



Republic of the Philippines  
**Department of Education**  
 Region VII, Central Visayas  
**DIVISION OF BOHOL**  
 City of Tagbilaran



November 6, 2019

DIVISION MEMORANDUM  
 NO. 514, Series 2019

**SEARCH FOR 2019 DEPED-BOHOL PASIDUNGOG AWARDEES**

**TO:** Assistant Schools Division Superintendents  
 Chiefs, Curriculum Implementation Division (CID), School Governance and  
 Operations Division (SGOD) and Functional Units  
 Education Program Supervisors, Public Schools District Supervisors  
 Principals of Public Elementary and Secondary Schools

1. This Schools Division Office (SDO) formally launches and accepts nominations for the Search for 2019 DepEd-Bohol Pasidungog Awardees. The legal bases, objectives, award categories, general guidelines, criteria for evaluation and forms for this annual tilt are stipulated in DepEd Regional Memorandum No. 0593, Series of 2019 and its corresponding enclosures, please find as attached.

2. The award categories are broken as follows;

Categories	Descriptions
A. Individual	<b>1. Most Outstanding Teacher</b> (includes Teacher 1, 2 &3, Master Teachers 1 & 2, Mobile Teachers (ALS), Multi-grade level Teachers SPED Teachers, and Madrasah Teachers}
	<b>2. Most Outstanding School Head</b> (covers Teacher-in-Charge (TIC), Officer-in-Charge duly designated by the SDS, Head Teachers, and Principals)
B. School	<b>1. Most Outstanding Elementary School</b> (Small, Medium and Large)
	<b>2. Most Outstanding Secondary School</b> (Small, Medium and Large)
C. Special	<b>1. Superintendent's Award</b>
	<b>2. Stakeholders Awards/Friends in Education</b>
	<b>3. National/International Awardees</b>
	<b>4. Service Award</b> (All DepEd employees who have rendered/or are still in the active in service for 30 to 40 years or more as of October 31, 2019. Means of verification is an updated service record.

3. Below are the localized schedule of activities and corresponding units involved;

Activities	Dates	Persons/Units Involved
A. Selection/Submission of entries, forms and documents to the <b>District Office</b>	November 7- 14, 2019	- Public Schools District Supervisor – District Office
B. Selection/Submission of entries, forms and documents to the <b>Division Office</b> , addressed	November 14- 18, 2019	- CID Chief – CID Office (for all teaching categories) - SGOD Chief – SGOD Office

to the Schools Division Superintendent		(for school and special Categories) - Admin. Office (for service Awards)
C. Division Screening Process 1. Evaluation of Documents 2. Consolidation of Results 3. Submission of Division Entries to the Region	November 19-20, 2019	Division Conference Hall
D. Awarding Ceremony	First week of December, 2019 during the Education Week. Exact date and venue will be announced later in a separate Memorandum	PRAISE Committee

4. The Committees that will conduct the screening of documents are as follows;



Category	Functional Division	In-Charge
All Teaching Categories (Elementary and Secondary)	CID	Dr. Casiana Caberte and all EPS's
School and Special Categories (Stakeholders, Brigada Eskwela)	SGOD	Dr. Desiderio Deligero and Staff
Service Award	Administrative Office	Mr. Fermin Albutra and Staff

5. Specified below is the composition of the Division PRAISE Committee;

Chairman	Assistant Schools Division Superintendent	Mrs. Marina Salamanca
Members	Head of the Budget and Finance Unit	Mrs. Ma. Victoria Jaspe
	Administrative Officer V	Mr. Fermin Albutra
	Chief, SGOD	Dr. Desiderio Deligero
Secretariat	Head of the Teachers' Association	Mr. Victor Tumanda
	Human Resource Learning and Development	Miss Debra Sabuero

5. All expenses relative to the conduct of the Search and the Awarding Ceremonies are chargeable to the Division Funds, subject to the usual accounting and auditing rules and regulations of the government,

