |



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| <ul style="list-style-type: none"> • Earned 18 units of Master's Degree - 3 points • College Graduate - 2 points • Earned at least 18 units in college - 1 point | / 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>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 ADMINISTRATIVE OFFICER V

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|--|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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) | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <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 (submitted on due date) - 2 points <p>5.2 Managed/facilitated a related training/activity conducted (5 points)</p> | <p>✓ Transmittal of Report with date of receipt of concerned Office/s</p> <p>✓ Certificate of Recognition / Certificate of Appreciation</p> | |



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| <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 <p>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</p> | <p>or</p> <ul style="list-style-type: none"> ✓ Duly approved Activity Completion Report (in lieu of Certificates as SDOs do not give Certificates) ✓ Memorandum <p>✓ Memorandum / Special Order</p> <p>✓ Pictures ✓ Memorandum ✓ Monitoring tool</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 | <ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned | |



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| <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) | | |
| <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 HUMAN RESOURCE MANAGEMENT OFFICER

Name of Nominee _____ SDO: _____
 Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 2 points <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) | |



| | | |
|--|--|--|
| <p>3. Research and Development Projects (3 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (2 points)</p> <ul style="list-style-type: none"> Regional/Division Level - 2 points District Level - 1.5 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 (1 point)</p> <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 | <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 to exceed 4 points Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



Note:

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

6. Other Meritorious Accomplishments specific to the position

6.1 Recruitment, Selection and Placement /PRIME HRM (10 points)

- ✓ 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

6.2 Personnel Records (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 | |

Point/s Earned = (summation of ratings) divided by the number of required reports

6.3 Personnel Information System (5 points)

- ✓ Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least 3 times a month - 5 points
- ✓ Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least twice a month - 3 points
- ✓ Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least once a month - 1 point

6.4 Personnel Information System (5 points)

- ✓ 100% of newly created items filled up based on Program - 5 points

- ✓ 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
- ✓ PSIPOP View (RO validator)

- ✓ PMIS (RO validator)



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| | | |
|---|--|--|
| <p>Management Information System (PMIS) – 5 pts</p> <p>✓ 95%-99% of newly created items filled up based on Program Management Information System (PMIS) - 4 points</p> <p>✓ 90%-94% of newly created items filled up based on Program Management Information System (PMIS) - 3 points</p> <p>✓ 85%-89% of newly created items filled up based on Program Management Information System (PMIS) - 2 points</p> <p>✓ 84% and below of newly created items filled up based on Program Management Information System (PMIS) - 1 point</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) | | |
|--|--|--|
| ✓ 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 SUPPLY OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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 (3 points)</p> <p>3.1 Conducted basic/action research approved by the DO Research Team (1.5 points)</p> <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></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 (1.5 points)</p> <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 | <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 (2 points)</p> <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 to exceed 1.75 points • Writer/Developer/Contextualizer of LR/IEC - 1 point • Co-Writer of LR - 1 point will be divided by the number of writers • Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.50 point in each LR but not to exceed 1.50 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



| | | |
|--|---|--|
| <ul style="list-style-type: none"> 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>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 | <ul style="list-style-type: none"> ✓ Transmittal of RPCPPE with date of receipt by COA and other concerned Office/s ✓ Transmittal of RPCI with date of receipt by COA and other concerned Office/s ✓ Transmittal letters of RSMI ✓ Copy of AAPSI from COA | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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 (10 points)</p> <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) • International/National - 10 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"> • 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 CASHIER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 2 points <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) | |



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| <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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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 for payment and released to payees within 7 days - 3 points <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 - 4 points | <ul style="list-style-type: none"> ✓ Report of Collection and Deposits/Collection Receipt Record/ Cash book showing Date of Collection and Deposits ✓ 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. ✓ Transmittal of Report/ Reports with date of submission | |



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| Accounting Unit 1 day before deadline ✓ 100% complete and accurate - 3 points of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit within deadline | | |
| 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 (10 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 RECORDS OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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 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> | ✓ 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) | |



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| <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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</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 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 Processes (CAV, Authentication, Document Handling) 3. Submitted Directory of School Records Custodians, Records Officers, and Registrars 4. Follows etiquette in communication and correspondence. Facilitated smooth communication with Regional Records Office by maintaining accessibility through Different means: email, phone, and messenger. 5. Created Communication Network for Records Custodians and Registrars in the Division. | <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 | |



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| 7.3 Involvement in Office Activities (5 points) Program Director - 5 points Chairperson of Working Committee - 4 points Program Host/ Script Writer - 3 points Member of TWG - 2 points Participant/Attendee - 1 point | ✓ Memorandum ✓ Certificate of Recognition ✓ Program ✓ Photos of the Event/ Activity | |
| 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></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) | | |
| ✓ 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 LEGAL OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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 calendar 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) | |



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| <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 to exceed 4 points Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>6. Other Meritorious Accomplishments specific to the position</p> <p>6.1 Investigation conducted within a reasonable period (10 points)</p> <ul style="list-style-type: none"> ✓ 100% of endorsed complaints - 10 points are investigated and terminated within 30 days from receipt of authority to conduct investigation ✓ 81-99% of endorsed complaints - 8 points are investigated and terminated within 30 days from receipt of authority to conduct investigation ✓ 75-80% of endorsed complaints - 6 points are investigated and terminated within 30 days from receipt of authority to conduct investigation <p>6.2 Acted complaints lodged at DepEd Public Assistance Action Center (PAAC), CSC Contact Center ng Bayan (CCB), and other Appropriate Government Centers (5 points)</p> <ul style="list-style-type: none"> • 100% of referrals received - 5 points acted within the reglementary period • 81-99% of referrals received - 4 points acted within the reglementary period • 75-80% of referrals received - 3 points acted within the reglementary period | <ul style="list-style-type: none"> ✓ Copy of Submitted Investigation Reports with its attachments ✓ Copy of proof of the action taken | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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 | |



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| <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 (10 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 SDO ACCOUNTANT

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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) | |



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| <p>submission date set)</p> <p>4.2.3 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>4.2.4 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>4.2.5 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 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 SDO BUDGET OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (30 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 30 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (50 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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. 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 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 (30 points)</p> <p>4.2.1 Submission of Mid-Year and Year-End Reports to Central Office (5 points)</p> <ul style="list-style-type: none"> • Complete and accurate (on the 1st day of the workshop or earlier) - 5 points ○ Complete and accurate (before the last day of the workshop) - 4 points ○ Complete (within the submission date set/ last day of the workshop) - 3 points <p>4.2.2 Submission of Mid-Year and Year-End Reports to COA and DBM (5 points)</p> <ul style="list-style-type: none"> • Complete and accurate (2 days or earlier before the deadline) - 5 points • Complete and accurate (1 day before the deadline) - 4 points • Complete and accurate - 3 points | <p>✓ Regional Memo/Division Memo/Special Order/Certificates</p> <p>✓ Certified Status of Submission at FD-RO</p> <p>✓ Certified Status of Submission at FD-RO</p> | |



| | | |
|---|---|--|
| <p>on the deadline set</p> <p>4.2.3 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 (3 days or earlier before the scheduled submission date) - 5 points • Complete and accurate (2 days before the scheduled submission date set) - 4 points • Complete and accurate (1 day before the scheduled submission date set) - 3 points • Complete and accurate (on the scheduled submission date set) - 2 points <p>4.2.4 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>4.2.5 Incurrence of Overdraft in Allotment (5 points)</p> <ul style="list-style-type: none"> • Zero Overdraft - 5 points • Overdraft of 1-2% of the Total Allotment per PPA - 4 points • Overdraft of 3-4% of the Total Allotment per PPA - 3 points • Overdraft of 5-6% of the Total Allotment - 2 points • Overdraft of 7% and above of the Total Allotment - 1 point <p>4.2.6 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 | <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> <p>✓ Certified Report of Attendance at the RO-FD</p> | |
|---|---|--|



| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Attended 5 Activities - 2 points • Attended 1 to 4 Activities - 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 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> | <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 LIBRARIAN

Name of Nominee: _____ **SDO:** _____
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>✓ SY 2021-2022 and SY 2022-2023 IPCRF duly signed by authorities with the date of signing</p> <p>✓ Service Record</p> <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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>✓ 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</p> | |



| | | |
|--|---|--|
| <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> | <p>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 in-depth basic/action research on curriculum instruction innovations approved by the RO/DO Research Team (2.5 points)</p> <ul style="list-style-type: none"> • Regional Level – 2.5 points • Division Level – 2.0 points • District/School/ municipality – 1.5 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 (2.5 points)</p> <ul style="list-style-type: none"> • International – 2.5 points • National – 2.0 points • Regional – 1.5 points • Division – 1.0 point • District/School – 0.5 point | <p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the School Head / SDS / RD (whichever should apply depending on the scope of the research / project)</p> <p>✓ Certification from the School Research Committee / SDO / RO 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/Developer/Contextualizer of LRs/IEC – 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC</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 reading/numeracy programs, book showers, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none">✓ Proponent/organizer – 5 points✓ Member – 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">✓ 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 | | | |
| <p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none">✓ Initiated resource generation projects and/or programs that would support the library operations and services in the implementation of the K to 12 Curriculum program (i.e. learning resources, facilities, equipment, etc.) (divided by the number of proponents)<ul style="list-style-type: none">✓ Proponent/organizer – 5 points✓ Member – 2.5 points <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">✓ Approved and implemented 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 Accomplishment specific to the position (20 points)</p> <p>8.1 Conducted School Library Activities (5 points)</p> <table><tr><td>10 and above activities conducted</td><td>5 pts.</td></tr></table> | 10 and above activities conducted | 5 pts. | <ul style="list-style-type: none">✓ Memorandum / Issuances✓ ACR with complete attachments✓ Other applicable proofs (e.g. Pictures of bulletin | |
| 10 and above activities conducted | 5 pts. | | | |



| <table><tr><td>8-9 activities conducted</td><td>4 pts.</td></tr><tr><td>6-7 activities conducted</td><td>3 pts</td></tr><tr><td>4-5 activities conducted</td><td>2 pts.</td></tr><tr><td>1-3 activities conducted</td><td>1 pt.</td></tr></table> | 8-9 activities conducted | 4 pts. | 6-7 activities conducted | 3 pts | 4-5 activities conducted | 2 pts. | 1-3 activities conducted | 1 pt. | boards, copy of the AIP, etc.) | | | | | | | | | | | | | | | | | |
|---|---|--------|--|--------|--|--------|--|--------|--|-------|--|--|---|--|--|--|--------------------------------------|--|-----------------------------------|--|-------------------------------|--|--|--|---|--|
| 8-9 activities conducted | 4 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6-7 activities conducted | 3 pts | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-5 activities conducted | 2 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-3 activities conducted | 1 pt. | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><tr><th colspan="2">SCHOOL ACTIVITIES/PROGRAMS</th></tr><tr><td colspan="2">Updated the Bulletin Board/ Information Board to promote School Library and Information Services</td></tr><tr><td colspan="2">Conducted Orientation on the use of the School Library and its services for students and teachers.</td></tr><tr><td colspan="2">Conducted regular activities that promote School Library and information services.</td></tr><tr><td colspan="2">Conducted classroom visits to promote School Library and information services.</td></tr><tr><td colspan="2">Used various platforms to promote School Library and information services.</td></tr><tr><td colspan="2">Prepared annual implementation plan on School Library operations.</td></tr><tr><td colspan="2">Conducted/Assisted in the implementation of Numeracy/Literacy Hubs</td></tr><tr><td colspan="2">Conducted Library Tours/ Orientation</td></tr><tr><td colspan="2">Conducted Benchmarking activities</td></tr><tr><td colspan="2">Conducted Library Instruction</td></tr><tr><td colspan="2">Conducted activities relevant to LIS Month celebration</td></tr><tr><td colspan="2">Organized Student Organization that are helpful in carrying out the programs/projects/activities of the Library (i.e. Book Lovers Club, Book Enthusiasts, etc.)</td></tr></table> | SCHOOL ACTIVITIES/PROGRAMS | | Updated the Bulletin Board/ Information Board to promote School Library and Information Services | | Conducted Orientation on the use of the School Library and its services for students and teachers. | | Conducted regular activities that promote School Library and information services. | | Conducted classroom visits to promote School Library and information services. | | Used various platforms to promote School Library and information services. | | Prepared annual implementation plan on School Library operations. | | Conducted/Assisted in the implementation of Numeracy/Literacy Hubs | | Conducted Library Tours/ Orientation | | Conducted Benchmarking activities | | Conducted Library Instruction | | Conducted activities relevant to LIS Month celebration | | Organized Student Organization that are helpful in carrying out the programs/projects/activities of the Library (i.e. Book Lovers Club, Book Enthusiasts, etc.) | |
| SCHOOL ACTIVITIES/PROGRAMS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Updated the Bulletin Board/ Information Board to promote School Library and Information Services | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Conducted Library Tours/ Orientation | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8.2 School Library Management (5 points) <table><tr><td>Presence of 15 or more items indicated in the table below</td><td>5 pts.</td></tr><tr><td>Presence of 12-14 items in the table below</td><td>4 pts.</td></tr><tr><td>Presence of 9-11 items in the table below</td><td>3 pts.</td></tr><tr><td>Presence of 6-8 items in the table below</td><td>2 pts.</td></tr><tr><td>Presence of 3-5 items or less in the table below</td><td>1 pt.</td></tr></table> | Presence of 15 or more items indicated in the table below | 5 pts. | Presence of 12-14 items in the table below | 4 pts. | Presence of 9-11 items in the table below | 3 pts. | Presence of 6-8 items in the table below | 2 pts. | Presence of 3-5 items or less in the table below | 1 pt. | <div>✓ Actual documents of the records management</div> <div>✓ Physical Management to be observed/inspected in the School</div> <div>✓ School Library Pictorials</div> | | | | | | | | | | | | | | | |
| Presence of 15 or more items indicated in the table below | 5 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 12-14 items in the table below | 4 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 9-11 items in the table below | 3 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 6-8 items in the table below | 2 pts. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 3-5 items or less in the table below | 1 pt. | | | | | | | | | | | | | | | | | | | | | | | | | |



| <table><tr><th colspan="2">PHYSICAL / RECORDS MANAGEMENT</th></tr><tr><td colspan="2">School Library Policy</td></tr><tr><td colspan="2">School Library Development Plan</td></tr><tr><td colspan="2">Staff Development Plan</td></tr><tr><td colspan="2">Collection Development Policy / Plan</td></tr><tr><td colspan="2">Issuance and Records on Library Cards</td></tr><tr><td colspan="2">Presence of an Organizational Chart</td></tr><tr><td colspan="2">Composition of a Library Committee</td></tr><tr><td colspan="2">Retention Program / Policy</td></tr><tr><td colspan="2">School Library holdings inventory (purchased, acquired through donations, disposed/disposal / donated, repaired, lost, etc.)</td></tr><tr><td colspan="2">School Library financial report</td></tr><tr><td colspan="2">School Library system flow chart</td></tr><tr><td colspan="2">School Library schedule</td></tr><tr><td colspan="2">School Library handbook</td></tr><tr><td colspan="2">Appropriate and functional furniture</td></tr><tr><td colspan="2">Proper lighting and ventilation</td></tr><tr><td colspan="2">Library Statistics</td></tr><tr><td colspan="2">Transaction records</td></tr><tr><td colspan="2">School Library Maintenance</td></tr><tr><td colspan="2">School Library users logbook</td></tr><tr><td colspan="2">Adequate space</td></tr><tr><td colspan="2">Accession records</td></tr><tr><td colspan="2">Vertical files</td></tr><tr><td colspan="2">Presence of Evacuation / Emergency Plan</td></tr><tr><td colspan="2">CoVid19 safety measures</td></tr></table> | PHYSICAL / RECORDS MANAGEMENT | | School Library Policy | | School Library Development Plan | | Staff Development Plan | | Collection Development Policy / Plan | | Issuance and Records on Library Cards | | Presence of an Organizational Chart | | Composition of a Library Committee | | Retention Program / Policy | | School Library holdings inventory (purchased, acquired through donations, disposed/disposal / donated, repaired, lost, etc.) | | School Library financial report | | School Library system flow chart | | School Library schedule | | School Library handbook | | Appropriate and functional furniture | | Proper lighting and ventilation | | Library Statistics | | Transaction records | | School Library Maintenance | | School Library users logbook | | Adequate space | | Accession records | | Vertical files | | Presence of Evacuation / Emergency Plan | | CoVid19 safety measures | | | |
|--|--|--------|--|--------|--|--------|--|--------|--|-------|--|--|-------------------------------------|--|------------------------------------|--|----------------------------|--|---|--|---------------------------------|--|----------------------------------|--|-------------------------|--|-------------------------|--|--------------------------------------|--|---------------------------------|--|--------------------|--|---------------------|--|----------------------------|--|------------------------------|--|----------------|--|-------------------|--|----------------|--|---|--|-------------------------|--|--|--|
| PHYSICAL / RECORDS MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library Development Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Development Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Issuance and Records on Library Cards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of an Organizational Chart | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Composition of a Library Committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Retention Program / Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library holdings inventory (purchased, acquired through donations, disposed/disposal / donated, repaired, lost, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library financial report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library system flow chart | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library handbook | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appropriate and functional furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proper lighting and ventilation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Library Statistics | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction records | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library Maintenance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Library users logbook | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adequate space | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accession records | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vertical files | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of Evacuation / Emergency Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CoVid19 safety measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8.3 Conducted School Reading Program / Activities (5 points)</p> <table><tr><td>Presence of 5 or more items indicated in the table below</td><td>5 pts.</td></tr><tr><td>Presence of 4 items in the table below</td><td>4 pts.</td></tr><tr><td>Presence of 3 items in the table below</td><td>3 pts.</td></tr><tr><td>Presence of 2 items in the table below</td><td>2 pts.</td></tr><tr><td>Presence of 1 items or less in the table below</td><td>1 pt.</td></tr></table> | Presence of 5 or more items indicated in the table below | 5 pts. | Presence of 4 items in the table below | 4 pts. | Presence of 3 items in the table below | 3 pts. | Presence of 2 items in the table below | 2 pts. | Presence of 1 items or less in the table below | 1 pt. | <ul style="list-style-type: none">✓ Memorandum / Issuances✓ ACR with complete attachments✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the AIP, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 5 or more items indicated in the table below | 5 pts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 4 items in the table below | 4 pts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 3 items in the table below | 3 pts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 2 items in the table below | 2 pts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presence of 1 items or less in the table below | 1 pt. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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|--|--|------------|-------------|---------------|------------|-----------------|-------------|-------------------------|----------------------------------|-----------|---|--|
| <table><tr><td>Brigada Pagbasa</td></tr><tr><td>Book Talk</td></tr><tr><td>Book Shower</td></tr><tr><td>Story Telling</td></tr><tr><td>Book Nook</td></tr><tr><td>Reading Contest</td></tr><tr><td>Book Review</td></tr><tr><td>Library Reading Program</td></tr><tr><td>Other related reading activities</td></tr></table> | Brigada Pagbasa | Book Talk | Book Shower | Story Telling | Book Nook | Reading Contest | Book Review | Library Reading Program | Other related reading activities | | | |
| Brigada Pagbasa | | | | | | | | | | | | |
| Book Talk | | | | | | | | | | | | |
| Book Shower | | | | | | | | | | | | |
| Story Telling | | | | | | | | | | | | |
| Book Nook | | | | | | | | | | | | |
| Reading Contest | | | | | | | | | | | | |
| Book Review | | | | | | | | | | | | |
| Library Reading Program | | | | | | | | | | | | |
| Other related reading activities | | | | | | | | | | | | |
| <p>8.4 Conducted Learning and Development Activities (such as formal trainings: seminar, workshop, orientation), Focus Group Discussion (FGD), Job Embedded Learning), and LAC Sessions to the Region / Divisions / Districts and Schools (5 points)</p> <table><tr><td>5 and above</td><td>- 5 points</td></tr><tr><td>4</td><td>- 4 points</td></tr><tr><td>3</td><td>- 3 points</td></tr><tr><td>2</td><td>- 2 points</td></tr><tr><td>1</td><td>- 1 point</td></tr></table> | 5 and above | - 5 points | 4 | - 4 points | 3 | - 3 points | 2 | - 2 points | 1 | - 1 point | <ul style="list-style-type: none">✓ Memorandum / Invitation✓ Activity Completion Report✓ Coaching Documentation✓ Travel order✓ Any document that justifies the conduct of the learning and development activities | |
| 5 and above | - 5 points | | | | | | | | | | | |
| 4 | - 4 points | | | | | | | | | | | |
| 3 | - 3 points | | | | | | | | | | | |
| 2 | - 2 points | | | | | | | | | | | |
| 1 | - 1 point | | | | | | | | | | | |
| 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.) <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>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> | • 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 | | | | | | | | | | | |
| • Regional | - 4 points | | | | | | | | | | | |
| • Division | - 3 points | | | | | | | | | | | |
| • District | - 2 points | | | | | | | | | | | |
| • School | - 1 point | | | | | | | | | | | |



| 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 and Rating Sheet | |



SEARCH FOR MOST OUTSTANDING DIVISION LIBRARIAN

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|---|---------------|
| A. Performance (30 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 30 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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 | |



| | | |
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| | (for Regional Office nominees) | |
| 3. Research and Development Projects (10 points) 3.1 Conducted in-depth basic/action research on curriculum instruction innovations approved by the RO/SDO Research Team (5 points) <ul style="list-style-type: none"> • Regional Level – 5 points • Division Level – 4 points • District/School/ municipality – 2 points <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 • District / School – 1 point | ✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS / RD (whichever should apply depending on the scope of the research / project) ✓ Certification from the SDO / RO 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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC – 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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> <p>✓ Sponsored/conducted community-based literacy and numeracy programs, tree planting, clean-up drives, and other 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. For more than one proponent, points earned will be divided by the number of proponents.</p> | <p>✓ Implemented approved proposal</p> <p>✓ Narrative/Accomplishment report / Activity Completion 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</p> <p>✓ Certificate of Recognition/ Participation</p> | |
| <p>7. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that would support the library operations and services in the implementation of the K to 12 Curriculum program (i.e. learning resources, facilities, equipment, etc.) (divided by the number of proponents)</p> <ul style="list-style-type: none"> ✓ Proponent/organizer – 5 points ✓ Member – 2.5 points <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p> | <p>✓ Approved and implemented 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> | |
| <p>8. Other Meritorious Accomplishment specific to the position (15 points)</p> <p>8.1 Conducted Division Library/ Library Hub Activities (5 points)</p> | <p>✓ Memorandum / Issuances</p> <p>✓ Activity Completion Report with complete attachments</p> | |



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|---|---|--------|---|--------|---|--------|---|--------|---|-------|---|--|---|--|--|
| <table><tr><td>5 and above activities conducted</td><td>5 pts.</td></tr><tr><td>4 activities conducted</td><td>4 pts.</td></tr><tr><td>3 activities conducted</td><td>3 pts</td></tr><tr><td>2 activities conducted</td><td>2 pts.</td></tr><tr><td>1 activity conducted</td><td>1 pt.</td></tr></table> | 5 and above activities conducted | 5 pts. | 4 activities conducted | 4 pts. | 3 activities conducted | 3 pts | 2 activities conducted | 2 pts. | 1 activity conducted | 1 pt. | ✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the Annual Implementation Plan, etc.) | | | | |
| 5 and above activities conducted | 5 pts. | | | | | | | | | | | | | | |
| 4 activities conducted | 4 pts. | | | | | | | | | | | | | | |
| 3 activities conducted | 3 pts | | | | | | | | | | | | | | |
| 2 activities conducted | 2 pts. | | | | | | | | | | | | | | |
| 1 activity conducted | 1 pt. | | | | | | | | | | | | | | |
| <table><tr><td colspan="2">LIBRARY HUB / DIVISION LIBRARY ACTIVITIES</td></tr><tr><td colspan="2">Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services</td></tr><tr><td colspan="2">Conducted Orientation on the use of the Division Library/Library Hub and its services for students, teachers, DepEd personnel and other stakeholders.</td></tr><tr><td colspan="2">Conducted regular activities that promote Division Library / Library Hub and information services. (production of leaflets/fliers/infographics, etc.)</td></tr><tr><td colspan="2">Conducted classroom visits to promote Division Library/ Library Hub and information services.</td></tr><tr><td colspan="2">Used various platforms to promote Division Library/ Library Hub and information services.</td></tr><tr><td colspan="2">Prepared annual implementation plan for Division Library/ Library Hub operations.</td></tr></table> | LIBRARY HUB / DIVISION LIBRARY ACTIVITIES | | Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services | | Conducted Orientation on the use of the Division Library/Library Hub and its services for students, teachers, DepEd personnel and other stakeholders. | | Conducted regular activities that promote Division Library / Library Hub and information services. (production of leaflets/fliers/infographics, etc.) | | Conducted classroom visits to promote Division Library/ Library Hub and information services. | | Used various platforms to promote Division Library/ Library Hub and information services. | | Prepared annual implementation plan for Division Library/ Library Hub operations. | | |
| LIBRARY HUB / DIVISION LIBRARY ACTIVITIES | | | | | | | | | | | | | | | |
| Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services | | | | | | | | | | | | | | | |
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| Conducted classroom visits to promote Division Library/ Library Hub and information services. | | | | | | | | | | | | | | | |
| Used various platforms to promote Division Library/ Library Hub and information services. | | | | | | | | | | | | | | | |
| Prepared annual implementation plan for Division Library/ Library Hub operations. | | | | | | | | | | | | | | | |
| 8.2 Division Library/ Library Hub Management (5 points) <table><tr><td>Presence of 15 or more items indicated in the table below</td><td>5 pts.</td></tr><tr><td>Presence of 12-14 items in the table below</td><td>4 pts.</td></tr><tr><td>Presence of 9-11 items in the table below</td><td>3 pts.</td></tr><tr><td>Presence of 6-8 items in the table below</td><td>2 pts.</td></tr><tr><td>Presence of 3-5 items or less in the table below</td><td>1 pt.</td></tr></table> | Presence of 15 or more items indicated in the table below | 5 pts. | Presence of 12-14 items in the table below | 4 pts. | Presence of 9-11 items in the table below | 3 pts. | Presence of 6-8 items in the table below | 2 pts. | Presence of 3-5 items or less in the table below | 1 pt. | ✓ Actual documents of the records management ✓ Physical Management to be observed/inspected in the Division Library / Library Hub ✓ Videos / Pictorials | | | | |
| Presence of 15 or more items indicated in the table below | 5 pts. | | | | | | | | | | | | | | |
| Presence of 12-14 items in the table below | 4 pts. | | | | | | | | | | | | | | |
| Presence of 9-11 items in the table below | 3 pts. | | | | | | | | | | | | | | |
| Presence of 6-8 items in the table below | 2 pts. | | | | | | | | | | | | | | |
| Presence of 3-5 items or less in the table below | 1 pt. | | | | | | | | | | | | | | |



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| PHYSICAL / RECORDS MANAGEMENT Division Library/ Library Hub Policy Division Library / Library Hub Handbook Division Library/ Library Hub Development Plan Staff Development Plan Collection Development Policy / Plan Retention Program / Policy Division Library/ Library Hub Collection Inventory (purchased, acquired through donations, disposed / donated, repaired, lost, etc.) Division Library / Library Hub updated financial report Division Library / Library Hub system flow chart Division Library/ Library Hub schedule Appropriate and functional furniture Proper lighting and ventilation Transaction records (clients' logbook, borrowers' logbook, etc.) Division Library / Hub Library Maintenance Adequate space Accession records Vertical files Facilities and services for learners/clients with special needs CoVid19 safety measures | | |
| 8.3 Conducted Learning and Development Activities (such as formal trainings: seminar, workshop, orientation), Focus Group Discussion (FGD), Job Embedded Learning, and LAC Sessions to the Region / Divisions / Districts and Schools) (5 points) 5 and above - 5 points 4 - 4 points 3 - 3 points 2 - 2 points 1 - 1 point | ✓ Memorandum / Invitation ✓ Activity Completion Report ✓ Coaching Documentation ✓ Travel order ✓ Any document that justifies the conduct of the learning and development activities | |
| 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 | |



| | | |
|--|---|--|
| <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> | <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 REGISTRAR

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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></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> 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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | ✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. 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 | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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>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"> Established Records Management Improvement Committee in the School Followed DMOS in communication and correspondence. Facilitated smooth communication with Regional Records Office by maintaining accessibility through different means: email, phone, and messenger. Attended meetings and convergences at the District, Division, and Regional Level <p>7.3 Involvement in Office Activities (5 points)</p> <p>Program Director - 5 points</p> | <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 ✓ Memorandum ✓ Certificate of Recognition | |



| | | |
|---|--|--|
| <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>✓ 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>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 PLANNING OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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. 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 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>4.2.1 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>4.2.2 PMIS Updating Status (5 points)</p> <ul style="list-style-type: none"> • Quarters 1-4 Completed - 5 points • Quarters 1-3 Completed - 4 points • Quarters 1-2 Completed - 3 points • Quarter 1 Completed - 2 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> | |



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|---|---|--|
| <p>4.2.3 Submission of Reports to the Regional Office (5 points)</p> <p>✓ Budget Proposal and Physical Plan (BED2)</p> <ul style="list-style-type: none"> • Complete and accurate (submitted 3 days or earlier before the scheduled submission date) - 5 points • Complete and accurate (submitted 2 days before the scheduled submission date) - 4 points • Complete and accurate (submitted 1 day before the scheduled submission date) - 3 points • Complete and accurate (submitted on the scheduled submission date) - 2 points | <p>✓ Certified Status of Submission at PPRD</p> | |
| <p>4.2.4 LIS Updating Rate of Accomplishment (5 points)</p> <ul style="list-style-type: none"> • EOSY and BOSY of 100% - 5 points • EOSY and BOSY of 95-99% - 4 points • EOSY and BOSY of 90-94% - 3 points • EOSY and BOSY of 85-89% - 2 points • EOSY and BOSY of 84% and below - 1 point | <p>✓ Certified Status of EOSY and BOSY at PPRD</p> | |
| <p>4.2.5 Attendance to Regional Call-Ups (5 points)</p> <ul style="list-style-type: none"> • 100% Attendance - 5 points • 90-99 % Attendance - 4 points • 80-89% Attendance - 3 points • 70-79% Attendance - 2 points • 60-69% Attendance - 1 point | <p>✓ Certified Report of Attendance at PPRD</p> | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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 | <p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p> | |



| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree - 3 points • Earned at least 18 MA Units - 2.5 points | | |
| <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) | | |
| <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 INFORMATION TECHNOLOGY OFFICER

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

| 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"> • CY 2021 and CY 2022 ✓ 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 (15 points) <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria | |
| 2. Innovations (30 points) <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 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) | |



| | | |
|---|--|--|
| <p>3. Consultant/Resource Speaker/Learning Facilitator/Trainer (10 points)</p> <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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> 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> | <p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</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 ENGINEER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|--|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 2 points <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) | |



