



Republic of the Philippines
Department of Education
CARAGA REGION

**REVISED POLICY MANUAL ON
REWARDS AND RECOGNITION SYSTEM
OF THE DEPARTMENT OF EDUCATION CARAGA**

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**PROGRAM ON REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE) SYSTEM OF THE DEPARTMENT OF EDUCATION CARAGA WITH
EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY**

I. General Provisions

Section 1. Short Title - This Manual shall be known as the Program on Awards and Incentives for Service Excellence (PRAISE) System of DepEd Caraga with Equal Opportunity Principle (EOP) Policy, for brevity.

Section 2. Legal Bases of Promulgation and Related Policies - This Manual is promulgated in line with the following legal bases of promulgation and related policies:

- 2.1. Executive Order No. 292, s. 1998, Administrative Code of the Philippines
- 2.2. Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees
- 2.3. Executive Order No. 201, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel
- 2.4. Presidential Decree No. 966 July 20, 1976, Declaring Violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor;
- 2.5. Republic Act No. 10524, An act expanding the positions reserved for persons with a disability, amending for the purpose of Republic Act No. 7277, as amended, otherwise known as the Magna Carta for Persons with Disability
- 2.6. Republic Act No. 10911, An act prohibiting discrimination against any Individual in Employment on Account of Age and Providing Penalties therefor;
- 2.7. Republic Act No. 6725, An act strengthening the prohibition on discrimination against women with respect to terms and conditions of employment, amending for the purpose article one hundred thirty-five of the labor code, as amended;



2.8. Republic Act 7277, Magna Carta for Women, An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes

2.9. Republic Act 6713, Code of Conduct and Ethical Standards

2.10. Guidelines on the Availment of the Special Leave Benefits for Women under R.A. 9710 (An act Providing for the Magna Carta of Women) – CSC Resolution No. 1000432, dated Nov. 22, 2010.

2.11. CSC MC No. 07 Series of 2007 (Program on Awards and Incentives for Service Excellence)

2.12. DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education

2.13. Order No. 9, s. 2002 (Establishing the PRAISE in the Department of Education)

Section 3. Scope – This Program on Awards and Incentives for Service Excellence (PRAISE) System of DepEd Caraga with Equal Opportunity Principle (EOP) Policy shall apply to all officials and employees in the career and non-career service of the Department of Education Caraga with its 12 Schools Division Offices and basic education public schools in Caraga Region.

Section 4. Language Construction – This policy is written in English and the words used shall be understood in the generic sense except as may be defined herein. Any doubt as to the meaning of any provision of this Manual shall be interpreted in favor of an equal opportunity for all concerned and against any form of discrimination, bias, prejudicial, and unfair treatment of any individual or group of individuals except that all laws of the Republic of the Philippines and all such provisions of relevant rules and regulations shall be followed when pertinent to the process or decision.

Section 5. Definition of Terms – Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

5.1. Agency – refers to the Department of Education Caraga

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

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

5.4. Contribution – any input which can be in the form of an idea or performance.
5.5. Discovery – uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

5.6. Discrimination - Any distinction, exclusion or restriction made based on sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.

5.7. Equal Opportunity – refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories of the availment of the Rewards and Recognition following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.

5.8. Indirect discrimination - occurs when a policy or requirement is imposed or proposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against

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

5.10. Incentive – monetary or non-monetary motivation or privilege is given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

5.11. Invention – the creation of something previously non-existent which will benefit the government.

5.12. Non-Career – positions expressly declared by law to be in the non-career service; or those entrance in the service is characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which is limited to the duration of a particular project for which purpose of employment was made.

5.13. Performance type contribution – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

5.14. Suggestion – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

5.15. System – the Agency awards and incentives program for its officials and employees.

II. Basic Policies

Section 6. Essential Features – DepEd Caraga PRAISE System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences.

Section 7. Basis of Providing Incentives – DepEd Caraga PRAISE System shall adhere to the principles of providing incentives and awards based on the performance, innovative ideas and exemplary behavior of DepEd Caraga officials and employees, regardless of age, appointment status, gender, gender identity, sex, sexual orientation, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, physical condition, union affiliation, political conviction, religious belief or any other characteristic specified.

Section 8. Timeliness of Award or Recognition – DepEd Caraga PRAISE System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the formal or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in DepEd Caraga Regional Office applying the equal opportunity principle.

Section 9. Principles – DepEd PRAISE shall adhere to the equal opportunity principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 10. Monetary and Non-Monetary Awards – DepEd Caraga PRAISE System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

Section 11. Mandatory Five Percent (5%) Allocation for Human Resource Development – At least 5% of the HRD Fund shall be allocated for the PRAISE and incorporated in the DepEd’s annual Work and Financial Plan.

III. Objectives

Section 12. General Objective – DepEd Caraga PRAISE’s general objective is to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity. The Department of Education Caraga, in making any Human Resource decision or any related decision shall ensure that no person is discriminated against nor any person is unduly favored on account of their sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes that violates the principles of equality, equity and fairness.

Section 13. Specific Objectives – The specific objectives of DepEd Caraga PRAISE System shall be as follows:

- 13.1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees at the start of each year;
- 13.2. To identify outstanding accomplishments, best practices of employees on a continuing basis;
- 13.3. To recognize and reward accomplishments and innovations periodically or as the need arises; and
- 13.4. To provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

IV. Institutionalization of The Praise System, Composition, Duties and Functions of The Praise Committee Members and Secretariat

Section 14. Institutionalization – The DepEd Caraga PRAISE System is hereby institutionalized for proper compliance of all concerned.

Section 15. Authority to Oversee the System – The Regional Director shall be responsible in overseeing the DepEd Caraga PRAISE’ operations.

Section 16. Constitution and Composition of the PRAISE Committee and Secretariat – DepEd Caraga PRAISE Committee and Secretariat shall be constituted to screen and recommend eligible candidates for national awards, and likewise grant informal awards based on the CSC-approved DepEd Caraga PRAISE. This Committee will ensure efficiency, wide participation and transparency in all processes, the following PRAISE Committee will compose the following:

- 16.1. Regional Director or his/her authorized representative
- 16.2. Head of Finance Unit or equivalent
- 16.3. Chief of Human Resource and Development Division
- 16.4. Administrative Officer V in the Personnel Unit; and
- 16.5. Two representatives from the accredited employees' union who shall serve for a period of two years (one from the first level and one from the second level).

The PRAISE Secretariat of DepEd Caraga Regional Office will compose of the following:

- 16.6. A staff from the Human Resource and Development Division
- 16.7. Three (3) staff from the Personnel Unit

Section 17. Duties and Functions of the PRAISE Committee – The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of DepEd Caraga. They also make sure that the equal opportunity principle is applied in the PRAISE system. As such the Committee shall meet periodically to perform the following tasks.

- 17.1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 17.2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
- 17.3. Determine the forms of awards and incentives to be granted;
- 17.4. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 17.5. Prepare plans, identify resources and propose budget for the system on an annual basis;
- 17.6. Develop, produce, distribute a system policy manual and orient the employees on the same;
- 17.7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

17.8. Submit an annual report of awards and incentives system to the CSC on or before the thirtieth day of January;

17.9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency;

17.10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission;

17.11. Incorporate equal opportunity principles in the PRAISE System from formulation, nominations, screening and deliberations, and awarding which shall include any nominee/candidate on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all;

17.12. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and

17.13. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System.

Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following tasks:

17.14. Note down minutes of the Meeting;

17.15. Take part in the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

Section 18. Qualities of PRAISE Committee Members – To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings. To ensure that equal opportunity principle is uphold, they must demonstrate fairness and acuity in implementing the System.

Section 19. Committee Membership as a Regular and Priority Duty – To ensure proper, effective and efficient implementation of the DepEd Caraga PRAISE System, membership of the Committee, calendar of activities for the year must be set by them ensuring that timelines are not in conflict with other activities so that these are prioritized over other responsibilities.

Section 20. Presiding Officer – The Chairperson shall be the Presiding Officer in all PRAISE Committee Meeting and in his/her absence, the Vice-Chairperson shall

preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.

Section 21. Meetings – The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time duly determined by the Chairperson duly concurred by at least majority of its Members. The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

Section 22. Quorum – The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

V. Types of Awards and Incentives

Section 23. National Awards - DepEd Caraga shall participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies, such as:

23.1. Presidential or Lingkod Bayan Award – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

23.2 Outstanding Public Official/Employee or Dangal ng Bayan and Award – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

24.3 Civil Service Commission or the PAGASA Award – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

24.4 Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 24. DepEd Caraga PRAISE Awards – DepEd Caraga shall develop and initiate the Search for deserving employees who may be included in the screening of candidates for awards to be given such as, but not limited to:

24.1 Bulawanong Sulô Awards – aims to recognize Outstanding DepEd Caraga officials and employees for both Schools Division Offices and the Regional Office, on the following award categories:

- a. Outstanding Teacher (elementary and secondary)
- b. Outstanding Master Teacher (elementary and secondary)
- c. Outstanding SpEd Teacher (elementary and secondary)
- d. Outstanding School Principal (elementary & secondary)
- e. Outstanding Multigrade Teacher
- f. Outstanding ALS Mobile Teacher
- g. Outstanding Public Schools District Supervisor
- h. Outstanding Education Program Supervisor (SDO & RO)
- i. Outstanding Non-Teaching Level 1 Employee (SDO & RO)
- j. Outstanding Non-Teaching Level 2 Employee (SDO & RO)
- k. Outstanding Researcher
- l. Outstanding School (elementary & secondary)
- m. Outstanding Schools Division Office (Small and Medium)
- n. Outstanding Inclusive Education Implementer
- o. Outstanding Reading Program Implementer
- p. Most Functional Learning Resource Management Center (LRMC)
- q. Natatanging Bulawanong Sulô

Three finalists for each category will receive a Certificate of Recognition, while the outstanding official/employee shall also receive a trophy and a monetary award (Refer to the provision in Section 26. Schedule of Amounts of PRAISE Monetary Incentives).

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

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

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

- a. Prompt submission of reports – given to RO employee/functional division for prompt and complete submission of required reports
- c. Active participation to RO activities/conferences – given to RO employee/functional division for actively participating in activities with complete attendance

24.4. Gawad ng Regional Director Award – shall be given in recognition to an “extra-ordinary achievement” that is successfully implemented an idea that contributed to the efficiency and economy of individual, functional division’s productivity, or improvement in operations or in the welfare of co-employees.

24.5. Most Punctual and Best in Attendance Award – shall be given to official/s and or employee/s in the Regional Office in recognition of his/her punctuality and perfect attendance in the Office and all gatherings/activities in the Office, duly nominated by the chief of the functional divisions.

24.6. 7S of Good House-Keeping Award – shall be given to RO official/s and or employee/s whose physical areas of responsibility are well maintained and follow good office-keeping practices as defined by the principles of 7S of good housekeeping, such as, Sort, Systematize, Sweep, Sanitize, Sustain, Safety, Security which have been consistently observed within the screening period.

24.7. Such other awards – any award duly approved by the Regional Director upon the recommendation of the PRAISE Committee.

Section 25. Types of Incentives. – DepEd Caraga shall continuously search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

25.1. Loyalty Cash gift and Incentive – granted to an employee who has served continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash award of PhP 1000.00 per year during the first ten (10) years per DepEd Order 54, s. 2015 Amendment to DepEd Order No. 55, s. 2003 (Increase of Payment of Loyalty Cash Gift. Succeeding awards shall be given every five years thereafter. Besides cash award, a loyalty incentive shall be given, subject to availability of funds:

Number of Years of Service	Loyalty Token	Amount (in PhP)
10 years	shall be determined by the PRAISE Committee duly approved by the RD	2,000 – 2,999
15 years		3,000 – 3,999
20 years		4000 – 4,999
25 years		5,000 – 5,999
30 years	14 K Gold service ring	20,000 – 30,000

35 years	shall be determined by the PRAISE Committee duly approved by the RD	6,000 – 6,999
40 years		7,000 – 7,999

The Office also awards Plaque of Recognition to all Loyalty Service awardees. The loyalty token (except for the 14K gold ring) as well as the amount may change based on availability of funds duly deliberated by the PRAISE Committee and approved by the Regional Director.