6. Immediate and wide dissemination of this Memorandum is highly enjoined.

  
**BIANITO A. DAGATAN, Ed.D., CESO V**  
 Schools Division Superintendent  




Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas

November 04, 2019

**REGIONAL MEMORANDUM**

No. 0553, s. 2019

**SEARCH FOR 2019 DEPED REGION VII PASIDUNGOG AWARDEES**

To: Schools Division Superintendents/OICs

1. Pursuant to DepEd Order 09 s. of 2002 entitled Establishing the Program on Awards and Incentives (PRAISE) in the Department of Education and in adherence to Civil Service Commission PRAISE Program, this Office announces the search for 2019 DepEd Region VII PASIDUNGOG Awardees.
2. This year's *Pasidungog* shall recognize and reward teaching personnel who have made meritorious contributions to the attainment of the organization's goals and objectives to their assigned schools, and Schools Division Offices (SDOs).
3. This program shall also give recognition to schools and SDOs that put exceptional efforts on the delivery of quality basic education services through effective and transparent implementation of School – Based and SDO's Programs, Projects, and Activities.
4. The award categories for the 2019 DepEd Region VII *Pasidungog* are the following:
  - A. **Individual Category**
    1. Most Outstanding Teacher
    2. Most Outstanding School Head
  - B. **School Category**
    - Most Outstanding Elementary School (*Small, Medium, & Large*)
    - Most Outstanding Secondary School (*Small, Medium, & Large*)
  - C. **Schools Division Office Category**
    - Most Outstanding Schools Division (*Small, Medium, & Large*)
  - D. **Special Category**
    1. Regional Director's Award
    2. Stakeholder's Award/Friends in Education
    3. National/International Awardees
    4. Service Award (RO – *Active as of October 31, 2019*)
5. For the reference and guidance of all concerned, enclosed are the following documents:
  - a. Enclosure No. 1 – General Guidelines
  - b. Enclosure No. 2 – Criteria for Evaluation
  - c. Enclosure No. 3 – Forms
6. The documents of each nominee with labels/tabs shall be submitted to this Office in a long white folder following this order:

- a. Nomination Form
  - b. Executive Summary (To be written by the nominating party. Specify why the Nominee deserves the award)
  - c. Performance Rating (IPCRF/OPCRF for the last 2 rating periods) for individual category only.
  - d. Evaluation Forms and Required /Supporting Documents specified in the Criteria for Evaluation
  - e. Other Information
7. The Regional/Division PRAISE committee shall conduct the screening and evaluation process following to the set criteria per category. The committee shall proclaim all **Rank 1** per category per level as Regional/Division winners/awardees.
8. Specified below are the schedule of activities and venues relative to the said search.

Activities	Date	Venue
Selection/Submission of entries, forms, documents to the Division Office	November 04–18, 2019	Schools Division Office
Selection/Submission of entries, forms, documents to the Regional Office, address to the Regional Director <b>SALUSTIANO T. JIMENEZ, LLB., CESO V</b> & attention <b>HRDD Chief VICTOR V. YNTIG</b>	November 19-22, 2019	Regional Office (Records Section)
<b>Regional Screening Process</b>		
A. Evaluation of Documents	November 25 – 29, 2019	Regional Office (Conference Room/HRDD Office)
B. On – site validation (if needed)		
C. Consolidation of Results		
Awarding	To be announced in a separate memo.	



9. The committees that will conduct the review and validation process at the Regional Level are as follows:

Category	Functional Division	In – Charge
All Teaching Categories	CLMD	Dr. Maria Jesusa C. Despojo
School Category (Secondary)	ASD	Dr. Benjamin D. Tiongzon
School Category (Elementary)	PPRD/FTAD	Mr. Misael G. Borgonia
Schools Division Office Category	QAD	Dr. Emiliano B. Elnar, Jr.
Special Categories	ESSD FD	Mr. Tomas T. Pastor Mr. Sylvio H. Sabino

10. For inquiries and clarifications, you may contact the office of the Assistant Regional Director at telephone number (032) 255 4542 or HRDD office at (032) 414 7324.

11. All expenses relative to the conduct of the said activities shall be charged against Division/Regional Funds, subject to the usual accounting and auditing rules and regulations.

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

  
**SALUSTIANO T. JIMENEZ, J.D., Ed.D., CESO V**  
Assistant Regional Director  
~~AOIC~~ – Office of the Regional Director 

STJ/CAE/VVY/mhm/rsy  
HRDD 2019

Office of the Director (ORD), Tel. Nos. (032) 231 1433, 414-7399  
Office of the Assistant Director (OAD), Tel. Nos. (032) 255-8442  
Administrative Service Division (ASD), Tel. Nos. 414-7326, 414-4767, 414-7322, 414-4367  
Education Support Services Division (ESSD), Tel. Nos. (032) 254-7067  
Curriculum Learning Management Division (CLMD), Tel. Nos. (032) 414-7724

Field Technical Assistance Division (FTAD), Tel. Nos. (032) 414-7324  
Finance Division (FD), Tel. Nos. (032) 256-2275, 254-8061, 414-7321  
Human Resource Development Division (HRDD), Tel. Nos. (032) 255-5749  
Policy, Planning, and Research Division (PPRD), Tel. Nos. (032) 243-9042, 414-7664  
Quality Assurance Division (QAD), Tel. Nos. (032) 271-1072

## **GUIDELINES FOR THE 2019 DEPED VII PASIDUNGOG**

### **Rationale**

Pursuant to DepED Order No. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, the DepEd Regional Office VII commits itself to recognize the efforts and outstanding accomplishments of teaching personnel and external stakeholders who have unceasingly provides support to DepEd.

Adhering to the provisions under the CSC PRAISE program, DepED Region VII has conceptualized an awarding mechanism dubbed as "DepED VII PASIDUNGOG".