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| <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 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>5. Other Meritorious Accomplishments specific to the position</p> <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 <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>✓ Approved Program of Work</p> <p>✓ Transmittal</p> | |



| 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>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> | | <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 PROJECT DEVELOPMENT OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (50 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria | |
| 2. Innovations (10 points) <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> | ✓ 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 (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 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 (5 points)</p> <ul style="list-style-type: none"> International - 5 points National - 4 points Regional - 3 points Division - 2 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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (10 points)</p> <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></p> <p>a. Points earned are cumulative but not to</p> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |



| | | |
|--|--|--|
| <i>exceed the allotted points for the criterion.</i> | | |
| 6. Other Meritorious Accomplishments specific to the position | | |
| 6.1 Provided Technical Assistance (TA) to identified priority schools (5 points) | | ✓ TA plan ✓ Deployment report log ✓ TA report |
| <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 | | |
| 6.2 Designed capacity building activities based on identified learning needs (5 points) | | ✓ 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 |
| <ul style="list-style-type: none"> Designed and implemented 5 capacity building activities based on identified learning needs - 5 points Designed and implemented 4 capacity building activities based on identified learning needs - 4 points Designed and implemented 3 capacity building activities based on identified learning needs - 3 points Designed and implemented 2 capacity building activities based on identified learning needs - 2 points Designed and implemented 1 capacity building activity based on identified learning needs - 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>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> | | <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 **SENIOR EDUCATION PROGRAM SPECIALIST** (Human Resource Development)

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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"> • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 2 points <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 - 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) | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>5. Other Meritorious Accomplishments specific to the position (50 points)</p> <p>5.1 Outreach Activity (5 points)</p> <p>✓ Sponsored/conducted community-based personal and professional development programs</p> <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 personal and professional development (PPD) proposal</p> <p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need with attachments like pictures, etc.)</p> <p>✓ Certificate of Recognition/Participation</p> | |



5.2 Conducted basic/action research approved by the DO Research Team (5 points)

- Finished basic/action research - 5 points
- Started the implementation - 4 points
- Approved basic/action research proposal - 3 points
- Conceptualized a basic/action research - 2 points

5.3 Provided Technical Assistance (TA) to School Heads with identified priority needs related to professional development programs (5 points)

| Percentage of School Heads who were provided Technical Assistance (TA) as identified in Annual TA Plan | Point/s Earned |
|--|----------------|
| 90% - 100% | 5 points |
| 80% - 89% | 4 points |
| 70% - 79% | 3 points |
| 60% - 69% | 2 points |
| 50% - 59% | 1 point |

5.4 Implemented Recognized Professional Development Programs based on identified learning needs (5 points)

| Number of Implemented Recognized Professional Development Programs | Point/s Earned |
|--|----------------|
| At least 3 | 5 points |
| 2 | 3 points |
| 1 | 1 point |

- ✓ 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

- ✓ Annual TA plan
- ✓ TA report

- ✓ Copy of the Certificate of Recognition
- ✓ Activity Completion Report (ACR)



5.5 Submitted recommendations for policy directions in the formulation of HRD programs to RO/CO (5 points)

| Number of submitted policy recommendations | Point/s Earned |
|--|----------------|
| At least 3 | 5 points |
| 2 | 3 points |
| 1 | 1 point |

5.6 Coordinated the screening and selection of applicants with SDO management to arrive at a final list/pool of scholars (5 points)

| | Point/s Earned |
|--|----------------|
| SDO has pool of scholars for teaching and non-teaching personnel | 5 points |
| SDO has pool of scholars for teaching or non-teaching personnel only | 3 points |

5.7 Coordinated the implementation of the succession planning system to create a candidate pool for critical positions in the SDO (5 points)

*Approved succession plan - 5 points

5.8 Reviewed, proposed, and coordinated the implementation of reward and recognition programs (5 points)

*CSC-evaluated PRAISE system Manual of the SDO - 5 points
 *SDO has a PRAISE System Manual but not CSC-evaluated - 3 points

5.9 Facilitated the Registration of DepEd NEAP-issued Sim Card (5 points)

| Percentage of Registered Sim Card | Earned Point/s |
|-----------------------------------|----------------|
| 91% - 100% | 5 points |
| 81% - 90% | 4 points |

✓ Program Implementation Review (PIR) Report duly signed by the SDS

✓ Division Memorandum issued as to the screening and selection of scholars
 ✓ SDO Pool of Scholars

✓ Succession plan signed by the SDS

✓ Copy of the CSC-evaluated PRAISE System Manual of the SDO or PRAISE System Manual of the SDO

✓ Report on DepEd NEAP-issued Sim Card Registration (to be provided by HRDD)



| | | | | | | | | | | | | | | |
|---|---|----------------|------------|----------|-------------|----------|-----------|----------|-----------|----------|-------------|---------|---|--|
| <table><tr><td>71% - 80%</td><td>3 points</td></tr><tr><td>61% - 70%</td><td>2 points</td></tr><tr><td>At most 60%</td><td>1 point</td></tr></table> | 71% - 80% | 3 points | 61% - 70% | 2 points | At most 60% | 1 point | | | | | | | | |
| 71% - 80% | 3 points | | | | | | | | | | | | | |
| 61% - 70% | 2 points | | | | | | | | | | | | | |
| At most 60% | 1 point | | | | | | | | | | | | | |
| <p>5.10 Facilitated the Updating of the PDIS profile of teachers (5 points)</p> <table><tr><td>Percentage of Updated PDIS Profile</td><td>Earned Point/s</td></tr><tr><td>91% - 100%</td><td>5 points</td></tr><tr><td>81% - 90%</td><td>4 points</td></tr><tr><td>71% - 80%</td><td>3 points</td></tr><tr><td>61% - 70%</td><td>2 points</td></tr><tr><td>At most 60%</td><td>1 point</td></tr></table> | Percentage of Updated PDIS Profile | Earned Point/s | 91% - 100% | 5 points | 81% - 90% | 4 points | 71% - 80% | 3 points | 61% - 70% | 2 points | At most 60% | 1 point | ✓ Report on the Updating of the PDIS profile of teachers (to be provided by HRDD) | |
| Percentage of Updated PDIS Profile | Earned Point/s | | | | | | | | | | | | | |
| 91% - 100% | 5 points | | | | | | | | | | | | | |
| 81% - 90% | 4 points | | | | | | | | | | | | | |
| 71% - 80% | 3 points | | | | | | | | | | | | | |
| 61% - 70% | 2 points | | | | | | | | | | | | | |
| At most 60% | 1 point | | | | | | | | | | | | | |
| 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 | ✓ 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 <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) | | | | | | | | | | | | | | |
| ✓ 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 SENIOR EDUCATION PROGRAM SPECIALIST
(School Management Monitoring, and Evaluation)

Name of Nominee: _____

SDO: _____

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|---|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ 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 (10 points) <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 7 points • Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 4 points • Nomination in the Division/ Awardee in the Barangay Level - 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) <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> | ✓ 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 | |



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|--|--|--|
| | (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/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | |



| | | |
|--|---|--|
| <p>6. Other Meritorious Accomplishments specific to the position (15 points)</p> <p>6.1 Facilitated the institutionalization of Division M&E System through Orientation of personnel and organization of functional structures (5 points)</p> <p>Division, District, & School Level - 5 points Division and District - 4 points Division Level only - 3 points</p> <p>6.2 Consistently facilitated the effective conduct of Division Monitoring, Evaluation, Adjustment (DMEA) for the last two years (5 points)</p> <p>Quarterly conducted with Year-end accomplishment of 100% - 5 points Quarterly conducted with Year-end accomplishment of 95.00% to 99.9% - 4 points Quarterly conducted with Year-end accomplishment of 85.00% to 94.99% - 3 points Quarterly conducted with Year-end accomplishment of 80.00% to 84.99% - 2 points Quarterly conducted with Year-end accomplishment of 79.99% or below - 1 point</p> <p><i>Note:</i> 1. Average of the points earned every year shall be considered as the final rating to this indicator.</p> <p>6.3 Provided Technical Assistance (TA) to identified priority schools in the implementation of School MEA during the previous year (3 points)</p> <ul style="list-style-type: none"> 100% of the identified priority schools were provided with TA within the quarter - 3.0 points 85% - 99% of the identified priority schools were provided with TA within the quarter - 2.5 points 75% - 84% of the identified priority schools were provided with TA within the quarter - 2.0 points | <ul style="list-style-type: none"> ✓ Copy of the contextualized Division M&E System ✓ Division Memorandum/issuance relative to the conduct of an orientation ✓ Copy of the Activity completion Report (ACR) on the conduct of an orientation ✓ Copy of the M&E Organizational Structure with the defined roles and accountabilities ✓ Copy of the Division M&E Reports (Quarterly and Year-end) ✓ Copy of the approved TA Design/Plan ✓ Copy of the report on the identified needs/gaps/research-based data addressed by the TA activity provided ✓ Activity Completion Report (ACR) ✓ M & E results | |
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| <p>identified priority schools were provided with TA within the quarter</p> <ul style="list-style-type: none"> • 60% -74% of the identified priority schools were provided with TA within the quarter - 1.5 points • 50% -59% of the identified priority schools were provided with TA within the quarter - 1.0 point • Below 50% of the identified priority schools were provided with TA within the quarter - 0.5 point <p>6.4 Facilitated the utilization of Division M&E Results (2 points)</p> <p>Rating will be based on the presence of the following practices where M&E Results are evidently utilized.</p> <ol style="list-style-type: none"> Provision of technical assistance Policy recommendations and/or formulation of localized policies Research study/ies Enhancement of implemented processes Developing/designing innovations <p>If five (5) of the practices are evident - 2.0 points If four (4) of the practices are evident - 1.6 points If three (3) of the practices are evident - 1.2 points If two (2) of the practices are evident - 0.8 point If only one (1) of the practices is evident - 0.4 point</p> | <p>✓ Documentation of the practices where utilization of M&E Results is evident</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> <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • School - 1 point | <p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |



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| <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>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 **SENIOR EDUCATION PROGRAM SPECIALIST** (PLANNING AND RESEARCH)

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

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 2021 and CY 2022 <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 - 10 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 7 points • Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 4 points • Nomination in the Division/ Awardee in the Barangay Level - 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 - 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> | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> 1. 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>5. Outreach Activity (5 points)</p> <p>Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other 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> 1. 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,</p> <p>✓ Certificate of Recognition/Participation</p> | |



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| <p>6. Other Meritorious accomplishments specific to the position (20 points)</p> <p>6.1 Conducted basic/action research in relation to basic education data, policy implementation, and/or research management (5 points)</p> <ul style="list-style-type: none"> Finished a research on basic education data, policy implementation, and/or research management - 5 points Started the implementation of a research on basic education data, policy implementation, and/or research management - 4 points Approved research proposal on basic education data, policy implementation, and/or research management - 3 points Conceptualized a research on basic education data, policy implementation, and/or research management - 2 points <p>6.2 Provided Technical Assistance (TA) to priority schools, learning centers, and personnel based on the identified needs in relation to planning, updating of Data/Information Requirements on the Basic Education Information System (BEIS)/Learner Information System (LIS), research management, and other matters on governance and operations (5 points)</p> <ul style="list-style-type: none"> 95% - 100% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 5 points 90% - 94% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 4 points 85% - 89% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 3 points | <ul style="list-style-type: none"> ✓ Certificate of Completion (attach copy of the finished research) ✓ Certification signed by the SDS/ASDS specifying the extent/scope 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 <ul style="list-style-type: none"> ✓ TA plan ✓ Memorandum of the TA Activity/Deployment ✓ TA report | |
|--|--|--|



| | | |
|--|--|--|
| <ul style="list-style-type: none"> • 80% - 84% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 2 points • 79% - 75% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 1 point | | |
| <p>6.3 Prepared the Division research agenda based on Basic Education Research Agenda (BERA) guidelines and monitored its implementation (5 points)</p> <ul style="list-style-type: none"> • Prepared the Division research agenda based on the 4 BERA core themes and 3 cross-cutting themes and monitored its implementation - 5 points • Prepared the Division research agenda based on 3 BERA core themes and 3 cross-cutting themes and monitored its implementation - 4 points • Prepared the Division research agenda based on 2 BERA core themes and 3 cross-cutting themes and monitored its implementation - 3 points • Prepared the Division research agenda based on 1 BERA core theme and 3 cross-cutting themes and monitored its implementation - 2 points • Prepared the Division research agenda based on the 3 cross-cutting themes and monitored its implementation - 1 point | <ul style="list-style-type: none"> ✓ Activity Completion Report (ACR) for the Workshop on the Development of Division Research Agenda ✓ Copy of memorandum of the approved Division Research Agenda based on the BERA Themes ✓ M&E results on the implementation of the approved division research agenda | |
| <p>6.4 Led in the design, coordination, and planning of research studies as identified in MEA and TA reports and Division Research Agenda (5 points)</p> <ul style="list-style-type: none"> • Conducted coordination/ planning - 5 points | <ul style="list-style-type: none"> ✓ Memorandum of Activity ✓ Activity Completion Report (ACR) ✓ Validated list of researches conducted as a result of | |



| | | |
|---|--|--|
| <p>meetings or conferences with division, district, and school personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</p> <ul style="list-style-type: none"> • Conducted 1 - 4 points coordination/ planning meeting or conference with division, district, and school personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management • Conducted 1 - 3 points coordination/ planning meeting or conference with division and district personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management • Conducted 1 - 2 points coordination/ planning meeting or conference with district and school research coordinators/personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management • Conducted 1 - 1 point coordination/ planning meeting or conference with school research coordinators/ personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management | <p>the coordination/planning meeting</p> | |
|---|--|--|



| 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) 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> <ol style="list-style-type: none"> 1. Points earned are cumulative but not to exceed the allotted points for the criterion. 2. The 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. | <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 SENIOR EDUCATION PROGRAM SPECIALIST
(Social Mobilization and Networking)

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

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 2 points <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 - 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) | |



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|---|---|----------------|----------------|-----------|-----------------|----------|-----------------|----------|----------|-----------------|----------|-----------------|---|----------|-----------------|---------|--|
| <div>3. Publication / Authorship (5 points)</div> <div><div><div><div>Sole authorship of a book</div><div>Co-authorship of a book</div></div><div>Article published in a journal/ newspaper/ magazine of wide circulation</div><div>Writer/Developer/Contextualizer of LRs/IEC</div><div>Co-Writer of LRs</div></div><div><div><div>- 5 points</div><div>- 5 points will be divided by the number of authors</div><div>- 1 point per article but not to exceed 4 points</div><div>- 4 points</div><div>- 4 points will be divided by the number of writers</div><div>- 0.5 point in each LR but not to exceed 3 points</div></div></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>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</div><div>✓ Certificate of Recognition</div></div> | | | | | | | | | | | | | | | | |
| <div>4. Other Meritorious Accomplishments specific to the position (55 points)</div> | | | | | | | | | | | | | | | | | |
| <div>4.1 Awardee for Outstanding Implementation for the last 3 years (5 points)</div> <div><table><tr><td>Governance Level</td><td>Award</td><td>Point/s Earned</td></tr><tr><td rowspan="2">National</td><td>1st</td><td>5 points</td></tr><tr><td>2nd</td><td>4 points</td></tr><tr><td rowspan="2">Regional</td><td>1st</td><td>3 points</td></tr><tr><td>2nd</td><td>2 points</td></tr><tr><td>Division</td><td>1st</td><td>1 point</td></tr></table></div> <div><div>Note:</div><div>a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</div></div> | Governance Level | Award | Point/s Earned | National | 1 st | 5 points | 2 nd | 4 points | Regional | 1 st | 3 points | 2 nd | 2 points | Division | 1 st | 1 point | <div><div>✓ Certificate of Recognition</div></div> |
| Governance Level | Award | Point/s Earned | | | | | | | | | | | | | | | |
| National | 1 st | 5 points | | | | | | | | | | | | | | | |
| | 2 nd | 4 points | | | | | | | | | | | | | | | |
| Regional | 1 st | 3 points | | | | | | | | | | | | | | | |
| | 2 nd | 2 points | | | | | | | | | | | | | | | |
| Division | 1 st | 1 point | | | | | | | | | | | | | | | |
| <div>4.2 Advocacy (print/online/etc.) (10 pts)</div> <div>Initiated advocacy programs/projects/ activities in various modalities for the last 3 years (e.g. leaflets, streamers, posters, radio/tv advertisements, etc.)</div> <div><table><tr><td>No. of advocacies initiated</td><td>Point/s Earned</td></tr><tr><td>5 and above</td><td>10 points</td></tr><tr><td>4</td><td>8 points</td></tr><tr><td>3</td><td>6 points</td></tr><tr><td>2</td><td>4 points</td></tr><tr><td>1</td><td>2 points</td></tr></table></div> | No. of advocacies initiated | Point/s Earned | 5 and above | 10 points | 4 | 8 points | 3 | 6 points | 2 | 4 points | 1 | 2 points | <div><div>✓ Copy of the advocacy material (hard copy or Screenshots/Pictures)</div><div>✓ Audio-Video Recording/s (if applicable)</div></div> | | | | |
| No. of advocacies initiated | Point/s Earned | | | | | | | | | | | | | | | | |
| 5 and above | 10 points | | | | | | | | | | | | | | | | |
| 4 | 8 points | | | | | | | | | | | | | | | | |
| 3 | 6 points | | | | | | | | | | | | | | | | |
| 2 | 4 points | | | | | | | | | | | | | | | | |
| 1 | 2 points | | | | | | | | | | | | | | | | |



| <p>4.3 Networking/Linkages (20 points) Approved Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract as initiated by the nominee</p> <table><tr><th>No. of MOA/MOU/DOD/DOA approved, implemented, and monitored</th><th>Points Earned</th></tr><tr><td>5</td><td>20 points</td></tr><tr><td>4</td><td>16 points</td></tr><tr><td>3</td><td>12 points</td></tr><tr><td>2</td><td>8 points</td></tr><tr><td>1</td><td>4 points</td></tr></table> <p><i>Note:</i> 1. MOA/MOU/DODA/ Contract shall be counted from January to November of the Calendar Year.</p> | No. of MOA/MOU/DOD/DOA approved, implemented, and monitored | Points Earned | 5 | 20 points | 4 | 16 points | 3 | 12 points | 2 | 8 points | 1 | 4 points | <p>✓ Approved MOA/MOU/DOD/DOA/ Contract</p> <p>✓ Accomplishment report w/ attachments: Pictures</p> <p>✓ Activity Completion Report (ACR)</p> | |
|---|--|---------------|----------|-----------|---------|-----------|---------|-----------|----------------------|----------|---|----------|---|--|
| No. of MOA/MOU/DOD/DOA approved, implemented, and monitored | Points Earned | | | | | | | | | | | | | |
| 5 | 20 points | | | | | | | | | | | | | |
| 4 | 16 points | | | | | | | | | | | | | |
| 3 | 12 points | | | | | | | | | | | | | |
| 2 | 8 points | | | | | | | | | | | | | |
| 1 | 4 points | | | | | | | | | | | | | |
| <p>4.4 Regular Updating and compliance of schools in the DepEd Partnerships Data-Base System (DPDS) (20 points)</p> <table><tr><th>Percentage of Compliance</th><th>Points</th></tr><tr><td>90- 100%</td><td>20 points</td></tr><tr><td>75- 89%</td><td>16 points</td></tr><tr><td>51- 74%</td><td>12 points</td></tr><tr><td>Less than 50 percent</td><td>8 points</td></tr></table> <p><i>Note:</i> a. Percentage of compliance is the average of compliance of the SDO for 11 months from January to November of the current Calendar Year.</p> | Percentage of Compliance | Points | 90- 100% | 20 points | 75- 89% | 16 points | 51- 74% | 12 points | Less than 50 percent | 8 points | <p>✓ Complete screenshots of the dashboards for the Calendar Year</p> | | | |
| Percentage of Compliance | Points | | | | | | | | | | | | | |
| 90- 100% | 20 points | | | | | | | | | | | | | |
| 75- 89% | 16 points | | | | | | | | | | | | | |
| 51- 74% | 12 points | | | | | | | | | | | | | |
| Less than 50 percent | 8 points | | | | | | | | | | | | | |
| 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,</p> | <p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | | | | | | | | | | | | | |



| | | |
|--|---|--|
| <p>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> | | |
| 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:** _____
Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|--|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria | |
| 2. Innovations (10 points) <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> | ✓ 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) ✓ Certificate/Certification signed by the SDS (for division nominees) or RD (for Regional Office nominees) | |



| | | |
|---|--|--|
| <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>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 (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 | |
| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 Division / Provincial - 6 points District / Municipal - 4 points | <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 | |



| | | |
|--|---|--|
| <ul style="list-style-type: none"> School / Barangay - 2 points <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> | | |
| 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 NURSE

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|---|---------------|
| A. Performance (45 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 45 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (35 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points Nomination in the District - 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) | |
| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 4 initiatives - 3 points 3 initiatives - 2 points 1 -2 initiatives - 1 point | <ul style="list-style-type: none"> ✓ Memorandum ✓ Activity Completion Report ✓ Screenshots/Pictures/Videos ✓ Certificate of Recognition/ Appreciation | |



| | | |
|---|--|--|
| <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> | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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 MEDICAL OFFICER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|--|---------------|
| A. Performance (45 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 45 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (35 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 2 points <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) | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>5. Other Meritorious Accomplishments specific to the position</p> <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 3 initiatives - 2 points 1 -2 initiatives - 1 point <p>5.2 Conducted/spearheaded training/ activity School Health & Nutrition activities (5 points)</p> | <p>✓ Memorandum</p> <p>✓ Activity Completion Report</p> <p>✓ Screenshots/Pictures/Videos</p> <p>✓ Activity Completion Report</p> | |



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| <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 | ✓ Duly received Transmittal | |
| 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 | <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>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) | | |
| <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 | ✓ Potential/Interview Checklist & Rating Sheet | |



SEARCH FOR MOST OUTSTANDING DENTIST

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (45 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 45 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (35 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ 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></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> | ✓ 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) | |



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| <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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 4 initiatives - 3 points 3 initiatives - 2 points 1 -2 initiatives - 1 point <p>5.2 Conducted/spearhead training/ activity on School Dental Health &</p> | <ul style="list-style-type: none"> ✓ Memorandum ✓ Activity Completion Report ✓ Screenshots/Pictures/Videos ✓ Activity Completion Report | |



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| <p>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>✓ Transmittal</p> | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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> | |
| <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 **REGIONAL OFFICE** **ADMINISTRATIVE OFFICER**

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|---|---------------|
| A. Performance (45 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 45 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (35 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 2 points • Nomination in the District/ Awardee in the school - 1 point <i>Note:</i> <ol style="list-style-type: none"> Points earned are cumulative but not to exceed the allotted points for the criterion. 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. | ✓ 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. 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 | |



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| | (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/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> | |
| <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> | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <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 <p>5.2 Membership in Working Committees/ BAC/Procurement-Related (5 points)</p> | <p>✓ Certificate of Appreciation/ Recognition duly signed by the SDS (for SDO, district and school nominees) or RD (for RO nominees); or</p> <p>✓ Memorandum containing the name of the nominee</p> <p>✓ Special Order/Memorandum (with the name of the Nominee)</p> | |



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| <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 | | |
| 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>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> | <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 LEVEL 2 UNIQUE POSITION**

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|---|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (40 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 (10 points) <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points • Nomination in the Division/ Awardee in the Barangay Level - 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> | ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria | |
| 2. Innovations (10 points) <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> | ✓ 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 | |



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| | (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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. 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 | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd | |



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| <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> | | |
| <p>C. Education & Learning and Development (15 points)</p> | | |
| <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 (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> 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 | |
| <p>D. Potential (5 points)</p> | | |
| <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: _____ **Functional Division:** _____
Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (30 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 30 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • CY 2021 and CY 2022 ✓ Service Record | |
| B. Outstanding/Meritorious Accomplishments (50 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 2 points <i>Note:</i> <ol style="list-style-type: none"> Points earned are cumulative but not to exceed the allotted points for the criterion. 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. | ✓ 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. 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) | |



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| <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 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>4.2.1 Submission of Mid-Year and Year-End Financial Reports to Central Office (10 points)</p> <ul style="list-style-type: none"> Complete and accurate (on the 1st day of the workshop or earlier) - 10 points Complete and accurate (before the last day of the workshop) - 8 points Complete (within the submission date set/last day of the workshop) - 6 points <p>4.2.2 Submission of Mid-Year and Year-End Financial Reports to COA (5 points)</p> <ul style="list-style-type: none"> Complete and accurate (2 days or earlier before the deadline) - 5 points Complete and accurate (1 day before the deadline) - 4 points | <p>✓ Memorandum/Certificates /Special Order</p> <p>✓ Transmittal Letter received by Central Office</p> <p>✓ Transmittal Letter received by COA</p> | |



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| <p>Complete and accurate on the deadline set - 3 points</p> <p>4.2.3 Submission of Monthly and Quarterly Financial Reports to Central Office, COA, DBM and other oversight agencies (10 points)</p> <p>Complete and accurate (2 days or earlier before the scheduled submission date set) - 10 points</p> <p>Complete and accurate (1 day before the scheduled submission date set) - 8 points</p> <p>Complete and accurate within the submission date - 6 points</p> <p>4.3 Attendance to Division/Section/Unit Activities (5 points)</p> <p>100% Attendance - 5 points</p> <p>80-99 % Attendance - 4 points</p> <p>60-79% Attendance - 3 points</p> <p>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> <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> | |



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| <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 REGIONAL OFFICE
SECTION OR UNIT HEAD**

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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 (10 points) <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> 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 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> <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 to exceed 4 points • Writer/Developer/Contextualizer of LRs/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. 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 | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd | |



| | | |
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| <ul style="list-style-type: none"> 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>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 managed/facilitated - 2 points • 1 activity managed/facilitated - 1 point | <ul style="list-style-type: none"> ✓ Copy of the Quarterly RMEA and other reports ✓ Certificate of Recognition/Certificate of Appreciation | |



| | | | | | | | | | | | | | | |
|---|--|--------------------------------------|---|------------|--|------------|--|---------|---|------------|--|------------|--|--|
| <p>8.3 Timely preparation and submission of documents for the procurement of goods and services and payment thereof (5 points)</p> <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> | | 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 | <p>✓ Certification from the Finance Division</p> | |
| | 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 | | | | | | | | | | | | | |
| <p>C. Education & Learning and Development (15 points)</p> | | | | | | | | | | | | | | |
| <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</p> | <p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | | | | | | | | | | | | | |



| | | |
|--|---|--|
| <i>PRAISE committee.</i> | | |
| 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 SUPERVISOR (EPSs, PSDSs)

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

| 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"> • CY 2021 and CY 2022 ✓ 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 (10 points) <ul style="list-style-type: none"> • National Awardee - 10 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points • Nomination in the Division/ Awardee in the Barangay Level - 4 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> | ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria | |
| 2. Innovations (10 points) <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> | ✓ 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) | |



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| <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 • 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 (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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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| <ul style="list-style-type: none"> 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>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"> Adopted in the Region - 5 points Adopted by/in the Districts/Division - 4 points Shared/disseminated - 3 points Fully implemented - 2 points | <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 ✓ Special Order as focal person/coordinator ✓ Approved Action Plan ✓ Accomplishment Report ✓ Certificate of Recognition ✓ Memorandum ✓ Evidence showing positive impact of the action plan | |



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|---|---|--|
| ✓ Conceptualized - 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>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> | <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 ASSISTANT SCHOOL PRINCIPAL

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021-2021 and SY 2022-2023 ✓ 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 or Awardee in the Region or Awardee in the Provincial Level - 4 points • Nomination in the Region or Awardee in the Division or Awardee in the Municipal Level - 3 points • Nomination in the Division or Awardee in the District or Awardee in the Barangay Level - 2 points <i>Note:</i> <ol style="list-style-type: none"> Points earned are cumulative but not to exceed the allotted points for the criterion. 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. | ✓ 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 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. 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) | |
| 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 <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> | ✓ 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 to exceed 4 points Writer/Developer/Contextualizer of LR/IEC – 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition ✓ Special Order as member of the Development/Quality Assurance Team | |



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|--|---|--|
| <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 signed by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>6. Outreach Activity (5 points)</p> <p>✓ Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other 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. 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</p> <p>✓ Certificate of Recognition/Participation</p> | |
| <p>7. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that will benefit the school</p> <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. b. 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> | |
| <p>8. Other Meritorious Accomplishments as to the position (35 points)</p> | | |
| <p>8.1 Instructional Supervision (IS) (5 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"> a. DLL/DLP, SLM and LAS preparation b. Designing assessment tools/items | <p>✓ Validated Instructional Supervisory Report / Monthly Accomplishment Report</p> | |



| <div><div><div>c. Analyzing assessment results</div><div>d. Regular updating of school forms</div><div>e. Classroom Observation using PPST-COT</div><div>f. ICT Integration</div><div>g. Adopting appropriate teaching methodologies and learning delivery modes</div></div><div><table><tr><th>Number of the above cited practices are evident in the conduct of IS</th><th>Points Earned</th></tr><tr><td>7</td><td>5 points</td></tr><tr><td>5-6</td><td>4 points</td></tr><tr><td>3-4</td><td>3 points</td></tr><tr><td>1-2</td><td>2 points</td></tr></table></div></div> | Number of the above cited practices are evident in the conduct of IS | Points Earned | 7 | 5 points | 5-6 | 4 points | 3-4 | 3 points | 1-2 | 2 points | | | | | | | | | | |
|--|---|--------------------------------------|---------------|----------|-----------|----------|-----------|----------|-----------|-----------|---------------|----------|-----------|---|----------|-----------|---|---------|--|--|
| Number of the above cited practices are evident in the conduct of IS | Points Earned | | | | | | | | | | | | | | | | | | | |
| 7 | 5 points | | | | | | | | | | | | | | | | | | | |
| 5-6 | 4 points | | | | | | | | | | | | | | | | | | | |
| 3-4 | 3 points | | | | | | | | | | | | | | | | | | | |
| 1-2 | 2 points | | | | | | | | | | | | | | | | | | | |
| <div><div><div>8.2 Provision of L & D (5 points)</div><div><table><tr><th>Number of hours LAC Sessions are conducted in the department/grade level per month</th><th>Number of INSETs Conducted in a year</th><th>Points Earned</th></tr><tr><td>8 hours</td><td>2</td><td>5 points</td></tr><tr><td>8 hours</td><td>1</td><td>4 points</td></tr><tr><td>6-7 hours</td><td>1</td><td>3 points</td></tr><tr><td>4-5 hours</td><td>1</td><td>2 points</td></tr><tr><td>2-3 hours</td><td>0</td><td>1 point</td></tr></table></div></div><div><div>✓ Memorandum</div><div>✓ LAC Plan approved by the School Head/District Supervisor/Approving Authority of the SDO</div><div>✓ ACR, Impact evaluation, and other M&E Tools</div><div>✓ Certificate of Recognition/Appreciation</div></div></div> | Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | 8 hours | 2 | 5 points | 8 hours | 1 | 4 points | 6-7 hours | 1 | 3 points | 4-5 hours | 1 | 2 points | 2-3 hours | 0 | 1 point | | |
| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | | | | | | | | | | | | | | | | | | |
| 8 hours | 2 | 5 points | | | | | | | | | | | | | | | | | | |
| 8 hours | 1 | 4 points | | | | | | | | | | | | | | | | | | |
| 6-7 hours | 1 | 3 points | | | | | | | | | | | | | | | | | | |
| 4-5 hours | 1 | 2 points | | | | | | | | | | | | | | | | | | |
| 2-3 hours | 0 | 1 point | | | | | | | | | | | | | | | | | | |
| <div><div><div>8.3 Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</div><div><div>Point/s Earned</div><div>= No. of Staff who attended seminar/ trainings divided by total number of staff x allotted points</div></div></div><div><div>✓ IPPD/Department Training Needs as approved by School Head</div><div>✓ Training matrix</div><div>✓ Memorandum</div><div>✓ Certificate of Participation</div></div></div> | | | | | | | | | | | | | | | | | | | | |
| <div><div><div>8.4 Percentage of Learners in the department who Completely Complied the SLMs/LAS (5 Points)</div><div><table><tr><th>Percentage of Learners in the department who have completely complied the SLMs or LAS</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>85% - 94%</td><td>3 points</td></tr><tr><td>75% - 84%</td><td>2 points</td></tr><tr><td>74% and below</td><td>1 point</td></tr></table></div></div><div><div>✓ Distribution and retrieval Log Sheet/s</div><div>✓ Validated SMEA Report</div></div></div> | Percentage of Learners in the department who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 85% - 94% | 3 points | 75% - 84% | 2 points | 74% and below | 1 point | | | | | | | | |
| Percentage of Learners in the department who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | | | | | | | |
| 85% - 94% | 3 points | | | | | | | | | | | | | | | | | | | |
| 75% - 84% | 2 points | | | | | | | | | | | | | | | | | | | |
| 74% and below | 1 point | | | | | | | | | | | | | | | | | | | |