25.2. Length of Service Incentive - given to an employee who has rendered at least three years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

25.3. Productivity Enhancement Incentive (PEI) - PhP 5,000 shall be given to all qualified employees not earlier than Dec. 15 of every year to all qualified employees for the purpose of improving the government employees' productivity as stipulated in DBM Budget Circular No. 2017-4.

25.4. Performance-Based Bonus (PBB) - is a form of additional compensation paid to an employee or department as a reward for achieving specific goals or hitting predetermined targets, as provided in Memorandum Circular No 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

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

Section 26. Forms of Awards and Incentives - The awards and incentives under the PRAISE System of DepEd Caraga shall be as follows:

25.1. Compensatory Time-Off - granted to an employee, regardless of salary, who has worked beyond his/her regular office hours without overtime pay, based on CSC-DBM Joint Circular No. 2-A, s. 2005 and CSC-DBM Joint Circular No. 2, s. 2004 relative to Non-Monetary Remuneration for Overtime Services Rendered.

25.2. Gliding Flexi Time - work arrangement allowed for all employees who may report to office as early as 7:00 am - 9:30 am, until 4:00 pm – 6:30 pm; or a total of 8 hours a day, as indicated in DepEd Order 23, s. 2018 on the implementation of flexible working hours for non-teaching employees of the Department of Education, pursuant to the provisions of Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of

1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission.

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

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

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

Section 26. Schedule of Amounts of the PRAISE Monetary Incentives - In addition to the Plaque of Recognition provided for under this Manual, subject to availability of funds, and accounting and auditing rules and regulations, the Schedule of Monetary Incentives to be provided annually shall be as follows:

Type of Awards	Amount of Incentives (PhP)/Reward
Bulawanong Sulô Awards	
- Individual employee categories	5,000 each awardee
- School Implementer categories	10,000 each awardee
- Schools Division Office category	20,000 each awardee
Gawad Agad Award	token of any amount provided by officials of DepEd Caraga plus a Certificate of Recognition
Most Punctual and Best in Attendance Award	Certificate of Recognition
7S of Good Housekeeping Award	Certificate of Recognition
Loyalty and Service Awards	Please refer to Section 24, 24.1
Salu-salo Together	No specific amount from any person in a functional division who will share for a “salu-salo” in a functional division.
Professional Growth Opportunities	
- Attendance in conferences	Fully paid registration and per diems
- Learning opportunities	Fully-paid attendance in short-term courses for technical enhancement, managerial upgrading and supplementary

	intervention to further improve capability to serve better
Other awards	Monetary awards or benefits shall be determined by the PRAISE Committee duly approved by the Regional Director

Provided, that the PRAISE monetary incentives shall be released during the awarding ceremony for the formal and planned reward system. The on-the-spot reward system shall be given with a Certificate of Recognition aside from a token to be handled by the host functional division of the Region, except as may be expressly prescribed by relevant laws, rules and regulations, upon the recommendation of the PRAISE Committee and duly approved by the Regional Director.

VI. Search and Screening Procedures

Section 27. General Conditions - The following conditions should be followed:

27.1. For the National Awards - The Presidential or Lingkod Bayan, Dangal ng Bayan and CSC Pagasa Awards, the following procedures are followed.

- a. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office, provincial, regional or Central Committee on PRAISE for the Committee's evaluation.
- b. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices. In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.
- c. The following information must be adequately provided:

For group nomination (Presidential Lingkod Bayan and CSC Pagasa Awards):

Names of group or team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members

who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP form No. 1-A for details.

- ✓ Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- ✓ State outstanding accomplishments of exemplary norms displayed and impact of accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
- ✓ Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

For exemplary conduct and ethical behavior – In addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary.

d. The nominations of heads of offices, agencies and local government units should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or agency.

e. For outstanding work accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.

f. Limitation on Nomination

- ✓ Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category.
- ✓ Honor awardees or those who have been previously conferred with any of the three award categories: Presidential Lingkod Bayan, Outstanding Public Officials and Employees or Dangal ng Bayan and CSC Pagasa can still be nominated to the same or to another award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
- ✓ Nominees who are recipients of national awards given by nationally recognized award giving

g. Competition among Candidates or Nominees - Candidates 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 processes provided under this Manual and/or as the

PRAISE Committee may determine subject to the approval of the Regional Director.

The Department of Education Caraga shall ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions. It shall incorporate equal opportunity principles in the nomination, and screening which shall not exclude anyone on account of his/her sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, and such other attributes, and shall ensure the equal and fair treatment of all.

h. 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 and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the Department of Education.

Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the Secretary of the investigation committee or body.

27.2. For DepEd Caraga Regional Search – The Bulawanong Sulô Awards 2018 recognizes the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of the offices/schools/communities one serves.

a. Submission of Nominees/Candidates from the Schools Division Offices (SDOs) and the Regional Office - Each SDO should recommend one (1) nominee for each of the categories. The Regional PRAISE Committee shall not declare a winner for any of the categories with only one nominee for the entire Region. The Division Office shall submit the accomplished nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly signed by the Chairperson of the Division PRAISE Committee on or before 30th day of

June for the SDOs while for the functional divisions of the Regional Office shall be on or before Aug. 30th day of August.

Nominees shall prepare 3 folders containing all required and supporting documents and be properly indorsed to the Regional Office. For special cases, such as physical submission of documents is not favorable, the online submission shall be done. All required and supporting documents of nominees shall be scanned and properly indorsed to the Regional Office through email at caraga@deped.gov.ph copy furnished deped13praise@gmail.com.

Anybody should be allowed to nominate anyone without fear of judgment provided that he/she is given such right in accordance with the provisions of this Manual. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

b. Qualification Requirements of a candidate – Nominated officials and employees must meet the following qualifications:

- ✓ Have rendered at least three (3) years of continuous government service as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during the period;
- ✓ Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For those who availed of any scholarship/study grant, their performance for the previous three (3) rating periods are considered. For nominees who has availed of a scholarship for the rating period required, their ratings considered shall be the recent rating periods available as cited in DepEd Order No. 2, s. 2015;
- ✓ Have not been awarded in any National Search or similar Regional Search recognized by DepEd for the last three (3) years.

27.3. For the On-the-Spot Rewards and Recognition – DepEd Caraga establishes a culture of employee engagement where everyone, regardless of their designation, economic status, culture, creed and beliefs are given equal opportunity to be recognized in their day-to-day experience which offer them meaning, impact and appreciation. Almost any simple act of achievement is recognized and appreciated as the Office emphasizes a culture of recognition.

- a. During Monday Convocation:
 - ✓ The personnel of the functional division with the complete attendance in the flag ceremony is recognized and appreciated for reporting to the Office on time.
 - ✓ Personnel who actively participates during the weekly trivia is given a token in no specific amount, by the host functional division.
 - ✓ Functional division with complete and prompt submission of reports is given a certificate of recognition. This is done in no specific week as the need arises.
- b. During gatherings/meetings/activities, participant/s with the best report presentation is/are appreciated. Participants are also given certificate of recognition for actively participating in the activity.
- c. Gawad Agad is given by the Personnel Unit during Monday Convocation and/or Regional Office Christmas Party to the employees who consistently submit promptly and completely their Form 48, Form 6, and other related attachments to the Form 48. They are given Certificate of Recognition.
- d. Most Punctual and Best in Attendance – The Personnel Unit identifies employee who consistently reports to office on time, without under time and with the best attendance every six months.
- e. Gawad ng Regional Director – The Regional Director decides for whom and when the award will be given in any Regional Office activity. This award recognizes the employee who has contributed significantly toward office productivity and efficiency.
- f. 7S of Good Housekeeping - The 7S Committee will award the employee/functional division with the most orderly work environment/workspace compliant with the 7S standards. The PRAISE Committee and the 7S committee will coordinate in determining the awardees for this category.

Section 28. Stages of the Search for Bulawanong Sulô Awards - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages namely:

28.1. Screening and Evaluation of Documents Stage - The schools division offices shall conduct their Division Search for Outstanding Officials and

Employees. They shall nominate their awardees to the Regional PRAISE Committee for the Bulawanong Sulô Awards. The functional divisions of the Regional Office will have to nominate their candidates to the Search. The top three nominees/candidates for each category who obtained at least 65 points shall qualify for the validation stage. No nominee shall be removed at any stage of screening or selection for any reason other than he/she can no longer proceed to the next stage following the guidelines and criteria set in this Manual. The PRAISE Committee shall deliberate the results of the evaluation of documents prior to the validation stage.

The Regional Praise Committee shall create Review and Evaluation Teams for awards categories. The team shall meet to discuss criteria and evaluate documents. 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 will not evaluate any document for any of the categories with only one candidate for the entire region.

28.2. Validation Stage - The PRAISE Committee will spearhead the validation of the top three candidates for each category to the concerned schools division offices/schools/districts. All teaching categories shall involve actual classroom demonstration teaching during this stage. Points obtained by the candidates may change after the validation of documents which shall comprise 90% of the overall rating. In a case when a candidate fails to meet the required 65 points, after the validation of documents, the next qualified candidate shall be considered for validation. After the validation of documents, the PRAISE Committee shall meet to deliberate on the results, especially those points which either decrease or increase. The Committee will have to identify the top three candidates who are considered as finalists for each category.

28.3. Interview of the Finalists Stage – The PRAISE Committee will conduct the interview of the finalists at the Regional Office. Structured interview questions and a topic for the essay writing shall be prepared prior to the interview. Rating achieved during the interview shall comprise 10% of the overall rating of each finalist.

The PRAISE Committee will 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 final results which shall be declared during the Awarding ceremony.

For special cases, when a qualifier/s is/are not physically available or the validation team cannot proceed with on-site validation and interview, the validation and interview of qualifiers shall be conducted through video calls, teleconferencing and other platforms.

28.4. Conduct of the Awarding Ceremony - Finalists for each of the categories are recognized and formally presented on stage. The winners for each of the categories are declared during the Awarding Ceremony. The finalists will be issued Certificate of Recognition, while the winner also receives a trophy and a cash prize (Refer to Section 26 hereof).

28.5. Publication of Results - The official results of the Bulawanong Sulo Awards shall be disseminated through a Regional Memorandum not more 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. The Souvenir Program shall also be prepared, and a copy will be provided to the schools division offices on the second quarter of the year.

28.6. Policy Review and Enhancement - The PRAISE Committee shall meet on the third Tuesday of January to evaluate the PRAISE implementation of the Region and review the policy to continuously improve the process and guidelines.

Section 29. Criteria and Standards - In the evaluation of nominees' documents for Bulawanong Sulô Award, Criteria by category (Annex 1); Rating Sheet for Professionalism and Personal Characteristics (Annex 2); and Consolidated Rating Sheet (Annex 3) shall be used with emphasis on the Equal Opportunity Principle policy.

29.1. 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 will be presented during the Monday Convocation and or other forms of Regional Office gathering, 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.

29.2. 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.

Section 30. Nomination Form - The Nomination Form shall be accomplished by the immediate head of the nominee along with one-two paged (A4 size) write-up about the latter, highlighting his/her accomplishments and impact to learning/service and contribution to the community. (Refer to Annex 4)

Section 31. 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 Bulawanong Sulô Awards and Bulawanong Pasidungog Awards.

Section 32. Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee - The PRAISE Committee shall defer or cancel the screening process for a candidate or nominee, whether individual or group, for any of the following grounds:

32.1. Failure of the candidate or nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee;

32.2. Failure of the teacher candidate to follow the requirement of having classroom teaching hours or actual function on the category nominated for the screening to awarding period of the Bulawanong Sulô Awards;

32.3. Issuance of a charged sheet or final judgement for any administrative, civil or criminal case before an appropriate tribunal or competent authority;

32.4. Violation/s of any of the provisions of the policies of DepEd, CSC, and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee, and of the screening process; and

32.5. Such acts that PRAISE Committee may consider prejudicial in the discharge of its duties and functions.

Section 33. Notification of Awarding Ceremony and Results - For the Bulawanong Sulô Awards, a Regional Advisory shall be disseminated on the three finalists per category notifying them to attend the Ceremony where the outstanding candidate will be declared. After the Awarding Ceremony, a Regional Bulletin shall be disseminated announcing the official results of the Bulawanong Sulô Awards for the Regional Search.