DepED VII PASIDUNGOG, recognizes individuals/groups for their sustained testimony in setting aside personal interests and gains for the benefit of the Filipino learners, imbued with tireless pursuit for excellence in their endeavor/s and dedicating their lives in public service. It spells out the Department's ultimate goal of encouraging, recognizing, and rewarding employees, individually or in groups, for their innovative contributions, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

Anent to its desire of taking the full responsibility in implementing the welfare and benefit programs in the regional and division offices to include the granting of awards and incentives to teachers/employees who have rendered meritorious services or excellent performance, as provided for in the CSC Praise program, the Regional Office VII has responded to the call of organizing a committee to formulate and establish internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.

DepED VII PASIDUNGOG is an annual awarding ceremony to honor and reward the employees both in teaching and non-teaching work of the Department of Education Region VII, Central Visayas, who have demonstrated excellence in the performance of their individual tasks, which greatly contributed to the achievement of the mission, vision, and goals. It stimulates employee's creativity and enthusiasm while setting aside personal aspirations and gains, imbued with selfless pursuit of distinction in serving the Filipino learners.

To have a unified direction of the implementation of CSC PRAISE programs across levels, the DepED VII PASIDUNGOG shall be adopted by the nineteen (19) Schools Divisions of DepED VII.

### **I. Objectives**

- a. To recognize exemplary and outstanding performance and accomplishment of classroom teachers and school officials on their valuable contributions in the advancement and promotion of functional and effective teaching;
- b. To acknowledge significant contributions of non-teaching personnel and stakeholders in the promotion of dedication, commitment to the service and unwavering support as effective partners in achieving excellence;

- c. To encourage and inspire employees for creativity, innovativeness, efficiency, integrity, professionalism and service for excellence.
- d. To recognize the untiring support of external stakeholders.

## II. Award Categories

### A. Individual Category

1. Most Outstanding Teacher
2. Most Outstanding School Head

### B. School Category

- Most Outstanding Elementary School (*Small, Medium, & Large*)
- Most Outstanding Secondary School (*Small, Medium, & Large*)

### C. Schools Division Office Category

- Most Outstanding Schools Division (*Small, Medium, & Large*)

### D. Special Category

1. Regional Director's Award
2. Stakeholders Award/Friends in Education
3. National/International Awardees
4. Service Award (RO – *Active as October 31, 2019*)

## III. Qualifications/Eligibility Requirements

Nominees for all categories will be evaluated based on their outstanding accomplishment/s. They must meet the following qualifications:

- A. **Teaching Personnel** (Public Elementary & Secondary School Teachers Only) include: Teacher 1, 2 & 3, Master Teachers, Mobile Teachers (ALS), Multi-grade Level Teachers, SPED Teachers, and Madrasah Teachers.
- B. **School Head** shall cover: Teacher In-charge (TIC), Officer In-charge duly designated by Schools Division Superintendent, Head Teachers, and Principals.
  1. A person of integrity both in public and private life.
  2. Has exhibited excellent relationship with co-workers, partners, stakeholders, and community people.
  3. A permanent elementary and/or secondary public school teacher, including public school teachers who are now teaching in the senior high schools, who meets the selection criteria regardless of his/her rank, subject area and grade level taught, who has at least five (5) consecutive years of experience in the teaching profession.
  4. Has been rated at least "Very Satisfactory" or its equivalent for the last three (3) performance rating periods prior to the nomination.
  5. Has displayed exemplary leadership qualities and performed extra duties beyond those normally assigned.
  6. Has volunteered for and works on special projects, creates a positive work environment and enhances the image of the school, division, and Region.
  7. Has demonstrated exemplary competencies in collaborating and working with teams within and cross-functional tasks.

8. Had not been guilty and penalized of any administrative or criminal offense.

#### **IV. Nomination and Mechanics For Teaching Personnel**

1. School Heads/Public Schools District Supervisors/Education Program Supervisors/ PTA Officers/LGU Officials/Civic Organizations/Teachers are authorized to nominate teachers to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category and The Division PRAISE Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

#### **For School and Schools Division Office**

##### **Division Search**

1. SDSs/ASDSs/Chiefs, Department/Unit Heads, School Heads/Public Schools District Supervisors/Education Program Supervisors/ PTA Officers/LGU Officials/Civic Organizations/Teachers) are authorized to nominate Schools and Schools Division Office to the Search through the Division PRAISE Committee.
2. The Division PRAISE Committee shall conduct the screening and evaluation process adhering to the set criteria per category. The Division PRAISE Committee shall declare all Rank 1 per category per level as Division winners/awardees. They will vie for the Regional Awards.
3. The Schools Division Superintendent shall endorse all the Division Awardees/Winners to the Regional PRAISE Committee.

**Note:** The Division PRAISE Committee may conduct validation of the documents through teaching demonstration, simulation, and interview.

##### **Regional Search**

#### **A. Division Winners**

1. Upon the receipt of the endorsement from the Schools Division Superintendent within the specified time frame, the Regional PRAISE Committee shall conduct the validation process adhering to the set criteria.
2. All the Division winners per category per level shall vie for the Regional Awards.
3. The Regional PRAISE Committee shall shortlist the Top 5 winners per category per level. All other nominees who will not be included in the shortlisted Regional Winners shall be declared Regional Finalists for the Search.

