



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

July 8, 2026

DIVISION MEMORANDUM
No. 420, s. 2026

**SEARCH FOR THE 2026 DEPED REGION VII MOST OUTSTANDING
EMPLOYEES AND PROGRAM IMPLEMENTERS**

TO: Assistant Schools Division Superintendents
Chiefs CID & SGOD
Education Program Supervisors
Public Schools District Supervisors (PSDSs)/ACTING PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 09, s. 2002 titled “Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)” and DepEd Order No. 78, s. 2007 titled “Strengthening the Program on Awards and Incentives for Service Excellence of the Department of Education,” this office announces the conduct of **Search for the Most Outstanding Employees** (teaching, teaching related and non-teaching), **Schools and Program Implementers** for Calendar Year 2026.
2. The Division hereby adopts the enhanced guidelines for Rewards and Recognition for **DepEd RO VII Pasidungog** via the **Regional Memorandum No. 0677, s. 2025**. With this, all nominating schools, districts, and concerned bodies are hereby directed to strictly observe the prescribed criteria for each category as stipulated in the aforementioned guidelines.
3. Specified below is the schedule of activities related to the Search for your guidance and strict compliance with the timelines set by the Regional Office.

Congressional District Level	Date
Submission of nominations to the designated Congressional District (CD) Level	July 9-19, 2026



Deped Tayo Bohol Division

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Conduct of screening/evaluation of nomination folders by Congressional District Level and conduct In-depth Onsite validation of nominees	July 20-25, 2026
Consolidation of results	July 27, 2026
Division Level	Date
Submission of results/nomination forms and documents to the Division Office (c/o Records Section)	July 28-29, 2026
Conduct of screening/evaluation of nomination folders by the Division PRAISE Committee	July 30-August 1, 2026.
Conduct In-Depth Onsite Validation of Nominees	August 3-4, 2026
Consolidation of Results	August 5-6, 2026
Post/disseminate of results	August 7, 2026
Enhancement of nomination Write-ups/Documents with the Division PRAISE Nomination Writers/Editors	August 8-12, 2026
Submission of Nominations/Entries to DepEd RO 7 Pasidungog 2026	August 13-14, 2026
Conduct of DepEd Bohol Saludo 2026 Awarding Ceremony	December 2026

4. The Division PRAISE committee shall conduct the screening and evaluation process following the criteria per category. The committee shall proclaim all **Rank 1** per category per level as division winners/awardees and they will be the **division's official entries for this year's DepEd RO VII Pasidungog Search 2026**.
5. The winner in the recently concluded Division CI Symposium and Water and Sanitation (WinS) will be the entry for the **DepEd RO VII Pasidungog on Continuous Improvement (CI) Program** and **WinS Implementer**.
6. All nomination documents shall be submitted in one (1) original hard copy, placed in a long white fastened folder, with properly labeled tabs arranged in the following order:
 - a. R & R Form 1: Nomination Form (Must be fully accomplished)
 - b. R & R Form 2: Nomination Write-up for all Categories (Executive Summary to be written by the nominating party. Specify why the Nominee deserves the award).
 - c. R & R Form 3: Omnibus Certification for Individual & Group Categories **(All documents must be submitted as attachment)**.
 - d. Means of Verification arranged based on the given criteria.
7. In addition, all districts are required to submit the name of their respective District PRAISE Focal Person through the link: <https://tinyurl.com/Pasidungog26> same link also provides access to the R & R Forms 1, 2, and 3, which may be downloaded and used for the preparation and submission of nominations.

8. For the updated evaluation criteria, mechanics, forms, and other relevant information of this undertaking, refer to **Regional Memorandum No. 0677 s. 2025, 273 s. 2020 and 141 s. 2021.**
9. Immediate dissemination of and compliance to this Memorandum is desired.