For the national awards, DepEd Regional Office has to disseminate to the field the Regional Office' winning entry/ies of the National Search.

Section 34. Prohibition on the Change of Awards - A change of awards by any candidate or nominee is prohibited after the final screening and deliberation results have been undertaken by the PRAISE Committee duly approved by the Regional Director.

Section 35. 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.

VII. Point Recognition and Equivalency of PRAISE Awards

Section 36. Point Equivalency and Recognition for DepEd Caraga officials and employees - The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points under the Merit Selection Plan of the Department of Education.

VIII. Funding Requirements

Section 37. Source of Funds – Subject to pertinent provisions in this Manual and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the PRAISE incentives and sources of funds, to wit:

Section 37.1. The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Regional Director upon the recommendation of the Regional Personnel Development Committee (PDC) Vice Chairman, as reflected in the Activity Proposal.

Section 37.2. DepEd Caraga shall allocate at least 5% of their Human Resource and Development funds for the PRAISE activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

IX. Implementing Guidelines

Section 38. Rule-Making Authority - DepEd Caraga Regional Director shall, upon the recommendation by the PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of this Policy Manual.

X. Effectivity

This DepEd Caraga PRAISE Policy Manual shall become effective after final evaluation by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. Commitment

I hereby commit to implement and abide by the provisions of this DepEd Caraga PRAISE policy Manual which shall be the basis for the grant of awards and incentives stated herein.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth say of January to enable our employees to qualify for nominations to the CSC-sponsored national awards.

A handwritten signature in blue ink, appearing to read 'F. B. Bringas', is enclosed in a thin black rectangular box.

FRANCIS CESAR B. BRINGAS, CESO V

Regional Director

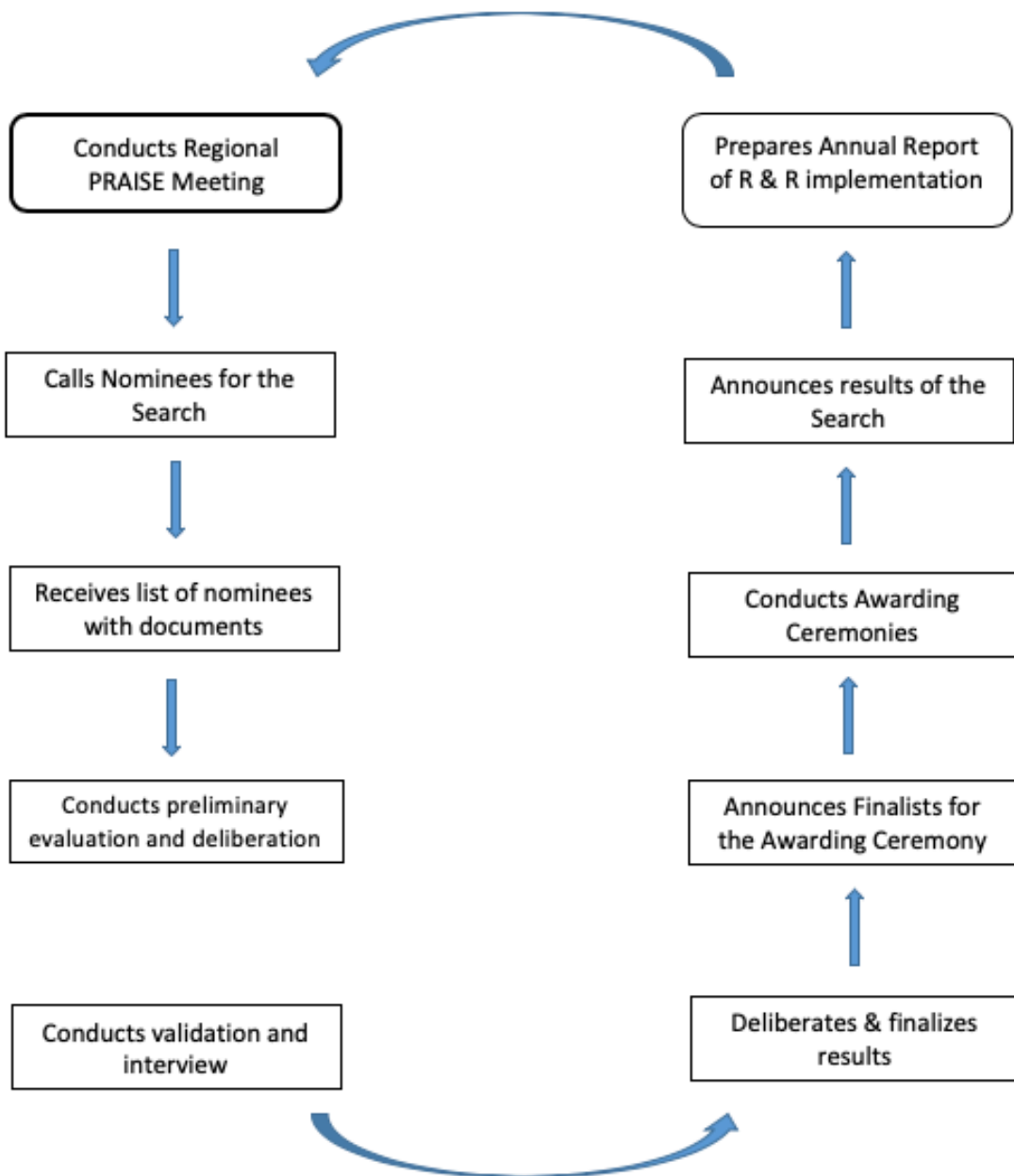
Date: May 29, 2020

CSC Action:

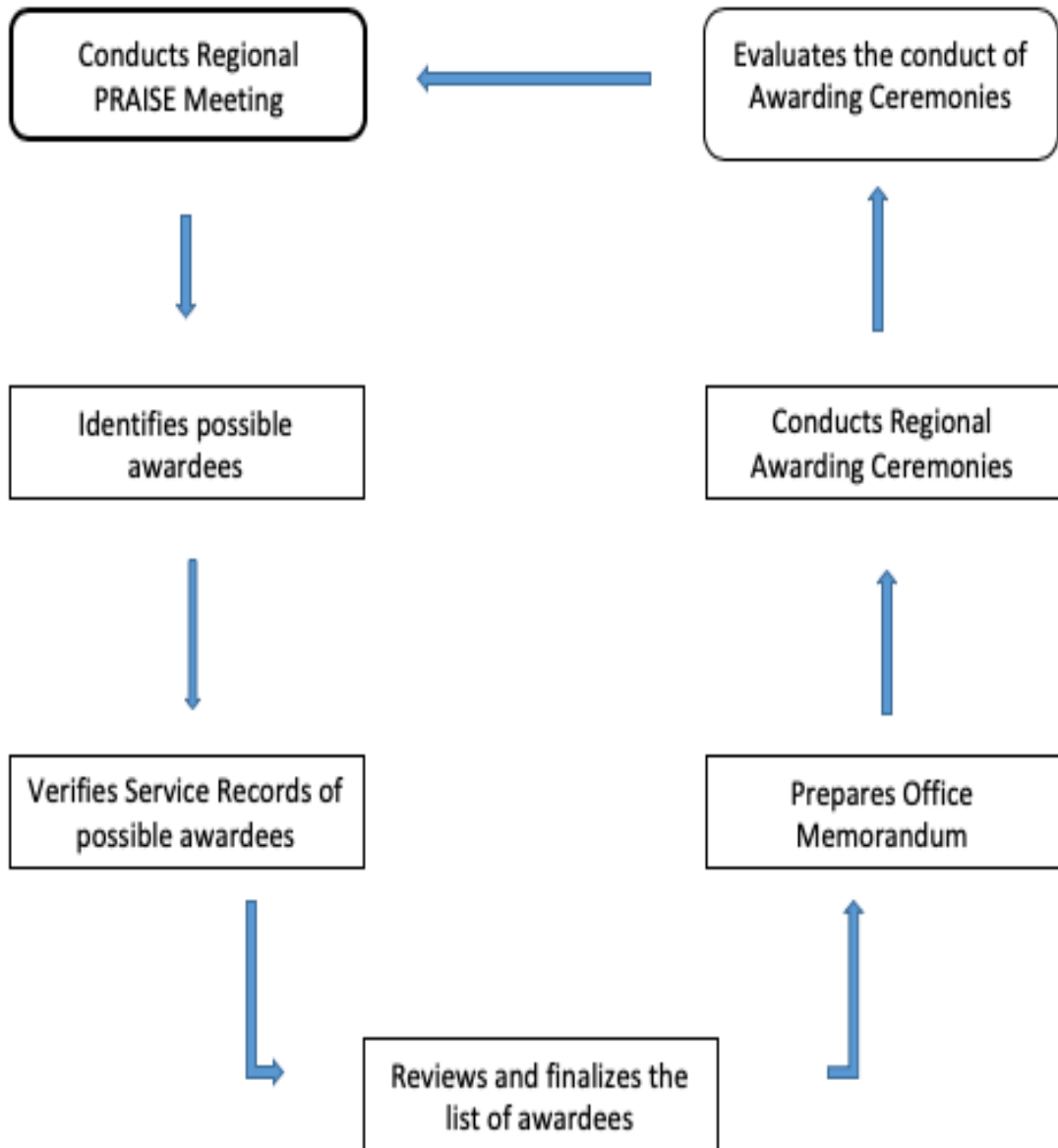
ANNEXES

Annex A: Rewards and Recognition System Process

Search for Outstanding DepEd Caraga Officials and Employees (*Bulawanong Sulô* Awards)



Loyalty Service Awardees for Regional Office Employees



Annex B: Omnibus Certification of Authenticity and Veracity of Documents

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

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

That each of the document 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 Bulawanong Sulô Awards 20____ of the Department of Education Caraga.

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

Nominee

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

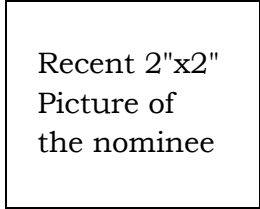
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Annex C: Nomination Form

NOMINATION FORM
Bulawanong Sulô/Pasidungog Awards _____
(Calendar Year)

THE PRAISE COMMITTEE
DepEd Caraga Region
J.P. Rosales Avenue
Butuan City



After undergoing a thorough evaluation in the division level based on the guidelines and criteria of the Bulawanong Sulô Awards for DepEd Caraga 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: _____

(Note: Please enclose, 1-2 pages write-up about the significant accomplishments of the nominee duly signed by the immediate head.)
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: _____

Annex D: Criteria for Bulawanong Sulô Awards and Bulawanong Pasidungog

OUTSTANDING TEACHER
(Elementary and Secondary) 1. Instructional Competence (45)

1.1 Teaching Competence (average for the latest 3 rating periods (20)

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9

Rating	Points
3.8	8
3.7	7
3.6	6
3.5	5

1.2. Outstanding Accomplishment (10)

Outstanding employee or coach or trainer of winning students in the different competitions. To consider only the certificate with the highest points.

Rank	Points			
	District Level	Division Level	Regional Level	National level
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

1.3. Creativity and Innovation (10)

Innovative and creative work plan, module, or instructional material properly documented and approved by immediate supervisors and attested by SDS or regional official must be attached.