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|--|---|----------------|------------|----------|-----------|----------|-----------|----------|----------|----------|------------|---------|--|--|
| 8.5 Served as coach to other teachers (5 points) <table><tr><td>Percentage of the number of coachee/s as reflected in the Coaching Plan</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>59 % below</td><td>1 point</td></tr></table> | Percentage of the number of coachee/s as reflected in the Coaching Plan | Point/s Earned | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | 59 % below | 1 point | <ul style="list-style-type: none">✓ Certification as a coach by the School Head✓ Coaching Plan✓ Coaching Completion Report | |
| Percentage of the number of coachee/s as reflected in the Coaching Plan | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| 59 % below | 1 point | | | | | | | | | | | | | |
| 8.6 Empowered teachers to conduct/ conceptualized action/basic research (5 points) <ul style="list-style-type: none">✓ Point/s Earned = (Number of teachers in the department who have conceptualized/conducted action/basic research divided by the Number of teachers in the department) x 5 | <ul style="list-style-type: none">✓ Certification from the Division Research Committee that the teachers conducted/ conceptualized action/ basic research | | | | | | | | | | | | | |
| 8.7 SBM Level of Practice (5 points) <ul style="list-style-type: none">✓ Level 3 – 5 points✓ Level 2 – 3 points✓ Level 1 – 1 point | <ul style="list-style-type: none">✓ Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice | | | | | | | | | | | | | |
| 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 or 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.) – DepEd and DepEd-recognized agencies<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 | | | | | | | | | | | | | |



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| <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>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 JHS HEAD TEACHER/DEPARTMENT HEAD

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 • SY 2021-2022 and SY 2022-2023 ✓ 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 or Awardee in the Region or Awardee in the Provincial Level – 4 points Nomination in the Region or Awardee in the Division or Awardee in the Municipal Level – 3 points Nomination in the Division or Awardee in the District or Awardee in the Barangay Level – 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 calendar 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 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 | ✓ 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 | |



| <i>allotted points for the criterion.</i> | (for Regional Office nominees) | |
|---|---|--|
| <p>3. Research and Development Projects (5 points)</p> <p>3.1 Conduct of 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><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 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/Developer/Contextualizer of LRs/IEC – 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p> <p>✓ Special Order as member of the Development/Quality Assurance Team</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> | <p>✓ Certificate of Recognition/Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer signed by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>6. Outreach Activity (5 points)</p> <p>✓ Sponsored/conducted community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other 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. 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</p> <p>✓ Certificate of Recognition/Participation</p> | |
| <p>7. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that will benefit the school</p> <p>Proponent/organizer – 5 points Member – 2.5 points</p> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. 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> | |
| <p>8. Other Meritorious Accomplishments as to the position (35 points)</p> | | |
| <p>8.1 Instructional Supervision (IS) (5 points)</p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"> a. DLL/DLP, SLM and LAS preparation b. Designing assessment tools/items c. Analyzing assessment results | <p>✓ Validated Instructional Supervisory Report / Monthly Accomplishment Report</p> | |



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|--|---|--------------------------------------|---------------|----------|-----------|----------|-----------|----------|-----------|-----------|---------------|----------|--|---|----------|-----------|---|---------|--|--|
| <div>d. Regular updating of school forms</div> <div>e. Classroom Observation using PPST-COT</div> <div>f. ICT Integration</div> <div>g. Adopting appropriate teaching methodologies and learning delivery modes</div> <table><tr><td>Number of the above cited practices are evident in the conduct of IS</td><td>Points Earned</td></tr><tr><td>7</td><td>5 points</td></tr><tr><td>5-6</td><td>4 points</td></tr><tr><td>3-4</td><td>3 points</td></tr><tr><td>1-2</td><td>2 points</td></tr></table> | Number of the above cited practices are evident in the conduct of IS | Points Earned | 7 | 5 points | 5-6 | 4 points | 3-4 | 3 points | 1-2 | 2 points | | | | | | | | | | |
| Number of the above cited practices are evident in the conduct of IS | Points Earned | | | | | | | | | | | | | | | | | | | |
| 7 | 5 points | | | | | | | | | | | | | | | | | | | |
| 5-6 | 4 points | | | | | | | | | | | | | | | | | | | |
| 3-4 | 3 points | | | | | | | | | | | | | | | | | | | |
| 1-2 | 2 points | | | | | | | | | | | | | | | | | | | |
| <div>8.2 Provision of L & D (5 points)</div> <table><tr><td>Number of hours LAC Sessions are conducted in the department/grade level per month</td><td>Number of INSETs Conducted in a year</td><td>Points Earned</td></tr><tr><td>8 hours</td><td>2</td><td>5 points</td></tr><tr><td>8 hours</td><td>1</td><td>4 points</td></tr><tr><td>6-7 hours</td><td>1</td><td>3 points</td></tr><tr><td>4-5 hours</td><td>1</td><td>2 points</td></tr><tr><td>2-3 hours</td><td>0</td><td>1 point</td></tr></table> | Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | 8 hours | 2 | 5 points | 8 hours | 1 | 4 points | 6-7 hours | 1 | 3 points | 4-5 hours | 1 | 2 points | 2-3 hours | 0 | 1 point | <div>✓ Memorandum</div> <div>✓ LAC Plan approved by the School Head/District Supervisor/Approving Authority of the SDO</div> <div>✓ ACR, Impact evaluation, and other M&E Tools</div> <div>✓ Certificate of Recognition/Appreciation</div> | |
| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | | | | | | | | | | | | | | | | | | |
| 8 hours | 2 | 5 points | | | | | | | | | | | | | | | | | | |
| 8 hours | 1 | 4 points | | | | | | | | | | | | | | | | | | |
| 6-7 hours | 1 | 3 points | | | | | | | | | | | | | | | | | | |
| 4-5 hours | 1 | 2 points | | | | | | | | | | | | | | | | | | |
| 2-3 hours | 0 | 1 point | | | | | | | | | | | | | | | | | | |
| <div>8.3 Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</div> <div>Point/s Earned = No. of Staff who attended seminar/ trainings divided by total number of staff) x allotted points</div> | <div>✓ IPPD/Department Training Needs as approved by School Head</div> <div>✓ Training matrix</div> <div>✓ Memorandum</div> <div>✓ Certificate of Participation</div> | | | | | | | | | | | | | | | | | | | |
| <div>8.4 Percentage of Learners in the department who Completely Complied the SLMs/LAS (5 Points)</div> <table><tr><td>Percentage of Learners in the department who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>85% - 94%</td><td>3 points</td></tr><tr><td>75% - 84%</td><td>2 points</td></tr><tr><td>74% and below</td><td>1 point</td></tr></table> | Percentage of Learners in the department who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 85% - 94% | 3 points | 75% - 84% | 2 points | 74% and below | 1 point | <div>✓ Distribution and retrieval Log Sheet/s</div> <div>✓ Validated SMEA Report</div> | | | | | | | |
| Percentage of Learners in the department who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | | | | | | | |
| 85% - 94% | 3 points | | | | | | | | | | | | | | | | | | | |
| 75% - 84% | 2 points | | | | | | | | | | | | | | | | | | | |
| 74% and below | 1 point | | | | | | | | | | | | | | | | | | | |



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|--|---|----------------|------------|----------|-----------|----------|-----------|----------|----------|----------|------------|---------|--|--|
| 8.5 Served as coach to other teachers (5 points) <table><tr><td>Percentage of the number of coachee/s as reflected in the Coaching Plan</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>59 % below</td><td>1 point</td></tr></table> | Percentage of the number of coachee/s as reflected in the Coaching Plan | Point/s Earned | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | 59 % below | 1 point | <ul style="list-style-type: none">✓ Certification as a coach by the School Head✓ Coaching Plan✓ Coaching Completion Report | |
| Percentage of the number of coachee/s as reflected in the Coaching Plan | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| 59 % below | 1 point | | | | | | | | | | | | | |
| 8.6 Empowered teachers to conduct/ conceptualized action/basic research (5 points) <ul style="list-style-type: none">✓ Point/s Earned = (Number of teachers in the department who have conceptualized/conducted action/basic research divided by the Number of teachers in the department) x 5 | <ul style="list-style-type: none">✓ Certification from the Division Research Committee that the teachers conducted/conceptualized action/basic research | | | | | | | | | | | | | |
| 8.7 SBM Level of Practice (5 points) <ul style="list-style-type: none">✓ Level 3 – 5 points✓ Level 2 – 3 points✓ Level 1 – 1 point | <ul style="list-style-type: none">✓ Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice | | | | | | | | | | | | | |
| 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 or doctor's degree units - 4 points• Master's Degree / Bachelor of points - 3.5 Laws (Juris Doctor)• 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.) – DepEd and DepEd-recognized agencies<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 | | | | | | | | | | | | | |



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| <ul style="list-style-type: none"> • 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) | | |
| <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 LR PDO II

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|--|---------------|
| A. Performance (30 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 OPCR/IPCRR Ratings /5) x 30 | ✓ IPCRR duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the Barangay Level - 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) | |
| <p>3. Research and Development Projects (10 points)</p> <p>3.1 Conducted in-depth basic/action research on curriculum instruction innovations approved by the RO Research Team (5 points)</p> <ul style="list-style-type: none"> • Regional Level – 5 points • Division Level – 4 points • Area/municipality – 2 points <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 (5 points)</p> <ul style="list-style-type: none"> • International – 5 • National – 4 • Regional – 3 • Division – 2 | <p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the RD</p> <p>✓ Certification from the RO 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/Developer/Contextualizer of LR/IEC – 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 or video presenter, 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/articles or developed/contextualized learning resources/IEC</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 | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning</p> | |



| | | |
|---|--|--|
| <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> | 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 programs, 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. For more than one proponent, points earned will be divided by the number of proponents.</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 | |
| <p>7. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> ✓ Initiated resource generation projects and/or programs that enhance the implementation of basic education <ul style="list-style-type: none"> ✓ Proponent/organizer – 5 points ✓ Member – 2.5 points <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"> ✓ Approved and implemented 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 Accomplishment specific to the position (15 points)</p> <p>8.1 Technical Support during training or provided TA to the schools in the orientation on the utilization of LR Portal that includes resetting of passwords, etc. or in relation to LRs (5 points)</p> <ul style="list-style-type: none"> 10 times and above - 5 points 8-9 times - 4 points 6-7 times - 3 points 4-5 times - 2 points 1-3 times - 1 point <p>8.2 Coordinated and provided technical and administrative support to the Division and School in the distribution of LAS/SLMs, Tablets, Inventory of</p> | <p>Note: Any of the following MOVs</p> <ul style="list-style-type: none"> ✓ Memorandum / Invitation Letter with the name of the LR PDO ✓ Travel order with Certificate of Appearance ✓ TA Report <p>Note: Any of the following MOVs</p> | |



| | | |
|---|---|--|
| <p>LAS/SLMs, Development, Quality Assurance of LR, and other Tools and Equipment (5 points)</p> <p>10 times and above - 5 points 8-9 times - 4 points 6-7 times - 3 points 4-5 times - 2 points 1-3 times - 1 point</p> <p>8.3 Conducted Learning and Development Activities (such as Formal training: seminar, workshop, orientation), (Relationship and Discussion-Based Learning (RDL): - coaching and mentoring, pair-assisted learning and community of practice, (Job Embedded Learning), and LAC Sessions to the Districts and Schools) (5 points)</p> <p>10 and above - 5 points 8-9 - 4 points 6-7 - 3 points 4-5 - 2 points 1-3 - 1 point</p> | <ul style="list-style-type: none"> ✓ Certifications signed by SDS on his / her task ✓ Travel order with Certificate of Appearance ✓ Memorandum ✓ TA Report <ul style="list-style-type: none"> ✓ ACR ✓ Coaching Documentation ✓ Travel order ✓ Any document that justifies the conduct of the learning and development activities | |
| 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 <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</p> | <ul style="list-style-type: none"> ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | |



| | | |
|---|---|--|
| <p><i>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 – 1 • Ability to present ideas – 1 • Alertness – 1 • Judgment – 1 • Stress Tolerance – 1 | <p>✓ Potential/Interview Checklist & Rating Sheet</p> | |



**SEARCH FOR MOST OUTSTANDING
IMPLEMENTING UNIT BOOKKEEPER/ACCOUNTANT**

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

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|---|---------------|
| A. Performance (20 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 20 | ✓ IPCRF for SY 2020-2021 and 2021-2022 duly signed by authorities with date of signing ✓ Service Record ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (65 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) <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> | ✓ 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) | |



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Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

| | | |
|--|--|--|
| <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></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/designation (50 points)</p> | | |
| <p>4.1 Membership in Organizations/Committees (5 points)</p> <ul style="list-style-type: none"> • Membership in technical planning committee <p>4 or more Committees - 5 points 3 Committees - 3 points 2 Committee - 2 points</p> | <p>✓ Memorandum/Certificates/Special Order</p> | |
| <p>4.2 Budget Utilization Rate (OBLIGATION and DISBURSEMENT) (5points)</p> <ul style="list-style-type: none"> • BUR of 98-100% - 5 pts. • BUR of 95-97% - 4 pts. • BUR of 90-94% - 3 pts. • BUR of 85-89% - 2 pts. • BUR of 84% and below - 1 pt. | <p>✓ Certified Status of BUR at RO-FD</p> | |
| <p>4.3 Non-Incurrence of Overdraft in the current year (5 points)</p> <ul style="list-style-type: none"> • No overdraft in allotment incurred in the current year - 5 pts. | <p>✓ Status of Fund Utilization certified by RO-Budget Officer</p> | |
| <p>4.4 Compliance with Reporting Requirements</p> | | |
| <p>4.4.1 Submission of Mid-Year and Year-End Financial and Budgetary Reports (5 points)</p> | <p>✓ Certified Status Report by the SDO-Accountant and Budget Officer</p> | |



| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Complete and accurate (within 24 hours from start of workshop) – 5 points • Complete and accurate (before the last day of the workshop) – 3 points • Complete (within the submission date set/last day of the workshop) – 1 point | | |
| 4.4.2 Submission of Monthly and Quarterly Financial and Budgetary Reports (5 points) <ul style="list-style-type: none"> • Complete and accurate (3 days before the scheduled submission date) – 5 points • 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 | ✓ Certified Status Report by the SDO Accountant and Budget Officer | |
| 4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points) <ul style="list-style-type: none"> • 100% Liquidation of School MOOE/CA for the rating period – 5 points • 96-99% Liquidation of School MOOE/CA for the rating period – 4 points • 91-95% Liquidation of School MOOE/CA for the rating period – 3 points • 86-89% Liquidation of School MOOE/CA for the rating period – 2 points • 85% and below Liquidation rate – 1 point | ✓ Certified Status Report by the SDO Accountant and Budget Officer | |
| 4.4.4 AOM Compliance (5 points) <ul style="list-style-type: none"> • NO AOM received within the year – 5 points • Compliance within the year of 50% and above – 4 points • Compliance within the year of 30-49% – 3 points • Compliance within the year of 10-29% – 2 points • Compliance within the year of 10% and below – 1 point | ✓ APPSI Validated by COA and Status of AOM certified by RO-Accounting Section | |
| 4.4.5 NS Compliance (5 points) <ul style="list-style-type: none"> • NO NS balance by December 31 – 5 points • Compliance/Settlement within the year of 50% and above within the year – 4 points • Compliance/settlement within the year of 30-49% – 3 points • Compliance/settlement within the year of 10-29% – 2 points | ✓ SASDC issued to the IU by COA as of December 31, 2021 (with NSSDC issued within the year) | |



| | | |
|--|---|--|
| <ul style="list-style-type: none"> • Compliance within the year of 10% and below – 1 point | | |
| 4.4.6 ND Compliance (5 points) <ul style="list-style-type: none"> • NO ND balance by December 31 – 5 points • Compliance/Settlement within the year of 50% and above within the year – 4 points • Compliance/settlement within the year of 30-49% – 3 points • Compliance/settlement within the year of 10-29% – 2 points • Compliance within the year of 10% and below – 1 point | ✓ SASDC issued to the IU by COA as of December 31, 2021 (with NSSDC issued within the year) | |
| 4.4.7 Attendance to Division and Regional Call Ups (5 points) <ul style="list-style-type: none"> • 100% Attendance to Division and RO call-ups for CY 2021 – 5 points • 95-99% Attendance to Division and RO call-ups for CY 2021 – 4 points • 90-94% Attendance to Division and RO call-ups for CY 2021 – 3 points • 86-89% Attendance to Division and RO call-ups for CY 2021 – 2 points • At least 85% Attendance to Division and RO call-ups for CY 2021 – 1 point | ✓ Certification of Attendance duly signed by the SDO Accountant and Budget Officer (for Division call-ups) ✓ Certification of Attendance duly signed by the CAO-FD (for Regional call-ups) | |
| C. Education and 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.) • International/National – 5 points • Regional – 4 points • Division – 3 points • District – 2 points • School – 1 point | ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | |



| | | |
|--|---|--|
| <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <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 THE MOST OUTSTANDING ELEMENTARY SCHOOL
(MONOGRADE SCHOOL - CENTRAL CATEGORY)**

Name of School: _____ **SDO:** _____
School Head: _____

| CRITERIA/INDICATORS | | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|--|----------------|---|----------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|---|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | | |
| 1. Drop-out Rate (4 points) <div> <table> <tr> <td>Percentage of drop-out from the baseline data from year to year in 2 years</td> <td>Point/s Earned</td> </tr> <tr> <td>0%</td> <td>4 points</td> </tr> <tr> <td>0.01% - 1%</td> <td>3 points</td> </tr> <tr> <td>1.01% - 2%</td> <td>2 points</td> </tr> <tr> <td>3% and above</td> <td>1 point</td> </tr> </table> </div> | | Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | 0% | 4 points | 0.01% - 1% | 3 points | 1.01% - 2% | 2 points | 3% and above | 1 point | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | | | | | | | | | | | | | | |
| 0% | 4 points | | | | | | | | | | | | | | |
| 0.01% - 1% | 3 points | | | | | | | | | | | | | | |
| 1.01% - 2% | 2 points | | | | | | | | | | | | | | |
| 3% and above | 1 point | | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (3 points) <div> Baseline:75% <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 </div> | | | | | | | | | | | | | | | |
| 3. Completion Rate (3 points) <div> Baseline:75% <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 </div> | | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) <div> Point/s Earned = Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05 </div> | | ✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS | | | | | | | | | | | | | |
| 5. School Literacy Rate/Improved Reading Level (5 points) <div> <table> <tr> <td>Percentage of learners who are at least Instructional Readers</td> <td>Points Earned</td> </tr> <tr> <td>90% - 100%</td> <td>5 points</td> </tr> <tr> <td>80% - 89.99%</td> <td>4 points</td> </tr> <tr> <td>70% - 79.99%</td> <td>3 points</td> </tr> <tr> <td>60% - 69.99%</td> <td>2 points</td> </tr> <tr> <td>59.99% and below</td> <td>1 point</td> </tr> </table> </div> | | Percentage of learners who are at least Instructional Readers | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Phil-IRI Result (Pre and Post Tests) | |
| Percentage of learners who are at least Instructional Readers | Points Earned | | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|--|--|----------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|---|--|
| 6. School Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |
| 7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points) <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | ✓ Distribution and retrieval Log Sheet/s ✓ Validated SMEA Report | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| 8. Instructional Supervision (IS) (4 points) <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none">a. DLL/DLP, SLM and LAS preparationb. Designing assessment tools/itemsc. Analyzing assessment resultsd. Regular updating of school formse. Classroom Observation using PPST-COTf. ICT Integrationg. Adopting appropriate teaching methodologies and learning delivery modes <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report | | | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | | | |
| 1-2 | 1 point | | | | | | | | | | | | | |
| B. LEARNING ENVIRONMENT (20 points) | | | | | | | | | | | | | | |
| 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points) <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> | ✓ Copy of the Child Protection Committee with | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|--|--|----------------|------------|----------|--|----------|------------------|----------|--|----------|---|---------|--|--|
| <div><div>a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;</div><div>b. Organized a functional Child Protection Committee (CPC);</div><div>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</div><div>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</div><div>e. Adopted a student Code of Conduct to be followed by every pupil or learner; and</div><div>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</div></div> <table><tr><td>Number of the above-cited indicators that are present</td><td>Point/s Earned</td></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <div>their TORs and ACRs</div> <div>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</div> <div>✓ Approved Training/LAC Design/s and ACR</div> <div>✓ Copies of Advocacy Materials used</div> <div>✓ School Handbook</div> <div>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</div> | |
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <div><div>2. School-Based Feeding Program Implementation (3 points)</div><table><tr><td>Percentage of the learner-beneficiaries achieved normal status</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>80% - 89.99%</td><td>2 points</td></tr><tr><td>79.99% and below</td><td>1 point</td></tr></table></div> | Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | 90% - 100% | 3 points | 80% - 89.99% | 2 points | 79.99% and below | 1 point | <div>✓ Learners' Nutritional Status (Baseline and End line Data)</div> | | | | | |
| Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | | | | | |
| 80% - 89.99% | 2 points | | | | | | | | | | | | | |
| 79.99% and below | 1 point | | | | | | | | | | | | | |
| <div><div>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</div><table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Point/s Earned</td></tr><tr><td></td><td></td></tr></table></div> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | | | <div>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</div> | | | | | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |



| | | | | | | | | | | | | | |
|--|--|--|----------------|-----------|----------|-----------|----------|-----------|----------|---|---------|---|--|
| | <table><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>79% - 89%</td><td>2 points</td></tr><tr><td>68% - 78%</td><td>1 point</td></tr></table> | 90% - 100% | 3 points | 79% - 89% | 2 points | 68% - 78% | 1 point | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | | | | |
| 79% - 89% | 2 points | | | | | | | | | | | | |
| 68% - 78% | 1 point | | | | | | | | | | | | |
| 4. Health and Safety (4 points) | <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | ✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | | |
| 5. DCP Package Utilization (3 points) | <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. <table><tr><td>Number of indicators met</td><td>Point/s Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of indicators met | Point/s Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | 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 | | | |
| Number of indicators met | Point/s Earned | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | |



| | | | | |
|--|--------------------------------------|----------------|---|--|
| 6. Maintenance of School facilities and equipment (2 points) | | | ✓ Property Custodian's Accomplishment Report | |
| Percentage of learning facilities and equipment properly accounted and maintained | | Point/s Earned | | |
| 90% - 100% | | 2 points | | |
| 70% - 89% | | 1 point | | |
| C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points) | | | | |
| 1. Provision of L & D (5 points) | | | ✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools | |
| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | | |
| 8 hours | 2 | 5 points | | |
| 8 hours | 1 | 4 points | | |
| 6-7 hours | 1 | 3 points | | |
| 4-5 hours | 1 | 2 points | | |
| 2-3 hours | 0 | 1 point | | |
| 2. Attendance of staff to different capability-building activities (5 Points) | | | ✓ SPPD/School Training Needs as approved by SH ✓ Training matrix ✓ Memo ✓ Certificate of Participation/appearance | |
| • Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5 | | | | |
| D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points) | | | | |
| 1. Financial Management (5 Points) | | | ✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of September 30, 2022 | |
| • 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 | | | |
| 2. School Improvement Plan (SIP)/AIP (5 points) | | | ✓ SIP, AIP, WFP/APP ✓ Attendance of stakeholders, SPT, Program managers ✓ ACR | |
| 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 | ✓ SRC ✓ SMEA | | | | | | | | | | | | | |
| <table><tr><td>Number of the above-cited indicators present</td><td>Points Earned</td></tr><tr><td>5</td><td>5 points</td></tr><tr><td>4</td><td>4 points</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 5 points | 4 | 4 points | 3 | 3 points | 2 | 2 points | 1 | 1 point | | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 5 points | | | | | | | | | | | | | |
| 4 | 4 points | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | |
| 3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) | ✓ BE-LCP Accomplishment Tracking Form | | | | | | | | | | | | | |
| <table><tr><td>Percentage of Programs, Projects, and Activities Implemented</td><td>Points Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) | | | | | | | | | | | | | | |
| 1. School-Community Partnership (5 points) | ✓ LSA contracts ✓ Schedule of Assignments ✓ Outputs/Results ✓ Accomplishment Report | - | | | | | | | | | | | | |
| <table><tr><td>Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>Below 60%</td><td>1 point</td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | Below 60% | 1 point | | |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | |
| 2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points) | ✓ Project Proposal ✓ Deed of donations ✓ Deed of acceptance ✓ BE Report | | | | | | | | | | | | | |
| <table><tr><td>ELEMENTARY</td><td rowspan="2">Points</td></tr><tr><td>Central School</td></tr><tr><td>Php200,000.00 and above</td><td>3 pts.</td></tr><tr><td>Php76,000.00 to 199,999.00</td><td>2 pts.</td></tr><tr><td>Php75,000 to 75,999.00</td><td>1 pt.</td></tr></table> | 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. | | | | | |
| 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. | | | | | | | | | | | | | |



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 objectives to its target. The project should have great impact to the current needs of the school.
- ✓ *Advocacy Strategies* - 0.5 point
 - This pertains to the various strategies undertaken by the

- ✓ Project Design/Manual
- ✓ School Improvement Plan/AIP
- ✓ Project Implementation Plan
- ✓ Resource Generated for School Banner Project implementation
- ✓ ACR (with highlights of stake



| | | |
|--|---|--|
| <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 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>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> | |
|--|---|--|



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

Name of School: _____ SDO: _____
School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|--|--|--|----------------|----------|--------------|------------|--------------|------------|--------------|--------------|------------------|---------|--|--|
| C. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (4 points) | ✓ 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 | | | | | | | | | | | | | |
| <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>4 points</td></tr><tr><td>0.01% - 1%</td><td>3 points</td></tr><tr><td>1.01% - 2%</td><td>2 points</td></tr><tr><td>3% and above</td><td>1 point</td></tr></table> | | Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | 0% | 4 points | 0.01% - 1% | 3 points | 1.01% - 2% | 2 points | 3% and above | 1 point | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | | Point/s Earned | | | | | | | | | | | | |
| 0% | | 4 points | | | | | | | | | | | | |
| 0.01% - 1% | 3 points | | | | | | | | | | | | | |
| 1.01% - 2% | 2 points | | | | | | | | | | | | | |
| 3% and above | 1 point | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (3 points) | | | | | | | | | | | | | | |
| <p>Baseline:75%</p> <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 3 pointsAverage: At least 7% increase - 2 pointsMarginal: at least 5% increase - 1 point | | | | | | | | | | | | | | |
| 3. Completion Rate (3 points) | ✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS | | | | | | | | | | | | | |
| <p>Baseline:75%</p> <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 3 pointsAverage: at least 7% increase - 2 pointsMarginal: at least 5% increase - 1 point | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) | | | | | | | | | | | | | | |
| <p>Point/s Earned</p> <p>= Average grades of learners for the last two (2) years (SY 2019-2020 and SY 2020-2021) x 0.05</p> | | | | | | | | | | | | | | |
| 5. School Literacy Rate/Improved Reading Level (5 points) | ✓ Consolidated Phil-IRI Result (Pre and Post Tests) | | | | | | | | | | | | | |
| <table><tr><td>Percentage of learners who are at least Instructional Readers</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are at least Instructional Readers | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | | |
| Percentage of learners who are at least Instructional Readers | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|--|--|----------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|---|--|
| 6. School Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |
| 7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points) <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | ✓ Distribution and retrieval Log Sheet/s ✓ Validated SMEA Report | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| 8. Instructional Supervision (IS) (4 points) <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none">a. DLL/DLP, SLM and LAS preparationb. Designing assessment tools/itemsc. Analyzing assessment resultsd. Regular updating of school formse. Classroom Observation using PPST-COTf. ICT Integrationg. Adopting appropriate teaching methodologies and learning delivery modes <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report | | | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | | | |
| 1-2 | 1 point | | | | | | | | | | | | | |
| D. LEARNING ENVIRONMENT (20 points) | | | | | | | | | | | | | | |
| 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points) <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ul style="list-style-type: none">a. Institutionalized an effective child protection | ✓ Copy of the Child Protection Committee with | | | | | | | | | | | | | |



| <p>policies and procedures, and monitors compliance thereof;</p> <p>b. Organized a functional Child Protection Committee (CPC);</p> <p>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</p> <p>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</p> <p>e. Adopted a student Code of Conduct to be followed by every pupil or learner; and</p> <p>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>their TORs and ACRs</p> <p>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</p> <p>✓ Approved Training/LAC Design/s and ACR</p> <p>✓ Copies of Advocacy Materials used</p> <p>✓ School Handbook</p> <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|---|--|----------------|------------|----------|--------------|----------|------------------|----------|--|----------|---|---------|--|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. School-Based Feeding Program Implementation (3 points)</p> <table><tr><th>Percentage of the learner-beneficiaries achieved normal status</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>80% - 89.99%</td><td>2 points</td></tr><tr><td>79.99% and below</td><td>1 point</td></tr></table> | Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | 90% - 100% | 3 points | 80% - 89.99% | 2 points | 79.99% and below | 1 point | <p>✓ Learners' Nutritional Status (Baseline and End line Data)</p> | | | | | |
| Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | | | | | |
| 80% - 89.99% | 2 points | | | | | | | | | | | | | |
| 79.99% and below | 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> <table><tr><th>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>79% - 89%</td><td>2 points</td></tr><tr><td>68% - 78%</td><td>1 point</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | 90% - 100% | 3 points | 79% - 89% | 2 points | 68% - 78% | 1 point | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | | | | | |
| 79% - 89% | 2 points | | | | | | | | | | | | | |
| 68% - 78% | 1 point | | | | | | | | | | | | | |



| | | | | | | | | | | | | |
|--|--|----------------|------------|----------|-----------|----------|---|----------|--|---------|--|--|
| <p>4. Health and Safety (4 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <p>✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR</p> | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | |
| <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> <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> <table><tr><td>Number of indicators met</td><td>Point/s Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of indicators met | Point/s Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | <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> | | | |
| Number of indicators met | Point/s Earned | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | |
| <p>6. Maintenance of School facilities and equipment (2 points)</p> <table><tr><td>Percentage of learning facilities and equipment properly accounted and maintained</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>2 points</td></tr><tr><td>70% - 89%</td><td>1 point</td></tr></table> | Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | 90% - 100% | 2 points | 70% - 89% | 1 point | <p>✓ Property Custodian's Accomplishment Report</p> | | | | | |
| Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | | | | | | | | | | | |
| 90% - 100% | 2 points | | | | | | | | | | | |
| 70% - 89% | 1 point | | | | | | | | | | | |