FAY C. LUAREZ EdD, PhD TM, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0677**, s. 2025

03 JUL 2025

SEARCH FOR THE 2025 DEPED REGION VII MOST OUTSTANDING EMPLOYEES AND PROGRAM IMPLEMENTERS

To: Schools Division Superintendents
All Others Concerned

1. In consonance with DepEd Order No. 09, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*, this Office issues the guidelines and criteria on the **Search for the 2025 DepEd Region VII Most Outstanding Employees and Program Implementers**.
2. The Search commences the established processes in the selection of the awardees in the rewards and recognition program dubbed as "DepEd RO VII PASIDUNGOG". It aims to recognize and reward the Most Outstanding Employees and Program Implementers for their innovative contributions, superior accomplishments, and heroic deeds in the service contributing to the Office efficiency and effectiveness.
3. For guidance and reference, enclosed are the following:
 - a. Enclosure No. 1- Awards Categories
 - b. Enclosure No. 2- Updated Evaluation Criteria
4. For the mechanics, evaluation criteria, forms, and other relevant information of this undertaking, refer to Regional Memoranda 273, s. 2020 and 141, s. 2021.
5. The deadline for the submission of nominations to the Regional Office shall be **on or before August 15, 2025**. The nomination documents per category shall be submitted in original copy (long white folder), and soft copy (scanned in pdf format) shall be uploaded through this link: <https://tinyurl.com/2025PasidungogNominees>.
6. All expenses incurred relative to the conduct of the Screening Process and other related activities shall be charged to the School/Division/Region Office funds/Local funds, subject to the usual accounting and auditing rules and regulations.
7. For queries and clarifications, you may contact the HRDD Office at 09457623193, local numbers 729 and 730, and look for Mr. Misael G. Borgonia, CES, HRDD or Dr. Reynaldo D. Anto, EPS, HRDD.
8. Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

ST./FYA/HRDD/MGB/rda



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DepEd Tayo Region VII



region7.deped.gov.ph



Certificate No. PHP QMS

SEARCH FOR THE 2025 DEPED REGION VII MOST OUTSTANDING EMPLOYEES AND PROGRAM IMPLEMENTERS

Awards Categories

I. Most Outstanding Employees, Schools, and Schools Division Offices

Individual Category	School Category	Schools Division Office Category
<ol style="list-style-type: none"> 1. Most Outstanding Teachers <ol style="list-style-type: none"> a. Key Stage 1-K-Gr.3 b. Key Stage 2-Gr. 4-6 c. Key Stage 3- Gr. 7-10 d. Key Stage 4- Gr. 11-12 e. SPED K-12 f. ALS g. Multigrade Teachers 2. Most Outstanding School Head <ol style="list-style-type: none"> a. Elementary b. Secondary 3. Most Outstanding Teaching-Related Personnel <ol style="list-style-type: none"> a. District Office <ol style="list-style-type: none"> i. Public Schools District Supervisor (PSDS) b. Schools Division Office <ol style="list-style-type: none"> i. Education Program Specialist II (EPS-II)/Senior Education Program Specialist (SEPS) ii. Education Program Supervisor (EPS) iii. Chief Education 	<ol style="list-style-type: none"> 1. Most Outstanding Elementary School <ol style="list-style-type: none"> 1.1. Small to Medium 1.2. Large to Very Large 2. Most Outstanding Secondary School <ol style="list-style-type: none"> 2.1. Small to Medium 2.2. Large to Very Large 	<ol style="list-style-type: none"> 1. Most Outstanding Schools Division Office <ol style="list-style-type: none"> 1.1. Small to Medium 1.2. Large to Very Large