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the	6
Adopted in the district	8
Adopted in the division	10

1.4. Research (5)

Points earned shall be divided according to the number of researchers in a team

Stages of Implementation	Points
Conceptualized	1
Started the implementation	2

Fully implemented in the school	3
Adopted in the district	4
Adopted in the division	5

2. Professional (35)

2.1. Education (5)

Educational Level	Points
With MA units	1
Completed Academic Requirements in a Master's degree	2
Master's degree	3
Completed Academic Requirements in a doctoral degree	4
Doctoral degree holder	5

2.2. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/ seminars/workshops. To consider only the certificate with the highest points 10) (Must enclose Memorandum, Activity Matrix, and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

2.3. Demonstration Teacher (10)

To consider only the certificate with the highest points and must enclose Memorandum with Activity Matrix and lesson Plan

Level	Points
School	1
District	2
Division	3
Regional	5
National	8
International	10

2.4. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5) Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	0.5
District (at least 3 training activities each conducted in at least 3 days)	1
Division	2

(at least 3 training activities each conducted in at least 3 days)	
Regional (at least 3 training activities each conducted in at least 3 days)	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

2.5. Publications (5)

Nature of Publication	Points
Articles published in a school organ/newsletter (Per article but not to exceed 5 pts.)	1
Articles published in a journal/newsletter/ Magazine of wide circulation (Per article but not to	2
Co-authorship of a book	4
Sole authorship of a book	5

3. Community Development (10)

Outreach Activity.

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials/city/province/municipality.

Level	No. times	Points
School	4	6
District/barangay/municipality	4	8
Division/city/province	2	8
Region	2	10

4. Professionalism/Personal Characteristics (10)

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING MASTER TEACHER
(Elementary and Secondary)

1. Instructional Competence (55)

1.1. Teaching Competence (average rating for the last 3 rating Periods) - 20

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.8	8
4.9	19	4.3	13	3.7	7
4.8	18	4.2	12	3.6	6
4.7	17	4.1	11	3.5	5
4.6	16	4.0	10		
4.5	15	3.9	9		

1.2. Outstanding Accomplishment (5)

Outstanding employee or coach/trainer of winning students in the different competitions. To consider only the certificate with the highest points.

Rank	Points			
	District Level	Division Level	Regional Level	National level
1 st	3	6	10	15
2 nd	2	4	8	13
3 rd	1	3	7	12

1.3. Creativity and Innovation (10)

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official must be attached

Stages of Implementation	Points
Conceptualized	2
Started the implementation	3
Fully implemented in the school	5
Adopted in the district	6
Adopted in the division	10

1.4. Research (10)

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the	6
Adopted in the district	8
Adopted in the division	10

2. Professional Growth (20)

2.1. Education (5)

Educational Level	Points
With MA units	1
Completed Academic Requirements in Masteral degree	2
Master's degree	3
Completed Academic Requirements in doctoral degree	4
Doctoral degree holder	5

2.2. Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/seminars/ Workshops. To consider only the certificate with the highest points (5)

(Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

2.3. Demonstration Teacher - 5

To consider only the certificate with the highest points and must enclose Memo with Activity Matrix and lesson Plan

Level	Points
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

2.4. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5)

Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	0.5
District (at least 3 training activities each conducted in at least 3 days)	1

Division (at least 3 training activities each conducted in at least 3 days)	2
Regional (at least 3 training activities each conducted in at least 3 days)	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

2.5. Publications (5)

Outreach Activity

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials/city/province/municipality

Level	No.	Points
School	4	6
District/barangay/municipality	4	8
Division/city/province	2	8
Region	2	10

4. Professionalism/Personal Characteristics (10)

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING SPECIAL EDUCATION TEACHER
(Elementary and Secondary)

For this award category, the annual competition is for either teacher for Fast Learners (FL) or teacher for differently abled, conducted alternately.

Basic Requirement: SPED Teacher handling any of the following classes:

For Fast Learners' category: Fast learners

For differently abled category: *for 2020,

- | | |
|-----------------------|----------------------------|
| a. Slow learners | e. Mental retardation |
| b. Autism | f. Intellectual disability |
| c. Hearing impairment | g. Learning disability |
| d. Visual Impairment | |

1. Instructional Competence and Teaching Effectiveness. 90

1.1. Outstanding contribution in the Special Education Program – 35

1.1.1. Introduced/tried out effective approach or innovations in teaching which contributed to the improvement of instruction in meeting the needs of special children – 10

Stages of Implementation	Points
Conceptualized	6
Started the implementation	7
Fully implemented in the school	8
Adopted in the district	9
Adopted in the division	10

1.1.2. Written/produced Instructional Materials (IMs) in SPED such as modules, equipment/teaching devices, technical paper/publications – 10

Level	Points
School	5
District	7
Division	8
Regional	9
National	10

1.1.3. a. Organized/trained socio-cultural activities (i.e. choral group, dance troupe, theater and drama, arts club, & the like) - 5

b. Students trained presented during programs/activities - 5

Level	Points
School	1
District	2
Division	3

Regional	4
National	5

1.1.4. Graduates (record of number of batches or names of successful graduates in either elementary/secondary level) - 5

1.2. Leadership - 30

1.2.1. Coordinated the organization of classes/implementation of SPED program - 5

Level	Points
School	3
District	4
Division	5

1.2.2 Participated in-service training programs related to SPED - 10
Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School Participation to at least 3 trainings each conducted in at least three days	6
District Participation to at least 3 trainings each conducted in at least three days	7
Division Participation to at least 3 trainings each conducted in at least three days	8
Regional Participation to at least 3 trainings each conducted in at least three days	9
National Participation to at least 1 training conducted in at least three days	10

1.2.3 Consultant/ Resource Speaker/ Facilitator/Discussant/Lecturer in training/seminars/workshops. To consider only the certificate with the highest points - 10

(Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	6
District	7

Division	8
Regional	9
National	10

1.2.4 Participated in community programs/projects for the development of the learners in their areas of interests – 5

1.3 Continuous and Dedicated Service - 20

1.3.1 Rendering continuous and dedicated service in SPED teaching - 10

No. of Years	Points
3-4.9	2
5-6.9	4
7-8.9	6
9-9.9	8
10 and above	10

1.3.2 Rated as SPED Teacher with at least very satisfactory performance rating for the last three (3) years – 10

Average Rating	Points
5.0	10
4.6 – 4.9	9
4.2 – 4.5	8
3.8 – 4.1	7
3.5 – 3.8	6

1.4 Professional Advancement - 5

Level	Points
With MA units	1
With Complete Academic Requirements in MA	2
MA degree holder	3
With doctoral units	4
PhD/EdD degree holder	5

2. Professional/Personal Characteristics 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL

- 100

OUTSTANDING SCHOOL PRINCIPAL
(Elementary and Secondary)

1. Managerial Competence 45
 1.1. Level of School-Based Management Practice - 10

Level of Practice	Points	
	Regional	Division
Level 3	10	4
Level 2	8	3
Level 1	5	2

- 1.2 Participation Rate (of the school managed in the previous school year)
 - 5

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99 %	1

- 1.3 Overall MPS of the school's National Achievement Test/ Overall mps
 of the school if NAT was not administered (of the school managed in the
 previous school year) - 5

Range	Points
75% & above	5
70%-74.99%	4
60% - 69.99%	3
50% - 59.99%	2
40% - 49.99 %	1

- 1.4 Completion Rate (of the school managed in the previous school year)
 - 5

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99 %	1

- 1.5 Dropout Rate (of the school managed in the previous school year)
 - 5

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

- 1.6 PhilIRI Results of specific grade level - 5
 (Grade 2 pupils for elementary & Grade 7 students for secondary of the School Year duly signed by the School Reading Coordinator, School Principal and the District Supervisor)

% Increase (Pre-Post Comparison)	Points
91% & above	5
81% to 90.99%	4
71 % to 80.99%	3
60% to 70.99%	2
50% to 60.99 %	1

- 1.7 Reading Activities (in any modalities) strategized and implemented in the school which contributed to Sulong Edukalidad goals - 5

Activities	Points
3 or reading activities Implemented/Conducted in the school with Activity Completion Report with emphasis on significant results	5
2 reading activities Implemented/Conducted in the school with Activity Completion Report with emphasis on significant results	4
1 reading activities Implemented/Conducted in the school with Activity Completion Report with emphasis on significant results	2

- 1.8 Transparency and liquidation (5)
 Updated transparency Board - 2.5
 Liquidated monthly MOOE of the school for the last five months (Jan. – May) not later than 10th day of the succeeding month -n2.5
2. Professional Competence 55
- 2.1 Average rating for the last 3 rating periods - 10

Rating	Points	Rating	Points
4.9 – 5.0	10	4.1 – 4.2	6
4.7 – 4.8	9	3.9 – 4.0	5
4.5 – 4.6	8	3.7 – 3.8	4
4.3 – 4.4	7	3.5– 3.6	3

2.2 Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops - 10

Level	Items	Points
National	2	10
Regional	4	8
Division	4	6
District	4	4
School	4	2

2.3 Training and workshops organized - 5
Must be attached with Activity Completion Report duly signed by the District Supervisor.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

2.4. Published supplementary materials, articles, references and other papers – 10

Level	Items	Points
National	2	10
Regional	4	8
Division	4	6
District	4	4
School	4	2

2.5 Professional Advancement - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	4
Master's degree	3
CAR in MA	2

2.6. Scholarship awarded in partnership with DepEd - 10
 Must be attached with Re-Entry Action Plan (REAP)
 Implementation Report

Level	Points
International	10
National	5
Local	2

2.7. Awards, distinction received - 5

Level	Points
International	5
National	4
Regional	3
Division	2
District	1
School	0.5

3. Professionalism/Personal Attributes 10
 (Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to
 be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING MULTIGRADE TEACHER

1. Experience as Multigrade Teacher 20

No. of Years	Points
3-4.99	14
5-6.99	16
7-8.99	18
9 and above	20

2. Instructional Competence 55

2.1 Teaching Competence – 20

Average Numerical Rating for the last three rating periods

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.9	9
4.9	19	4.3	13	3.8	8
4.8	18	4.2	12	3.7	7
4.7	17	4.1	11	3.6	6
4.6	16	4.0	10	3.5	5

2.2 Outstanding Accomplishments - 20

Outstanding employee or coach/trainer of winning students in the different competitions. To consider only the certificate with the highest points.

Rank	Points			
	District	Division	Regional	National
1 st	5	10	15	20
2 nd	3	8	13	18
3 rd	1	7	12	17

2.3 Creativity & Innovation - 10

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional office

Stages of implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the district	8
Adopted in the division	10

2.4. Publication/Authorship – 5

Nature Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article in a school organ/newsletter)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts.)	2
Co-authorship of a book	4
Sole authorship of book	5

3. Professional Growth 15

3.1. Education - 5

Educational Level	Points
With MA units	1
Completed Academic Requirements for MA	2
Master’s degree	3
Completed Academic Requirements for doctoral degree	4
Doctoral degree	5

3.2. Training/Seminars/Workshop/Conferences/Webinars/Online Courses attended - 10

Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	1
District (at least 3 training activities each conducted in at least 3 days)	2
Division (at least 3 training activities each conducted in at least 3 days)	4
Regional (at least 3 training activities each conducted in at least 3 days)	6
National (at least 1 training activity conducted in at least 3 days)	8
International (at least 1 training activity conducted in at least 3 days)	10

4. Professionalism and Personal Characteristics 10
(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL - 100

OUTSTANDING ALS MOBILE TEACHER

1. Occupational Competence 70
 1.1. Outstanding Competence - 70

1.1.1. Plan activities that are responsive to the needs and problems of the community - 5

1.1.2. Initiated literacy programs/projects - 10

Stages of Implementation	Points
Conceptualized	6
Started the implementation	7
Fully implemented in the school	8
Adopted in the district	9
Adopted in the division	10

1.1.3. Published articles on ALS program/projects (1 per article) – 5

1.1.4. Served as a Resource person/trainer/facilitator/discussant/lecturer – 10
 To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Region	4
National	5

1.1.5. Develop community-based learning materials – 10

Indicators	Points
Conceptualized LMs	4
Developed LMs	5
Utilized in the learning center	6
Adopted in the district	8
Adopted in the division	10

1.1.6. Established functional data-based at the district/school level – 5

1.1.7. Conducted action research on community-based programs/project - 5

1.1.8. Percentage increase of A and E passers from the previous SY - 15

1.1.9. Percentage increase of ALS enrolment (basic, functional, A and E) - 5

2. Professional Advancement 20

2.1. Educational Attainment - 5

Level	Points
With MA units	1
With CAR in MA	2
MA degree holder	3
With doctoral units	4
Ph.D./Ed.D. degree holder	5

2.2. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended - 5

Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	0.5
District (at least 3 training activities each conducted in at least 3 days)	1
Division (at least 3 training activities each conducted in at least 3 days)	2
Regional (at least 3 training activities each conducted in at least 3 days)	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

2.3. Outstanding Accomplishments - 10

Outstanding employee or coach/trainer of winning students in the different competitions. To consider only the certificate with the highest points.