#### **B. Regional Office Personnel**

1. Immediate superiors (Regional Director, Chiefs, Department/Unit Heads, and Education Program Supervisors)/Civic Organizations/Co-Workers are authorized to nominate special awards to the Search through the Regional PRAISE Committee.



2. The Regional PRAISE Committee shall conduct the screening process adhering to the set criteria per category per level. The Regional PRAISE Committee shall declare all Rank 1 per category per level as Regional winners/awardees. They will be awarded during the 2019 DepED VII Pasidungog Awarding Ceremonies.
3. The Regional PRAISE Committee through its Chairman shall endorse all the Regional Awardees to the Regional Director for approval.

#### **V. Disqualification**

1. Lone nominee for a specific category

#### **VI. Selection Procedure**

1. The Regional PRAISE Committee shall conduct the preliminary round of the search process which includes paper screening and validation.
2. The Regional PRAISE Committee shall shortlist Top 3 nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions. For the Regional Office Winners, the Regional PRAISE Committee shall shortlist Top 3 per category per level. They shall then be endorsed for the next level of the search process which shall be done by the external board of judges (if necessary).
3. The external board of judges shall comprise of representatives from the Civil Service Commission, Higher Education Institutions, and Civil Society Organizations/Non-Government Organizations. They shall conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category while simulation exercise for the non-teaching category.

#### **VII. Special Category**

The awardees for the special categories shall be determined by the Regional Director, and Regional Office PAs coordinators. Schools Division Superintendents may endorse First Place Winners for Non-DepED national contests conducted within the school year 2019-20.

#### **VIII. Forms of Awards and Incentives**

1. **Compensatory Time-Off** — granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
2. **Flexiplace** — work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
3. **"Salu-salo" Together/Fellowship** — meal hosted by superiors or supervisors for employees who have made significant contributions.
4. **Personal Growth Opportunities** — incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
5. **Trophies, Plaques and Certificates**
6. **Monetary Award**
7. **Travel Packages**

8. **Other Incentives** — incentives in kind which may be in the form of merchandise, computers, cellular phones, recognition posted at the Wall of Fame, feature in the GASA Magazine/Publication and Newspaper/Print Media.
9. Regional Awardees shall be nominated to national and international searches as well as to any scholarship grants or its equivalent.

#### **IX. PRAISE Committee and Functions**

Division level:

Chairman:	Assistant Schools Division Superintendent
Members:	Head of the Budget and Finance Unit; Administrative Officer V Any of the chiefs of the CID and SGOD A representative of the teachers' association
Secretariat:	As may be identified by the committee

*The tenure of membership in the committee of representatives of the chiefs of the technical divisions and the employees' teachers' associations shall be two years.*

#### **Functions:**

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepED PRAISE.
3. Conduct the preliminary round of the search process which includes paper screening or documents review and background validation.
4. Prepare a shortlist of Top 3 nominees per category per level, who showed superior qualities over the other nominees. They shall then be endorsed for the next level of the search process.
5. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category.

Regional Level

Chairman:	ARD Crestito A. Eco, Ed.D, CESO V
Members:	Mr. Sylvio H. Sabino Dr. Maria Jesusa C. Despojo Mr. Victor V. Yntig Atty. Leslie Joie E. Babatuan Dr. Emiliano B. Einar, Jr. Dr. Benjamin D. Tiongzon Mr. Misael G. Borgonia Mr. Tomas T. Pastor
Secretariat:	Ms. Ida F. Cabantan Dr. Brazil B. Sanchez Dr. Rosa H. Cabotaje

	Mrs. Helen D. Sabino Dr. Mitchelin L. Micabani Dr. Ricky S. Yabo Mrs. Roselle S. Aguilar Mr. Rosario M. Pagal, Jr.
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**FUNCTIONS:**

1. Establish a system of incentives and awards to recognize and motivate officials/employees for their performance and conduct.
2. Formulate and adopt internal rules, policies and procedures to govern the conduct of the implementation of the DepED PRAISE.
3. Conduct the preliminary process which includes review and validation of documents.
4. Prepare a shortlist of Top 3 nominees per category per level from the Division winners, who showed superior qualities over the other nominees from the 19 schools divisions and the Regional Office Winner.
5. Regional PRAISE Committee shall shortlist Top 3 per category per level.
6. Conduct the final round of the search process which include the panel interview as well as demonstration teaching for teaching category. They shall then be endorsed to the Regional Director for approval.


**X. Funding**


All expenses relative to the conduct of the said activities shall be charged against Division/Regional Funds, subject to the usual accounting and auditing rules and regulations.

**XI. Effectivity**

The DepED VII PRAISE Guidelines shall be effective 2019.