C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

- ✓ 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 different capability-building activities (5 Points)

- Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5

- ✓ 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)**

- 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

- ✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of September 30, 2022

2. School Improvement Plan (SIP)/AIP (5 points)

- 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

| Number of the above-cited indicators present | Points Earned |
|--|---------------|
| 5 | 5 points |
| 4 | 4 points |
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

- ✓ SIP, AIP, WFP/APP
- ✓ Attendance of stakeholders, SPT, Program managers
- ✓ ACR
- ✓ SRC
- ✓ SMEA



3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points)

| Percentage of Programs, Projects, and Activities Implemented | Points Earned |
|--|---------------|
| 100% | 5 points |
| 95% - 99% | 4 points |
| 90% - 94% | 3 points |
| 85% - 89% | 2 points |
| 84% and below | 1 point |

✓ BE-LCP Accomplishment Tracking Form

E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)**1. School-Community Partnership (5 points)**

| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned |
|--|----------------|
| 90% - 100% | 5 points |
| 80% - 89% | 4 points |
| 70% - 79% | 3 points |
| 60% -69% | 2 points |
| Below 60% | 1 point |

✓ LSA contracts
✓ Schedule of Assignments
✓ Outputs/Results
✓ Accomplishment Report

-

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

| 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. |

✓ 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 - 1.5 points

✓ SBM-WInS Checklist duly



| | | |
|---|--|--|
| <ul style="list-style-type: none"> of 2 Stars School's WInS-OMS rating - 0.5 points of 1 Star | 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 points Region - 2 points Division - 1.5 points District - 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> | <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 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 school. ✓ <i>Advocacy Strategies</i> - 0.5 point <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. ✓ <i>Impact to School Performance</i> - 1 point <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. | <ul style="list-style-type: none"> ✓ 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 ✓ Customers' Feedback ✓ Project Implementation Plan | |



| | | |
|---|--|--|
| <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>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p> | |
|---|--|--|



SEARCH FOR THE MOST OUTSTANDING **ELEMENTARY SCHOOL** (**MULTIGRADE SCHOOL**)

Name of School: _____ **SDO:** _____
School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|--|---|----------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|---|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (4 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>4 points</td></tr><tr><td>0.01% - 1%</td><td>3 points</td></tr><tr><td>1.01% - 2%</td><td>2 points</td></tr><tr><td>3% and above</td><td>1 point</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | 0% | 4 points | 0.01% - 1% | 3 points | 1.01% - 2% | 2 points | 3% and above | 1 point | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | | | | | | | | | | | | | |
| 0% | 4 points | | | | | | | | | | | | | |
| 0.01% - 1% | 3 points | | | | | | | | | | | | | |
| 1.01% - 2% | 2 points | | | | | | | | | | | | | |
| 3% and above | 1 point | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (3 points) Baseline:75% <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 3 pointsAverage: At least 7% increase - 2 pointsMarginal: at least 5% increase - 1 point | | | | | | | | | | | | | | |
| 3. Completion Rate (3 points) Baseline:75% <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 3 pointsAverage: at least 7% increase - 2 pointsMarginal: at least 5% increase - 1 point | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) Point/s Earned = 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) <table><tr><td>Percentage of learners who are at least Instructional Readers</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are at least Instructional Readers | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Phil-IRI Result (Pre and Post Tests) | |
| Percentage of learners who are at least Instructional Readers | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|---|--|----------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|---|---------|--|--|
| <p>6. School Numeracy Rate (Improved Numeracy (Level) (5 points)</p> <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | <p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests)</p> | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |
| <p>7. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p> | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| <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> <ul style="list-style-type: none">a. DLL/DLP, SLM and LAS preparationb. Designing assessment tools/itemsc. Analyzing assessment resultsd. Regular updating of school formse. Classroom Observation using PPST-COTf. ICT Integrationg. Adopting appropriate teaching methodologies and learning delivery modes <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | <p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p> | | | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | | | |
| 1-2 | 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> <ul style="list-style-type: none">a. Institutionalized an effective child protection | <p>✓ Copy of the Child Protection Committee with</p> | | | | | | | | | | | | | |



| <p>policies and procedures, and monitors compliance thereof;</p> <p>b. Organized a functional Child Protection Committee (CPC);</p> <p>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</p> <p>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</p> <p>e. Adopted a student Code of Conduct to be followed by every pupil or learner; and</p> <p>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>their TORs and ACRs</p> <p>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</p> <p>✓ Approved Training/LAC Design/s and ACR</p> <p>✓ Copies of Advocacy Materials used</p> <p>✓ School Handbook</p> <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|---|--|----------------|------------|----------|--------------|----------|------------------|----------|--|----------|---|---------|--|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. School-Based Feeding Program Implementation (3 points)</p> <table><tr><th>Percentage of the learner-beneficiaries achieved normal status</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>80% - 89.99%</td><td>2 points</td></tr><tr><td>79.99% and below</td><td>1 point</td></tr></table> | Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | 90% - 100% | 3 points | 80% - 89.99% | 2 points | 79.99% and below | 1 point | <p>✓ Learners' Nutritional Status (Baseline and End line Data)</p> | | | | | |
| Percentage of the learner-beneficiaries achieved normal status | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | | | | | |
| 80% - 89.99% | 2 points | | | | | | | | | | | | | |
| 79.99% and below | 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> <table><tr><th>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>79% - 89%</td><td>2 points</td></tr><tr><td>68% - 78%</td><td>1 point</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | 90% - 100% | 3 points | 79% - 89% | 2 points | 68% - 78% | 1 point | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
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| 90% - 100% | 3 points | | | | | | | | | | | | | |
| 79% - 89% | 2 points | | | | | | | | | | | | | |
| 68% - 78% | 1 point | | | | | | | | | | | | | |



| | | | | | | | | | | | | |
|--|--|----------------|------------|----------|-----------|----------|--|----------|---|---------|---|--|
| 4. Health and Safety (4 points) <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | ✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | |
| 5. DCP Package Utilization (3 points) <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">a. Presence of document that showed 100% usage of equipment of knowledge embodied in the DCP package.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. <table><tr><td>Number of indicators met</td><td>Point/s Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of indicators met | Point/s Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | 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 | | | |
| Number of indicators met | Point/s Earned | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | |
| 6. Maintenance of School facilities and equipment (2 points) <table><tr><td>Percentage of learning facilities and equipment properly accounted and maintained</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>2 points</td></tr><tr><td>70% - 89%</td><td>1 point</td></tr></table> | Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | 90% - 100% | 2 points | 70% - 89% | 1 point | ✓ Property Custodian's Accomplishment Report | | | | | |
| Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | | | | | | | | | | | |
| 90% - 100% | 2 points | | | | | | | | | | | |
| 70% - 89% | 1 point | | | | | | | | | | | |



C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

- ✓ 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 different capability-building activities (5 Points)

- Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5

- ✓ 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)**

- 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

- ✓ Certification coming from the Division Accountant plus the authenticated liquidation report as of September 30, 2022

2. School Improvement Plan (SIP)/AIP (5 points)

- 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

| Number of the above-cited indicators present | Points Earned |
|--|---------------|
| 5 | 5 points |
| 4 | 4 points |
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

- ✓ SIP, AIP, WFP/APP
- ✓ Attendance of stakeholders, SPT, Program managers
- ✓ ACR
- ✓ SRC
- ✓ SMEA



3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points)

| Percentage of Programs, Projects, and Activities Implemented | Points Earned |
|--|---------------|
| 100% | 5 points |
| 95% - 99% | 4 points |
| 90% - 94% | 3 points |
| 85% - 89% | 2 points |
| 84% and below | 1 point |

- ✓ BE-LCP Accomplishment Tracking Form

E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)**1. School-Community Partnership (5 points)**

| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned |
|--|----------------|
| 90% - 100% | 5 points |
| 80% - 89% | 4 points |
| 70% - 79% | 3 points |
| 60% -69% | 2 points |
| Below 60% | 1 point |

- ✓ LSA contracts
- ✓ Schedule of Assignments
- ✓ Outputs/Results
- ✓ Accomplishment Report

-

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

| 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. |

- ✓ 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> National/International - 2.5 points Region - 2 points Division - 1.5 points District - 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> | ✓ 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 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 school. ✓ <i>Advocacy Strategies</i> - 0.5 point <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. ✓ <i>Impact to School Performance</i> - 1 point <ul style="list-style-type: none"> This depends on the target or focus of the project. The project should address the | <ul style="list-style-type: none"> ✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation ✓ ACR (with highlights of stakeholders' involvement) ✓ School Performance Indicators ✓ Customers' Feedback ✓ Project Implementation Plan | |



| | | |
|---|--|--|
| <p>identified needs/weaknesses of the School.</p> <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>✓ SMEA Results on School Banner Implementation</p> <p>✓ Value Added Accomplishments</p> | |
|---|--|--|



SEARCH FOR THE MOST OUTSTANDING **JUNIOR HIGH SCHOOL** (NON-IMPLEMENTING UNIT)

Name of School: _____ SDO: _____
School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|--|---|---------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|--|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Points Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | 0% | 5 points | 0.01% - 1% | 4 points | 1.01% - 2% | 3 points | 3% and above | 2 points | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | | | | | | | | | | | | | |
| 0% | 5 points | | | | | | | | | | | | | |
| 0.01% - 1% | 4 points | | | | | | | | | | | | | |
| 1.01% - 2% | 3 points | | | | | | | | | | | | | |
| 3% and above | 2 points | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 5 pointsAverage: At least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 3. Completion Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 5 pointsAverage: at least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) Point/s Earned = 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 Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



6. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)

| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned |
|---|----------------|
| 100% | 5 points |
| 95% - 99% | 4 points |
| 90% - 94% | 3 points |
| 85% - 89% | 2 points |
| 84% and below | 1 point |

- ✓ Distribution and retrieval Log Sheet/s
- ✓ Validated SMEA Report

7. 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

| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned |
|--|----------------|
| 7 | 4 points |
| 5-6 | 3 points |
| 3-4 | 2 points |
| 1-2 | 1 point |

- ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report

B. LEARNING ENVIRONMENT (20 points)**1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)**

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and

- ✓ 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



| <p>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|-----------|----------|--|----------|--|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (4 points)</p> <table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>79% - 89%</td><td>3 points</td></tr><tr><td>68% - 78%</td><td>2 points</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | 90% - 100% | 4 points | 79% - 89% | 3 points | 68% - 78% | 2 points | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | | | |
| 79% - 89% | 3 points | | | | | | | | | | | | | |
| 68% - 78% | 2 points | | | | | | | | | | | | | |
| <p>3. Health and Safety (4 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <p>✓ Pictures/pictorial/narrative/ video of the activities relative to COVID-19 protocols with ACR</p> | | | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | | | |



4. 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:

- 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.

| Number of indicators met | Point/s Earned |
|--------------------------|----------------|
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

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

5. Maintenance of School facilities and equipment (4 points)

| Percentage of learning facilities and equipment properly accounted and maintained | Points Earned |
|---|---------------|
| 90% - 100% | 4 points |
| 70% - 89% | 2 points |

✓ Property Custodian's Accomplishment Report

C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

✓ 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 different capability-building activities (5 Points)

✓ SPPD/School Training Needs as approved by SH
✓ Training matrix



| | | | | | | | | | | | | | | |
|--|--|----------------|---|----------|-----------|----------|-----------|----------|-----------|----------|---------------|---------|--|--|
| <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">✓ 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 points100% liquidation of MOOE and other funds submitted 2 days before the deadline - 4 points100% liquidation of MOOE and other funds submitted 1 day before the deadline - 3 points100% 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 September 30, 2022 | | | | | | | | | | | | | |
| 2. School Improvement Plan (SIP)/AIP (5 points) <ul style="list-style-type: none">a. Creation and Functionality of SPTb. Alignment of AIP to SIPc. Information dissemination to stakeholdersd. Implementation of PAPse. Quarterly review and adjustment conducted through SMEA <table><tr><td>Number of the above-cited indicators present</td><td>Points Earned</td></tr><tr><td>5</td><td>5 points</td></tr><tr><td>4</td><td>4 points</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 5 points | 4 | 4 points | 3 | 3 points | 2 | 2 points | 1 | 1 point | <ul style="list-style-type: none">✓ SIP, AIP, WFP/APP✓ Attendance of stakeholders, SPT, Program managers✓ ACR✓ SRC✓ SMEA | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 5 points | | | | | | | | | | | | | |
| 4 | 4 points | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | |
| 3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) <table><tr><td>Percentage of Programs, Projects, and Activities Implemented</td><td>Points Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <ul style="list-style-type: none">✓ BE-LCP Accomplishment Tracking Form | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) | | | | | | | | | | | | | | |
| 1. School-Community Partnership (5 points) <table><tr><td>Percentage of LSAs ((Parents, LGU paid, and other Volunteers)</td><td>Point/s Earned</td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | <ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results | - | | | | | | | | | | |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | | | | | | | | | | | |



| who are actively involved in the Distance Learning Modality implementation | | | ✓ Accomplishment Report | | | | | | | | | | | | | |
|--|------------------|-----------------|--|--|-----------|-------------------------|-----------------|-----------------------------|--------|-----------------------------|-------|----------|----------|----|----------|---------|
| 90% - 100% | 5 points | | | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | | | |
| 2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points) | | | ✓ Project Proposal ✓ Deed of donations ✓ Deed of acceptance ✓ BE Report | | | | | | | | | | | | | |
| <table><tr><th>JHS/SHS/IS</th><th>Points</th></tr><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></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. | | | | | |
| 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) | | | ✓ 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 | | | | | | | | | | | | | |
| <table><tr><td>SBM Level</td><td>Validation Level</td><td>Allotted Points</td></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 | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| 2. SBM-WInS (2.5 points) <ul style="list-style-type: none">School's WInS-OMS rating of 3 Stars - 2.5 pointsSchool's WInS-OMS rating of 2 Stars - 1.5 pointsSchool'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) <ul style="list-style-type: none">National/International - 2.5 pointsRegion - 2 pointsDivision - 1.5 pointsDistrict - 1 point <p><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 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/meda ls (First Placer or Champion) ✓ Program invitation/Memo | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |



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|---|--|--|
| <p>4. Implementation of the School Banner Project (3.0 points)</p> <p>✓ <i>Ingenuity of the Project</i> - 0.5 point</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 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>✓ 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 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> | |
|---|--|--|



SEARCH FOR THE MOST OUTSTANDING **JUNIOR HIGH SCHOOL** (IMPLEMENTING UNIT)

Name of School: _____ SDO: _____

School Head: _____

| Criteria/Indicators | Means of Verification (MoVs) | Points Earned | | | | | | | | | | |
|---|---|----------------|------------|----------|--------------|----------|--------------|----------|------------------|---------|--|--|
| A. Instructional Leadership (28 points) | | | | | | | | | | | | |
| (Performance Indicator for the last two (2) years) | | | | | | | | | | | | |
| <div>1. Drop-out Rate (4 points)</div> <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>4 points</td></tr><tr><td>0.01% - 1%</td><td>3 points</td></tr><tr><td>1.01% - 2%</td><td>2 points</td></tr><tr><td>3% and above</td><td>1 point</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | 0% | 4 points | 0.01% - 1% | 3 points | 1.01% - 2% | 2 points | 3% and above | 1 point | ✓ 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 | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | | | | | | | | | | | |
| 0% | 4 points | | | | | | | | | | | |
| 0.01% - 1% | 3 points | | | | | | | | | | | |
| 1.01% - 2% | 2 points | | | | | | | | | | | |
| 3% and above | 1 point | | | | | | | | | | | |
| <div>2. Cohort Survival Rate (4 points)</div> <div>Baseline:75%</div> <div><div>• High: At least 10% increase or at least 95% CSR</div><div>– 4 pts.</div><div>• Average: At least 7% increase</div><div>– 3 pts.</div><div>• Marginal: at least 5% increase</div><div>– 2 pts.</div></div> | | | | | | | | | | | | |
| <div>3. Completion Rate (4 points)</div> <div>Baseline:75%</div> <div><div>• High: at least 10% increase or at least 95% CR</div><div>– 4 pts.</div><div>• Average: at least 7% increase</div><div>– 3 pts.</div><div>• Marginal: at least 5% increase</div><div>– 2 pts.</div></div> | | | | | | | | | | | | |
| <div>4. School Academic Performance/Average Grades of Learners (4 points)</div> <div>Point/s Earned</div> <div>= Average grades of learners for the last two years (SY 2020-2021 and SY 2021-2022) x 0.04</div> | ✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS | | | | | | | | | | | |
| <div>5. School Numeracy Rate (Improved Numeracy Level) (4 points)</div> <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>80% - 89.99%</td><td>3 points</td></tr><tr><td>70% - 79.99%</td><td>2 points</td></tr><tr><td>69.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 4 points | 80% - 89.99% | 3 points | 70% - 79.99% | 2 points | 69.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | |
| 80% - 89.99% | 3 points | | | | | | | | | | | |
| 70% - 79.99% | 2 points | | | | | | | | | | | |
| 69.99% and below | 1 point | | | | | | | | | | | |



| | | | | | | | | | | | | |
|---|--|----------------|------|----------|-----------|----------|-----------|----------|---------------|---------|--|--|
| <div>6. Percentage of Learners who Completely Complied the SLMs/LAS (4 Points)</div> <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <div>✓ Distribution and retrieval Log Sheet/s</div> <div>✓ Validated SMEA Report</div> | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | |
| <div>7. Instructional Supervision (IS) (4 points)</div> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <div>a. DLL/DLP, SLM and LAS preparation</div> <div>b. Designing assessment tools/items</div> <div>c. Analyzing assessment results</div> <div>d. Regular updating of school forms</div> <div>e. Classroom Observation using PPST-COT</div> <div>f. ICT Integration</div> <div>g. Adopting appropriate teaching methodologies and learning delivery modes</div> <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | <div>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</div> | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | |
| 1-2 | 1 point | | | | | | | | | | | |
| B. Learning Environment (15 points) | | | | | | | | | | | | |
| <div>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (3 points)</div> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <div>a) Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;</div> <div>b) Organized a functional Child Protection Committee (CPC);</div> <div>c) Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</div> | <div>✓ Copy of the Child Protection Committee with their TORs and ACRs</div> <div>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</div> <div>✓ Approved Training Design/s and ACR</div> <div>✓ Copies of Advocacy Materials used</div> <div>✓ School Handbook</div> | | | | | | | | | | | |



| <p>d) Conducted capacity building activities on child protection measures and protocols and anti-bullying;</p> <p>e) 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</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>5</td><td>3 points</td></tr><tr><td>4</td><td>2 points</td></tr><tr><td>3</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 5 | 3 points | 4 | 2 points | 3 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|---------------|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | |
| 5 | 3 points | | | | | | | | | |
| 4 | 2 points | | | | | | | | | |
| 3 | 1 point | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <table><tr><th>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>79% - 89%</td><td>2 points</td></tr><tr><td>68% - 78%</td><td>1 point</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | 90% - 100% | 3 points | 79% - 89% | 2 points | 68% - 78% | 1 point | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | |
| 79% - 89% | 2 points | | | | | | | | | |
| 68% - 78% | 1 point | | | | | | | | | |
| <p>3. Health and Safety (3 points)</p> <table><tr><th>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>3 points</td></tr><tr><td>95% - 99%</td><td>2 points</td></tr><tr><td>94% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 3 points | 95% - 99% | 2 points | 94% and below | 1 point | <p>✓ Pictures or picto-narrative or video of the activities relative to COVID-19 protocols with ACR</p> | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | |
| 100% | 3 points | | | | | | | | | |
| 95% - 99% | 2 points | | | | | | | | | |
| 94% and below | 1 point | | | | | | | | | |

4. 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:

- 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.

| Number of indicators met | Point/s Earned |
|--------------------------|----------------|
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

- ✓ 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

5. Maintenance of Learning Facilities and Equipment (3 points)

| Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned |
|---|----------------|
| 95% - 100% | 3 points |
| 86% - 94% | 2 points |
| 75% - 85% | 1 point |

- ✓ Property Custodian's Accomplishment Report

C. Human Resource Management and Development (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

- ✓ Memorandum
 ✓ LAC Plan/training designs approved by the Approving Authority of the SDO
 ✓ ACR, Impact evaluation, and other M&E Tools



| | | |
|--|--|--|
| <p>2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</p> <p>Point/s Earned = (No. of Staff who attended seminar/trainings divided by total number of staff) x 5</p> | <p>✓ SPPD/School Training Needs as approved by SH</p> <p>✓ Training matrix</p> <p>✓ Memo</p> <p>✓ Certificate of Participation/appearance</p> | |
| <p>D. School Leadership, Management, and Operation (26 points)</p> | <p>✓</p> | |
| <p>1. Financial Management (18 pts)</p> <p>a. Budget Utilization Rate (Obligation and Disbursement Rate) (2 points)</p> <ul style="list-style-type: none"> BUR of 99-100% - 2 pts. BUR of 95-97% - 1.5 pts. BUR of 90-94% - 1 pt. BUR of 85-89% and below - 0.5 pt. <p>b. Non- Incurrence of Overdraft (2 points)</p> <ul style="list-style-type: none"> No overdraft in allotment incurred for the year - 2 points <p>c. Compliance with Reporting Requirements (12 points)</p> <p>c.1 Submission of Mid-Year and Year-End Financial Reports (2 points)</p> <ul style="list-style-type: none"> Complete and accurate (within 24 hours from start of workshop) - 2 points Complete and accurate (before the last day of the workshop) - 1 point Complete (within the submission date set/last day of the workshop) - 0.5 point <p>c.2 Submission of Monthly and Quarterly Financial Reports (2 points)</p> <ul style="list-style-type: none"> Complete and accurate (3 days before the scheduled submission date) - 2 points Complete and accurate (2 days before the scheduled submission date set) - 1 point Complete and accurate (1 day before the scheduled submission date set) - 0.5 point | <p>✓ Certified Status of BUR at RO-FD</p> <p>✓ Status of Fund Utilization certified by RO-Budget Officer</p> <p>✓ Certified Status Report by the SDO-Accountant and Budget Officer</p> <p>✓ Certified Status Report by the SDO Accountant and Budget Officer</p> | |

c.3 MOOE/Cash Advances/Other Funds Liquidation (2 points)

| Percentage of Liquidation of School MOOE/CA for the rating period | Point/s Earned |
|---|----------------|
| 100% | 2 points |
| 96% - 99% | 1.5 points |
| 91% - 95% | 1 point |
| 90% and below | 0.5 point |

c.4 AOM Compliance (2 points)

- NO AOM received within the year – 2 points
- Compliance within the year of 50% and above – 1.5 pts.
- Compliance within the year of 30-49% – 1 point
- Compliance within the year of 29% and below – 0.5 point

c.5 NS Compliance (2 points)

- NO NS balance by December 31 – 2 points
- Compliance/Settlement within the year of 50% and above within the year – 1.5 points
- Compliance/settlement within the year of 30-49% – 1 point
- Compliance/settlement within the year of 29% and below – 0.5 point

c.6 ND Compliance (2 points)

- NO ND balance by December 31 – 2 points
- Compliance/Settlement within the year of 50% and above within the year – 1.5 points
- Compliance/settlement within the year of 30-49% – 1 point
- Compliance/settlement within the year of 29% and below – 0.5 point

d. Attendance of Bookkeeper to Division and Regional Call Ups (2 points)

| Percentage of Attendance to Division and RO call-ups for CY 2021 | Point/s Earned |
|--|----------------|
| 100% | 2 points |
| 95% - 99% | 1.5 points |
| 90% - 94% | 1 point |
| 89% and below | 0.5 point |

✓ Certified Status Report by the SDO Accountant and Budget Officer

✓ APPSI Validated by COA and Status of AOM certified by RO-Accounting Section

✓ SASDC issued to the IU by COA as of December 31, 2021 (with NSSDC issued within the year)

✓ Certification of Attendance duly signed by the SDO Accountant and Budget Officer (for Division call-ups)

✓ Certification of Attendance duly signed by the CAO-FD (for Regional call-ups)



| <div>2. School Improvement Plan/AIP (4 points)</div> <div><div>a. Creation and Functionality of SPT</div><div>b. Alignment of AIP to SIP</div><div>c. Information dissemination to stakeholders</div><div>d. Implementation of PAPs</div><div>e. Quarterly review and adjustment conducted through SMEA</div></div> <table><tr><th>Number of the above-cited indicators present</th><th>Points Earned</th></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>1-3</td><td>2 points</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 4 points | 4 | 3 points | 1-3 | 2 points | <div><div>✓ SIP, AIP, WFP/APP</div><div>✓ Attendance of stakeholders, SPT, Program managers</div><div>✓ ACR</div><div>✓ SRC</div><div>✓ SMEA</div></div> | | | | | |
|---|--|----------------|-------------------------|----------|-----------------------------|----------|-----------------------------|----------|--|----------|-----------|---------|---|---|
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 1-3 | 2 points | | | | | | | | | | | | | |
| <div>3. Basic Education–Learning Continuity Plan (BE-LCP) (4 Points)</div> <table><tr><th>Percentage of Programs, Projects, and Activities Implemented</th><th>Points Earned</th></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>90% - 99%</td><td>3 points</td></tr><tr><td>89% and below</td><td>2 points</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 4 points | 90% - 99% | 3 points | 89% and below | 2 points | <div>✓ BE-LCP Accomplishment Tracking Form</div> | | | | | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 90% - 99% | 3 points | | | | | | | | | | | | | |
| 89% and below | 2 points | | | | | | | | | | | | | |
| E. Parents Involvement and Community Partnership (8 points) | | | | | | | | | | | | | | |
| <div>1. School-Community Partnership. (5 points)</div> <table><tr><th>Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation</th><th>Point/s Earned</th></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>Below 60%</td><td>1 point</td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | Below 60% | 1 point | <div><div>✓ LSA contracts</div><div>✓ Schedule of Assignments</div><div>✓ Outputs/Results</div><div>✓ Accomplishment Report</div></div> | - |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | |
| <div>2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points)</div> <table><tr><th>JHS/SHS/IS</th><th>Points</th></tr><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>2 pt.</td></tr></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 | 2 pt. | <div><div>✓ Project Proposal</div><div>✓ Deed of donations</div><div>✓ Deed of acceptance</div><div>✓ BE Report</div></div> | | | | | |
| 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 | 2 pt. | | | | | | | | | | | | | |



| F. Outstanding/Meritorious Accomplishments (13 points) | | | | | | | | | | | | | | |
|--|------------------|------------------|--|--|----------------|-----|----|----------|-----|----------|----------|----|----------|---------|
| 1. SBM Level of Practice (5 points) | | | <div>✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force</div> <div>✓ Certificate of Accreditation or level duly signed by the SDS/RD</div> | | | | | | | | | | | |
| <table><tr><td>SBM Level</td><td>Validation Level</td><td>Point/s Earned</td></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 | | | Point/s Earned | III | RO | 5 points | III | Division | 3 points | II | Division | 1 point |
| SBM Level | Validation Level | Point/s Earned | | | | | | | | | | | | |
| III | RO | 5 points | | | | | | | | | | | | |
| III | Division | 3 points | | | | | | | | | | | | |
| II | Division | 1 point | | | | | | | | | | | | |
| 2. SBM-WInS (2.5 points) <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> | | | | | | | | | | | |
| 3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) <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>✓ Plaque/Certificate of Recognition/Appreciation/medals (First Placer or Champion)</div> <div>✓ Program invitation/Memo</div> | | | | | | | | | | | |
| 4. Implementation of the School Banner Project (3.0 points) <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 School to communicate the banner project to the internal and external stakeholders and the School draws support from</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><div>✓ ACR (with highlights of stakeholders' involvement)</div><div>✓ School Performance Indicators</div></div> | | | | | | | | | | | |



| | | |
|---|--|--|
| <p>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> | |
|---|--|--|



**SEARCH FOR THE MOST OUTSTANDING SECONDARY SCHOOL (JHS & SHS)
(NON-IMPLEMENTING UNIT)**

Name of School: _____ SDO: _____
School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|--|---|---------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|--|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Points Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | 0% | 5 points | 0.01% - 1% | 4 points | 1.01% - 2% | 3 points | 3% and above | 2 points | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | | | | | | | | | | | | | |
| 0% | 5 points | | | | | | | | | | | | | |
| 0.01% - 1% | 4 points | | | | | | | | | | | | | |
| 1.01% - 2% | 3 points | | | | | | | | | | | | | |
| 3% and above | 2 points | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (5 points) <i>Baseline:75%</i> <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 5 pointsAverage: At least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 3. Completion Rate (5 points) <i>Baseline:75%</i> <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 5 pointsAverage: at least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) Point/s Earned = 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 Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|---|--|----------------|------|----------|-----------|----------|-----------|----------|-----------|----------|---|---------|--|--|
| <p>6. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)</p> <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <p>✓ Distribution and retrieval Log Sheet/s</p> <p>✓ Validated SMEA Report</p> | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| <p>7. 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> <ul style="list-style-type: none">a. DLL/DLP, SLM and LAS preparationb. Designing assessment tools/itemsc. Analyzing assessment resultsd. Regular updating of school formse. Classroom Observation using PPST-COTf. ICT Integrationg. Adopting appropriate teaching methodologies and learning delivery modes <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | <p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p> | | | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | | | |
| 1-2 | 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> <ul style="list-style-type: none">a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;b. Organized a functional Child Protection Committee (CPC);c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;e. Adopted a student Code of Conduct to be | <p>✓ Copy of the Child Protection Committee with their TORs and ACRs</p> <p>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</p> <p>✓ Approved Training/LAC Design/s and ACR</p> <p>✓ Copies of Advocacy Materials used</p> <p>✓ School Handbook</p> | | | | | | | | | | | | | |



| <p>followed by every pupil or learner; and f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|-----------|----------|--|----------|--|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (4 points)</p> <table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>79% - 89%</td><td>3 points</td></tr><tr><td>68% - 78%</td><td>2 points</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | 90% - 100% | 4 points | 79% - 89% | 3 points | 68% - 78% | 2 points | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | | | |
| 79% - 89% | 3 points | | | | | | | | | | | | | |
| 68% - 78% | 2 points | | | | | | | | | | | | | |
| <p>3. Health and Safety (4 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <p>✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR</p> | | | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | | | |



4. 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:

- 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.

| Number of indicators met | Point/s Earned |
|--------------------------|----------------|
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

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

5. Maintenance of School facilities and equipment (4 points)

| Percentage of learning facilities and equipment properly accounted and maintained | Points Earned |
|---|---------------|
| 90% - 100% | 4 points |
| 70% - 89% | 2 points |

✓ Property Custodian's Accomplishment Report

C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

✓ 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 different capability-building activities (5 Points)

✓ SPPD/School Training Needs as approved by SH
✓ Training matrix



| | | | | | | | | | | | | | | |
|--|--|----------------|------|----------|---|----------|-----------|----------|-----------|----------|---------------|---------|--|--|
| <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">✓ 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 points100% liquidation of MOOE and other funds submitted 2 days before the deadline - 4 points100% liquidation of MOOE and other funds submitted 1 day before the deadline - 3 points100% 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 September 30, 2022 | | | | | | | | | | | | | |
| 2. School Improvement Plan (SIP)/AIP (5 points) <ul style="list-style-type: none">a. Creation and Functionality of SPTb. Alignment of AIP to SIPc. Information dissemination to stakeholdersd. Implementation of PAPse. Quarterly review and adjustment conducted through SMEA <table><tr><td>Number of the above-cited indicators present</td><td>Points Earned</td></tr><tr><td>5</td><td>5 points</td></tr><tr><td>4</td><td>4 points</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 5 points | 4 | 4 points | 3 | 3 points | 2 | 2 points | 1 | 1 point | <ul style="list-style-type: none">✓ SIP, AIP, WFP/APP✓ Attendance of stakeholders, SPT, Program managers✓ ACR✓ SRC✓ SMEA | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 5 points | | | | | | | | | | | | | |
| 4 | 4 points | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | |
| 3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) <table><tr><td>Percentage of Programs, Projects, and Activities Implemented</td><td>Points Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <ul style="list-style-type: none">✓ BE-LCP Accomplishment Tracking Form | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) | | | | | | | | | | | | | | |
| 1. School-Community Partnership (5 points) <table><tr><td>Percentage of LSAs ((Parents, LGU paid, and other Volunteers)</td><td>Point/s Earned</td></tr><tr><td></td><td></td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | <ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results | - | | | | | | | | |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |



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|---|------------------|-----------------|--|--|
| who are actively involved in the Distance Learning Modality implementation | | | ✓ Accomplishment Report | |
| 90% - 100% | | 5 points | | |
| 80% - 89% | | 4 points | | |
| 70% - 79% | | 3 points | | |
| 60% -69% | | 2 points | | |
| Below 60% | | 1 point | | |
| 2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points) | | | ✓ 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) | | | ✓ 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 | |
| SBM Level | Validation Level | Allotted Points | | |
| III | RO | 5 points | | |
| III | Division | 3 points | | |
| II | Division | 1 point | | |
| 2. SBM-WInS (2.5 points) | | | ✓ SBM-WInS Checklist duly certified by the SDO Coordinator and District Nurse | |
| • 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 | | |
| 3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) | | | ✓ Plaque/Certificate of Recognition/ Appreciation/ medals (First Placer or Champion) ✓ Program invitation/Memo | |
| • 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. | | | | |



| | | |
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| 4. Implementation of the School Banner Project (3.0 points) | | |
| ✓ 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 school. | ✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation | |
| ✓ Advocacy Strategies - 0.5 point <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. | ✓ ACR (with highlights of stake holders' involvement) ✓ School Performance Indicators ✓ Customers' Feedback | |
| ✓ Impact to School Performance - 1 point <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. | ✓ Project Implementation Plan | |
| ✓ Accomplishments relative to School Banner Project Implementation - 1 point <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. | ✓ SMEA Results on School Banner Implementation ✓ Value Added Accomplishments | |



SEARCH FOR THE MOST OUTSTANDING **SECONDARY SCHOOL (JHS & SHS)** (IMPLEMENTING UNIT)

Name of School: _____ SDO: _____

School Head: _____

| Criteria/Indicators | Means of Verification (MoVs) | Points Earned | | | | | | | | | | |
|--|---|----------------|------------|----------|--------------|----------|--------------|----------|------------------|---------|--|--|
| A. Instructional Leadership (28 points) | | | | | | | | | | | | |
| (Performance Indicator for the last two (2) years) | | | | | | | | | | | | |
| 1. Drop-out Rate (4 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>4 points</td></tr><tr><td>0.01% - 1%</td><td>3 points</td></tr><tr><td>1.01% - 2%</td><td>2 points</td></tr><tr><td>3% and above</td><td>1 point</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | 0% | 4 points | 0.01% - 1% | 3 points | 1.01% - 2% | 2 points | 3% and above | 1 point | ✓ 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 | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Point/s Earned | | | | | | | | | | | |
| 0% | 4 points | | | | | | | | | | | |
| 0.01% - 1% | 3 points | | | | | | | | | | | |
| 1.01% - 2% | 2 points | | | | | | | | | | | |
| 3% and above | 1 point | | | | | | | | | | | |
| 2. Cohort Survival Rate (4 points) Baseline:75% <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 4 pts.Average: At least 7% increase - 3 pts.Marginal: at least 5% increase - 2 pts. | | | | | | | | | | | | |
| 3. Completion Rate (4 points) Baseline:75% <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 4 pts.Average: at least 7% increase - 3 pts.Marginal: at least 5% increase - 2 pts. | | | | | | | | | | | | |
| 4. School Academic Performance/Average Grades of Learners (4 points) Point/s Earned = Average grades of learners for the last two years (SY 2020-2021 and SY 2021-2022) x 0.04 | ✓ Accomplished and Signed SF 7 ✓ Average Grades of Learners generated from the LIS | | | | | | | | | | | |
| 5. School Numeracy Rate (Improved Numeracy Level) (4 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>80% - 89.99%</td><td>3 points</td></tr><tr><td>70% - 79.99%</td><td>2 points</td></tr><tr><td>69.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 4 points | 80% - 89.99% | 3 points | 70% - 79.99% | 2 points | 69.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | |
| 80% - 89.99% | 3 points | | | | | | | | | | | |
| 70% - 79.99% | 2 points | | | | | | | | | | | |
| 69.99% and below | 1 point | | | | | | | | | | | |



| | | | | | | | | | | | | |
|---|--|----------------|------|----------|-----------|----------|-----------|----------|---------------|---------|--|--|
| <div>6. Percentage of Learners who Completely Complied the SLMs/LAS (4 Points)</div> <table><tr><td>Percentage of Learners who have completely complied the SLMs or LAS</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <div>✓ Distribution and retrieval Log Sheet/s</div> <div>✓ Validated SMEA Report</div> | |
| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | |
| <div>7. Instructional Supervision (IS) (4 points)</div> <div>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</div> <div>a. DLL/DLP, SLM and LAS preparation</div> <div>b. Designing assessment tools/items</div> <div>c. Analyzing assessment results</div> <div>d. Regular updating of school forms</div> <div>e. Classroom Observation using PPST-COT</div> <div>f. ICT Integration</div> <div>g. Adopting appropriate teaching methodologies and learning delivery modes</div> <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table> | Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | 7 | 4 points | 5-6 | 3 points | 3-4 | 2 points | 1-2 | 1 point | <div>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</div> | |
| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned | | | | | | | | | | | |
| 7 | 4 points | | | | | | | | | | | |
| 5-6 | 3 points | | | | | | | | | | | |
| 3-4 | 2 points | | | | | | | | | | | |
| 1-2 | 1 point | | | | | | | | | | | |
| B. Learning Environment (15 points) | | | | | | | | | | | | |
| <div>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (3 points)</div> <div>The school has implemented the CPP and Anti-Bullying Law with the following:</div> <div>a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;</div> <div>b. Organized a functional Child Protection Committee (CPC);</div> <div>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</div> <div>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</div> <div>e. Adopted a student Code of Conduct to be</div> | <div>✓ Copy of the Child Protection Committee with their TORs and ACRs</div> <div>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</div> <div>✓ Approved Training Design/s and ACR</div> <div>✓ Copies of Advocacy Materials used</div> <div>✓ School Handbook</div> | | | | | | | | | | | |



| <p>followed by every pupil or learner; and 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>5</td><td>3 points</td></tr><tr><td>4</td><td>2 points</td></tr><tr><td>3</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 5 | 3 points | 4 | 2 points | 3 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|---------------|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | |
| 5 | 3 points | | | | | | | | | |
| 4 | 2 points | | | | | | | | | |
| 3 | 1 point | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (3 points)</p> <table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>3 points</td></tr><tr><td>79% - 89%</td><td>2 points</td></tr><tr><td>68% - 78%</td><td>1 point</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | 90% - 100% | 3 points | 79% - 89% | 2 points | 68% - 78% | 1 point | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Point/s Earned | | | | | | | | | |
| 90% - 100% | 3 points | | | | | | | | | |
| 79% - 89% | 2 points | | | | | | | | | |
| 68% - 78% | 1 point | | | | | | | | | |
| <p>3. Health and Safety (3 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>3 points</td></tr><tr><td>95% - 99%</td><td>2 points</td></tr><tr><td>94% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 3 points | 95% - 99% | 2 points | 94% and below | 1 point | <p>✓ Pictures or picto-narrative or video of the activities relative to COVID-19 protocols with ACR</p> | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | |
| 100% | 3 points | | | | | | | | | |
| 95% - 99% | 2 points | | | | | | | | | |
| 94% and below | 1 point | | | | | | | | | |
| <p>4. 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</p> | <p>✓ Utilization report of DCP Package by ICT (monthly or quarterly with pictorials), Portfolio</p> | | | | | | | | | |



| | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------------------------|---------------|----------|-----------|----------|-----------|---------|---|-----------|---|----------|-----------|---|----------|-----------|---|---------|--|--|
| <p>ingenuities that further improve service of the school with the following indicators:</p> <p>a. Presence of document that shows 100% usage of equipment of knowledge embodied in the DCP package.</p> <p>b. ICT integration in the curriculum has produced a highly conducive and beneficial learning experience to the learner.</p> <p>c. The school implemented initiatives in the maintenance of ICT.</p> | <p>of learners' outputs in ICT-related activities, and DCP related activities are present in the SIP/AIP for at least 2 consecutive years</p> | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Number of indicators met</td><td>Point/s Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of indicators met | Point/s Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | | | | | | | | | | | | |
| Number of indicators met | Point/s Earned | | | | | | | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | | | | | | | |
| <p>5. Maintenance of Learning Facilities and Equipment (3 points)</p> <table><tr><td>Percentage of learning facilities and equipment properly accounted and maintained</td><td>Point/s Earned</td></tr><tr><td>95% - 100%</td><td>3 points</td></tr><tr><td>86% - 94%</td><td>2 points</td></tr><tr><td>75% - 85%</td><td>1 point</td></tr></table> | Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | 95% - 100% | 3 points | 86% - 94% | 2 points | 75% - 85% | 1 point | <p>✓ Property Custodian's Accomplishment Report</p> | | | | | | | | | | | |
| Percentage of learning facilities and equipment properly accounted and maintained | Point/s Earned | | | | | | | | | | | | | | | | | | | |
| 95% - 100% | 3 points | | | | | | | | | | | | | | | | | | | |
| 86% - 94% | 2 points | | | | | | | | | | | | | | | | | | | |
| 75% - 85% | 1 point | | | | | | | | | | | | | | | | | | | |
| <p>C. Human Resource Management and Development (10 points)</p> | | | | | | | | | | | | | | | | | | | | |
| <p>1. Provision of L & D (5 points)</p> <table><tr><td>Number of hours LAC Sessions are conducted in the department/grade level per month</td><td>Number of INSETs Conducted in a year</td><td>Points Earned</td></tr><tr><td>8 hours</td><td>2</td><td>5 points</td></tr><tr><td>8 hours</td><td>1</td><td>4 points</td></tr><tr><td>6-7 hours</td><td>1</td><td>3 points</td></tr><tr><td>4-5 hours</td><td>1</td><td>2 points</td></tr><tr><td>2-3 hours</td><td>0</td><td>1 point</td></tr></table> | Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | 8 hours | 2 | 5 points | 8 hours | 1 | 4 points | 6-7 hours | 1 | 3 points | 4-5 hours | 1 | 2 points | 2-3 hours | 0 | 1 point | <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> | |
| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | | | | | | | | | | | | | | | | | | |
| 8 hours | 2 | 5 points | | | | | | | | | | | | | | | | | | |
| 8 hours | 1 | 4 points | | | | | | | | | | | | | | | | | | |
| 6-7 hours | 1 | 3 points | | | | | | | | | | | | | | | | | | |
| 4-5 hours | 1 | 2 points | | | | | | | | | | | | | | | | | | |
| 2-3 hours | 0 | 1 point | | | | | | | | | | | | | | | | | | |
| <p>2. Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)</p> <p>Point/s Earned = (No. of Staff who attended seminar/trainings divided by total number of staff) x 5</p> | <p>✓ SPPD/School Training Needs as approved by SH</p> <p>✓ Training matrix</p> <p>✓ Memo</p> <p>✓ Certificate of Participation/appearance</p> | | | | | | | | | | | | | | | | | | | |



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Website: <https://region8.deped.gov.ph>

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|--|---|--|----------------|-----------|------------|-----------|------------|---------------|-----------|---------------|-----------|---|--|
| | <table><tr><td>100%</td><td>2 points</td></tr><tr><td>96% - 99%</td><td>1.5 points</td></tr><tr><td>91% - 95%</td><td>1 point</td></tr><tr><td>90% and below</td><td>0.5 point</td></tr></table> | 100% | 2 points | 96% - 99% | 1.5 points | 91% - 95% | 1 point | 90% and below | 0.5 point | | | | |
| 100% | 2 points | | | | | | | | | | | | |
| 96% - 99% | 1.5 points | | | | | | | | | | | | |
| 91% - 95% | 1 point | | | | | | | | | | | | |
| 90% and below | 0.5 point | | | | | | | | | | | | |
| 1.3.4 AOM Compliance (2 points) <ul style="list-style-type: none">• NO AOM received within the year – 2 points• Compliance within the year of 50% and above – 1.5 pts.• Compliance within the year of 30-49% - 1 point• Compliance within the year of 29% and below - 0.5 point | | ✓ APPSI Validated by COA and Status of AOM certified by RO-Accounting Section | | | | | | | | | | | |
| 1.3.5 NS Compliance (2 points) <ul style="list-style-type: none">• NO NS balance by December 31 – 2 points• Compliance/Settlement within the year of 50% and above within the year – 1.5 points• Compliance/settlement within the year of 30-49% - 1 point• Compliance/settlement within the year of 29% and below - 0.5 point | | ✓ SASDC issued to the IU by COA as of December 31, 2021 (with NSSDC issued within the year) | | | | | | | | | | | |
| 1.3.6 ND Compliance (2 points) <ul style="list-style-type: none">• NO ND balance by December 31 – 2 points• Compliance/Settlement within the year of 50% and above within the year – 1.5 points• Compliance/settlement within the year of 30-49% - 1 point• Compliance/settlement within the year of 29% and below - 0.5 point | | ✓ Certification of Attendance duly signed by the SDO Accountant and Budget Officer (for Division call-ups) | | | | | | | | | | | |
| 1.4 Attendance of Bookkeeper to Division and Regional Call Ups (2 points) | <table><tr><td>Percentage of Attendance to Division and RO call-ups for CY 2021</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>2 points</td></tr><tr><td>95% - 99%</td><td>1.5 points</td></tr><tr><td>90% - 94%</td><td>1 point</td></tr><tr><td>89% and below</td><td>0.5 point</td></tr></table> | Percentage of Attendance to Division and RO call-ups for CY 2021 | Point/s Earned | 100% | 2 points | 95% - 99% | 1.5 points | 90% - 94% | 1 point | 89% and below | 0.5 point | ✓ Certification of Attendance duly signed by the CAO-FD (for Regional call-ups) | |
| Percentage of Attendance to Division and RO call-ups for CY 2021 | Point/s Earned | | | | | | | | | | | | |
| 100% | 2 points | | | | | | | | | | | | |
| 95% - 99% | 1.5 points | | | | | | | | | | | | |
| 90% - 94% | 1 point | | | | | | | | | | | | |
| 89% and below | 0.5 point | | | | | | | | | | | | |



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|---|--|----------------|-------------------------|----------|-----------------------------|----------|-----------------------------|----------|--|----------|-----------|---------|---|---|
| <div>2. School Improvement Plan/AIP (4 points)</div> <div><div>a. Creation and Functionality of SPT</div><div>b. Alignment of AIP to SIP</div><div>c. Information dissemination to stakeholders</div><div>d. Implementation of PAPs</div><div>e. Quarterly review and adjustment conducted through SMEA</div></div> <table><tr><td>Number of the above-cited indicators present</td><td>Points Earned</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>1-3</td><td>2 points</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 4 points | 4 | 3 points | 1-3 | 2 points | <div><div>✓ SIP, AIP, WFP/APP</div><div>✓ Attendance of stakeholders, SPT, Program managers</div><div>✓ ACR</div><div>✓ SRC</div><div>✓ SMEA</div></div> | | | | | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 1-3 | 2 points | | | | | | | | | | | | | |
| <div>3. Basic Education–Learning Continuity Plan (BE-LCP) (4 Points)</div> <table><tr><td>Percentage of Programs, Projects, and Activities Implemented</td><td>Points Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>90% - 99%</td><td>3 points</td></tr><tr><td>89% and below</td><td>2 points</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 4 points | 90% - 99% | 3 points | 89% and below | 2 points | <div>✓ BE-LCP Accomplishment Tracking Form</div> | | | | | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 90% - 99% | 3 points | | | | | | | | | | | | | |
| 89% and below | 2 points | | | | | | | | | | | | | |
| <div>E. Parents Involvement and Community Partnership (8 points)</div> | | | | | | | | | | | | | | |
| <div>1. School-Community Partnership. (5 points)</div> <table><tr><td>Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>Below 60%</td><td>1 point</td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | Below 60% | 1 point | <div><div>✓ LSA contracts</div><div>✓ Schedule of Assignments</div><div>✓ Outputs/Results</div><div>✓ Accomplishment Report</div></div> | - |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) who are actively involved in the Distance Learning Modality implementation | Point/s Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | |
| <div>2. Resources generated through Brigada- Eskwela and other resource-generated initiatives (3 points)</div> <table><tr><td>JHS/SHS/IS</td><td>Points</td></tr><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></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. | <div><div>✓ Project Proposal</div><div>✓ Deed of donations</div><div>✓ Deed of acceptance</div><div>✓ BE Report</div></div> | | | | | |
| 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) | | | <div>✓ SBM Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force</div> <div>✓ Certificate of Accreditation or level duly signed by the SDS/RD</div> | | | | | | | | | | | |
| <table><tr><th>SBM Level</th><th>Validation Level</th><th>Point/s Earned</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 | | | Point/s Earned | III | RO | 5 points | III | Division | 3 points | II | Division | 1 point |
| SBM Level | Validation Level | Point/s Earned | | | | | | | | | | | | |
| III | RO | 5 points | | | | | | | | | | | | |
| III | Division | 3 points | | | | | | | | | | | | |
| II | Division | 1 point | | | | | | | | | | | | |
| 2. SBM-WInS (2.5 points) <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> | | | | | | | | | | | |
| 3. Rewards and Recognition received by the school for the current Calendar Year (2.5 points) <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>✓ Plaque/Certificate of Recognition/Appreciation/medals (First Placer or Champion)</div> <div>✓ Program invitation/Memo</div> | | | | | | | | | | | |
| 4. Implementation of the School Banner Project (3.0 points) <div><div><div>✓ <i>Ingenuity of the Project</i></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>✓ <i>Advocacy Strategies</i></div><div>– 0.5 pt.</div><div><div>This pertains to the various strategies undertaken by the School to communicate the banner project to the internal</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><div>✓ ACR (with highlights of stakeholders' involvement)</div></div> | | | | | | | | | | | |



| | | | |
|---|--|--|--|
| <p>and external stakeholders and the School draws support from its partners.</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 STAND-ALONE SENIOR HIGH SCHOOL

Name of School: _____ SDO: _____
 School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|---|---|---------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|--|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Points Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | 0% | 5 points | 0.01% - 1% | 4 points | 1.01% - 2% | 3 points | 3% and above | 2 points | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | | | | | | | | | | | | | |
| 0% | 5 points | | | | | | | | | | | | | |
| 0.01% - 1% | 4 points | | | | | | | | | | | | | |
| 1.01% - 2% | 3 points | | | | | | | | | | | | | |
| 3% and above | 2 points | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 5 pointsAverage: At least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 3. Completion Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 5 pointsAverage: at least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) Point/s Earned = 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 Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



6. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)

| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned |
|---|----------------|
| 100% | 5 points |
| 95% - 99% | 4 points |
| 90% - 94% | 3 points |
| 85% - 89% | 2 points |
| 84% and below | 1 point |

- ✓ Distribution and retrieval Log Sheet/s
- ✓ Validated SMEA Report

7. 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

| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned |
|--|----------------|
| 7 | 4 points |
| 5-6 | 3 points |
| 3-4 | 2 points |
| 1-2 | 1 point |

- ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report

B. LEARNING ENVIRONMENT (20 points)**1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)**

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and

- ✓ 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



| <p>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|-----------|----------|--|----------|--|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (4 points)</p> <table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>79% - 89%</td><td>3 points</td></tr><tr><td>68% - 78%</td><td>2 points</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | 90% - 100% | 4 points | 79% - 89% | 3 points | 68% - 78% | 2 points | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | | | |
| 79% - 89% | 3 points | | | | | | | | | | | | | |
| 68% - 78% | 2 points | | | | | | | | | | | | | |
| <p>3. Health and Safety (4 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <p>✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR</p> | | | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | | | |



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|--|---|--------------------------------------|---------------|----------|-----------|----------|---------|---------|----------|-----------|---|----------|-----------|---|----------|-----------|---|---------|--|--|
| <p>4. 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> <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> | 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 | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Number of indicators met</td><td>Point/s Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of indicators met | Point/s Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | | | | | | | | | | | | |
| Number of indicators met | Point/s Earned | | | | | | | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | | | | | | | |
| <p>5. Maintenance of School facilities and equipment (4 points)</p> | ✓ Property Custodian's Accomplishment Report | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Percentage of learning facilities and equipment properly accounted and maintained</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>70% - 89%</td><td>2 points</td></tr></table> | Percentage of learning facilities and equipment properly accounted and maintained | Points Earned | 90% - 100% | 4 points | 70% - 89% | 2 points | | | | | | | | | | | | | | |
| Percentage of learning facilities and equipment properly accounted and maintained | Points Earned | | | | | | | | | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | | | | | | | | | |
| 70% - 89% | 2 points | | | | | | | | | | | | | | | | | | | |
| C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points) | | | | | | | | | | | | | | | | | | | | |
| <p>1. Provision of L & D (5 points)</p> | ✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Number of hours LAC Sessions are conducted in the department/grade level per month</td><td>Number of INSETs Conducted in a year</td><td>Points Earned</td></tr><tr><td>8 hours</td><td>2</td><td>5 points</td></tr><tr><td>8 hours</td><td>1</td><td>4 points</td></tr><tr><td>6-7 hours</td><td>1</td><td>3 points</td></tr><tr><td>4-5 hours</td><td>1</td><td>2 points</td></tr><tr><td>2-3 hours</td><td>0</td><td>1 point</td></tr></table> | Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | 8 hours | 2 | 5 points | 8 hours | 1 | 4 points | 6-7 hours | 1 | 3 points | 4-5 hours | 1 | 2 points | 2-3 hours | 0 | 1 point | | |
| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned | | | | | | | | | | | | | | | | | | |
| 8 hours | 2 | 5 points | | | | | | | | | | | | | | | | | | |
| 8 hours | 1 | 4 points | | | | | | | | | | | | | | | | | | |
| 6-7 hours | 1 | 3 points | | | | | | | | | | | | | | | | | | |
| 4-5 hours | 1 | 2 points | | | | | | | | | | | | | | | | | | |
| 2-3 hours | 0 | 1 point | | | | | | | | | | | | | | | | | | |
| <p>2. Attendance of staff to different capability-building activities (5 Points)</p> | ✓ SPPD/School Training Needs as approved by SH ✓ Training matrix | | | | | | | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | |
|---|--|----------------|---|----------|-----------|----------|-----------|----------|-----------|----------|---------------|---------|--|--|
| <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">✓ 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 points100% liquidation of MOOE and other funds submitted 2 days before the deadline - 4 points100% liquidation of MOOE and other funds submitted 1 day before the deadline - 3 points100% 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 September 30, 2022 | | | | | | | | | | | | | |
| 2. School Improvement Plan (SIP)/AIP (5 points) <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> <table><tr><td>Number of the above-cited indicators present</td><td>Points Earned</td></tr><tr><td>5</td><td>5 points</td></tr><tr><td>4</td><td>4 points</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 5 points | 4 | 4 points | 3 | 3 points | 2 | 2 points | 1 | 1 point | <ul style="list-style-type: none">✓ SIP, AIP, WFP/APP✓ Attendance of stakeholders, SPT, Program managers✓ ACR✓ SRC✓ SMEA | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 5 points | | | | | | | | | | | | | |
| 4 | 4 points | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | |
| 3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) <table><tr><td>Percentage of Programs, Projects, and Activities Implemented</td><td>Points Earned</td></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <ul style="list-style-type: none">✓ BE-LCP Accomplishment Tracking Form | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) | | | | | | | | | | | | | | |
| 1. School-Community Partnership (5 points) <table><tr><td>Percentage of LSAs ((Parents, LGU paid, and other Volunteers)</td><td>Point/s Earned</td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | <ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results | - | | | | | | | | | | |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | | | | | | | | | | | |



| <table><tr><td>who are actively involved in the Distance Learning Modality implementation</td><td></td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>Below 60%</td><td>1 point</td></tr></table> | who are actively involved in the Distance Learning Modality implementation | | 90% - 100% | 5 points | 80% - 89% | 4 points | 70% - 79% | 3 points | 60% -69% | 2 points | Below 60% | 1 point | ✓ Accomplishment Report | |
|--|---|------------------|-------------------------|----------|-----------------------------|----------|-----------------------------|----------|--|----------|-----------|---------|--|--|
| who are actively involved in the Distance Learning Modality implementation | | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | |
| 60% -69% | 2 points | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | |
| 2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points) <table><tr><th>JHS/SHS/IS</th><th>Points</th></tr><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></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. | ✓ 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><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 Assessment Tool as evaluated and approved by the Division/Regional SBM Task Force ✓ Memorandum/ Certificate of Accreditation or level duly signed by 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 pointsSchool's WInS-OMS rating of 2 Stars - 1.5 pointsSchool'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) <ul style="list-style-type: none">National/International - 2.5 pointsRegion - 2 pointsDivision - 1.5 pointsDistrict - 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> | ✓ Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) ✓ Program invitation/Memo | | | | | | | | | | | | | |



| | | |
|--|--|--|
| 4. Implementation of the School Banner Project (3.0 points) | | |
| ✓ 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 school. | ✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation | |
| ✓ Advocacy Strategies - 0.5 point <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. | ✓ ACR (with highlights of stake holders' involvement) ✓ School Performance Indicators ✓ Customers' Feedback | |
| ✓ Impact to School Performance - 1 point <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. | ✓ Project Implementation Plan | |
| ✓ Accomplishments relative to School Banner Project Implementation - 1 point <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. | ✓ SMEA Results on School Banner Implementation ✓ Value Added Accomplishments | |



SEARCH FOR THE MOST OUTSTANDING INTEGRATED SCHOOL
(Elementary and JHS/SHS)

Name of School: _____ SDO: _____

School Head: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned | | | | | | | | | | | | |
|---|---|---------------|------------|----------|--------------|----------|--------------|----------|--------------|----------|--|---------|--|--|
| A. INSTRUCTIONAL LEADERSHIP (34 points) | | | | | | | | | | | | | | |
| (Performance Indicator for the last two [2] years) | | | | | | | | | | | | | | |
| 1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Points Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table> | Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | 0% | 5 points | 0.01% - 1% | 4 points | 1.01% - 2% | 3 points | 3% and above | 2 points | ✓ 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 | | | |
| Percentage of drop-out from the baseline data from year to year in 2 years | Points Earned | | | | | | | | | | | | | |
| 0% | 5 points | | | | | | | | | | | | | |
| 0.01% - 1% | 4 points | | | | | | | | | | | | | |
| 1.01% - 2% | 3 points | | | | | | | | | | | | | |
| 3% and above | 2 points | | | | | | | | | | | | | |
| 2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: At least 10% increase or at least 95% CSR - 5 pointsAverage: At least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 3. Completion Rate (5 points) Baseline:75% <ul style="list-style-type: none">High: at least 10% increase or at least 95% CR - 5 pointsAverage: at least 7% increase - 4 pointsMarginal: at least 5% increase - 3 points | | | | | | | | | | | | | | |
| 4. School Academic Performance /Average Grades of Learners (5 points) Point/s Earned = 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 Numeracy Rate (Improved Numeracy Level) (5 points) <table><tr><td>Percentage of learners who are highly numerates</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89.99%</td><td>4 points</td></tr><tr><td>70% - 79.99%</td><td>3 points</td></tr><tr><td>60% - 69.99%</td><td>2 points</td></tr><tr><td>59.99% and below</td><td>1 point</td></tr></table> | Percentage of learners who are highly numerates | Points Earned | 90% - 100% | 5 points | 80% - 89.99% | 4 points | 70% - 79.99% | 3 points | 60% - 69.99% | 2 points | 59.99% and below | 1 point | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) | |
| Percentage of learners who are highly numerates | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 5 points | | | | | | | | | | | | | |
| 80% - 89.99% | 4 points | | | | | | | | | | | | | |
| 70% - 79.99% | 3 points | | | | | | | | | | | | | |
| 60% - 69.99% | 2 points | | | | | | | | | | | | | |
| 59.99% and below | 1 point | | | | | | | | | | | | | |



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

6. Percentage of Learners who Completely Complied the SLMs/LAS (5 Points)

| Percentage of Learners who have completely complied the SLMs or LAS | Point/s Earned |
|---|----------------|
| 100% | 5 points |
| 95% - 99% | 4 points |
| 90% - 94% | 3 points |
| 85% - 89% | 2 points |
| 84% and below | 1 point |

- ✓ Distribution and retrieval Log Sheet/s
- ✓ Validated SMEA Report

7. 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

| Number of the above-cited practices are evident in the conduct of IS | Point/s Earned |
|--|----------------|
| 7 | 4 points |
| 5-6 | 3 points |
| 3-4 | 2 points |
| 1-2 | 1 point |

- ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report

B. LEARNING ENVIRONMENT (20 points)**1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)**

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and

- ✓ 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



| <p>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</p> <table><tr><th>Number of the above-cited indicators that are present</th><th>Point/s Earned</th></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table> | Number of the above-cited indicators that are present | Point/s Earned | 6 | 5 points | 5 | 4 points | 4 | 3 points | 3 | 2 points | 2 | 1 point | <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p> | |
|--|--|----------------|------------|----------|-----------|----------|-----------|----------|--|----------|--|---------|---|--|
| Number of the above-cited indicators that are present | Point/s Earned | | | | | | | | | | | | | |
| 6 | 5 points | | | | | | | | | | | | | |
| 5 | 4 points | | | | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | | | | |
| 3 | 2 points | | | | | | | | | | | | | |
| 2 | 1 point | | | | | | | | | | | | | |
| <p>2. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (4 points)</p> <table><tr><td>Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program</td><td>Points Earned</td></tr><tr><td>90% - 100%</td><td>4 points</td></tr><tr><td>79% - 89%</td><td>3 points</td></tr><tr><td>68% - 78%</td><td>2 points</td></tr></table> | Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | 90% - 100% | 4 points | 79% - 89% | 3 points | 68% - 78% | 2 points | <p>✓ Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF</p> | | | | | |
| Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management such as segregation of waste materials and provision of Material Recovery Facility (MRF) and Recycling Program | Points Earned | | | | | | | | | | | | | |
| 90% - 100% | 4 points | | | | | | | | | | | | | |
| 79% - 89% | 3 points | | | | | | | | | | | | | |
| 68% - 78% | 2 points | | | | | | | | | | | | | |
| <p>3. Health and Safety (4 points)</p> <table><tr><td>Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>4 points</td></tr><tr><td>95% - 99%</td><td>3 points</td></tr><tr><td>90% - 94%</td><td>2 points</td></tr><tr><td>89% and below</td><td>1 point</td></tr></table> | Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | 100% | 4 points | 95% - 99% | 3 points | 90% - 94% | 2 points | 89% and below | 1 point | <p>✓ Pictures/picto-narrative/ video of the activities relative to COVID-19 protocols with ACR</p> | | | |
| Percentage of implementation of COVID-19 Protocols such as setting of handwashing 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 | Point/s Earned | | | | | | | | | | | | | |
| 100% | 4 points | | | | | | | | | | | | | |
| 95% - 99% | 3 points | | | | | | | | | | | | | |
| 90% - 94% | 2 points | | | | | | | | | | | | | |
| 89% and below | 1 point | | | | | | | | | | | | | |



4. 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:

- 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.

| Number of indicators met | Point/s Earned |
|--------------------------|----------------|
| 3 | 3 points |
| 2 | 2 points |
| 1 | 1 point |

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

5. Maintenance of School facilities and equipment (4 points)

| Percentage of learning facilities and equipment properly accounted and maintained | Points Earned |
|---|---------------|
| 90% - 100% | 4 points |
| 70% - 89% | 2 points |

✓ Property Custodian's Accomplishment Report

C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)**1. Provision of L & D (5 points)**

| Number of hours LAC Sessions are conducted in the department/grade level per month | Number of INSETs Conducted in a year | Points Earned |
|--|--------------------------------------|---------------|
| 8 hours | 2 | 5 points |
| 8 hours | 1 | 4 points |
| 6-7 hours | 1 | 3 points |
| 4-5 hours | 1 | 2 points |
| 2-3 hours | 0 | 1 point |

✓ 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 different capability-building activities (5 Points)

✓ SPPD/School Training Needs as approved by SH
✓ Training matrix



| <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">✓ 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 points100% liquidation of MOOE and other funds submitted 2 days before the deadline - 4 points100% liquidation of MOOE and other funds submitted 1 day before the deadline - 3 points100% 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 September 30, 2022 | | | | | | | | | | | | | |
| 2. School Improvement Plan (SIP)/AIP (5 points) <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> <table><tr><th>Number of the above-cited indicators present</th><th>Points Earned</th></tr><tr><td>5</td><td>5 points</td></tr><tr><td>4</td><td>4 points</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of the above-cited indicators present | Points Earned | 5 | 5 points | 4 | 4 points | 3 | 3 points | 2 | 2 points | 1 | 1 point | <ul style="list-style-type: none">✓ SIP, AIP, WFP/APP✓ Attendance of stakeholders, SPT, Program managers✓ ACR✓ SRC✓ SMEA | |
| Number of the above-cited indicators present | Points Earned | | | | | | | | | | | | | |
| 5 | 5 points | | | | | | | | | | | | | |
| 4 | 4 points | | | | | | | | | | | | | |
| 3 | 3 points | | | | | | | | | | | | | |
| 2 | 2 points | | | | | | | | | | | | | |
| 1 | 1 point | | | | | | | | | | | | | |
| 3. Basic Education–Learning Continuity Plan (BE-LCP) (5 Points) <table><tr><th>Percentage of Programs, Projects, and Activities Implemented</th><th>Points Earned</th></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>85% - 89%</td><td>2 points</td></tr><tr><td>84% and below</td><td>1 point</td></tr></table> | Percentage of Programs, Projects, and Activities Implemented | Points Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 85% - 89% | 2 points | 84% and below | 1 point | <ul style="list-style-type: none">✓ BE-LCP Accomplishment Tracking Form | |
| Percentage of Programs, Projects, and Activities Implemented | Points Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 85% - 89% | 2 points | | | | | | | | | | | | | |
| 84% and below | 1 point | | | | | | | | | | | | | |
| E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) | | | | | | | | | | | | | | |
| 1. School-Community Partnership (5 points) <table><tr><th>Percentage of LSAs ((Parents, LGU paid, and other Volunteers)</th><th>Point/s Earned</th></tr><tr><td></td><td></td></tr></table> | Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | <ul style="list-style-type: none">✓ LSA contracts✓ Schedule of Assignments✓ Outputs/Results | - | | | | | | | | |
| Percentage of LSAs ((Parents, LGU paid, and other Volunteers) | Point/s Earned | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |



| who are actively involved in the Distance Learning Modality implementation | | | ✓ Accomplishment Report | | | | | | | | | | | | | |
|---|------------------|-----------------|--|--|-----------|-------------------------|-----------------|-----------------------------|--------|-----------------------------|-------|----------|----------|----|----------|---------|
| 90% - 100% | 5 points | | | | | | | | | | | | | | | |
| 80% - 89% | 4 points | | | | | | | | | | | | | | | |
| 70% - 79% | 3 points | | | | | | | | | | | | | | | |
| 60% - 69% | 2 points | | | | | | | | | | | | | | | |
| Below 60% | 1 point | | | | | | | | | | | | | | | |
| 2. Resources generated through Brigada-Eskwela and other resource-generated initiatives (3 points) | | | ✓ Project Proposal ✓ Deed of donations ✓ Deed of acceptance ✓ BE Report | | | | | | | | | | | | | |
| <table><tr><th>JHS/SHS/IS</th><th>Points</th></tr><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></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. | | | | | |
| 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) | | | ✓ 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 | | | | | | | | | | | | | |
| <table><tr><td>SBM Level</td><td>Validation Level</td><td>Allotted Points</td></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 pointsSchool's WInS-OMS rating of 2 Stars - 1.5 pointsSchool'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) <ul style="list-style-type: none">National/International - 2.5 pointsRegion - 2 pointsDivision - 1.5 pointsDistrict - 1 point <p>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.</p> | | | ✓ Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) ✓ Program invitation/Memo | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |



| | | |
|--|-------------|--|
| 4. Implementation of the School Banner Project (3.0 points) | | |
| ✓ <i>Ingenuity of the Project</i> <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. | - 0.5 point | ✓ Project Design/Manual ✓ School Improvement Plan/AIP ✓ Project Implementation Plan ✓ Resource Generated for School Banner Project implementation |
| ✓ <i>Advocacy Strategies</i> <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. | - 0.5 point | ✓ ACR (with highlights of stake holders' involvement) ✓ School Performance Indicators ✓ Customers' Feedback |
| ✓ <i>Impact to School Performance</i> <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. | - 1 point | ✓ Project Implementation Plan |
| ✓ <i>Accomplishments relative to School Banner Project Implementation</i> <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. | - 1 point | ✓ SMEA Results on School Banner Implementation ✓ Value Added Accomplishments |



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

SDO: _____ Date: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021 and 2022 | |
| 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 2021 ✓ 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. 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. | ✓ DFTACT Structure and DFTACT Deployment Reports for CY 2021 ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools) | |



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 75% - 79.99% of the DFTACTs have provided TA to priority schools per quarter - 1 pt. | | |
| 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) Due date for submission: Every 2 nd week of the following month <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 2021 | |
| 6. Implementation of the BE-LCP (CY 2021) (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) ✓ 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. | ✓ Project Design/Manual ✓ Division Educational Development Plan ✓ Project Implementation Plan ✓ Resource Generated for Division Banner Project implementation | |



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| <ul style="list-style-type: none"> ✓ 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"> ✓ 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> <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. • 80% - 84.99% ENR - 0.25 pt. ✓ Cohort Survival Rate <i>Baseline: 75%</i> <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. ✓ Completion Rate <i>Baseline: 75%</i> <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. ✓ Drop-out Rate <ul style="list-style-type: none"> • Zero (0) drop -out from the baseline data from year to year in 2 years - 1 pt. | Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD | |



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| <ul style="list-style-type: none"> 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 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> <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. | Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD | |
| <p>4. Academic Performance /Average Grades of Learners (2 points)</p> <p>Point/s Earned = Average grades of learners for the last two (2) years (SY 2020-2021 and SY 2021-2022) 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 | <ul style="list-style-type: none"> ✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Resource Package ✓ Program/Activity Completion Report | |



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| <div>for personnel</div> <div>– 2 points</div> <div><div><div>• 3 L&D Sub-systems were implemented in the conduct of development/trainings for personnel</div><div>– 1.5 points</div></div><div><div>• 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel</div><div>– 1 point</div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>2. Percentage of Target SDO Personnel Trained (4.5 points)</div> <div><div>• Teaching Personnel</div><div><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></div><div><div>• Teaching-Related Personnel</div><div><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></div><div><div>• Non-Teaching Personnel</div><div><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></div></div></div></div> | 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 | <div><div>✓ Activity Completion Report</div><div>✓ LDNA Report</div></div> | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>3. Filling up of Items (Teaching Personnel) (2.5 points)</div> <div><div><div>• 100% filling up of teaching personnel (new and existing)</div><div>– 2.5 points</div></div><div><div>• 95% -99.99% filling up of teaching personnel (new and existing)</div><div>– 2 points</div></div><div><div>• 90% - 94.99% filling up of teaching personnel (new and existing)</div><div>– 1.5 points</div></div><div><div>• 85% -89.99% filling up of teaching personnel (new and existing)</div><div>– 1 point</div></div></div> | <div><div>✓ Percentage of newly created and existing vacant teaching and non-teaching items</div><div>✓ Government Management Information System Personnel Services Itemization and</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | |



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| <ul style="list-style-type: none"> 80% -84.99% filling up of teaching personnel (new and existing) - 0.5 point | Plantilla of Personnel (GMIS PSIPOP) | |
| 4. Filling up of Items (Non-Teaching Personnel) 2.5 points) <ul style="list-style-type: none"> 100% filling up of non-teaching personnel (new and existing) - 2.5 pts. 95% -99.99% filling up of non-teaching personnel (new and existing) - 2 pts. 90% - 94.99% filling up of non-teaching personnel (new and existing) - 1.5 pts. 85% -89.99% filling up of non-teaching personnel (new and existing) - 1 pt. 80% -84.99% filling up of non-teaching personnel (new and existing) - 0.5 pt. | ✓ Certification of data of filling up from the Personnel Section of the Admin. Division as of September 30, 2022 | |
| E. RESOURCE MANAGEMENT (10 points) | | |
| 1. Monthly Downloading and Liquidation of Funds (2 points) <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. | ✓ Certification of the percentage of monthly downloading of MOOE to the schools ✓ Certification of Budget Utilization Report from the Finance Division as of September 30, 2022 subject for validation | |
| 2. AOM Received (4 points) <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 | | |
| 3. Budget Utilization Rate (Obligation and Disbursement) (4 points) <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 <p>Disbursement Rate</p> <ul style="list-style-type: none"> DR of 100% - 2 points | ✓ Submitted emailed of validated EBMS | |



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| <ul style="list-style-type: none"> • 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> | ✓ DPDS | |
| <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> | ✓ Accomplishment Report on the BE-LCP in terms of partnership | |
| 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. • 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. | <p>✓ Regional Memorandum</p> <ul style="list-style-type: none"> • (CY 2017, 2018, 2019, 2021, & 2022) <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 | ✓ Three-Star Approach (TSA) Monitoring Form | |



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| <ul style="list-style-type: none"> 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. | 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</p> <p>✓ QMS documents</p> <p>✓ PRIME-HRM Level II Certification</p> <p>✓ PRIME-HRM documents</p> | |
| <p>4. Supervising the operations of all public and private elementary, secondary and integrated schools (2 points)</p> <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>✓ Percentage of Public and Private Schools submitting/encoding/ updating EBEIS, LIS, and PMIS</p> <p>✓ Certification from the PPRD</p> | |



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| <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. | | |
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SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE (CITY DIVISION)

SDO: _____ Date: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
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| 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 2020 and 2021 | |
| 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 - 2.0 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. | ✓ Targets set FY 2021 ✓ 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 - 2.0 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. | ✓ 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 - 3.0 pts. 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 - 2.0 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. | ✓ DFTACT Structure and DFTACT Deployment Reports for CY 2021 ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools) | |



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| <p>4. Promoting a Culture of Research (3 points)</p> <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. | <p>✓ Endorsement from the SDS to RO</p> | |
| <p>5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees (2 points)</p> <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. | <p>✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2021</p> | |
| <p>6. Implementation of the BE-LCP (CY 2020) (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>✓ SDO BE-LCP Accomplishment Tracking Form</p> | |
| <p>7. Implementation of the SDO Banner Project (4 points)</p> <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>✓ Project Design/Manual</p> <p>✓ Division Educational Development Plan</p> <p>✓ Project Implementation Plan</p> <p>✓ Resource Generated for Division Banner Project implementation</p> <p>✓ Activities conducted (with documentation)</p> | |



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| <ul style="list-style-type: none"> ✓ Impact to Division Performance – 1.5 pts. <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 pts. <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"> ✓ 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> <ul style="list-style-type: none"> ✓ Net Enrolment Rate <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. ✓ Cohort Survival Rate <i>Baseline:75%</i> <ul style="list-style-type: none"> • At least 10% increase or at least 95% CSR – 1.0 pt. • At least 7% increase – 0.75 pt. • At least 5% increase – 0.50 pt. ✓ Completion Rate <i>Baseline:75%</i> <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. ✓ Drop-out Rate <ul style="list-style-type: none"> • Zero (0) drop -out from the Baseline data from year to year in 2 years – 1.0 pt. | <ul style="list-style-type: none"> ✓ Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD | |



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| <ul style="list-style-type: none"> 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. | | |
| 2. SDO Literacy Rate/Improved Reading Level (2.5 points) <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 least Instructional Readers – 0.5 pt. | ✓ Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD | |
| 3. SDO Numeracy Rate (Improved Numeracy Level) (2.5 points) <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 numerates – 0.50 pt. | ✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD | |
| 4. Academic Performance /Average Grades of Learners (2 points) Point/s Earned = 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 | ✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Resource Package ✓ Program/Activity Completion Report | |



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|---|---|---|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|--|--|
| for personnel • 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel | - 1.5 points - 1.0 point | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Percentage of Target SDO Personnel Trained (4.5 points) • 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><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> • Non-Teaching Personnel <table border="1"><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 Teaching-Related 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 Teaching-Related Personnel were trained | 0.25 | ✓ Activity Completion Report ✓ LDNA Report | | |
| 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 Teaching-Related Personnel were trained | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Filling up of Items (Teaching Personnel) (2.5 points) • 100% filling up of teaching personnel (new and existing) - 2.5 pts. • 95% -99.99% filling up of teaching personnel (new and existing) - 2.0 pts. • 90% - 94.99% filling up of teaching personnel (new and existing) - 1.5 pts. • 85% -89.99% filling up of teaching personnel (new and existing) - 1.0 pts. • 80% -84.99% filling up of teaching personnel (new and existing) - 0.5 pt. | | ✓ Percentage of newly created and existing vacant teaching and non-teaching items ✓ Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP) | | | | | | | | | | | | | | | | | | | | | | | | | |



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| <p>4. Filling up of Items (Non-Teaching Personnel) (2.5 points)</p> <ul style="list-style-type: none"> 100% filling up of non-teaching personnel (new and existing) – 2.5 pts. 95% -99.99% filling up of non-teaching personnel (new and existing) – 2.0 pts. 90% - 94.99% filling up of non-teaching personnel (new and existing) – 1.5 pts. 85% -89.99% filling up of non-teaching personnel (new and existing) – 1.0 pts. 80% -84.99% filling up of non-teaching personnel (new and existing) – 0.5 pt. | <p>✓ Certification of data of filling up from the Personnel Section of the Admin Division) as of September 30, 2022</p> | |
| 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 – 2.0 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 – 1.0 pt. 85% - 89.99% monthly downloading of all funds to the schools and liquidation reports submitted on time – 0.5 pt. | <p>✓ Certification of the percentage of monthly downloading of MOOE to the schools</p> <p>✓ Certification of Budget Utilization Report from the Finance Division as of September 30, 2022 subject for validation</p> | |
| <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% - 1.0 point OR of 90% - 93.99% - 0.5 point . <p>Disbursement Rate</p> <ul style="list-style-type: none"> DR of 100% - 2.0 points DR of 97% - 99.99% - 1.5 points DR of 95% - 96.99% - 1.0 point DR of 93% - 94.99% - 0.5 point | <p>✓ Submitted emailed of validated EBMS</p> | |



| F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points) | | |
|---|---|--|
| 1. Resources Generated to Support the BE-LCP (1.5 points) 100% increase generated over last year - 1.5 points 90% - 99.99% increase generated over last year - 1.25 points 80% - 89.99% increase generated over last year - 1.0 point 70% - 79.99% increase generated over last year - 0.75 point 69% and below increase generated over last year - 0.50 point | ✓ DPDS | |
| 2. Bayanihan Effort to Support the BE-LCP Implementation (1.5 points) 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. | ✓ Accomplishment Report on the BE-LCP in terms of partnership | |
| G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (12 points) | | |
| 1. School-Based Management (3 points) <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. | ✓ Regional Memorandum • (CY 2017, 2018, 2019, 2021, & 2022) ✓ Certification of percentage of Schools with at least Level 3 SBM practice from the QAD | |
| 2. SBM- WinS (2.5 points) <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. | ✓ Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team | |



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| <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) <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 – 1.0 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) <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 – 1.0 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 | <ul style="list-style-type: none"> ✓ Percentage of Public and Private Schools submitting/encoding/updating EBEIS, LIS, and PMIS ✓ Certification from the PPRD | |



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| are submitting/encoding/updating the PMIS on or before the deadline | - 0.50 pt. | | |
| <ul style="list-style-type: none"> 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. | | |



SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL READING COORDINATOR

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 OPCR/IPCRR Ratings / 5) x 20</p> | <p>✓ SY 2021-2022 and SY 2022-2023 IPCRR duly signed by authorities with date of signing</p> <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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> | | |
| 1. Outstanding Employee Award (5 points) | | |
| <ul style="list-style-type: none"> National Awardee – 5 points Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points Nomination in the Division/ Awardee in the Barangay Level – 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> | |
| 2. Research and Development Projects (5 points) | | |
| <p>2.1 Conducted basic/action research on teaching-learning innovations approved by the DO Research Team (3 points)</p> <ul style="list-style-type: none"> Regional/Division Level – 3 points | <p>✓ Copy of the complete manuscript of the implemented / conducted Research and Development Project duly approved by the SDS</p> | |



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| <ul style="list-style-type: none"> • 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> | <ul style="list-style-type: none"> ✓ Certification from the SDO/RO Research Committee on the scope of the Research Locale as to where it was conducted | |
| <p>2.2 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. Outreach Activity (5 points)</p> <ul style="list-style-type: none"> ✓ Sponsored/conducted community-based reading project/program <ul style="list-style-type: none"> ✓ Proponent/organizer – 5 points ✓ Member – 2.5 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"> ✓ Implemented approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need) ✓ Certificate of Recognition/Participation | |
| <p>4. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> ✓ Initiated resource generation projects that enhance the reading program implementation <ul style="list-style-type: none"> ✓ Proponent/organizer – 5 points ✓ Member – 2.5 points <p><i>Note:</i></p> <p><i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p> | <ul style="list-style-type: none"> ✓ Approved and implemented 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>5. Other Meritorious Accomplishments (45 points)</p> <ul style="list-style-type: none"> • Served as Demonstration Teacher on innovative reading techniques/ pedagogies (5 points) <ul style="list-style-type: none"> National – 5 points Regional – 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 ✓ Student's Worksheet (if any) ✓ Pictorial/Video ✓ Certificate of Recognition | |



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| <ul style="list-style-type: none"> Served as a mentor/coach to other reading teachers (5 points) <ul style="list-style-type: none"> 5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point Organized/Facilitated actively in literacy trainings/School LAC sessions regarding improvement of students' reading outcomes/profile (5 points) <ul style="list-style-type: none"> Leader/Organizer - 5 points Resource Person - 3 points Facilitator/Moderator - 1 point Led in the preparation and enrichment of the curriculum through development of reading IMs 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 4 IMs - 4 points 3 IMs - 3 points 2 IMs - 2 points 1 IM - 1 point | <ul style="list-style-type: none"> ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if it is during training/seminar) <p>Note: At least 3 of the above- stated MOVs</p> <ul style="list-style-type: none"> ✓ Special Order duly signed by the SDS ✓ Accomplished Performance Monitoring and Coaching Form or accomplished LAMP tools ✓ Certificates of Recognition/Appreciation as Organizer/LFs in literacy trainings/SLAC ✓ 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 of developed reading Instructional Materials duly signified by quality-assurance team (RO/SDO/District/School) ✓ Certification of the utilization of the developed IMS by RO/SDO/District/School | |
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| <ul style="list-style-type: none"> Led colleagues in the interpretation and utilization of the following analysis reports of Early Grades Reading Assessment (EGRA), Comprehensive Rapid Literacy Assessment (CRLA), Phil-IRI, and other contextualized assessment tools for the improvement of the reading outcomes (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 an effective school reading program as seen in the improved reading profile of the school (20 points) <p>75% - 100% increase - 20 points 50% - 74% increase - 10 points 25%- 49% increase - 5 points</p> <p><i>Note: Struggling Readers are those learners who fall under Frustration Level based on Phil-IRI-Filipino Grades 3 -6; Phil-IRI English Grades 4-6 ; EGRA-Mother Tongue Kindergarten to Grade 3; EGRA Filipino Grade 2; EGRA English Grade 3 and those who are considered as needing Full Refresher per CRLA Results (Grade 1 –Mother Tongue; Grade 2 – Mother Tongue and Filipino; and Grade 3-Mother Tongue, Filipino, and English)</i></p> | <ul style="list-style-type: none"> ✓ Copy of the Analysis Report duly certified and received by the School Head ✓ Any MOVs (ACR, Action Research, Reading Intervention/innovation) that show utilization of the assessment results ✓ Duly signed completion Report with MOVs (approved Reading Program proposal and effective implementation report of the reading program) ✓ Comparative data on the School Reading Profile (Phil-IRI, EGRA, CRLA, Contextualized Reading Assessment) duly certified and attested by the following: <p>District level search - School Head</p> <p>Division Level Search - PSDS</p> <p>Regional Level Search - Division Literacy Coordinator</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 - 3.5 points | <ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned | |



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| <ul style="list-style-type: none"> Laws (Juris Doctor) Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points | | |
| 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>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> | <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 PAPER ADVISER

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|---|---------------|
| A. Performance (20 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 OPCR/IPCRR Ratings / 5) x 20 | ✓ SY 2021-2022 and SY 2022-2023 IPCRR duly signed by authorities with date of signing ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/Awardee in the District/Awardee in the Barangay Level - 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 | |



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| | (for Regional Office nominees) | |
| 3. Research and Development Endeavors (5 points) 3.1 Conducted in-depth basic/action research on campus journalism 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></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> 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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC – 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 or 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> | ✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. Other Meritorious Accomplishments specific to the position/designation (40 points) | | |
| 5.1 Sharing of Expertise or Provision of TA in Journalism as Consultant/Resource | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource | |



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|--|---|---------------|-----------------------|-----------|--|----------|--|----------|--|----------|----------------|---------------|--|----------|--|----------|--|--|
| <p>Speaker/Learning Facilitator/Trainer/Project Organizer (6 points)</p> <ul style="list-style-type: none">• International - 6 points• 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>Speaker/ Learning Facilitator/ Trainer signed by authorities</p> | | | | | | | | | | | | | | | | | |
| <p>5.2 Leadership Related to Journalism (5 points)</p> <ul style="list-style-type: none">• Association President<ul style="list-style-type: none">- National 5 points- Regional 4 points- Division 3 points- District 2 points• Association Vice President/ Association Publication Editor/EIC<ul style="list-style-type: none">- National 4 points- Regional 3 points- Division 2 points- District 1 point• All other positions<ul style="list-style-type: none">- National 3 points- Regional 2 points- Division 1 point | <ul style="list-style-type: none">✓ Certification✓ Memorandum showing list of association officers | | | | | | | | | | | | | | | | | |
| <p>5.3 Achievement in Journalism Contests in the Past Three Years (29 points)</p> <p>5.3.1 Coach of Individual Contests (10 pts)</p> <table><tr><td>National Level</td><td>Points Earned</td></tr><tr><td>1st Place</td><td>10 points</td></tr><tr><td>2nd to 3rd Place</td><td>9 points</td></tr><tr><td>4th to 5th Place</td><td>8 points</td></tr><tr><td>6th to 7th Place</td><td>7 points</td></tr></table> <table><tr><td>Regional Level</td><td>Points Earned</td></tr><tr><td>1st to 3rd Place</td><td>6 points</td></tr><tr><td>4th to 6th Place</td><td>5 points</td></tr></table> | National Level | Points Earned | 1 st Place | 10 points | 2 nd to 3 rd Place | 9 points | 4 th to 5 th Place | 8 points | 6 th to 7 th Place | 7 points | Regional Level | Points Earned | 1 st to 3 rd Place | 6 points | 4 th to 6 th Place | 5 points | <ul style="list-style-type: none">✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd✓ Memorandum / Advisory with attached search criteria | |
| National Level | Points Earned | | | | | | | | | | | | | | | | | |
| 1 st Place | 10 points | | | | | | | | | | | | | | | | | |
| 2 nd to 3 rd Place | 9 points | | | | | | | | | | | | | | | | | |
| 4 th to 5 th Place | 8 points | | | | | | | | | | | | | | | | | |
| 6 th to 7 th Place | 7 points | | | | | | | | | | | | | | | | | |
| Regional Level | Points Earned | | | | | | | | | | | | | | | | | |
| 1 st to 3 rd Place | 6 points | | | | | | | | | | | | | | | | | |
| 4 th to 6 th Place | 5 points | | | | | | | | | | | | | | | | | |



| | |
|-----------------------|----------|
| 7 th Place | 4 points |
|-----------------------|----------|

| Division Level | Point/s Earned |
|--|----------------|
| 1 st to 3 rd Place | 3 points |
| 4 th to 6 th Place | 2 points |
| 7 th Place | 1 point |

Note:

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

5.3.2 Coach of School Paper Group Contests (10 pts)

| National Level | Points Earned |
|--|---------------|
| 1 st Place | 10 points |
| 2 nd to 3 rd Place | 9 points |
| 4 th to 5 th Place | 8 points |
| 6 th to 7 th Place | 7 points |

| Regional Level | Points Earned |
|--|---------------|
| 1 st to 3 rd Place | 6 points |
| 4 th to 6 th Place | 5 points |
| 7 th Place | 4 points |

| Division Level | Point/s Earned |
|--|----------------|
| 1 st to 3 rd Place | 3 points |
| 4 th to 6 th Place | 2 points |
| 7 th Place | 1 point |

Note:

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

5.3.3 Coach of Group Contests (Team Category) (9 pts)

| National Level | Points Earned |
|-----------------------|---------------|
| 1 st Place | 9 points |

- ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd
- ✓ Memorandum / Advisory with attached search criteria

- ✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd



| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|-----------------------|----------|----------------|---------------|-----------------------|----------|-----------------------|----------|-----------------------|----------|-------------------------------------|----------------|-----------------------|----------|-----------------------|----------|-----------------------|---------|---|--|
| <table><tr><td>2nd Place</td><td>8 points</td></tr><tr><td>3rd Place</td><td>7 points</td></tr></table> <table><tr><td>Regional Level</td><td>Points Earned</td></tr><tr><td>1st Place</td><td>6 points</td></tr><tr><td>2nd Place</td><td>5 points</td></tr><tr><td>3rd Place</td><td>4 points</td></tr></table> <table><tr><td>Division Level/Interschool/District</td><td>Point/s Earned</td></tr><tr><td>1st Place</td><td>3 points</td></tr><tr><td>2nd Place</td><td>2 points</td></tr><tr><td>3rd Place</td><td>1 point</td></tr></table> <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> | 2 nd Place | 8 points | 3 rd Place | 7 points | Regional Level | Points Earned | 1 st Place | 6 points | 2 nd Place | 5 points | 3 rd Place | 4 points | Division Level/Interschool/District | Point/s Earned | 1 st Place | 3 points | 2 nd Place | 2 points | 3 rd Place | 1 point | ✓ Memorandum / Advisory with attached search criteria | |
| 2 nd Place | 8 points | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Place | 7 points | | | | | | | | | | | | | | | | | | | | | |
| Regional Level | Points Earned | | | | | | | | | | | | | | | | | | | | | |
| 1 st Place | 6 points | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Place | 5 points | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Place | 4 points | | | | | | | | | | | | | | | | | | | | | |
| Division Level/Interschool/District | Point/s Earned | | | | | | | | | | | | | | | | | | | | | |
| 1 st Place | 3 points | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Place | 2 points | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Place | 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) ✓ 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>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</p> | ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | | | | | | | | | | | | | | | | | | | | | |



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| <i>from the cut-off date set by the Regional PRAISE committee.</i> | | |
| D. Potential (10 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 SCHOOL PROPERTY CUSTODIAN