Rank	Points			
	District	Division	Regional	National
1 st	4	7	8.5	10
2 nd	3	6	8	9.5

3 rd	1	5	7.5	9
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3. Professionalism and Personal Characteristics 10
 (Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be
 filled-up by the immediate head) TOTAL - 100

OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR

1. Managerial Competence. 30

1.1 Performance Average Numerical Rating for the last three (3) Rating periods - 20

Rating	Points	Rating	Points
5	20	4.5	10
4.9	18	4.4	8
4.8	16	4.3	6
4.7	14	4.2	4
4.6	12	4.1	2

1.2 Instructional Supervision - 10

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to Sulong Edukalidad, particularly on ensuring that all learners are functional readers from the previous and current school year. Must be supported with Instructional Supervisory Plan and Technical Assistances reports duly signed by the Schools Division Superintendent.

No. of IS and TA conducted	Points
9-10 instances at least 5 schools	10
7-8 instances to at least 4 schools	8
5-6 instances to at least 3 schools	6
4-5 instances to at least 3 schools	4
2-3 instances to at least 3 schools	2

2. Outstanding Accomplishments. 35

2.1. Outstanding Employee Award/Leadership in Organization - 5 To consider only the certificate with the highest points.

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

2.2. Innovations - 10

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by SDS or regional official must be attached.

Stage	Points
Conceptualized	2
Started implementation	3
Fully implemented in the school	4
Adopted in the district	6
Adopted in the division	8
Adopted in the Region	10

2.3 Research and Development Practices - 10

Level	Items	Points
National	2	10
Regional	4	8
Division	4	6
District	4	4
School	4	2

2.4. Publication - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

2.5 Consultation/Resource Speakership in Training/Seminars/Workshops/Symposia – 5

To consider only the certificate with the highest points. (Must enclose Memorandum,

Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

2. Education and Training 10

3.1 Education - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

3.2 Trainings/Seminars/symposia/conferences organized -
5

Must be attached with Activity Completion Report duly signed by the SDS

Level	Points
District	1
Division	2
Regional	3
National	4
International	5

4. Community Development 10

Outreach Programs

Outreach programs/activities initiated/participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional/municipality/city/provincial officials.

Level	No. of Times	Points
School	4	6
District/barangay/municipality	4	8
Division/city/province	2	8
Regional	2	10

5. Professional and Personal Characteristics
10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING EDUCATION PROGRAM SUPERVISOR (Division level)

1. Managerial Competence. 30

1.1 Performance Average Numerical Rating for the last three (3) Rating periods - 20

Rating	Points	Rating	Points
5	20	4.5	10
4.9	18	4.4	8
4.8	16	4.3	6
4.7	14	4.2	4
4.6	12	4.1	2

1.2 Instructional Supervision - 10

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to Sulong Edukalidad, particularly on ensuring that all learners are functional readers from the previous and current school year. Must be supported with IS and TA reports duly signed by the schools division superintendent.

No. of IS and TA provided re: ensuring all learners are independent readers	Points
8-10 times conducted/provided to at least five schools	10
6-7 times conducted/provided to at least four schools	8
4-5 times conducted/provided to at least three schools	6
1-3 times conducted/provided to at least two schools	4

2. Outstanding Accomplishments. 40

2.1. Outstanding Employee Award/Leadership in Organization - 5

To consider only the certificate with the highest points.

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

2.2. Innovations - 10

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by SDS or regional official must be attached.

Stage	Points
Conceptualized	2
Started implementation	3
Fully implemented in the school	4
Adopted in the district	6
Adopted in the division	8
Adopted in the Region	10

2.3 Research and Development Practices - 10

Level	Items	Points
National	2	10
Regional	4	8
Division	4	6
District	4	4
School	4	2

2.4. Publication - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

2.5 Consultation/Resource Speakership in Training/Seminars/Workshops/Symposia – 10

(Must enclose Memorandum, Activity Matrix and Certificate of Recognition.) To consider

only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Education and Training 10

3.1 Education - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

3.2 Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended - 5

Only those sanctioned by DepEd with Memoranda/ Advisory will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	0.5
District (at least 3 training activities each conducted in at least 3 days)	1
Division (at least 3 training activities each conducted in at least 3 days)	2
Regional (at least 3 training activities each conducted in at least 3 days)	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

4. Community Development 10

Outreach Programs

Outreach programs/activities initiated/participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional/barangay/municipal/city/province officials.

Level	No. of Times	Points
School	4	6
District/barangay/municipal	4	8
Division/city/province	2	8

Regional	2	10
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5. Professional and Personal Characteristics . . . 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING NON-TEACHING PERSONNEL LEVEL I
(Division and Regional levels)

This is open to all Non-teaching level 1 personnel from the schools, districts, schools division offices and the Regional Office with salary grade 9 and below.

1. Performance Rating 45
pts.

Rating	Points	Rating	Points
4.9 – 5.0	45	4.1 – 4.29	36
4.7 – 4.89	43	3.9 – 4.09	34
4.5 – 5.69	40	3.7 – 3.89	32
4.3 – 4.49	38	3.5 – 3.69	30

2. Awards Received 5 pts.
Gawad Agad certificate is given a point, but not to exceed an accumulated 2 points.

Level	Points
School	2
District	3
Division	4
Regional	5

3. Innovations 10 pts.
Innovative and creative work plan, module or instructional materials, properly documented and approved by immediate supervisors, and attested by division or regional official.

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the	6
Adopted in the district	8
Adopted in the division	10

4. Professional Development 25
pts.

4.1. Education - 5

Educational Level	Points
With MA units	1

CAR in MA	2
Master's degree	3
CAR in doctoral degree	4
Doctoral degree	5

4.2. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended - 10

Only those sanctioned by DepEd with Memoranda/ Advisory or trainings sponsored/ organized by authorized entities will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	1
District (at least 3 training activities each conducted in at least 3 days)	2
Division (at least 3 training activities each conducted in at least 3 days)	4
Regional (at least 3 training activities each conducted in at least 3 days)	6
National (at least 1 training activity conducted in at least 3 days)	8
International (at least 1 training activity conducted in at least 3 days)	10

4.3. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops - 5

To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

4.4 Publication/Authorship - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

5. Community Development 5 pts.

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

6. Professionalism/Personal Characteristics 10 pts.

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING NON-TEACHING PERSONNEL LEVEL II
(Division and Regional levels)

This is open to all non-teaching employees in the schools, districts, schools division offices and the Regional Office with Salary Grade 10 to 21.

1. Performance Rating 30

Rating	Points	Rating	Points
4.9 – 5.0	30	4.1 – 4.29	22
4.7 – 4.89	28	3.9 – 4.09	20
4.5 – 5.69	26	3.7 – 3.89	18
4.3 – 4.49	24	3.5 – 3.69	16

2. Awards Received 10

Gawad Agad certificate is given a point, but not to exceed an accumulated 2 points.

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Innovations 10

Innovative and creative work plan, module or instructional materials, properly documented and approved by immediate supervisors, and attested by division or regional official.

Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Fully implemented in the	6
Adopted in the district	8
Adopted in the division	10

4. Professional Development 35

4.1. Education - 10

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3

At least 36 MA units	4
CAR in MA	6
Master's degree	8
CAR in doctoral degree	9
Doctoral degree	10

4.2. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended - 10

Only those sanctioned by DepEd with Memoranda/ Advisory or trainings sponsored/ organized by authorized entities will be considered.

Level	Points
School (at least 3 training activities each conducted in at least 3 days)	1
District (at least 3 training activities each conducted in at least 3 days)	2
Division (at least 3 training activities each conducted in at least 3 days)	4
Regional (at least 3 training activities each conducted in at least 3 days)	6
National (at least 1 training activity conducted in at least 3 days)	8
International (at least 1 training activity conducted in at least 3 days)	10

4.3. Consultant/Resource Speaker/Facilitator/Discussant/Lecturer in Training/Seminars/Workshops - 10

To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

4.4. Publication/Authorship - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

5. Community Development 5

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
Schools	2
District/barangay/municipal	3
Division/city/province	4
Regional	5

6. Professionalism and Personal Characteristics 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

OUTSTANDING RESEARCHER

1. Evidence of the researcher's original scientific or research contributions to the academic field 20 pts.

The research work shall contribute to a new principle, theory, technology, concept, method, or technique. Qualified researches are those which are funded by the Basic Education Research Fund (BERF), investigatory projects in Mathematics, Science and other field of studies relative to the delivery of basic education. Thesis and dissertations as requirements for completion of degree studies are not considered.

Indicators	Points
Has completed 3 or more researches each year for the past	20
Has completed two (2) researches each year for the past three	15
Has completed one research each year for the past three years	10

2. Documentation of the researcher's receipt of awards for outstanding achievement in the academic field 20 pts.

Citations, awards and other forms of recognition from the schools, divisions, region, national and international given to the research work (or the researcher/writer) within the last three years shall be taken into account. Each recognition is credited on the following basis, but not to exceed 20 pts.

Indicators	Points
International level	15
National level	10
Regional level	8
Division level	5

3. Documentation of research published and presented 20 pts.

Assessment shall be based on researches published (electronic or print of a reputable institution) in the last three years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties. Each research presented shall be credited on the following basis, but not to exceed 20 pts.

Indicators	Points
Published & presented a completed research in the	15
Presented a completed research in the international level	13
Published & presented a completed research in the national	12
Presented a completed research in the national level	10
Published & presented a completed research in the regional	9

Presented a completed research in the regional level	8
Published & presented a completed research in the division	7
Presented a completed research in the division level	6
Presented a completed research in the school level (LAC	5

4. Documentation on the utilization of the research results 15 pts.
 Extent of utilization of research results is verified through a Certificate of Recognition signed by the Schools Division Superintendent or the Regional Director for researches adopted in the regional level.

Indicators	Points
Adopted and utilized 3 or more researches' results each year in the regional level for the past three years	15
Adopted and utilized 2 researches' results each year in the regional level for the past three years	13
Adopted and utilized 3 or more researches' results each year in the division level for the past three years	12
Adopted and utilized two researches results each year in the division level for the past three years	11
Adopted and utilized one research results each year in the division level for the past three years	10
Adopted and utilized three or more researches' results each year in the district level	9
Adopted and utilized two researches' results each year in the district level	8
Adopted and utilized one research results each year in the district level	6
Adopted and utilized three researches' results each year in the school level	4

5. Documentation of researcher's participation as a panel or judge of the work of others in the field of research 10 pts.

Certificate of Recognition that the researcher has participated as a panel or judge or as a Resource Person in research related activity sponsored by DepEd or other organizations within the last three years. (Cummulative points but not to exceed 10.)

Indicators	Points
Acted as Resource Person/Chairperson of the Board of Judges in a national level Research activity	10
Acted as Resource Person/Chairperson of the Board of Judges in a Regional level Research activity	8
Acted as a member of the Board of judges in a Regional level	6
Acted as Resource Person/chairperson of the Board of Judges in the division/provincial level research activity	5

Acted as a member of the Board of Judges in the division level	4
Acted as a Resource Person/chairperson of the Board of Judges in	3
Acted as member of the Board of Judges in the district level	2
Acted as Resource Person/chairperson of the Board of Judges in	1

6. Average Performance Rating for the last 3 rating periods. 15 pts.

Rating	Points	Rating	Points	Rating	Points
5	15	4.4	10	3.9	5
4.9	14	4.3	9	3.8	4
4.8	13	4.2	8	3.7	3
4.7	12	4.1	7	3.6	2
4.6	11	4.0	6	3.5	1
TOTAL				-	100

OUTSTANDING SCHOOL
(Elementary and Secondary)

1. School-Based Management 70%

For this portion, the SBM Validation e-Tool is utilized to automatically generate the rating after feeding the needed data.