**Recommending Approval:**

  
**CRESTITO A. ECO, Ed.D, CESO V**  
 OIC – Office of the Assistant Regional Director

**Approved by:**  
  
**SALUSTIANO T. JIMENEZ, J.D., Ed.D., CESO V**  
 Director III  
 OIC – Office of the Regional Director

## CRITERIA FOR EVALUATION

### 1. MOST OUTSTANDING TEACHER

CRITERIA	SCORING
A. Performance Rating	25%
B. Education	15%
C. Resource Speakership/Trainer	15%
D. Publication/Research	15%
E. Innovation	15%
F. Awards/Recognition	15%

#### A. Performance Rating

- A.1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding only) for the last three (3) rating periods.
- A.2. If the three (3) ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
- A.3. If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).
- A.4. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, the three (3) latest available ratings will be accepted.

#### B. Education

- B.1. If an applicant has complete academic requirements, he/she must present a transcript of records or a certification from a college or university registrar.

#### C. Resource Speakership

- C.1. Aside from certificates, the applicants must attach session guides or printed slides of session PowerPoints.
- C.2. Only one certificate shall be considered. If the applicant happens to have served as consultant/resource speaker/trainer/facilitator many times, he/she must choose the one that has the highest score.
- C.3. Only a certificate that has not been credited in previous "**Pasidungog**" will be accepted together with the following proof/s such as:
  - C.3.1. date/s of promotion and date/s of certificate/s, and/or
  - C.3.2. Certification or memo duly issued by the Head of Office.

#### D. Publication/Research

- D.1. Research and Development (R&D) Projects (Classroom-based action research, basic research, continuous improvement)
  - D.1.1. Applicants must submit the R&D project output.
  - D.1.2. The PRAISE Committee accepts an R&D project output that satisfies the following:

- D.1.2.1. preferably education related research;
  - D.1.2.2. completed/implemented as certified by the School Head/Schools Division Superintendent/Regional Director; and
- D.1.3. The research is valid for five (5) years from its implementation and accepted only if it is supported by any of the following:
- D.1.3.1. the actual research manuscript;
  - D.1.3.2. certification or memo duly issued by the Head of Office attesting implementation.
- D.1.4. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the research has not been credited in previous "Pasidungog".
- D.1.5. In case of group research, the applicant shall receive the fraction thereof of the total score divided by the number of researchers for each R&D project output.
- D.1.6. Researches, which are outputs in fulfillment of academic requirements in Graduate School studies, shall not be accepted.
- D.2. Publication
- D.2.1. Published Instruction/Training-Related Materials (ITRM)
- D.2.1.1. The applicant must submit the hard copy of the actual material. If it is a PowerPoint presentation or a video, a databank containing the video must be presented.
  - D.2.1.2. Only one ITRM shall be considered, if the applicant happens to have more than one ITRMs.
  - D.2.1.3. The PRAISE Committee accepts ITRMs that are published/utilized in any of the following ways:
    - D.2.1.3.1. LRMDS portal;
    - D.2.1.3.2. School-based training program;
    - D.2.1.3.3. District/cluster-based training program;
    - D.2.1.3.4. Division-based training program;
    - D.2.1.3.5. Region-based training program; or
    - D.2.1.3.6. National-based training program.
  - D.2.1.4. If the same ITRM is utilized at various levels, the ITRM is listed under the higher or highest level. A certification from the immediate supervisor/head of office, LRMDS (TDIS or DepEd SDO or RO website) supervisor/in-charge, memorandum or a training matrix should support the ITRM.

- D.2.1.5. Only an ITRM that has not been credited in previous "Pasidungog" will be accepted.
- D.2.1.6. ITRMs must be aligned with the K to 12 Basic Education Curriculum.
- D.2.1.7. The total score shall be divided by the number of writers/authors/illustrators of each ITRM.

## **E. INNOVATION**

Innovations (tangible output/product/processes/systems/services which significantly raised performance, efficiency, effectiveness of the office/organization)

- E.1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score.
- E.2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:
  - E.2.1. the innovation output/product; and
  - E.2.2. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;
- E.3. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the innovation has not been credited in previous "Pasidungog".
- E.4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents in presented innovation.

## **F. AWARDS AND RECOGNITION**

This pertains to awards received in the division, regional, national or international level which include, but not limited to, the curricular, co-curricular and extra-curricular activities.