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (40 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 40 | ✓ IPCRF duly signed by authorities with date of signing • SY 2021-2022 and SY 2022-2023 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (40 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</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 | |



| | | |
|---|--|--|
| <i>the allotted points for the criterion.</i> | school nominees) or RD (for Regional Office nominees) | |
| 3. Research and Development Projects (3 points) 3.1 Conduct of 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></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> 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 (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 to exceed 4 points • Writer/Developer/Contextualizer of LR/IEC - 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 or 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> | ✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none"> • International/National - 5 points • Regional - 4 points | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued | |



| | | |
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| <ul style="list-style-type: none"> • 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> | by DepEd or other agencies/organizations sanctioned by DepEd | |
| <p>6. Other Meritorious Accomplishments specific to the position (17 points)</p> <p>6.1 Updated Report on the Physical Count of PPE and Report on Physical Count of Inventories (7 points)</p> <ul style="list-style-type: none"> ✓ Complete and accurate (submitted before the deadline) - 7 points ✓ Complete and accurate (submitted on the deadline) - 4 points <p>6.2 Updated and Timely Submission of Report of Supplies and Materials Issued (RSMI)/Reports on Modules/ TVL Tools and Equipment/DepEd Computerization Program (5 points)</p> <ul style="list-style-type: none"> • 100% submitted before the deadline - 5 points • 100% submitted on the deadline - 3 points <p>6.4 Updated and Timely Submission of Report on National School Building Inventory (NSBI) (5 points)</p> <ul style="list-style-type: none"> • 100% submitted before the deadline - 5 points • 100% submitted on the deadline - 3 points | <ul style="list-style-type: none"> ✓ Transmittal of RPCPPE with date of receipt by Division Office and other concerned Office/s ✓ Transmittal of RPCI with date of receipt by SDO Supply Officer and other concerned Office/s ✓ Transmittal from District the District/School/Division ✓ Transmittal letters of RSMI and Other reports on Modules/TVL/DCP - Current year (2022) ✓ Transmittal letters of NSBI Reports submitted – to Division (transmittal letter to the Division Planning Officer) | |
| 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 | <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> <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 SCHOOL YOUTH FORMATOR

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing • SY 2021-2022 and SY 2022-2023 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (65 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</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 | |



| | | | | |
|---|--|--|--|--|
| the allotted points for the criterion. | | school nominees) or RD (for Regional Office nominees) | | |
| 3. Research and Development Endeavors (5 points) 3.1 Conducted in-depth basic/action research on campus journalism approved by the DO Research Team (3 points) <ul style="list-style-type: none">Regional/Division Level – 3 pointsDistrict Level – 2 pointsSchool Level – 1 point <p>Note:</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> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none">International - 2 pointsNational - 1.75 pointsRegional - 1.50 pointsDivision - 1.25 pointsSchool - 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. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points) <ul style="list-style-type: none">International/National - 5 pointsRegional - 4 pointsDivision / Provincial - 3 pointsDistrict / Municipal - 2 pointsSchool / Barangay - 1 point <p>Note:</p> <p>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 | | |
| 5. Outreach Activity (10 points) ✓ Conducted community outreach activities with the SSG/SPG/Yes-O, like tree planting, clean-up drives, and other community development activities or civic engagements | | ✓ 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 | | |

| Number of Activities Conducted | Role | Point/s Earned | Role | Point/s Earned |
|--------------------------------|----------------------|----------------|--------|----------------|
| At least 5 | Proponent/ Organizer | 10 pts. | Member | 5 pts. |
| 4 | | 8 pts. | | 4 pts. |
| 3 | | 6 pts. | | 3 pts. |
| 2 | | 4 pts. | | 2 pts. |
| 1 | | 2 pts. | | 1 pts. |



| | | | | |
|---|---------------------------------------|-----------------------|---|--|
| 6. Other Meritorious Accomplishments specific to the position (35 points) | | | | |
| 6.1 Partnerships for implementation of Youth Programs | | | | |
| 6.1.1 Prepared advocacy campaign materials to increase awareness of stakeholders and gather resource support for youth programs (5 points) | | | ✓ Hard copy of advocacy material ✓ Distribution list/ acknowledgment receipt | |
| Number of Produced advocacy campaign materials, printed, and distributed | Percentage of Distribution to Schools | Point/s Earned | | |
| At least 1 | At least 90% | 5 pts. | | |
| At least 1 | 80%-89% | 4 pts. | | |
| At least 1 | 70%-79% | 3 pts. | | |
| At least 1 | 60%-69% | 2 pts. | | |
| At least 1 | 50%-59% | 1 pt. | | |
| 6.1.2 Established partnerships in the implemented youth programs (10 points) | | | ✓ Copy of the approved proposal ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance/ Contract ✓ Accomplishment report w/ attachments: Pictures | |
| No. of Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/ Contract approved, implemented, and monitored | | Point/s Earned | | |
| 5 or more MOA/MOU/DODA/ Contract approved, implemented, and monitored | | 10 pts. | | |
| 4 MOA/MOU/DODA/ Contract approved, implemented, and monitored | | 8 pts. | | |
| 3 MOA/MOU/DODA/ Contract approved implemented, and monitored | | 6 pts. | | |
| 2 MOA/MOU/DODA/ Contract approved, implemented, and monitored | | 4 pts. | | |
| 1 MOA/MOU/DODA/ Contract approved, implemented, and monitored | | 2 pts. | | |
| MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number) | | 1 pt. | | |
| <i>Note: MOA/MOU/DOD/DOA/ Contract shall be counted from January to November of the Calendar Year.</i> | | | | |



6.2 Programs and Projects (for Youth) (15 points)

With approved concept papers and program/project designs and proposals for programs/ projects for the children and youth.

| Number Programs and Projects Implemented | Points Earned |
|--|---------------|
| At least 5 | 15 points |
| 4 | 12 points |
| 3 | 9 points |
| 2 | 6 points |
| 1 | 3 points |

- ✓ Concept Paper
- ✓ Program/Project Completion Report

6.3 Awardee for Outstanding Implementation of any Youth Formation Program (e.g. Gawad Siklab, etc.) (5 points)
(for the last 3 years)

| Governance Level | Award | Point/s Earned |
|------------------|-----------------|----------------|
| National | 1 st | 5 points |
| | 2 nd | 4 points |
| Regional | 1 st | 3 points |
| | 2 nd | 2 points |
| Division | 1 st | 1 point |

Note:

- a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.

- ✓ Certificate of Recognition

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

- ✓ 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

- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd



| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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 SCHOOL WinS COORDINATOR

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"> • SY 2021-2022 and SY 2022-2023 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (65 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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points <i>Note:</i> <ol style="list-style-type: none"> Points earned are cumulative but not to exceed the allotted points for the criterion. 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. 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 | |



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| | school 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 - 4 points School Level - 3 points <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> 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. 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></p> <p>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 | |
| 5. Other Meritorious Accomplishments specific to the position/designation (40 points) | | |
| 5.1 Networking/Linkages (20 points) Generated resources that contributed to the realization of the school's programs and projects. | ✓ Copy of the approved proposal ✓ Copy of partnership or MOAs or MOUs or Deed of Donations or Acceptance or any valid proof | |



| <table><tr><th>Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented</th><th>Points Earned</th></tr><tr><td>6 or more</td><td>20 points</td></tr><tr><td>5</td><td>18 points</td></tr><tr><td>4</td><td>16 points</td></tr><tr><td>3</td><td>14 points</td></tr><tr><td>2</td><td>12 points</td></tr><tr><td>1</td><td>10 points</td></tr></table> | Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented | Points Earned | 6 or more | 20 points | 5 | 18 points | 4 | 16 points | 3 | 14 points | 2 | 12 points | 1 | 10 points | ✓ Activity/Project Completion Report | |
|---|---|---------------|-----------|-----------|---|-----------|---|-----------|---|-----------|---|-----------|---|-----------|--------------------------------------|--|
| Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented | Points Earned | | | | | | | | | | | | | | | |
| 6 or more | 20 points | | | | | | | | | | | | | | | |
| 5 | 18 points | | | | | | | | | | | | | | | |
| 4 | 16 points | | | | | | | | | | | | | | | |
| 3 | 14 points | | | | | | | | | | | | | | | |
| 2 | 12 points | | | | | | | | | | | | | | | |
| 1 | 10 points | | | | | | | | | | | | | | | |
| 5.2 3-Star Approach (20 points) 3 stars for 3 consecutive years - 20 points 3 stars for 2 consecutive years - 15 points 3 stars for 1 year - 10 points 2 stars - 5 points 1 star - 3 points | | | | | | | | | | | | | | | | |
| 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) ✓ 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 <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <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</i> | ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | | | | | | | | | | | | | | | |



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| <i>PRAISE committee.</i> | | |
| 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 SCHOOL DRRM COORDINATOR

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

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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 2021-2022 and SY 2022-2023 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/ Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/ Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/ Awardee in the Barangay Level - 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. 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</p> | |



| <i>the allotted points for the criterion.</i> | 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 pointsDistrict Level - 2 pointsSchool Level - 1 point <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> 3.2 Presented a research paper (2 points) <ul style="list-style-type: none">International - 2 pointsNational - 1.75 pointsRegional - 1.50 pointsDivision - 1.25 pointsSchool - 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. Other Meritorious Accomplishments specific to the position/designation (55 points) | | | | | | | | | | |
| 4.1 Enabling Environment (18 points) | | | | | | | | | | |
| 4.1.1 Adopted/adapted/localized existing policies relating to DRRM/CCA/EiE in Education/School Safety (3 points) <table border="1"><thead><tr><th>Number of adopted/adapted/localized existing policies relating to DRRM/CCA/EiE in Education/School Safety</th><th>Point/s Earned</th></tr></thead><tbody><tr><td>3 or more</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></tbody></table> | Number of adopted/adapted/localized existing policies relating to DRRM/CCA/EiE in Education/School Safety | Point/s Earned | 3 or more | 3 points | 2 | 2 points | 1 | 1 point | ✓ Copy of the Policy/Memorandum | |
| Number of adopted/adapted/localized existing policies relating to DRRM/CCA/EiE in Education/School Safety | Point/s Earned | | | | | | | | | |
| 3 or more | 3 points | | | | | | | | | |
| 2 | 2 points | | | | | | | | | |
| 1 | 1 point | | | | | | | | | |
| 4.1.2 Formed School DRRM Team, with a focal person and consisting of personnel from different grade levels, with defined memberships and roles and responsibilities/functions (3 points) | ✓ Copy of the School DRRM Team with Roles and Functions | | | | | | | | | |



| | | |
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| <p><i>These elements are:</i></p> <ol style="list-style-type: none"> DRRM Team Focal Person Members of the team are from different Grade Levels Defined memberships and roles and responsibilities <ul style="list-style-type: none"> Presence of all 4 elements in the criterion - 3 points Presence of 2-3 elements - 2 points Presence of only 1 element - 1 point | | |
| <p>4.1.3 Has prepared a comprehensive DRRM Plan, which includes Climate Change Adaptation (CCA) and Education in Emergency (EiE) measures, covering risk assessment, risk reduction, and rehabilitation and recovery (3 points)</p> <p><i>These elements are:</i></p> <ol style="list-style-type: none"> Comprehensive DRRM Plan Inclusion of CCA and EiE measures With risk assessment, risk reduction, and rehabilitation and recovery <ul style="list-style-type: none"> Presence of all the 3 elements - 3 points Presence of only 2 - 2 points Presence of only 1 - 1 point | ✓ DRRM Plan | |
| <p>4.1.4 Collected and consolidated data on programs and activities on DRRM, covering the three (3) pillars, to monitor results and impact exists (1 point)</p> <ul style="list-style-type: none"> Availability of the collected and consolidated data on programs and activities on DRRM covering the three (3) pillars - 1 point | ✓ Consolidated Report | |
| <p>4.1.5 Rapid Assessment of Damages Report (RADAR) is submitted to Central Office within 72 hours after the onslaught of calamities in the area (2 points)</p> <ul style="list-style-type: none"> Submission within 72 hours through any means of communication (online/offline) - 2 points Submission beyond 72 hours - 1 point <p><i>Note: For areas which were not hit by any calamity, the submission of "No Damages Incurred" certificate should likewise be within 72 hours.</i></p> | ✓ RADAR Report/ Copy/Screenshot of report submitted (those who failed to access the RADAR templates) | |
| <p>4.1.6 Completion of DRR activities in the EMIS (3 points)</p> <ul style="list-style-type: none"> ✓ 86-100% completion - 3 points ✓ 60-85 % completion - 2 points | <ul style="list-style-type: none"> ✓ DRRM Plan ✓ ACR | |



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|--|---|---------------|---|----------|---|----------|---|---------|--|--|
| ✓ 30-59% completion - 1 point | | | | | | | | | | |
| 4.1.7 Networking/Linkages (3 points) Initiated resource generation projects and/or programs for DRRM implementation, with proof of stakeholder engagement and support <table><tr><td>Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented</td><td>Points Earned</td></tr><tr><td>3</td><td>3 points</td></tr><tr><td>2</td><td>2 points</td></tr><tr><td>1</td><td>1 point</td></tr></table> | Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented | Points Earned | 3 | 3 points | 2 | 2 points | 1 | 1 point | ✓ Copy of the approved proposal ✓ Copy of partnership or MOAs or MOUs or Deed of Donations or Acceptance or any valid proof ✓ Activity/Project Completion Report | |
| Number of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation or Acceptance approved & Implemented | Points Earned | | | | | | | | | |
| 3 | 3 points | | | | | | | | | |
| 2 | 2 points | | | | | | | | | |
| 1 | 1 point | | | | | | | | | |
| 4.2 Pillar 1: Safe Learning Facilities (12 points) | | | | | | | | | | |
| 4.2.1 Conducted risk assessment of buildings in coordination with the Education Facilities Division and with support of other agencies and partners (6 points) <i>Elements are:</i> <i>a. The conduct of risk assessment and</i> <i>b. Engagement of partners</i> • Presence of all elements in the criterion - 6 points • Conducted risk assessment but did not engage partners - 3 points | ✓ Risk assessment report ✓ Any evidence of partnership engagement | | | | | | | | | |
| 4.2.2 Has taken appropriate action on unsafe buildings (upgraded, retrofitted, non-usage, etc.) (3 points) • Presence of evidence on action taken- 3 points | ✓ Picture of cordoned-off buildings/ proof of retrofitting and upgrading | | | | | | | | | |
| 4.2.3 Engaged other appropriate offices on the conduct of regular fire safety inspection, and/or repair of minor damages and facilities (3 points) • Conducted inspection and taken appropriate measures - 3 points • Conducted inspection but no action was taken - 1 point | ✓ Fire safety certificate ✓ Inspection report/ Program of works | | | | | | | | | |
| 4.3 Pillar 2: School Disaster Risk Management (16 points) | | | | | | | | | | |
| 4.3.1 School has a Contingency Plan or Preparedness Plan which has been/can be | ✓ Workable Contingency Plan | | | | | | | | | |



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| <p>turned into response action when a disaster strikes (1 point)</p> <ul style="list-style-type: none"> • Crafted Contingency Plan / Preparedness Plan - 1 point | | |
| <p>4.3.2 School has established a school personnel and learner tracking system/ protocol in the event of a disaster or emergency (1 point)</p> <ul style="list-style-type: none"> • Established school personnel and learner tracking system/ protocol - 1 point | ✓ Tracking system | |
| <p>4.3.3 Hazard and evacuation maps are located in conspicuous places in schools (1 point)</p> <ul style="list-style-type: none"> • Hazard and evacuation maps are posted at the designated places - 1 point | ✓ Pictures | |
| <p>4.3.4 School has available, accessible, and adequate first aid kit in every instructional classroom (1 point)</p> <ul style="list-style-type: none"> • School first aid kits are available, accessible, and adequate in every classroom - 1 point | ✓ Pictures/validation report of SDO personnel | |
| <p>4.3.5 School has at least 2 necessary and functioning equipment in case of a disaster (e.g. fire extinguisher, hand-held radio, generator, etc.) (2 points)</p> <ul style="list-style-type: none"> • Presence of at least 2 equipment as per criterion - 2 points • Presence of only 1 equipment - 1 point | ✓ Pictures/ receipts | |
| <p>4.3.6 School has conducted regular quarterly hazard-specific drills with participation of stakeholders (2 points)</p> <ul style="list-style-type: none"> • Conducted quarterly drills (4 times in a year) with stakeholders - 2 points • Conducted quarterly drills (4 times in a year) without stakeholders - 1 point | ✓ ACR with pictures | |
| <p>4.3.7 School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC) considering national and LGU systems and protocols (2 points)</p> <ul style="list-style-type: none"> • Presence of an early warning system with evidence of the conduct of orientation - 2 points • Presence of an early warning system but no orientation was conducted - 1 point | ✓ Protocol ✓ Warning device ✓ Warning signs ✓ DRRM Bulletin Board ✓ Orientation Report/ACR | |



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| 4.3.8 School has trained personnel to administer first aid to students and personnel (1 point) <ul style="list-style-type: none"> Availability of trained personnel to administer first aid to students and personnel - 1 point | ✓ ACR | |
| 4.3.9 School has pre-identified space for putting up Temporary Learning Spaces/ shelters in the aftermath of a disaster or emergency (1 point) <ul style="list-style-type: none"> School has a pre-identified space for putting up Temporary Learning Spaces/ shelters in the aftermath of a disaster or emergency - 1 point | ✓ School Development Plan | |
| 4.3.10 School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement) (1 point) <ul style="list-style-type: none"> Availability of education continuity plan - 1 point | ✓ Education Continuity Plan | |
| 4.3.11 School has psychosocial intervention plan for personnel and students (1 point) <ul style="list-style-type: none"> Availability of psychosocial intervention plan - 1 point | ✓ Intervention Plan | |
| 4.3.12 School has trained teachers and other personnel who could provide Mental Health and Psychosocial Support Services to students and personnel (1 points) <ul style="list-style-type: none"> Conducted training to teachers/personnel in the provision of Mental Health and Psychosocial Support Services to students and personnel - 1 point | ✓ ACR | |
| 4.3.13 School has an Evacuation Plan and Procedures (1 point) <ul style="list-style-type: none"> Crafted evacuation plan - 1 point | ✓ Evacuation Plan | |
| 4.4 Pillar 3: DRR in Education (9 points) | | |
| 4.4.1 School has integrated DRRM/CCA/EiE concepts in different subjects based on the National Curriculum Guide (4 points) <ul style="list-style-type: none"> Integrated in 4 or more subjects - 4 points Integrated in 3 subjects - 3 points Integrated in 2 subjects - 2 points Integrated in 1 subject - 1 point | ✓ DLL/ DLP | |
| 4.4.2 Students and personnel have participated in various DRRM/CCA/EiE activities (1 point) <ul style="list-style-type: none"> With evidence of participation - 1 point | ✓ ACR | |



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| 4.4.3 School has a DRRM/CCA/EiE capacity building plan for teachers and personnel (1 point) <ul style="list-style-type: none"> • Availability of training plan - 1 point | ✓ Training Plan | |
| 4.4.4 School head/personnel have attended DRRM/CCA/EiE training from DepEd or stakeholders (1 point) <ul style="list-style-type: none"> • Attended at least 1 DRRM/CCA/EiE Training from DepEd or other stakeholders - 1 point | ✓ Certificate of Participation ✓ Memorandum/Communication/Invitation | |
| 4.4.5 DRRM/CCA/EiE resource materials are available in the school (1 point) <ul style="list-style-type: none"> • At least 10 DRRM/CCA/EiE resource Materials are available in the school - 1 point | ✓ Screenshots/pictures of IEC Materials | |
| 4.4.6 Presence of DRRM corner, with updated IEC materials posted in every classroom (1 point) <ul style="list-style-type: none"> • Updated DRRM corner in every classroom - 1 point | ✓ Pictures of DRRM corner in classrooms | |
| 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>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</p> | ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd | |



| | | |
|--|--|--|
| <i>PRAISE committee.</i> | | |
| 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
DIVISION MADRASAH EDUCATION PROGRAM (MEP) COORDINATOR**

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

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 the date of signing</p> <ul style="list-style-type: none"> • CY 2021 and CY 2022 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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</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</p> | |



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| <p><i>the allotted points for the criterion.</i></p> | <p>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 | <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/Developer/Contextualizer of LRs/IEC - 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 or 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/articles or developed/contextualized learning resources/IEC</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> | <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. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that will benefit the school</p> <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> | <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> | |
| <p>7. Other Meritorious Accomplishments as to the position (30 points)</p> | | |
| <p>7.1 Conduct of Professional Development Programs (15 points)</p> <p>Conducted professional development program/activity that addressed the needs of the <i>asatidz</i>/school heads of the MEP implementing schools related to the PAPs supervised/coordinated.</p> <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>✓ 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,</p> <p>✓ Certificate of Recognition/Participation</p> <p>✓ Memorandum for the conduct of the program/activity</p> | |



7.2 Utilization of the Downloaded PSF (15 points)

| Percentage of Utilization of the Downloaded PSF | Point/s Earned |
|---|----------------|
| 100% | 15 points |
| 98% - 99% | 14 points |
| 96% - 97% | 13 points |
| 94% - 95% | 12 points |
| 92% - 93% | 11 points |
| 90% - 91% | 10 points |
| 85% - 89% | 8 points |
| 80% - 84% | 6 points |
| 75% - 79% | 5 points |
| 70% - 74% | 4 points |
| 69% and below | 1 point |

- ✓ Approved WFP reflected in the PMIS and duly signed by SDS
- ✓ Accomplishment Report signed by the Focal Person, Coordinator, Chief, Budget Officer, and SDS
- ✓ ACR, Impact evaluation, and other M&E Tools

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

- ✓ 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

Note:

- 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.

- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd



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| 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
DIVISION INDIGENOUS PEOPLES EDUCATION (IPEd) COORDINATOR**

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

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 the date of signing</p> <ul style="list-style-type: none"> • CY 2021 and CY 2022 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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</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</p> | |



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| | | |
|--|---|--|
| <p><i>the allotted points for the criterion.</i></p> | <p>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 | <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/Developer/Contextualizer of LRs/IEC - 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 or 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/articles or developed/contextualized learning resources/IEC</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> | <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. Networking/Linkages (5 points)</p> <p>✓ Initiated resource generation projects and/or programs that will benefit the school</p> <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> | <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> | | | | | | | |
| <p>7. Other Meritorious Accomplishments as to the position (30 points)</p> | | | | | | | | |
| <p>7.1 Conduct of Professional Development Programs (15 points)</p> <p>Conducted professional development program/activity that addressed the needs of the teachers handling IPED/school heads of the IPED implementing schools related to the PAPs supervised/coordinated.</p> <p>✓ Proponent/organizer - 15 points ✓ Member - 7 points</p> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</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,</p> <p>✓ Certificate of Recognition/Participation</p> <p>✓ Memorandum for the conduct of the program/activity</p> | | | | | | | |
| <p>7.2 Utilization of the Downloaded PSF (15 points)</p> <table><tr><td>Percentage of Utilization of the Downloaded PSF</td><td>Point/s Earned</td></tr><tr><td>100%</td><td>15 points</td></tr><tr><td>98% - 99%</td><td>14 points</td></tr></table> | Percentage of Utilization of the Downloaded PSF | Point/s Earned | 100% | 15 points | 98% - 99% | 14 points | <p>✓ Approved WFP reflected in the PMIS</p> <p>✓ Accomplishment Report signed by the Focal Person, Coordinator, Chief, Budget Officer, and SDS</p> <p>✓ ACR, Impact evaluation, and other M&E Tools</p> | |
| Percentage of Utilization of the Downloaded PSF | Point/s Earned | | | | | | | |
| 100% | 15 points | | | | | | | |
| 98% - 99% | 14 points | | | | | | | |



| | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|---------------|---------|--|--|
| | <table><tr><td>96% - 97%</td><td>13 points</td></tr><tr><td>94% -95%</td><td>12 points</td></tr><tr><td>92% - 93%</td><td>11 points</td></tr><tr><td>90% - 91%</td><td>10 points</td></tr><tr><td>85% - 89%</td><td>8 points</td></tr><tr><td>80% -84%</td><td>6 points</td></tr><tr><td>75% -79%</td><td>5 points</td></tr><tr><td>70% -74%</td><td>4 points</td></tr><tr><td>69% and below</td><td>1 point</td></tr></table> | 96% - 97% | 13 points | 94% -95% | 12 points | 92% - 93% | 11 points | 90% - 91% | 10 points | 85% - 89% | 8 points | 80% -84% | 6 points | 75% -79% | 5 points | 70% -74% | 4 points | 69% and below | 1 point | | |
| 96% - 97% | 13 points | | | | | | | | | | | | | | | | | | | | |
| 94% -95% | 12 points | | | | | | | | | | | | | | | | | | | | |
| 92% - 93% | 11 points | | | | | | | | | | | | | | | | | | | | |
| 90% - 91% | 10 points | | | | | | | | | | | | | | | | | | | | |
| 85% - 89% | 8 points | | | | | | | | | | | | | | | | | | | | |
| 80% -84% | 6 points | | | | | | | | | | | | | | | | | | | | |
| 75% -79% | 5 points | | | | | | | | | | | | | | | | | | | | |
| 70% -74% | 4 points | | | | | | | | | | | | | | | | | | | | |
| 69% and below | 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>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> | | <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 DIVISION YOUTH FORMATOR

Name of Nominee: _____ SDO: _____
 Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|---|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (65 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</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 | |



| | | | | |
|---|--|--|--|--|
| the allotted points for the criterion. | | school nominees) or RD (for Regional Office nominees) | | |
| 3. Research and Development Endeavors (5 points) 3.1 Conducted in-depth basic/action research on campus journalism 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>Note:</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> 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. 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>Note:</p> <p>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 | | |
| 5. Outreach Activity (10 points) ✓ Conducted community outreach activities with the SSG/SPG/Yes-O, like tree planting, clean-up drives, and other community development activities or civic engagements | | ✓ 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 | | |

| | | | | |
|--------------------------------|----------------------|----------------|--------|----------------|
| Number of Activities Conducted | Role | Point/s Earned | Role | Point/s Earned |
| At least 5 | Proponent/ Organizer | 10 pts. | Member | 5 pts. |
| 4 | | 8 pts. | | 4 pts. |
| 3 | | 6 pts. | | 3 pts. |
| 2 | | 4 pts. | | 2 pts. |
| 1 | | 2 pts. | | 1 pts. |



| | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------------------|----------------|--|---------------------------------------|---|------------|---|--------|--|---------|---|------------|---|--------|--|---------|--------|------------|---------|-------|--|--|
| 6. Other Meritorious Accomplishments specific to the position (35 points) | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 Partnerships for implementation of Youth Programs | | | | | | | | | | | | | | | | | | | | | | |
| 6.1.1 Prepared advocacy campaign materials to increase awareness of stakeholders and gather resource support for youth programs (5 points) | | | ✓ Hard copy of advocacy material ✓ Distribution list/ acknowledgment receipt | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Number of Produced advocacy campaign materials, printed, and distributed</td><td>Percentage of Distribution to Schools</td><td>Point/s Earned</td></tr><tr><td>At least 1</td><td>At least 90%</td><td>5 pts.</td></tr><tr><td>At least 1</td><td>80%-89%</td><td>4 pts.</td></tr><tr><td>At least 1</td><td>70%-79%</td><td>3 pts.</td></tr><tr><td>At least 1</td><td>60%-69%</td><td>2 pts.</td></tr><tr><td>At least 1</td><td>50%-59%</td><td>1 pt.</td></tr></table> | | | Number of Produced advocacy campaign materials, printed, and distributed | Percentage of Distribution to Schools | Point/s Earned | At least 1 | At least 90% | 5 pts. | At least 1 | 80%-89% | 4 pts. | At least 1 | 70%-79% | 3 pts. | At least 1 | 60%-69% | 2 pts. | At least 1 | 50%-59% | 1 pt. | | |
| Number of Produced advocacy campaign materials, printed, and distributed | Percentage of Distribution to Schools | Point/s Earned | | | | | | | | | | | | | | | | | | | | |
| At least 1 | At least 90% | 5 pts. | | | | | | | | | | | | | | | | | | | | |
| At least 1 | 80%-89% | 4 pts. | | | | | | | | | | | | | | | | | | | | |
| At least 1 | 70%-79% | 3 pts. | | | | | | | | | | | | | | | | | | | | |
| At least 1 | 60%-69% | 2 pts. | | | | | | | | | | | | | | | | | | | | |
| At least 1 | 50%-59% | 1 pt. | | | | | | | | | | | | | | | | | | | | |
| 6.1.2 Established partnerships in the implemented youth programs (10 points) | | | ✓ Copy of the approved proposal ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance/ Contract ✓ Accomplishment report w/ attachments: Pictures | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>No. of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract approved, implemented, and monitored</td><td>Point/s Earned</td></tr><tr><td>5 or more MOA/MOU/DODA/ Contract approved, implemented, and monitored</td><td>10 pts.</td></tr><tr><td>4 MOA/MOU/DODA/ Contract approved, implemented, and monitored</td><td>8 pts.</td></tr><tr><td>3 MOA/MOU/DODA/ Contract approved implemented, and monitored</td><td>6 pts.</td></tr><tr><td>2 MOA/MOU/DODA/ Contract approved, implemented, and monitored</td><td>4 pts.</td></tr><tr><td>1 MOA/MOU/DODA/ Contract approved, implemented, and monitored</td><td>2 pts.</td></tr><tr><td>MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number)</td><td>1 pt.</td></tr></table> | | | No. of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract approved, implemented, and monitored | Point/s Earned | 5 or more MOA/MOU/DODA/ Contract approved, implemented, and monitored | 10 pts. | 4 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 8 pts. | 3 MOA/MOU/DODA/ Contract approved implemented, and monitored | 6 pts. | 2 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 4 pts. | 1 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 2 pts. | MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number) | 1 pt. | | | | | | |
| No. of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract approved, implemented, and monitored | Point/s Earned | | | | | | | | | | | | | | | | | | | | | |
| 5 or more MOA/MOU/DODA/ Contract approved, implemented, and monitored | 10 pts. | | | | | | | | | | | | | | | | | | | | | |
| 4 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 8 pts. | | | | | | | | | | | | | | | | | | | | | |
| 3 MOA/MOU/DODA/ Contract approved implemented, and monitored | 6 pts. | | | | | | | | | | | | | | | | | | | | | |
| 2 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 4 pts. | | | | | | | | | | | | | | | | | | | | | |
| 1 MOA/MOU/DODA/ Contract approved, implemented, and monitored | 2 pts. | | | | | | | | | | | | | | | | | | | | | |
| MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number) | 1 pt. | | | | | | | | | | | | | | | | | | | | | |
| <i>Note: MOA/MOU/DOD/DOA/Contract shall be counted from January to November of the Calendar Year.</i> | | | | | | | | | | | | | | | | | | | | | | |



6.2 Programs and Projects (for Youth) (15 points)

With approved concept papers and program/project designs and proposals for programs/ projects for the children and youth.

| Number Programs and Projects Implemented | Points Earned |
|--|---------------|
| At least 5 | 15 points |
| 4 | 12 points |
| 3 | 9 points |
| 2 | 6 points |
| 1 | 3 points |

- ✓ Concept Paper
- ✓ Program/Project Completion Report

6.3 Awardee for Outstanding Implementation of any Youth Formation Program (e.g. Gawad Siklab, etc.) (5 points)
(for the last 3 years)

| Governance Level | Award | Point/s Earned |
|------------------|-----------------|----------------|
| National | 1 st | 5 points |
| | 2 nd | 4 points |
| Regional | 1 st | 3 points |
| | 2 nd | 2 points |
| Division | 1 st | 1 point |

Note:

- a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.