A. Key Performance Indicators (KPIs) 60 %

Sixty percent (60%) of the total of the following KPIs of the school (average of the performance, three (3) years back):

a. Enrollment - 45%

Option 1

If the enrolment for the last three years is increasing

Option 2

If the enrolment for the last three years is decreasing or fluctuating, consider the participation rate

b. Dropout, Completion and Cohort Survival - 25%

c. NAT MPS (3 years) - 30 %

(The most recent NAT MPS available shall be considered.) 100%

Note: Key Performance Indicators is given a weight of 60%.

Please refer to the example below:

$$\begin{aligned} & (\text{Enrolment } 2.5 \times 45\%) + (\text{Dropout Rate } 1.0 + \\ & \text{Completion rate } 1.3 + \text{Cohort Survival Rate } 2.1/3 \times 25\%) \\ & + (\text{NAT MPS } 2.2 \times 30\%) \\ & = (1.125 + 0.36 + 0.66) \\ & = 2.145 \end{aligned}$$

Thus, the total weight for KPIs is (2.145 X 60% weight for KPIs)
Score =1.287

B. Document Analysis, Observation and Discussion 40%

Forty percent (40%) of the total of the following areas:

a. Leadership - 30%

A network of leadership and governance guides the education system to achieve its shared vision, mission and goals making them responsive and relevant to the context of diverse environments.

b. Curriculum & Learning - 30%

The curriculum learning systems anchored on the community and learner's contexts and aspirations are collaboratively developed and continuously improved.

- c. Accountability - 25%
A clear, transparent, inclusive, and responsive accountability system is in place, collaboratively developed by the school community, which monitors performance and acts appropriately on gaps and gains.
- d. Resource Management - 15%
Resources are collectively and judiciously mobilized and managed with transparency, effectiveness, and efficiency.
- 100%

Note: For Document Analysis, Observation and Discussion, please use the SBM Assessment Tool which is computed as follows:

$$\begin{aligned} & (\text{Leadership and Governance } 2.6 \times 30\%) + (\text{Curriculum and Instruction } 2.1 \times 30\%) + (\text{Accountability and Continuous Improvement } 3.0 \times 25\%) + (\text{Resource Management } 2.5 \times 15\%) \times 40\% \\ & = (0.78 + 0.63 + 0.75 + 0.375) \times 40\% \\ & = 2.535 \times 40\% \end{aligned}$$

Thus, the rating for the DOD is 1.014

Take note that SBM comprise 70% only of the criteria; thus, to get the final rating for SBM Practices, please consider this:

Get 70% from the combined Score of KPIs x 60% + Score of DOD x 40%

$$\begin{aligned} \text{That is, } & [(1.287 \times 60\%) + (1.014 \times 40\%)] \times 70\% \\ & (0.77 + 0.406) \times 70\% \\ & (1.17) \times 70\% = 0.82 \end{aligned}$$

2. Scholarship 10%

Scholarships availed must be relevant to being a teacher or school head which must cover two years (current school year and immediate past school year)

A. Scholarship availed by teachers – 10%

Availed during the immediate past School Year with a minimum of one (1) month

a. level of scholarship

Level of Scholarship	Weight
Regional	1
National	2
International	3

b. no. of teachers availed of the scholarship

No. of teachers availed of scholarship	Weight
--	--------

1 teacher	1
2 teachers	2
3 or more teachers	3

3. Awards & Recognition (Teachers/Learners/School).

10%

Awards must be those from DepEd recognized bodies and/or DepEd initiated programs, projects and activities for the last two years

Level	Weight
Region	1
National	2
International	3

4. Functionality of the School/Pupil/Student Handbook (localized)

Level of implementation	Weight
Initially started	1
Fully crafted	2
Distributed and implemented	3

TOTAL

100%

(Reference: DepEd Order No. 83, s. 2012: Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT)

OUTSTANDING SCHOOLS DIVISION OFFICE
(Medium and Small)

1. Performance Indicators 30

Average for elementary & secondary levels

- a. Division NAT MPS - 5
- b. Division Completion Rate - 5
- c. Graduation Rate - 5
- d. Dropout Rate - 5
- e. Retention Rate - 5
- f. Accreditation & Equivalency Rate - 5

For a, b, c, e and f

Range	Points
90.6% and above	5
86.6% - 90.5%	4
82.6% - 86.5%	3
78.6% - 82.5%	2
75% - 78.5%	1

For d

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

2. Implementation of PRIME-HRM core systems 14

2.1 Recruitment, Selection & Placement - 4

Percentage of the previous year's filled items for teaching, teaching-related and non-teaching items (natural vacant items, newly-created items) duly attested by the CSC

% of Filled-Up Items	Points
99.6% - 100%	4
95.6% - 99.5%	3
90.6% - 95.5%	2
85.6% - 90.5%	1

2.2 Learning & Development - 4

Present evidence requirements on the following:

Indicators	Points
Composition of Personnel Development Committee with specific roles and functions duly disseminated to the Office	0.5
Minutes of the PDC Meetings relative to selection of nominees to L and D intervention and/or scholarship grants for the previous year	0.5
Pdf copies of Learning Action Plan (LAP) and Re-Entry Action Plan (REAP) of the previous year for training programs attended	1
Activity Completion Reports of the L and D training programs conducted in the previous year with the following contents: (Executive Summary, Activity Proposal, Office Memorandum, Activity Plan/Instructional Design, Facilitators' Session Guide, Letter of invitation to the speaker, Memorandum of Agreement/Contract/Terms of Reference, Confirmation letter from the Resource Person, Profile of the Resource Person, Analysis of the Pre- and post-test, Result of the QATAME online evaluation, Summary of Resource Persons' Ratings, Written documentation of the learning process (journal, reflection/learning insights, Learning Action Plan (LAP) and Re-entry Plan (REAP), Attendance sheets, Financial Utilization report & Pictorials)	2

2.3 Performance Management System

- 3

Indicators	Points
Composition of Performance Management Team with specific roles and functions duly disseminated to the Office	1
Report of the four phases of Performance Management System implementation for the previous year, by SDO unit (MOVs: Minutes of the monitoring and coaching; documentation of the Performance planning, evaluation and rewarding, summary of ratings)	1
Consolidated pdf copy of the SDO employees' IDP for the current year	1

2.4 Rewards & Recognition System

- 3

Indicators	Points
Composition of PRAISE Committee with specific roles and functions duly disseminated to the Office (MOVs: previous and current Memo re: constitution)	1
Current year's of R and R activities planned and on-the-spot (MOVs: Plan & documented accomplishments)	1
Database of awards and awardees of the SDO proper, districts and schools from 2015 to present (division, region and national, international levels)	1

3. Percentage of private school applicants submitted on time their new/renewal of application of government permit to operate with complete requirements for the current year . 5

Percentage of Private Schools with complete requirements	Points
99.6% - 100%	5
96.6% - 99.5%	4
93.6% - 96.5%	3
90.6% - 93.5%	2
87.6 - 90.5%	1

4. 100% monthly downloading of MOOE to the schools for the previous' school year . 5 pts.

No. of Months with 100% downloading to school	Points
12	5
9-11	4
6-8	3

5. Utilization of the previous Calendar Year's Funds 6
 a. Obligation Rate (Obligation/Adjusted Allotment) - 3
 b. Disbursement Rate (Disbursement/Obligation) - 3

Utilization Rate and Disbursement Rate of 90% and below will automatically be given zero (0) point.

The points for these items will be computed by subtracting 90% from the Utilization Rate and Disbursement Rate, multiplying the difference by 3, and further multiplying the product by 10%.

Example:

a. Obligation Rate : 98%
 $(98-90) \times 3 (0.10) = 2.4$

b. Disbursement Rate : 95%
 $(95-90) \times 3 (0.10) = 1.5$

6. Percentage of Submission of Financial Reports 3

Percentage of Submission of Financial Reports	Points
89.6% - 100%	3
80.6% - 89.5%	2
70% - 80.5%	1

7. Percentage of Liquidation of all Cash Advances received in Prior Year (PY) 2

The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in PY by the maximum number of points, i.e.:

$\% \text{ Liquidation} \times 2$

Example:

$\% \text{ Liquidation} : 95\%$
 $0.95 \times 2 = 1.9$

8. Procurement 5

a. Timeliness of payment to service providers (in CY 2018) -
2.5

Indicators	Points
Payment to service provider at least 30 days from the completion of project/delivery of goods	2.5
Payment to service provider took 31-45 days from the completion of project/delivery of goods	1.5
Payment to service provider took 46 – 60 days from the completion of project/delivery of goods	1
Payment to service provider took 61 days to six months from the completion of project/delivery of goods	0.5

Means of Verification: copies of payment to service providers vis-à-vis activity completion reports in CY 2018

b. Zero Audit Observation Memorandum (AOM) re: procurement system -
2.5

Indicators	Points
Zero AOM re: procurement in 2018	2.5
1-3 AOM re: procurement in 2018	1
4 and above AOM re: procurement in 2018	0.5

Means of verification: Certification signed by the Division's COA

Auditor

9. Submission of Reports 12

Reports/Documents	
PPRD Reports	2
HRDD Reports	2
ESSD Reports	2
ASD Reports	2

CLMD Reports	2
FTAD Reports	2

10. Percentage of school sites with Title 3

Percentage of School Sites with	Points
50% and up	3
40%-49%	2
30% - 39%	1

11. Zero complaint on Child Protection Policy 3

No. of Complaints	Points
0	3
1	2
2	1
3	0.5

12. Cases resolved in the Division 2

Percentage of Cases Resolved	Points
90% - 100%	2
80% - 89%	1
70% - 79%	0.5

13. Wins in the National and International Contest recognized or sanctioned by DepEd (current year) 10

Rank Obtained	Points	
	National	International
1	1.5	2.5
2	1	2
3	0.5	1

TOTAL 100

OUTSTANDING INCLUSIVE EDUCATION PROGRAM

Implementer I. Scope of the Award Category

All Schools Division Offices (SDOs) are entries to this category. SDOs will be evaluated on how they implemented the various program of the department to ensure inclusive and equitable quality education, promote lifelong learning opportunities for all and provision of options for all learners to create, learn and share what they know and can do in both curricular and co-curricular activities. Specifically, this award category will look into the SDOs implementation of MTB-MLE, varied TLE/TVL offerings, Special Education Program (SPeD), Madrasah Education Program (MEP), Indigenous Peoples Education (IPEd), Special Curricular Programs (SCPs), Alternative Delivery Modes/Flexible Learning Options (ADMs/FLOs), and Alternative Learning System (ALS).