**SPECIFIC NUMBER OF POINTS ASSIGNED TO EACH CRITERION**

CRITERIA	STANDARD FOR SCORING				
	Score Given to Each Criterion by Level				
<b>A. Performance Rating</b>	Average numerical rating multiplied by 25%				
<b>B. Education</b>	<b>Doctorate Degree</b>	<b>CAR (Doctorate Degree)</b>	<b>30 Units or above (Doctorate Degree)</b>	<b>Master's Degree</b>	<b>CAR (Master's Degree)</b>
	15 pts	13 pts	11 pts	10 pts	7 pts
<b>C. Resource Speakership</b>	<b>School</b>	<b>District</b>	<b>Division</b>	<b>Region</b>	<b>National/International</b>
	3 pts	6 pts	9 pts	12 pts	15 pts
<b>D. Publication/Research</b>	<b>School</b>	<b>District</b>	<b>Division</b>	<b>Region</b>	<b>National/International</b>
• Research & Development or	3 pts	6 pts	9 pts	12 pts	15 pts
• Publication of ITRM					
➤ <i>Prototype Lesson Plan</i>	0.6 pts	1.2 pts	1.8 pts	2.4 pts	3 pts
➤ <i>Training Resource Package (Session Guide, Slide Decks, etc.)</i>	1.2 pts	2.4 pts	3.6 pts	4.8 pts	6 pts
➤ <i>Big Book/Story Book</i>	1.8 pts	3.6 pts	5.4 pts	7.2 pts	9 pts
➤ <i>Module/Workbook</i>	2.4 pts	4.8 pts	7.2 pts	9.6 pts	12 pts
➤ <i>Teachers Guide/ Handbook/Manual</i>	3 pts	6 pts	9 pts	12 pts	15 pts
<b>E. Innovation</b>	<b>Conceptualized /Started in School</b>	<b>Fully Implemented in the School</b>	<b>Adopted in the District</b>	<b>Adopted in the Division/Region</b>	<b>Adopted in the National</b>
	3 pts	6 pts	9 pts	12 pts	15 pts
<b>F. Awards/Recognition</b>	<b>School/ Barangay</b>	<b>District/ Municipality</b>	<b>Division/ City</b>	<b>Region/ Province</b>	<b>National/International</b>
• Winning Coach/Trainer or	2 pts	4 pts	6 pts	8 pts	10 pts
• Awardee	3 pts	6 pts	9 pts	12 pts	15 pts

## 2. Most Outstanding School Heads

### 2.1. Eligibility Requirements

The applicant shall satisfy the following to qualify, namely:

- 1.1. have served as School Head for at least 3 years;
- 1.2. does not have any record of unliquidated cash advances as of Sept. 2019;  
and
- 1.3. has a rating of Very Satisfactory (VS) for the last three (3) rating periods.

### 2.2. Criteria

CRITERIA	SCORING
A. Performance Rating	30%
B. Education	5%
C. School Performance Indicator	10%
D. Publication/Research	15%
E. Innovation	25%
F. Awards/Recognition	15%

#### A. Performance Rating

- A.1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding only) for the last three (3) rating periods.
- A.2. If the three (3) ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
- A.3. If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).
- A.4. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, the three (3) latest available ratings will be accepted.

#### B. Education

- B.1. If an applicant has complete academic requirements, he/she must present a transcript of records or a certification from a college or university registrar.

#### C. School Performance Indicator

This refers to the dropout rate, cohort survival rate, enrolment rate and promotion rate of the school being handled by the school head-applicant. In case of recent reshuffling of school heads, the performance indicators of the previous school that the school head applicant handled will be used for the purpose of evaluation of his/her application.

#### D. Publication/Research

- D.1. **Research and Development (R&D) Projects (Classroom/School-based action research, basic research, continuous improvement)**

D.1.1. Applicants must submit the actual R&D project output.



- D.1.2. The PRAISE Committee accepts an R&D project output that satisfies the following:
  - D.1.2.1. preferably education related research;
  - D.1.2.2. completed/implemented as certified by the School Head/Schools Division Superintendent/Regional Director; and
- D.1.3. The research is valid for five (5) years from its implementation and accepted only if it is supported by any of the following:
  - D.1.3.1. the actual research manuscript;
  - D.1.3.2. certification or memo duly issued by the Head of Office attesting implementation.
- D.1.4. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the research has not been credited in previous "Pasidungog".
- D.1.5. In case of group research, the applicant shall receive the fraction thereof of the total score divided by the number of researchers for each R&D project output.
- D.1.6. Researches, which are outputs in fulfillment of academic requirements in Graduate School studies, shall not be accepted.

## **D.2. Publication**

### **D.2.1. Published Instruction/Training-Related Materials (ITRM)**

- D.2.1.1. The applicant must submit the hard copy of the actual material. If it is a PowerPoint presentation or a video, a databank containing the video must be presented.
- D.2.1.2. Only one ITRM shall be considered, if the applicant happens to have more than one ITRMs.
- D.2.1.3. The PRAISE Committee accepts ITRMs that are published/utilized in any of the following ways:
  - D.2.1.3.1. LRMDS portal;
  - D.2.1.3.2. School-based training program;
  - D.2.1.3.3. District/cluster-based training program;
  - D.2.1.3.4. Division-based training program;
  - D.2.1.3.5. Region-based training program; or
  - D.2.1.3.6. National-based training program.
- D.2.1.4. If the same ITRM is utilized at various levels, the ITRM is listed under the higher or highest level. A certification from the immediate supervisor/head of office, LRMDS (TDis or DepEd SDO or RO website) supervisor/in-charge, memorandum or a training matrix should support the ITRM.