<p style="text-align: center;">Supervisor (CES)</p> <p>c. Regional Office</p> <p style="padding-left: 20px;">i. Education Program Specialist II (EPS-II)</p> <p style="padding-left: 20px;">ii. Education Program Supervisor (EPS)</p> <p style="padding-left: 20px;">iii. Most Outstanding Functional Division Chief (Chief Education Supervisor (CES)/Chief Administrative Officer (CAO))</p> <p>4. Most Outstanding Non-Teaching Personnel</p> <p style="padding-left: 20px;">a. Level 1 (School, Division & Region)</p> <p style="padding-left: 20px;">b. Level 2 (School, Division & Region)</p> <p>5. Most Outstanding 3rd Level Official</p> <p style="padding-left: 20px;">a. Most Outstanding Superintendent</p> <p style="padding-left: 20px;">b. Most Outstanding Assistant Superintendent</p>		
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II. Most Outstanding Program Implementers

School Category	Division Category
1. Adopt a School Program	1. Brigada Opisina and 5S
2. Best DCP	2. Child Protection Policy
3. Child Friendly School System (CFSS)	3. Continuous Improvement Program (CIP)
4. Continuous Improvement Program (CIP)	4. Disaster Risk Reduction and Management (DRRM)
5. Disaster Risk Reduction and Management (DRRM)	5. Division Monitoring, Evaluation, and Adjustment (DMEA)
6. Dropout Reduction Program (DORP)	6. Learning & Development/Training & Development (L&D/T&D)
7. Gulayan sa Paaralan Program	

School Category	Division Category
<ul style="list-style-type: none"> 8. Learning Action Cell (LAC) 9. National Drug Education Program (Secondary and Elementary) 10. School Governing Council (SGC) 11. School Monitoring, Evaluation and Adjustment (SMEA) 12. School-Based Management (SBM) 13. School-Based Feeding Program (SBFP) 14. Waste Management 	<ul style="list-style-type: none"> 7. Learning Resource (LR) and Functional Library Hub 8. Mental Health Program 9. OK sa DepEd 10. Policy and Research Program (PRP) 11. Rewards and Recognition Program 12. Special Curricular Program (SPS, SPFL, SPTVE, SPA, SPS, SPJ) 13. Teacher Induction Program (TIP)/Induction Program for Beginning Teachers IPBT 14. Waste Management 15. Water and Sanitation (WinS)

SEARCH FOR THE 2025 DEPED REGION VII MOST OUTSTANDING EMPLOYEES AND PROGRAM IMPLEMENTERS

Updated Evaluation Criteria

I. A. School Category

1. Best DCP

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
A. Compliance to Project Implementation (25%)				
Timeliness of Implementation	3.0%	Exemplary (4)	Implementation is completed on or ahead of schedule, with no delays.	Laboratory Schedules
		Proficient (3)	Implementation is completed with minimal delays (within 1-2 weeks of planned timeline).	
		Basic (2)	Implementation is delayed but completed within a reasonable time frame (up to a month).	
		Needs Improvement (1)	Implementation is significantly delayed, causing disruptions in program activities.	
Resource Utilization	5.0%	Exemplary (4)	Resources (hardware, software, infrastructure) are fully optimized and well-maintained.	Laboratory Schedule, Schedule of Preventive Maintenance
		Proficient (3)	Resources are adequately utilized, with minor issues in maintenance or optimization.	
		Basic (2)	Resources are underutilized or experience some maintenance issues.	
		Needs Improvement (1)	Resources are largely unused or poorly maintained, affecting program outcomes.	
	3.0%	Exemplary (4)	All faculty and staff are fully trained,	School Memorandum

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
Training and Capacity Building			demonstrating excellent proficiency in utilizing the computers.	/a, Attendance, Training Matrix
		Proficient (3)	Majority of faculty and staff are trained and use computers competently with minor guidance.	
		Basic (2)	Only some faculty and staff are trained, with limited proficiency in using computers.	
		Needs Improvement (1)	Little to no training has been conducted; faculty/staff lack basic computer skills.	
Integration in Curriculum	8.0%	Exemplary (4)	Technology is seamlessly integrated into various subjects, enhancing learning outcomes.	Lesson Plan, Laboratory Logbook, (List of subjects that integrates the DCP to enhance learning and facilitate digital skills)
		Proficient (3)	Technology is integrated into some subjects with positive learning outcomes.	
		Basic (2)	Limited integration into curriculum; some subjects incorporate technology minimally.	
		Needs Improvement (1)	Little to no integration; technology use is restricted to specific areas or is minimal.	
Monitoring and Reporting	3.0%	Exemplary (4)	Regular, thorough monitoring and accurate reporting are conducted, showcasing progress and challenges.	Monitoring and Evaluation (M&E) Plan and Report (with Signature-Principal, DCP Coordinator, and Teacher who utilized DCP)
		Proficient (3)	Monitoring and reporting are conducted with minor gaps, providing overall program insights.	
		Basic (2)	Monitoring and reporting are irregular, with limited information on program progress.	