II. Criteria for Stage I Evaluation

Indicator	Points
A. Situational Analysis	20
- Thorough analysis and evaluation of the both the internal and external environment. i.e. SWOT Analysis per program, disaggregated data on the number of school-aged learners and out-of-school youths (OSYs) that are target beneficiaries for Inclusive Education Programs, analyses of the learners' unique situations and learning needs due to their personal, social, cultural, and economic contexts, inventory of human and material resources, identification of stakeholders and their expectations, level of engagement and participation of existing community partners/stakeholders, and identification of additional support needed to implement inclusive education	
- Researches and need-based assessments initiated by the schools/districts/SDOs to identify and address the needs and challenges of the learners within the vulnerable and marginalized sector in the community and those who are missing out on education or at-risk of dropping out and as bases for the contextualization in curriculum implementation and learning delivery to better serve the vulnerable and marginalized learners in the community (10 points)	
B. Policy, goals and objectives	20
- Policies implemented/Contextualized policy implementation to ensure access to and participation of all learners in all aspects of life in school, in learning centers and other places of learning regardless of race, ethnicity, gender, language, ability or disability, and religious belief. (10 points)	

- Mechanisms, tools and processes to regularly monitor the presence, participation, and achievement of all learners within the educational system (10 points)	
C. Program Management and Implementation	20
- Equitable and efficient utilization of resources, both human and financial, to benefit the target learners and teachers. i.e. Approved WFP, Physical and Financial Accomplishment Reports based on the approved WFP (5 points)	
- Provision of adequate, developmentally-appropriate and culturally responsive learning resources and environment i.e. Inventory of Quality Assured Contextualized LRs (print and non-print), Physical Infrastructures to promote inclusion, etc. (5 points)	
- Strategies/Initiatives to promote and provide equitable opportunities for all learners to demonstrate what they know and can do in both curricular and co-curricular activities regardless of race, ethnicity, gender, language, ability or disability, and religious belief. i.e. Program options for different types of learners to ensure “no learner is left behind”, List of Approved Curricular and Co-curricular activities, DEDP/SIP/AIP, Approved Proposals, Accomplishment Reports (5 points)	
- Best practices and innovations that are properly documented for sharing, replication, and for continuous improvement (5 points)	
D. Technical Assistance, Monitoring and Evaluation	20
Utilization of data gathered from LIS/EBEIS, Child or Youth Find/ community mapping activities, training needs assessments, results of classroom-based and national assessments, and Instructional Supervision and M & E Reports to determine educational needs, provide educational support, plan for interventions, and formulate policy recommendations (10 points)	
Meritorious accomplishments in terms of contextualizing the curriculum implementation and delivery, teaching-learning materials development, use of learner-centered, socially- and culturally-responsive teaching pedagogies and inclusive form of educational assessments (5 points)	
E. Capacity-building/ Stakeholder involvement/ participation	20
Social mobilization and communication strategies/materials to support and create public awareness on inclusive education programs and activities (5 points)	
Provision of equitable, relevant, and continuous professional development opportunities (e.g. LAC sessions, In-Service Trainings, mentoring, etc.) to key players and implementers, both teaching and non-teaching personnel; number of persons who benefitted; impact to program implementation (5 points)	
Partnership and linkages with parents, government agencies, non-government organizations, private individuals and other	

stakeholders; impact of support to raise performance indicators (5 points)	
Participation and involvement of stakeholders- learners, parents and/or guardians, and the immediate community in meeting learning standards and in identifying and addressing learning gaps, identification and removal of barrier to inclusion, ensuring sustainability of programs for inclusion (5 points)	
Total	100

III. Required Documents

A. Write-up of Actions/Accomplishments: Maximum of 12 pages (A4 size bond paper, Bookman Old Style, 11-point size) to include Executive Summary, description of actions/accomplishments of the SDO within two years in relation to each indicator in the five criteria: Situational Analysis, Policy, goals, objectives, Program Management and Implementation, Technical Assistance, Monitoring and Evaluation, Capacity-building/stakeholder involvement/participation. The write-up should adhere to the following pointers:

a. Actions/Accomplishments to be presented must be brief, factual, and in bullet form. Only include those with supporting evidences.

b. Establish baseline data for quantifiable indicators.

c. The write-up should be printed in A4-size long bond paper placed in a legal-size folder (white color) to be submitted in three (3) copies. Use of special paper for printing, and hard or ring-bound for covers are highly discouraged.

d. Means of verification and other supporting evidences should be included in the submission of entries in electronic format only. These shall be organized in folder by indicator, properly labeled, in PDF file and should be readable and/or printable in standard quality. Hard copy of the documents shall be at the custody of the SDOs in preparation for the validation of entries. These shall be prepared by the program focal persons.

B. Certification from the Chairperson of the Division PRAISE Committee or its equivalent that the entry has undergone evaluation and validation by the Committee

C. Endorsement from the Schools Division Superintendent.

Outstanding Inclusive Education Program Implementer

ENTRY WRITE-UP

(Maximum of 12 pages, A4-size, Bookman Old Style, 11-point size, including Executive Summary and Other Information)

I. Executive Summary (Description is not more than 200 words as to why the SDO is deserving to be awarded as the Outstanding Inclusive Education Program Implementer)

II. Situational Analysis (Description of the actions implemented/highlights of accomplishments per indicator in the last two (2) years, to include baseline data and increase in KPIs, when applicable.

III. Policy, goals, objectives (Description of the actions implemented/highlights of accomplishments per indicator in the last two (2) years, to include baseline data and increase in KPIs, when applicable)

IV Program Management and Implementation (Description of the actions implemented/highlights of accomplishments per indicator in the last two (2) years, to include baseline data and increase in KPIs, when applicable)

V. Technical Assistance, Monitoring and Evaluation (Description of the actions implemented/highlights of accomplishments per indicator in the last two (2) years, to include baseline data and increase in KPIs, when applicable)

VI. Capacity-building/stakeholder involvement/participation (Description of the actions implemented/highlights of accomplishments per indicator in the last two (2) years, to include baseline data and increase in KPIs, when applicable)

VII. Other Information (List or mention major awards/citations received by the SDO in the implementation of inclusive education for the past two (2) years.

OUTSTANDING DIVISION READING PROGRAM IMPLEMENTER

I. Scope of the Activity

The Department of Education through the Curriculum and Learning Management Division shall organize the Search for the Outstanding Reading Program Implementer in the region.

This activity aims to recognize and give award to Schools Division Offices (SDOs) with effective reading programs to all students. These reading programs pave an avenue to make learning easier, engender multi- sensory development and open doors to academic success of the public school learners.

This activity is open to all SDOs. This award category shall look into the SDOs active implementation of its reading program in the 4 key stages, (Key stage 1 – from Kinder to Grade 3, Key stage 2- from Grades 4-6, Key stage 3- from Grade 7 to 10 and Key Stage 4- from Grade 11 to 12).

The reading program shall take into consideration the integration of reading skills across learning areas in all medium of instructions used in all grade levels with proficiency in reading.

II. A. Criteria for Evaluation

Indicator	Points
A. Effectiveness of the Reading Program	25
-Reading Program is research based, caters to the child’s stage of reading development, addresses child’s reading strengths and weaknesses, provide multiple reading opportunities, appropriate instructional strategies, and employ a variety of reading assessments. -has mechanisms to implement face to face and virtual instruction and activities to ensure reading continuity considering limited internet connectivity, availability of gadgets, reading materials and mentors -has mechanism which includes the integration of reading across learning areas in all medium of instructions used in all grade levels and involvement of other subject teachers in the reading advocacy	

-List of Schools with active and effective Reading Programs in the Division -List of reading Program Key Players and their Terms of Reference	
-Report of schools with reading and literacy corners/ kiosk/ stations, observable reading dashboard and comparative Reading Assessment chart , reading corners equipped with reading materials and properly labeled (with MOVs) -Report on the inclusion of Reading Programs in the WFP and AIP	
-Report on the availability of aligned Reading Materials, Intervention Plan and Intervention Process, Remedial Session Guide, Quality Assured Teacher made Worksheets, List of Remedial Materials suited for the domain/ competency being mastered	
C. Monitoring, Evaluation and Technical Assistance	20
- Accomplishment Report on the Monitoring and Evaluation of Schools' Reading Program, reading assessment, SLAC in reading, literacy kiosks/corners, dashboards, etc.	
- Accomplishment Report of the Division Evaluation Team on the conduct of reading assessments, including report on the issues, challenges and success stories	
- Progress reports of different reading programs and provision of Technical assistance and effectivity of the conducted interventions	
- Mechanism, tools and processes on supervision of the continuing reading assessment and achievement of students	
D. Programs, Trainings and Activities	15
- Professional development plan that ensures teachers have the skills and support necessary to implement the program effectively. Provision on the continuous development for teachers such as SLAC in Reading, and remedial activities and mentoring	
Accomplishment Report on the conduct of Reading culmination activities, competitions and other cooperative learning programs to implement methods that have been proven to teach reading - Accomplishment report on trainings on teaching beginning reading and remedial reading, literacy instruction and school in-service trainings related to reading with consolidated list of trained teachers and their trainings related to reading	

- Accomplishment report on the conduct of Reading Program Implementation Review with School Heads/ Key players and implementers	
E. Collaboration and Linkaging	10
- Availability of the report on the existing partnership and fund support among stakeholders (Involvement of Parent, Subject Teachers and other Stakeholders) and information drive conducted	
- Innovations implemented by the schools to encourage participation and sustainability of the program	
F. Outstanding Accomplishment and Impact	10
- State outstanding accomplishment in brief, factual and bullet form with evidence of effectiveness	
- Impact of the program implementation by indicating problems addressed and students/ teachers/ stakeholders benefitted	
Total	100

II. B. Criteria for Evaluation per Key stage

To determine the Outstanding Division Reading Implementer, each stage shall be evaluated using the criteria for evaluation. Points from the components/ indicators of the criteria shall be added and computed to get the 25% weight. The percentage garnered from the four key stages shall be added to get the average to determine the winner.

Key Stage	Weight
1	25%
2	25%
3	25%
4	25%
Grand Total	100%

III. Required Nomination Documents

1. Each nomination requires the submission of one original folder containing a write-up of accomplishments maximum of 45-50 pages (a4 size bond paper, Bookman old style, 11 point size). This will include the executive summary (not more than 200 words) and the description /accomplishment report of the indicators of the six criteria: Effectiveness of the reading program; Complete records of assessment; Programs, trainings and Activities; Collaboration and Linkaging; and, Outstanding Accomplishment and Impact, awards received and other information. The documents shall follow to the following pointers:

a. Reports/accomplishments shall be brief, factual and in bullet form. Only those with

supporting evidence shall be included in the report.

b. The document shall be printed in a4 size bond paper placed in a long size folder (white) to be submitted in three copies.

- Executive summary (1 page)
- Description and Accomplishment Report of the indicators of the six criteria (maximum of 10-12 pages per key stage) with proper label
- Awards Received (1 or 2 page)
- Other information (1 or 2 pages)

c. A pdf format of the said required document shall also be submitted.

d. Other Means of Verifications (MOVs) of some documents (with corresponding soft and hard copies) shall be in the care of the division focal person for further validation of entries.

2. Certification from the chairperson of the Division PRAISE committee that the entry has undergone evaluation and validation of the committee.

3. Endorsement from the Schools Division Superintendent.

MOST FUNCTIONAL LEARNING RESOURCE MANAGEMENT CENTER (LRMC)

This is open to all Schools Division offices. There shall be two components of the contest, the LRMDC and the library hub. The entry that gets the highest total rating of the two components shall be declared as the awardee for this category.

All information presented by the Writer/Developer/Illustrator in any of the localized, developed, redeveloped or contextualized resource materials (print or non-print) available inside the center shall be his/her liability in any issues that may arise regarding originality and authenticity. Citation and giving appropriate credit to the original source must be properly observed. Plagiarism of any kind will result to disqualification.

Indicators/Criteria	Weight
Establishment of LR Center - Center with available printing and Reproduction equipment	10%
Governance - Inventory of LR needs - Inventory of existing LRs - Division LR Plan - Directory of School LR Team (QA Team (with LREs), Writers, Editors, Illustrators, Lay-out Artist, - Resource mobilization and partnership with internal and external stakeholders - Documentation of LR Team meetings and activities and other proof of functionality of the LRMDC	15%
Provision of LRs - Distribution of centrally procured and regionally reproduced LRs - Developed, redeveloped, contextualized LR – by learning area and grade level - Existence of any initiative/mechanism to access the LR Portal - Existence of modified and enhanced LRs for ADM	15%
LR Portal Utilization - LR Portal Registration - Number of contextualized LRs uploaded in the LR Portal - Utilization of LRs downloaded from the Portal	10%
Functional School Library - Percentage of schools with functional library - Percentage of schools with access to the LR Portal - Wide selection of Resource Materials - Accomplishment at the Division Level according to services delivered	15% 15% 10% 10%
TOTAL	100%

NATATANGING BULAWANONG SULÔ

General Guidelines

Natatanging Bulawanong Sulô is awarded to a DepEd internal organization for demonstrating the spirit of volunteerism, selflessness, philanthropy and for embodying the core values of the Department of Education - Maka-Diyos, Maka-Tao, Maka-Kalikasan at Maka-Bansa through community engagement and services. This award aims to highlight the exemplary performance and dedication of the organization in helping people and communities beyond their regular functions and even amidst adversities.