- D.2.1.5. Only an ITRM that has not been credited in previous "Pasidungog" will be accepted.
- D.2.1.6. ITRMs must be aligned with the K to 12 Basic Education Curriculum.
- D.2.1.7. The total score shall be divided by the number of writers/authors/illustrators of each ITRM.

## **E. INNOVATION**

Innovations (tangible output/product/processes/systems/services which significantly raised performance, efficiency, effectiveness of the office/organization)

- E.1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score.
- E.2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:
  - E.2.1. the innovation output/product; and
  - E.2.2. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;
- E.3. The applicant must show proof or certification duly signed by the Head of Office/Proper Authority that the innovation has not been credited in previous "Pasidungog".
- E.4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents in presented innovation.

## **F. AWARDS AND RECOGNITION**

This pertains to awards received in the division, regional, or national/international level which include curricular, co-curricular and extra-curricular activities participated and/ or won by the school head-applicant.

Awards received from the Civil Service Commission (CSC) and Metrobank Foundation shall be given the highest score.

**SPECIFIC NUMBER OF POINTS ASSIGNED TO EACH CRITERION**

CRITERIA	STANDARD FOR SCORING				
	Score Given to Each Criterion by Level				
<b>A. Performance Rating</b>	Average numerical rating multiplied by 30%				
<b>B. Education</b>	<b>Doctorate Degree</b>	<b>CAR (Doctorate Degree)</b>	<b>30 Units or above (Doctorate Degree)</b>	<b>Master's Degree</b>	<b>CAR (Master's Degree)</b>
	5 pts	4 pts	3 pts	2 pts	1 pt
<b>C. School Performance Indicator</b>	<b>Dropout Rate</b>	<b>Cohort Survival Rate</b>	<b>Enrollment Rate</b>	<b>Promotion Rate</b>	<b>Completion Rate</b>
	2 pts	2 pts	2 pts	2 pts	2 pts
<b>D. Publication/Research</b>	<b>School</b>	<b>District</b>	<b>Division</b>	<b>Region</b>	<b>National/International</b>
	3 pts	6 pts	9 pts	12 pts	15 pts
• Research & Development or • Publication of ITRM					
➤ <i>Prototype Lesson Plan</i>	0.6 pts	1.2 pts	1.8 pts	2.4 pts	3 pts
➤ <i>Training Resource Package (Session Guide, Slide Decks, etc.)</i>	1.2 pts	2.4 pts	3.6 pts	4.8 pts	6 pts
➤ <i>Big Book/Story Book</i>	1.8 pts	3.6 pts	5.4 pts	7.2 pts	9 pts
➤ <i>Module/Workbook</i>	2.4 pts	4.8 pts	7.2 pts	9.6 pts	12 pts
➤ <i>Teachers Guide/ Handbook/Manual</i>	3 pts	6 pts	9 pts	12 pts	15 pts
<b>E. Innovation</b>	<b>Conceptualized /Started in School</b>	<b>Fully Implemented in the School</b>	<b>Adopted in the District</b>	<b>Adopted in the Division/Region</b>	<b>Adopted in the National</b>
	5 pts	10 pts	15 pts	20 pts	25 pts
<b>F. Awards/Recognition</b>	<b>School/ Barangay</b>	<b>District/ Municipality</b>	<b>Division/ City</b>	<b>Region/ Province</b>	<b>National/International</b>
	3 pts	6 pts	9 pts	12 pts	15 pts

### 3. MOST OUTSTANDING SCHOOL

#### 3.1. Criteria

CRITERIA	SCORING
A. Performance Indicator	40%
B. Financial Management	20%
C. Personnel Development	20%
D. Partnership and External Linkages	20%

#### A. Performance Indicator

This refers to the dropout and cohort survival rate of the school. For the purpose of evaluation on this criterion, the rating to be indicated shall be school-specific and not by any chance shall it be relative to the tenure of the school head currently handling the school.

#### B. Financial Management

This refers to the budget utilization and liquidation rate as of September 2019 of the School.

#### C. Personnel Development

This pertains to the conduct different learning and development programs/interventions and modalities to the teachers in the schools. Learning and development modalities include Formal face-to-face (F3) training sessions; Relationship and discussion– based discussions (RDL) which includes mentoring and coaching; Learning Action Cell (LAC) Sessions; and Job-embedded learning (JEL).

The school shall be given points to this criterion when the programs/interventions presented are supported by the following:

- C.1. Learning and Development Needs Assessment (LDNA) Plan which indicates the learning and development modalities to be used;
- C.2. Learning and Development Needs Assessment (LDNA) tool being used;
- C.3. Program Design/Proposal;
- C.4. Program Implementation Details; and
- C.5. Program Delivery Documents/Documentations.

#### D. Partnership and Linkages

This criterion looks into the number of programs implemented in the school as a result of forged partnerships with the external stakeholders.

- D.1. One (1) point is given to every programs/projects conducted/implemented in the school.
- D.2. The programs/projects shall be credited only when supported by the following:
  - D.2.1. Memorandum of Agreement/Memorandum of Understanding;
  - D.2.2. Program Implementation Plan; and
  - D.2.3. Program Implementation Details (which includes attendance sheet, roster of beneficiaries, etc.).