- ✓ Certificate of Recognition

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

- ✓ 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

- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd



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| | | |
|---|--|--|
| <ul style="list-style-type: none"> 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 DIVISION DRRM COORDINATOR

Name of Nominee: _____
Position: _____

SDO: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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"> • CY 2021 and CY 2022 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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. 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</p> | |



| | | | | |
|--|---|----------------|---|--|
| | (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. 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></p> <p>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 signed by DepEd or other agencies/organizations sanctioned by DepEd</p> | | | |
| <p>5. Other Meritorious Accomplishments specific to the position (50 points)</p> | | | | |
| <p>5.1 Risk-Informed Plans, Policies, and Standards (5 points)</p> <p>Developed/enhanced/contextualized and disseminated risk-informed plans, policies, and standards for implementation (5 points)</p> <table><tr><td>Number of policies and standards developed/enhanced/</td><td>Point/s Earned</td></tr></table> | Number of policies and standards developed/enhanced/ | Point/s Earned | <p>✓ Copy of the policies and standards developed/enhanced/contextualized</p> <p>✓ Memorandum</p> | |
| Number of policies and standards developed/enhanced/ | Point/s Earned | | | |



| | | | | | | | | | | | |
|--|---|--|--|-----------|----------|---|----------|---|----------|--|--|
| | <table><tr><td>contextualized and disseminated for implementation</td><td></td></tr><tr><td>3 or more</td><td>5 points</td></tr><tr><td>2</td><td>4 points</td></tr><tr><td>1</td><td>3 points</td></tr></table> | contextualized and disseminated for implementation | | 3 or more | 5 points | 2 | 4 points | 1 | 3 points | | |
| contextualized and disseminated for implementation | | | | | | | | | | | |
| 3 or more | 5 points | | | | | | | | | | |
| 2 | 4 points | | | | | | | | | | |
| 1 | 3 points | | | | | | | | | | |
| <p><i>Note: The Contingency Plan shall be considered as one (1) Risk-Informed Plan</i></p> | | | | | | | | | | | |
| <p>5.2 Partnerships for Strengthening Resilience (10 points) Initiated resource generation projects and/or programs that will benefit the schools</p> <p>Proponent/organizer - 10 points Member - 5 points</p> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p> | <ul style="list-style-type: none">✓ Copy of the approved proposal✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance/ Contract✓ Accomplishment report w/ attachments: Pictures | | | | | | | | | | |
| <p>5.3 Information, Education & Advocacy (For DRRM) (10 points) 5.3.1 Crafted/adopted/adapted NDRRM materials to local situation and published/distributed such material for resource generation and support advocacy (5 points)</p> <ul style="list-style-type: none">• Crafted/adopted/adopted at least one (1) advocacy materials and published/distributed for resource generation and support - 5 points• Crafted/ adopted/adapted advocacy materials but not published - 2.5 points <p>5.3.2 Developed Communication Plans on DRRM for the agency and stakeholders (5 points)</p> <ul style="list-style-type: none">• With duly approved and disseminated Communication Plans - 5 points• Communication Plan is duly approved but not disseminated - 2.5 points | <ul style="list-style-type: none">✓ Hard copy of advocacy material✓ Distribution list/ acknowledgment receipt✓ Copy of the approved Communication Plan✓ Memorandum | | | | | | | | | | |
| <p>5.4 Programs and Projects (for DRRM) (10 points) With approved concept papers and program/project designs and proposals for programs/ projects for DRRM and climate change/ environmental risk reduction.</p> <ul style="list-style-type: none">• At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved and implemented - 10 points | <ul style="list-style-type: none">✓ Concept Paper✓ Any proof of implementation | | | | | | | | | | |



| <ul style="list-style-type: none">At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved but not yet implemented – 7 pointsAt least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was drafted but not yet approved – 4 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|--------|--|---------|-----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|---------------|---------|---------------------------|----------------|---------|----------|--------|----------|--------|----------|--------|----------|-------|---------|---|--|
| <p>5.5 Monitoring of DRR in Education (15 points)</p> <p>5.5.1 Monitoring of schools and provision of Technical Assistance on DRRM, CCA, EiE, and Peace Building Activities (10 points)</p> <table><tr><th>Description</th><th>Percentage</th><th>Points</th></tr><tr><td rowspan="8">Percentage of schools in AOR, monitored and provided technical assistance in developing programs and projects for DRRM</td><td>90-100%</td><td>10 points</td></tr><tr><td>80-89%</td><td>8 points</td></tr><tr><td>70-79%</td><td>7 points</td></tr><tr><td>60-69%</td><td>6 points</td></tr><tr><td>50-59%</td><td>5 points</td></tr><tr><td>40-49%</td><td>4 points</td></tr><tr><td>30-39%</td><td>3 points</td></tr><tr><td>20-29%</td><td>2 points</td></tr><tr><td>19% and below</td><td>1 point</td></tr></table> <p>5.5.2 Percentage of Fund Utilization (5 points)</p> <table><tr><th>Percentage of Utilization</th><th>Point/s Earned</th></tr><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>1-19%</td><td>1 point</td></tr></table> | Description | Percentage | Points | Percentage of schools in AOR, monitored and provided technical assistance in developing programs and projects for DRRM | 90-100% | 10 points | 80-89% | 8 points | 70-79% | 7 points | 60-69% | 6 points | 50-59% | 5 points | 40-49% | 4 points | 30-39% | 3 points | 20-29% | 2 points | 19% and below | 1 point | Percentage of Utilization | Point/s Earned | 80-100% | 5 points | 60-79% | 4 points | 40-59% | 3 points | 20-39% | 2 points | 1-19% | 1 point | <ul style="list-style-type: none">✓ Accomplished monitoring Tools/ Signed recommendation to management on interventions and programs to respond to DRRM needs of schools✓ Certificate of Appearance✓ Pictures✓ Certification from Budget/Finance | |
| Description | Percentage | Points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percentage of schools in AOR, monitored and provided technical assistance in developing programs and projects for DRRM | 90-100% | 10 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 80-89% | 8 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 70-79% | 7 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 60-69% | 6 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 50-59% | 5 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 40-49% | 4 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30-39% | 3 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20-29% | 2 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19% and below | 1 point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percentage of Utilization | Point/s Earned | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80-100% | 5 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60-79% | 4 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40-59% | 3 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20-39% | 2 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-19% | 1 point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 for Master’s Degree – 3 pointsEarned 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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|--|---|--|
| <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> | <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 GENDER AND DEVELOPMENT (GAD) COORDINATOR**

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

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | 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"> • CY 2021 and CY 2022 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</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/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 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. 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>✓ 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</p> | |



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| | | |
|---|---|--|
| <p><i>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> | <p>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 | <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/Developer/Contextualizer of LRs/IEC - 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 or 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> | <p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</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 | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer signed</p> | |



| | | | | | | | | | | |
|--|--|---------------|------------|-----------|---|----------|---|----------|--|--|
| <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> | by DepEd or other agencies/organizations sanctioned by DepEd | | | | | | | | | |
| <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>Points given to GAD-related networking /partnership projects and/or programs</p> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p>Points given to non-GAD-related networking/partnership projects and/or programs</p> <p>Proponent/organizer - 3 points Member - 1.5 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 as to the position/coordinatorship within the last 3 years from the cut-off date set by the Regional PRAISE committee (35 points)</p> | | | | | | | | | | |
| <p>7.1 Functionality of GAD Focal Point System (GFPS) (10 points)</p> <table><tr><td>No. of Meetings Conducted within the last 3 years from the cut-off date set</td><td>Points Earned</td></tr><tr><td>At least 5</td><td>10 points</td></tr><tr><td>4</td><td>8 points</td></tr><tr><td>3</td><td>6 points</td></tr></table> | No. of Meetings Conducted within the last 3 years from the cut-off date set | Points Earned | At least 5 | 10 points | 4 | 8 points | 3 | 6 points | <ul style="list-style-type: none">✓ Minutes of Meetings✓ Accomplished GAD Mainstreaming Evaluation Framework (GMEF) | |
| No. of Meetings Conducted within the last 3 years from the cut-off date set | Points Earned | | | | | | | | | |
| At least 5 | 10 points | | | | | | | | | |
| 4 | 8 points | | | | | | | | | |
| 3 | 6 points | | | | | | | | | |
| <p>7.2 Submission of GAD Plan and Budget (GPB) (5 points)</p> <ul style="list-style-type: none">✓ Submitted GAD Plan and Budget - 5 pts. 3 days before the deadline✓ Submitted GAD Plan and Budget - 4 pts. 2 days before the deadline✓ Submitted GAD Plan and Budget - 3 pts. 1 day before the deadline✓ Submitted GAD Plan and Budget - 2 pts. | <ul style="list-style-type: none">✓ Copy of the GAD Plan and Budget (GPB) duly signed by the SDS | | | | | | | | | |



| | | | | | | | | | | | |
|--|--|----------------|-------------|-----------|----|----------|---|----------|--|--|--|
| on the deadline | | | | | | | | | | | |
| 7.3 Submission of GAD Accomplishment Report (AR) (5 Points) <ul style="list-style-type: none">✓ Submitted GAD Accomplishment Report 3 days before the deadline - 5 pts.✓ Submitted GAD Accomplishment Report 2 days before the deadline - 4 pts.✓ Submitted GAD Accomplishment Report 1 day before the deadline - 3 pts.✓ Submitted GAD Accomplishment Report on the deadline - 2 pts. | ✓ Copy of the GAD Accomplishment Report/s duly signed by the SDS | | | | | | | | | | |
| 7.4 Attributed Programs, Projects, and Activities (PPAs) subjected to Harmonized Gender and Development Guidelines (HGDG) (5 Points) <table><tr><td>No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set</td><td>Point/s Earned</td></tr><tr><td>At least 5</td><td>5 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>1 point</td></tr></table> | No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set | Point/s Earned | At least 5 | 5 points | 4 | 3 points | 3 | 1 point | ✓ Project Proposal/s duly approved by the SDS ✓ Accomplished HGDG form duly signed by the authorities | | |
| No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set | Point/s Earned | | | | | | | | | | |
| At least 5 | 5 points | | | | | | | | | | |
| 4 | 3 points | | | | | | | | | | |
| 3 | 1 point | | | | | | | | | | |
| 7.5 Activities conducted that addressed Gender issues (10 points) <table><tr><td>No. of Activities conducted that addressed Gender of Conducted within the last 3 years from the cut-off date set</td><td>Points Earned</td></tr><tr><td>At least 11</td><td>10 points</td></tr><tr><td>10</td><td>6 points</td></tr><tr><td>9</td><td>3 points</td></tr></table> | No. of Activities conducted that addressed Gender of Conducted within the last 3 years from the cut-off date set | Points Earned | At least 11 | 10 points | 10 | 6 points | 9 | 3 points | ✓ Activity Completion Report/s | | |
| No. of Activities conducted that addressed Gender of Conducted within the last 3 years from the cut-off date set | Points Earned | | | | | | | | | | |
| At least 11 | 10 points | | | | | | | | | | |
| 10 | 6 points | | | | | | | | | | |
| 9 | 3 points | | | | | | | | | | |
| 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 or 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 | | | | | | | | | | |



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| <p>2. Learning and Development (5 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies</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> | <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-BASED MANAGEMENT (SBM) COORDINATOR**

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

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|--|--|---------------|
| A. Performance (10 points) | | |
| 1. Performance rating of the nominee for the last 2 rating periods with Outstanding Rating (4.50-5.00) Point/s Earned: = (Average of the two IPCRF Ratings / 5) x 10 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (80 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 (3 points) <ul style="list-style-type: none"> National Awardee - 3 points Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 2 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 1 point <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 (3 points) <ul style="list-style-type: none"> Adopted in the region/division - 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 | |



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|---|--|--|
| <p>5. Consultant/Resource Speaker/Learning Facilitator/Trainer (3 points)</p> <ul style="list-style-type: none"> • International – 3 points • National – 2 points • Regional – 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 signed by DepEd or other agencies/organizations sanctioned by DepEd</p> | |
| <p>6. Other Meritorious Accomplishments specific to the position (65 points)</p> | | |
| <p>6.1 SDOs Achievement and Awards (SBM related project) on TA Provision (15 points)</p> <p>Best Practice in TA Provision – 15 pts. Effective Practice in TA Provision – 10 pts. Innovative Practice in TA Provision – 5 pts.</p> | <p>✓ Awards received and certificates or Plaque of recognition</p> | |
| <p>6.2 Meet the 100% Target of Schools SBM Level II of Practice against to the total number of (excluding Level III) schools (10 points)</p> <p>100% of the total number of Schools (Elem. & Sec.) - 10 points</p> <p>95% - 99% of the total number of Schools (Elem. & Sec.) - 8 points</p> <p>90% - 94% of the total number of Schools (Elem. & Sec.) - 6 points</p> <p>85% - 89% of the total number of Schools (Elem. & Sec.) - 4 points</p> <p>Below 85% of the total number of Schools (Elem. & Sec.) - 2 points</p> | <p>✓ Consolidated SBM Assessment Results duly signed by the Division Validators and duly approved by the Schools Division Superintendent</p> | |
| <p>6.3 Meet the 50% Target of Schools SBM Level III of Practice against to the total number of SBM Level II schools (10 points)</p> <p>50% of the total number of SBM Level II Schools (Elem. & Sec.) - 10 points</p> <p>45%-49% of the total number of SBM Level II Schools (Elem. & Sec.) - 8 points</p> <p>40% - 44% of the total number of SBM Level II Schools - 6 points</p> | <p>✓ Consolidated SBM Assessment Results duly signed by the Division Validators and duly approved by the Schools Division Superintendent</p> | |



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| <p>(Elem. & Sec.)</p> <p>35% - 39% of the total number of SBM Level II Schools (Elem. & Sec.) - 4 points</p> <p>Below 35% of the total number of SBM Level II Schools (Elem. & Sec.) - 2 points</p> | | |
| <p>6.4 Meet the 100% Target of Schools SBM Level III of Practice region recognized against to the total number of SDOs` recommended SBM Level III schools for regional validation- at least 10 recommended schools for Provincial divisions and at least 5 recommended schools for City divisions (15 points)</p> <p>100% of the total no. of recommended Schools (Elem. & Sec.) - 15 points</p> <p>95% - 99% of the total number of recommended schools (Elem. & Sec.) - 12 points</p> <p>90% - 94% of the total number of recommended School (Elem. & Sec) - 9 points</p> <p>85% - 89% of the total number of schools (Elem. & Sec) - 6 points</p> <p>Below 85% of the total number of schools (Elem. & Sec.) - 3 points</p> | <p>✓ Consolidated SBM Assessment Results duly approved by the QAD Chief</p> | |
| <p>6.5 SDO-SBM Coaching Plan Implementation (15 points)</p> <p>90-100% of the SBM Coaching Plan has been implemented - 15 points</p> <p>80% - 89.99% of the SBM Coaching Plan has been implemented - 12 points</p> <p>70% - 79.99% of the SBM Coaching Plan has been implemented - 9 points</p> <p>60% - 69.99% of the SBM Coaching Plan has been implemented - 6 points</p> <p>At most 59% of the SBM Coaching Plan has been implemented - 3 points</p> | <p>✓ Division Coaching Plan Implementation Report with MOVs</p> | |



| C. Education & Learning and Development (5 points) | | |
|--|---|--|
| 1. Education (3 points) <ul style="list-style-type: none"> • Doctorate/Doctor's Degree – 3 points • Complete Academic Requirements for Doctorate/Doctor's Degree - 2.5 points • Earned at least 18 doctorate or doctor's degree units - 2 points • Master's Degree / Bachelor of Laws (Juris Doctor) - 1.5 points • Complete Academic Requirements for Master's Degree - 1 point • Earned at least 18 MA Units – 0.5 point | <ul style="list-style-type: none"> ✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned | |
| 2. Learning and Development (2 points) <ul style="list-style-type: none"> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies <ul style="list-style-type: none"> • International/National – 2 points • Regional – 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> | <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
DIVISION TECHNICAL ASSISTANCE (TA) COORDINATOR**

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

Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|---|---|---------------|
| A. Performance (10 points) | | |
| <p>1. Performance rating of the nominee for the last 2 rating periods with Outstanding Rating (4.50-5.00)</p> <p>Point/s Earned: = Average of the two IPCRF Ratings / 5) x 10</p> | <p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> • CY 2021 and CY 2022 <p>✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities</p> | |
| B. Outstanding/Meritorious Accomplishments (80 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/ Awardee in the Provincial Level - 3 points • Nomination in the Region / Awardee in the Division/ Awardee in the Municipal Level - 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 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 (5 points)</p> <ul style="list-style-type: none"> • Adopted in the region/division - 5 points • Started the implementation - 3 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</p> | |



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| | school nominees) or RD (for Regional Office nominees) | |
| 3. Research and Development Projects (2 points) 3.1 Conducted basic/action research approved by the DO Research Team (1 point) <ul style="list-style-type: none"> Regional/Division 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> 3.2 Presented a research paper (1 point) <ul style="list-style-type: none"> International - 1 point National - 0.75 point Regional - 0.50 point Division - 0.25 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 (3 points) <ul style="list-style-type: none"> Sole authorship of a book - 3 points Co-authorship of a book - 3 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 2 points Writer/Developer/Contextualizer of LR/IEC - 2 points Co-Writer of LR - 2 points will be divided by the number of writers Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 1 point <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> | ✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition | |
| 5. Consultant/Resource Speaker/Learning Facilitator/Trainer (3 points) <ul style="list-style-type: none"> International - 3 points | ✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning | |



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| <ul style="list-style-type: none"> National – 2 points Regional – 1 point <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> | Facilitator/ Trainer signed by DepEd or other agencies/organizations sanctioned by DepEd | |
| 6. Other Meritorious Accomplishments specific to the position (62 points) | | |
| 6.1 SDOs Achievement and Awards on TA Provision (15 points) | ✓ Awards received and certificates of recognition | |
| Best Practice in TA Provision – 15 pts. Effective Practice in TA Provision – 12 pts. Innovative Practice in TA Provision – 9 pts. Ordinary Practice in TA Provision – 6 pts. | | |
| 6.2 Conducted Orientation on TA Mechanism thru the Orientation of the Contextualized TA Mechanism to the DFTACTs (5 points) | ✓ ACR on the Orientation of the DFTACTs on CTAM | |
| 100% of the new members of the DFTACTs were oriented – 5 pts. 95% - 99% of the new members of the DFTACTs were oriented – 4 pts. 90% - 94% of the new members of the DFTACTs were oriented – 3 pts. 85% - 89% of the new members of the DFTACTs were oriented – 2 pts. Below 85% of the new members of the DFTACTs were oriented – 1 pt. | | |
| 6.3 SDO Technical Assistance Plan Implementation (15 points) | ✓ 2021 Division TA Plan Implementation Report with MOVs | |
| 90-100% of the SDO TA Plan pts. Has been implemented – 15 80% - 89.99% of the SDO TA Plan has been implemented – 12 pts. 70% - 79.99% of the SDO TA Plan has been implemented – 9 pts. 60% - 69.99% of the SDO TA Plan has been implemented – 6 pts. At most 59% of the SDO TA Plan has been implemented – 3 pts. | | |



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| <p>6.4 Percentage of Priority Schools Provided TA by the DFTACTs (10 Points)</p> <p>100% of the priority schools have been provided TA by the DFTACTs per quarter – 10 pts.</p> <p>95% - 99% of the priority schools have been provided TA by the DFTACTs per quarter – 8 pts.</p> <p>90% - 94% of the priority schools have been provided TA by the DFTACTs per quarter – 6 pts.</p> <p>85% - 89% of the priority schools have been provided TA by the DFTACTs per quarter – 4 pts.</p> <p>Below 85% of the priority schools have been provided TA by the DFTACTs per quarter – 2 pts.</p> | <p>✓ DFTACTs' Deployment Reports</p> <p>✓ DFTACTs' Deployment Log</p> <p>✓ DTAPP and DTAPE</p> | |
| <p>6.5 The Coordinator's TA Practices to the DFTACTs has demonstrated significant change/improvement of the Schools Division's Net Enrolment, Cohort Survival, and Completions Rates (17 Points)</p> <p>100% NER, CSR and CRs achieved by the SDO – 17 pts.</p> <p>95% - 99% NER, CSR and CRs achieved by the SDO – 14 pts.</p> <p>90% - 94% NER, CSR and CRs achieved by the SDO – 11 pts.</p> <p>85% - 89% NER, CSR and CRs achieved by the SDO – 8 pts.</p> <p>Below 85% NER, CSR and CRs achieved by the SDO – 5 pts.</p> | <p>✓ Improved Performance Indicators for SY 2019-2020 and 2020-2021 (NER, CSR, CR) of the Schools Division from PPRD</p> | |
| C. Education & Learning and Development (5 points) | | |
| <p>1. Education (3 points)</p> <ul style="list-style-type: none"> • Doctorate/Doctor's Degree – 3 points • Complete Academic Requirements for Doctorate/Doctor's Degree – 2.5 points • Earned at least 18 doctorate or doctor's degree units – 2 points • Master's Degree / Bachelor of Laws (Juris Doctor) – 1.5 points • Complete Academic Requirements for Master's Degree – 1 point • Earned at least 18 MA Units – 0.5 point | <p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p> | |



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| <p>2. Learning and Development (2 points)</p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies</p> <ul style="list-style-type: none"> • International/National – 2 points • Regional – 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> | <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 THE MOST OUTSTANDING DIVISION SPED COORDINATOR

Name of Nominee: _____ SDO: _____
 Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOV's) | Points Earned |
|--|--|---------------|
| A. Performance (30 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 OPCR/IPCRR Ratings / 5) x 30 | ✓ IPCRR duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (50 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points <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 school 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</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 | |



| | | |
|---|---|--|
| <p><i>the allotted points for the criterion.</i></p> | <p>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 | <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/Developer/Contextualizer of LRs/IEC - 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 or 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/articles or developed/contextualized learning resources/IEC</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 | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning</p> | |



| | | |
|---|---|--|
| <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> | 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 ✓ Co-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. Networking/Linkages (5 points)</p> <ul style="list-style-type: none"> ✓ Initiated resource generation projects and/or programs that will benefit the office/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>8. Other Meritorious Accomplishments Specific to the Position (15 points)</p> | | |
| <p>8.1 Instructional Material/LR Development and Management (5 points)</p> <p>Number of LR Development/QA Activities Conducted</p> <p>5 or more activities - 5 points 4 activities - 4 points 3 activities - 3 points 2 activities - 2 points 1 activity - 1 point</p> | <ul style="list-style-type: none"> ✓ Certification from the SDS | |



| <div>8.2 Provision of Technical Assistance (5 points)</div> <div><div>Gave TA to 81%-100% of school heads – 5 points</div><div>Gave TA to 61%-80% of school heads - 4 points</div><div>Gave TA to 41%-60% of school heads - 3 points</div><div>Gave TA to 21%-40% of school heads - 2 points</div><div>Gave TA to 1%-20% of school heads - 1 point</div></div> | <div><div>✓ Photos</div><div>✓ TA plan/report</div><div>✓ Certificate of appreciation/recognition</div></div> | | | | | | | | | | | | | |
|--|--|----------------|------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|---------|--|--|
| <div>8.3 Efficiency in the Utilization of Funds (5 points)</div> <div><table><tr><th>Percentage of Utilization of the downloaded PSF or allotted fund for SPED</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>95% - 99%</td><td>4 points</td></tr><tr><td>90% - 94%</td><td>3 points</td></tr><tr><td>80% - 89%</td><td>2 points</td></tr><tr><td>70% - 79%</td><td>1 point</td></tr></table></div> | Percentage of Utilization of the downloaded PSF or allotted fund for SPED | Point/s Earned | 100% | 5 points | 95% - 99% | 4 points | 90% - 94% | 3 points | 80% - 89% | 2 points | 70% - 79% | 1 point | <div><div>✓ Certification from the Finance Division (FD)</div></div> | |
| Percentage of Utilization of the downloaded PSF or allotted fund for SPED | Point/s Earned | | | | | | | | | | | | | |
| 100% | 5 points | | | | | | | | | | | | | |
| 95% - 99% | 4 points | | | | | | | | | | | | | |
| 90% - 94% | 3 points | | | | | | | | | | | | | |
| 80% - 89% | 2 points | | | | | | | | | | | | | |
| 70% - 79% | 1 point | | | | | | | | | | | | | |
| C. Education & Learning and Development (10 points) | | | | | | | | | | | | | | |
| <div>1. Education (5 points)</div> <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>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>• International/National - 5 points</div><div>• Regional - 4 points</div><div>• Division - 3 points</div><div>• District - 2 points</div><div>• School - 1 point</div></div><div>Note: a. Points earned are cumulative but not to</div></div> | <div><div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div></div> | | | | | | | | | | | | | |



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| <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 (10 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 SPORTS COORDINATOR

Name of Nominee: _____ SDO: _____
 Position: _____

| CRITERIA/INDICATORS | MEANS OF VERIFICATION (MOVs) | Points Earned |
|--|--|---------------|
| A. Performance (20 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 20 | ✓ IPCRF duly signed by authorities with date of signing • CY 2021 and CY 2022 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| B. Outstanding/Meritorious Accomplishments (65 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/Awardee in the Provincial Level - 4 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points <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 school 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 (10 points) <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> 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</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 | |



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| the allotted points for the criterion. | school nominees) or RD (for Regional Office nominees) | |
| <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 Level - 5 points Division Level - 4 points District Level - 3 points <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 (5 points)</p> <ul style="list-style-type: none"> International - 5 points National - 4 points Regional - 3 points Division - 2 points | <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/Developer/Contextualizer of LR/IEC - 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 or 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/articles or developed/contextualized learning resources/IEC</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 | <p>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd</p> | |



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| <ul style="list-style-type: none"> 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>6. Networking/Linkages (5 points) Initiated Sports-related resource generation projects and/or programs that will benefit the school and SDO</p> <ul style="list-style-type: none"> ✓ Proponent - 5pts. ✓ Co-Chair - 4pts. ✓ Member - 3 pts. <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 ✓ Activity Completion Report (ACR) | |
| <p>7. Other Meritorious Accomplishments as to the position (30 points)</p> | | |
| <p>7.1 Conduct of Professional Development Programs (10 points) Conducted professional development program/activity that addressed the needs of the teachers /school heads related to the PAPs supervised/coordinated specifically on sports</p> <ul style="list-style-type: none"> ✓ Proponent/organizer: 4 to 5 development programs - 10 points 2 to 3 development programs - 8 points 1 development program - 6 points ✓ Member: 4 to 5 development programs - 5 points 2 to 3 development programs - 3 points 1 development program - 2 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"> ✓ 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 | |
| <p>7.2 Won in National and Regional sports competition (10 points) (Note: Number of golds, silver, bronze medals for both individual and team sports prevail for the national level and rank for the regional level)</p> <p>National Level</p> <ul style="list-style-type: none"> 5 to 10 gold medals - 10 points 1 to 4 gold medals - 8 points 5 to 10 silver medals - 6 points 1 to 4 silver medals - 5 points 5 to 10 bronze medals - 4 points 1 to 4 bronze medals - 3 points | <ul style="list-style-type: none"> ✓ Certificate of Recognition ✓ Memorandum (reflecting the members of the Team and Officials) ✓ Summary of EVRAA Results or any similar Official Results from the Record Committee duly signed by the authorized officials/Issuance (reflecting the winners with medals garnered or ranking) | |



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| <p>Regional Level</p> <p>Rank 1 – 5 points</p> <p>Rank 2 to 3 – 4 points</p> <p>Rank 4 to 5 – 3 points</p> <p>Rank 6 to 7 – 2 points</p> <p>Rank 8 to 10 – 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. 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>7.3 Facilitated/TWG on the Participation of the coaches and or officiating officials to the national and regional virtual/F2F sports trainings/seminars conducted (5 pts.)</p> <p>✓ Number of Sports events facilitated in the participation to the national level:</p> <p>1 to 5 events facilitated the participation to the national level – 5 points</p> <p>✓ Number of Sports events facilitated in the participation to the regional level:</p> <p>1 to 5 regional sports events facilitated – 4 points</p> <p>✓ Number of Sports events facilitated in the participation to the division level:</p> <p>1 to 5 regional sports events facilitated – 3 points</p> | <p>✓ Memorandum</p> <p>✓ Certificate of Recognition/Participation</p> | |
| <p>C. Education & Learning and Development (10 points)</p> | | |
| <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> | |



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| <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 <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 MULTIGRADE COORDINATOR

Name of Nominee: _____ SDO: _____
 Position: _____

| 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 • CY 2021 and CY 2022 ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities | |
| 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 (10 points) <ul style="list-style-type: none"> National Awardee - 10 points Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points <i>Note:</i> <ol style="list-style-type: none"> Points earned are cumulative but not to exceed the allotted points for the criterion. 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> <ol style="list-style-type: none"> For group/team innovations, point/s earned will be divided by the number of innovators. 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) | |



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| <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"> National/Regional Level - 5 points Division Level - 4 points District Level - 3 points <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 (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 to exceed 4 points Writer/Developer/Contextualizer of LRs/IEC - 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 or 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/articles or developed/contextualized learning resources/IEC ✓ 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 | <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 | |



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|--|--|----------------|------------|-----------|-----------|----------|----------|----------|-----------|----------|-----------|----------|--|--|
| <ul style="list-style-type: none">• 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>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 (10 points)</p> <ul style="list-style-type: none">✓ Initiated resource generation projects and/or programs that enhance the Multigrade program implementation (divided by the number of proponents)/<ul style="list-style-type: none">✓ Proponent/organizer - 10 points✓ Member - 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> <p>8.1 Monitoring, Supervision and Provision of Technical Assistance to MG schools/School Heads as reflected in the TA Plan (10 points)</p> <table><tr><td>Percentage of Schools monitored, supervised, and provided TA as reflected in the TA Plan</td><td>Earned Point/s</td></tr><tr><td>90% - 100%</td><td>10 points</td></tr><tr><td>80% - 89%</td><td>8 points</td></tr><tr><td>70% -79%</td><td>6 points</td></tr><tr><td>60% - 69%</td><td>4 points</td></tr><tr><td>59% below</td><td>2 points</td></tr></table> | Percentage of Schools monitored, supervised, and provided TA as reflected in the TA Plan | Earned Point/s | 90% - 100% | 10 points | 80% - 89% | 8 points | 70% -79% | 6 points | 60% - 69% | 4 points | 59% below | 2 points | <ul style="list-style-type: none">✓ M & E Report✓ TA Plan✓ TA Report | |
| Percentage of Schools monitored, supervised, and provided TA as reflected in the TA Plan | Earned Point/s | | | | | | | | | | | | | |
| 90% - 100% | 10 points | | | | | | | | | | | | | |
| 80% - 89% | 8 points | | | | | | | | | | | | | |
| 70% -79% | 6 points | | | | | | | | | | | | | |
| 60% - 69% | 4 points | | | | | | | | | | | | | |
| 59% below | 2 points | | | | | | | | | | | | | |



| C. Education & Learning and Development (10 points) | | |
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| 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>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> | <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 | |