Organization is defined, for the purposes of nominations, as a group of individuals comprised of teaching, non-teaching or teaching-related personnel education leaders in the Department of Education Caraga who are joined together for a common cause deemed as their civic responsibility. They contribute their time, service and resources, which are beyond the scope and nature of their work, with the belief that their activities are meaningful and beneficial to the community they serve.

The following organizations are qualified for nomination:

- a. Education Leaders Associations;
- b. Faculty Clubs and Teachers Association;
- c. Teacher Cooperatives; and
- d. Non-Teaching and Teaching-Related Associations/Organizations

Documentary requirements

The following shall be attached to the nomination form:

1. Certification that the organization is recognized by DepEd
2. Constitution and By-Laws of the organization
3. List of Officers and members
4. Action Plan
5. Certification that the organization is not directly or indirectly related to tobacco, liquor company or any forms of gambling institution and is not in any way linked to practices which are identified by Philippine Law as illegal.
6. Evidence requirements or any modes of verification (MOVs) for meeting each of the given criteria

Criteria	Rating
1. Alignment of the Vision, Mission and Goal (VMG) of the Organization to the of DepEd's VMG and its core values - Maka-Tao, Maka-Kalikasan, Maka-Bansa and Maka-Diyos.	20
Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates on love and respect for fellowmen (Makatao); environmental preservation and protection (makakalikasan); communicates love and respect of God regardless of religious affiliation (Maka-Diyos); and collaborates widely with other agency or	

<p>institution including DepEd schools (private or public) in the promotion of any of the core values. - 20</p>	
<p>Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates 3 of 4 DepEd Core Values; and Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. - 16</p>	
<p>Organization's VMG elaborated and are aligned with the VMG of the Department of Education. Advocates 2 of 4 DepEd Core Values; Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. - 12</p>	
<p>Organization's VMG elaborated and are aligned with the VMG of the Department of Education Advocates 1 of 4 DepEd Core Values; and Collaborates widely with other agency or institution including DepEd schools (private or public) in the promotion of any of the core values. -8</p>	
<p>Organization's VMG are not aligned with the VMG of the Department of Education and did not elaborate on the core values of the Department of Education. - 4</p>	
<p>2. Contribution of Program, Activities and Projects are centered to the improvement of student services or enhancement of SDO/ school operation in the delivery of the quality basic education services.</p>	<p>30</p>
<p>Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P100,000.00 Scope Recipients of the program and projects are more than 5 schools in the division. Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 5 years supported with evidence. - 30</p>	
<p>Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P75,000.00. Scope Recipients of the program and projects are 4 schools in the division. Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 4 years supported with evidence. - 24</p>	
<p>Extent of Support</p>	

<p>The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P50,000.00</p> <p>Scope Recipients of the program and projects are 3 schools in the division.</p> <p>Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 3 years supported with evidence. – 18</p>	<p>Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting to more than P25,000.00.</p> <p>Scope Recipients of the program and projects are 2 schools in the division.</p> <p>Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 2 years supported with evidence.-16</p>	<p>Extent of Support The organization has extended help and invested in education through school facilities and IT support packages; infrastructure, non-infrastructure, and multi-component projects; and learners' and teachers' support packages amounting P1,000.00 and above.</p> <p>Scope 1 school from the division is a recipient of the program and projects</p> <p>Sustainability Conducted Programs/Activities/ Projects which contributed to the improvement of student services or enhanced SDO/ school operation in the delivery of quality basic education sustained for 1 year supported with evidence. – 6</p>	<p>3. Organization conducted activities which promote numeracy, language, scientific, media and information literacy, GAD, arts, health, culture, sports, and technology which contributed to the holistic development of students and/or teacher.</p>	<p>30</p> <p>Impact Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which aimed at promoting any of the following: numeracy, language literacy, GAD, scientific literacy, arts, health, culture, sports, and technology which contributed to the holistic development of students and/or teacher proved and supported by MOVs (concept note/ proposal, pictures, attendance sheets, after activity evaluation report & amount invested in the program)</p> <p>Scope</p>
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<p>Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 100% of schools in the division</p> <p>Sustainability (10%)</p> <p>Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/or teachers for 4 years supported with evidence.</p> <p>Consistently participated in any DepEd programs for 5 consecutive years. – 30</p>
<p>Impact</p> <p>Submitted 4 MOVs</p> <p>Scope</p> <p>Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 75-99 % of schools in the division.</p> <p>Sustainability</p> <p>Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 3 years supported with evidence. -24</p>
<p>Impact</p> <p>Submitted 3 MOVs</p> <p>Scope</p> <p>Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 50-79 % of schools in the division.</p> <p>Sustainability</p> <p>Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 2 years supported with evidence. -18</p>
<p>Impact</p> <p>Submitted 2 MOVs</p> <p>Scope</p> <p>Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated by 25-49 % of schools in the division.</p> <p>Sustainability</p> <p>Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers for 1 year supported with evidence -12</p>
<p>Impact</p> <p>Submitted 1 MOV</p>

<p>Scope Conducted activities (e.g. programs, contests/ competition, exhibits, tournaments, training and symposia, etc.) which promote art, health, culture, sports, and technology which are widely participated less than 25% schools in the division</p> <p>Sustainability Conducted activities (e.g. programs, contests, exhibits, tournaments, training and symposia, etc.) which promote Art, health, culture, sports, and technology which contributed to the holistic development of students and/ or teachers within the year supported with evidence. - 6</p>	
4. Active Participation to DepEd Programs like Brigada Eskwela, Adopt-A-School Program, Work Immersion Programs	20
Consistently participated in any DepEd programs for 5 consecutive years - 20	
Consistently participated in any DepEd programs for 4 consecutive years - 16	
Consistently participated in any DepEd programs for 3 consecutive years - 12	
Consistently participated in any DepEd programs for 2 consecutive years - 8	
Participated DepEd Programs in 1 year – 4	
Total	100

OUTSTANDING EDUCATION PROGRAM SUPERVISOR (Regional level)

1. Managerial Competence. 30

1.1 Performance Average Numerical Rating for the last three (3) Rating periods - 20

Rating	Points	Rating	Points
5	20	4.5	10
4.9	18	4.4	8
4.8	16	4.3	6
4.7	14	4.2	4
4.6	12	4.1	2

1.2 Instructional Supervision - 10

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to Sulong Edukalidad, particularly on ensuring that all learners are functional readers from the previous and current school year. Must be supported with IS and TA reports duly signed by the schools division superintendent.

No. of IS and TA provided re: ensuring all learners are independent readers	Points
8-10 times conducted/provided to at least five schools	10
6-7 times conducted/provided to at least four schools	8
4-5 times conducted/provided to at least three schools	6
1-3 times conducted/provided to at least two schools	4

Curriculum Implementation Management - 2.5 (for CLMD EPS)

Region's NAT MPS of related subject area achieved 90.6% and above	2.5
Region's NAT MPS of related subject area achieved 86.6% - 90.5%	2
Region's NAT MPS of related subject area achieved 82.6% - 86.5%	1.5
Region's NAT MPS of related subject area achieved 78.6% - 82.5%	1
Region's NAT MPS of related subject area achieved 75% - 78.5%	0.5

Monitoring and Evaluation on Assessing Learning Outcomes - 2.5 (for all RO EPSs)

Recommended to the region at least 2 policy determining issues related to improving learning outcomes	2.5
Recommended to the region at least 1 policy determining issue related to improving learning outcomes	2
Recommended to the division at least 2 policy determining issues related to improving learning outcomes	1.5
Recommended to the division at least 1 policy determining issue related to improving learning outcomes	1
Drafted at least 1 policy determining issue related to improving learning outcomes	0.5

Monitoring and Evaluation of Programs & Projects - 5 (for all RO EPSs)

Contextualized at least two M & E tool of Regional PAPs, utilized by RO monitors with analysis of reports and adopted by the RO and SDOs	5
Contextualized at least two M & E tool of Regional PAPs, utilized by RO monitors with analysis of reports	4
Contextualized one M & E tool of any PAPs, utilized by RO monitors with analysis of reports	3
Crafted at least two M & E tool of any PAPs and submitted to FTAD for utilization	2
Crafted one M & E tool of any PAPs and submitted to FTAD for utilization	1

2. Outstanding Accomplishments. 40

2.1. Outstanding Employee Award/Leadership in Organization - 5
To consider only the certificate with the highest points.

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

2.2. Innovations - 10

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by SDS or regional official must be attached.

Stage	Points
Conceptualized	2

Started implementation	3
Fully implemented in the school	4
Adopted in the district	6
Adopted in the division	8
Adopted in the Region	10

2.3 Research and Development Practices - 10

Level	Items	Points
National	2	10
Regional	4	8
Division	4	6
District	4	4
School	4	2

2.4. Publication - 5

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole authorship of a book	5

2.5 Consultation/Resource Speakership in Training/Seminars/Workshops/Symposia – 10

To consider only the certificate with the highest points. (Must enclose Memorandum, Activity Matrix and Certificate of Recognition.)

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Education and Training 10

3.1 Education - 5

Level	Points
Doctoral degree	5
CAR in doctoral degree	3

3.2 Trainings - 5

For international activity, only those sanctioned by DepEd with Regional Memorandum is considered.

Level	Points
District	1
Division	2
Regional	3
National	4
International	5

4. Community Development 10

Outreach Programs

Outreach programs/activities initiated/participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional/city/province/municipal officials.

Level	No. of Times	Points
School	4	6
District/barangay/municipal	4	8
Division/city/province	2	8
Regional	2	10

5. Professional and Personal Characteristics 10

(Refer to Annex D: Professionalism & Personal Characteristics Rating Sheet to be filled-up by the immediate head)

TOTAL 100

Annex E: Professionalism and Personal Characteristics Rating Sheet

RATING SHEET for
PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee: _____

School/Office: _____

Division: _____

Category: _____

Name of Immediate Superior: _____

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. Manifested genuine enthusiasm and pride in the nobility of teaching/related teaching profession	
1. Demonstrate punctuality at all times	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects/office activities as required	
5. Communicate the DepEd vision, mission and core values to stakeholders	
B. Observe and demonstrates desirable personal and professional (RA 6713) and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	
9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and is able to work harmoniously with superiors and colleagues	

2. Maintains good working relationship with co-workers, parents and stakeholders	
3. Performs well whether as a team leader or member	

INDICATORS	
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs/liabilities	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
3. Has not been subjected to any complaint/ charged administratively relative to financial matters	
NO. OF CHECKS (/)	
TOTAL POINTS = NO. OF CHECKS X (0.5)	

Rated by:

Signature over Printed Name of the Immediate Head

Date: _____

Annex F: Consolidated Rating Sheet (sample for Outstanding Teacher)

CONSOLIDATED RATING SHEET
 Bulawanong Sulô/Pasidungog Awards _____
 (Calendar Year)

Category: _____

Criteria/Indicators		Points gained per indicator
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		Maximum Points	Nominee 1	Nominee 2	Nominee 3
Instructional Competence (45pts)	Teaching Competence	20			
	Outstanding Accomplishment	10			
	Creativity & Innovation	10			
	Research	5			
Professional Growth (35 pts.)	Professional Advancement	5			
	Demo Teaching	10			
	Resource Speakership	10			
	Training Programs attended	5			
	Authorship	5			
Community Development (10 pts.)	Outreach	10			
Professionalism & Personal Characteristics (10 pts.)	Personality	5			
	Potential	5			
TOTAL POINTS		100			

Reviewed by:

PRAISE Committee

NOTED:

Schools Division Superintendent/Regional Director