**SPECIFIC NUMBER OF POINTS ASSIGNED TO EACH CRITERION**

CRITERIA	STANDARD FOR SCORING			
	Score Given to Each Criterion by Level			
A. Performance Indicator	Dropout Rate		Cohort Survival Rate	
	20 pts		20 pts	
B. Financial Management	Budget Utilization		Liquidation Rate	
	10 pts		10 pts	
C. Personnel Development	F3	JEL	RDL	LAC
	5 pts	5 pts	5 pts	5 pts
D. Partnership and External Linkages	Every program/project is given 1 point but not to exceed 20 pts			

#### 4. Most Outstanding Schools Division

##### 4.1. Criteria

CRITERIA	SCORING
A. Performance Indicator	40%
B. Financial Management	15%
C. Filling Up of Vacancy/New Positions	15%
D. Partnership and External Linkages	15%
E. Innovations	15%

##### A. Performance Indicator

This refers to the Dropout Rate, Cohort Survival Rate, Achievement Rate in National Achievement Test (NAT) in Grade 6, Grade 10 and Grade 12, Gross Enrollment Rate (GER) and Net Enrollment Rate (NER) and Completion Rate of the school.

##### B. Financial Management

This refers to the budget utilization and liquidation rate as of September 2019 of the Schools Divisions.

##### C. Filling up Vacancy/New Positions

This pertains to the rate in filling in the identified vacancy and new positions for the last two (2) school years for teaching, teaching – related and non – teaching positions.

##### D. Partnership and External Linkages

This pertains to forged partnerships with the external stakeholders which shall be supported by the following:

- D.1. Memorandum of Agreement/Memorandum of Understanding;
- D.2. Program Implementation Plan; and
- D.3. Program Implementation Data (which includes attendance sheet, name and number of beneficiaries, etc.).

##### E. Innovation

Innovations (tangible output/product/processes/systems/services which significantly raised performance, efficiency, effectiveness of the office/organization)

- E.1. The Schools Division must choose the one that has the greater impact to its jurisdiction.
- E.2. An innovation is valid for five (5) years from its implementation and will be given points only when it is supported by the following:
  - E.2.1. Abstract and details of the innovation;
  - E.2.2. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;

**SPECIFIC NUMBER OF POINTS ASSIGNED TO EACH CRITERION**

CRITERIA	STANDARD FOR SCORING				
	Score Given to Each Criterion by Level				
	Cohort Survival Rate	Dropout Rate	Achievement Rate	Enrollment Rate (GER and NER)	Completion Rate
A. Performance Indicator	8 pts	8 pts	8 pts	8 pts	8 pts
	Budget Utilization		Liquidation		
B. Financial Management	7.5 pts		7.5 pts		
	C. Filling-Up of Vacancy/New Positions				
D. Partnership and External Linkages	Not to exceed 15 pts				
	School/Barangay	District/Municipality	Division/ City	Region/Province	National
	3 pts	6 pts	9 pts	12 pts	15 pts
E. Innovation	Implemented in the School	Implemented in the District	Adopted by other Divisions	Adopted in the whole Region	Adopted in the National
	3 pts	6 pts	9 pts	12 pts	15 pts

Pasidungog Form 1

**NOMINATION FORM**  
(to be filled out by the nominee)

Category: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Division: \_\_\_\_\_  
Official Station/School: \_\_\_\_\_  
Address (Official Station/School): \_\_\_\_\_  
Tel./Fax Number (Official Station/School) \_\_\_\_\_  
Email Address (Official Station/School) \_\_\_\_\_  
Contact Number (Nominee): \_\_\_\_\_

2" x 2" photo

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**(To be filled- out by immediate superior)**

I hereby nominate

\_\_\_\_\_ (Name)

of

\_\_\_\_\_ (Position Title) \_\_\_\_\_ (Official Station/School)

\_\_\_\_\_ of the 2019 DepEd VII's (Category)

Nominated by:

(Immediate Superior) \_\_\_\_\_

Endorsed by: \_\_\_\_\_  
(Schools Division Superintendent)



Pasidungog FORM 2

**NOMINATION FORM**  
(Schools Division Office Categories)

Category: \_\_\_\_\_  
Name of Division: \_\_\_\_\_  
Tel./Fax Number (Office/School): \_\_\_\_\_  
Email Address (Office/School): \_\_\_\_\_  
Contact Number (Nominating Party): \_\_\_\_\_

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**(To be filled- out by the nominating party)**

I hereby nominate \_\_\_\_\_  
(Name of School/Schools Division Office)

for the

\_\_\_\_\_ (Category)  
of the 2019 DepEd VII's Pasidungog.

*Nominated by:*

\_\_\_\_\_  
(Nominating Party)

*Endorsed by:*

\_\_\_\_\_  
(Schools Division Superintendent)