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
		Needs Improvement (1)	No consistent monitoring or reporting; program status and challenges are unclear.	
Stakeholder Engagement	3.0%	Exemplary (4)	High engagement with all stakeholders, including regular feedback sessions and visible support.	Programme/Minutes of Meeting/Attendance of Stakeholders (Teachers, Parents, Community)
		Proficient (3)	Moderate engagement with key stakeholders, occasional feedback sessions are conducted.	
		Basic (2)	Minimal engagement; stakeholders are informed occasionally with limited feedback.	
		Needs Improvement (1)	No engagement; stakeholders are uninformed or unaware of program activities.	
B. Impact (35%)				
Student Academic Achievement	10.0%	Exemplary (4)	Noticeable improvement in student's performance across core and technical subjects with high use of technology.	General Weighted Average/National Certification (TESDA)/NAT Result
		Proficient (3)	Moderate improvement in students' academic and technical performance with consistent use of DCP resources.	
		Basic (2)	Minimal improvement in academic and technical performance; limited use of DCP resources in classes.	
		Needs Improvement (1)	No noticeable impact on academic and technical performance; DCP resources are rarely used.	
Teacher Competency	5.0%	Exemplary (4)	Teachers fully integrate DCP into lessons and demonstrate advanced	Lesson Plan, Laboratory Logbook, (List of subjects

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
and Integration			skills in using technology.	that integrates the DCP to enhance learning and facilitate digital skills
		Proficient (3)	Teachers integrate DCP resources effectively into lessons with moderate proficiency.	
		Basic (2)	Teachers use DCP resources inconsistently, with some demonstrating basic tech skills.	
		Needs Improvement (1)	Teachers lack confidence and skills to integrate DCP resources into instruction.	
Student Engagement and Participation	5.0%	Exemplary (4)	High student engagement and participation in tech-based activities, demonstrating enthusiasm and creativity.	Attendance/ Portfolio, Awards/ Participation in Contest
		Proficient (3)	Moderate student engagement with DCP resources; students participate with some guidance.	
		Basic (2)	Limited student engagement; students participate only when directed by teachers.	
		Needs Improvement (1)	Little to no student engagement in DCP-related activities; resources largely unused.	
Administrative Efficiency	5.0%	Exemplary (4)	DCP has significantly improved administrative functions, record-keeping, and reporting accuracy.	Digitization of Records, Files, Forms, and Templates
		Proficient (3)	DCP resources support some administrative functions, improving efficiency moderately.	
		Basic (2)	DCP resources are occasionally used for	

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
			administrative tasks but impact is minimal.	
		Needs Improvement (1)	No noticeable impact on administrative efficiency; limited DCP integration.	
Technical Infrastructure and Resource Utilization	5.0%	Exemplary (4)	DCP resources are fully functional, consistently maintained, and optimally utilized across all areas.	Laboratory Schedule & Schedule of DCP Maintenance
		Proficient (3)	Most DCP resources are well-maintained and regularly used with minor issues.	
		Basic (2)	DCP resources are used occasionally, with some functionality issues or lack of maintenance.	
		Needs Improvement (1)	DCP resources are rarely used; many are non-functional or poorly maintained.	
Learning Environment	5.0%	Exemplary (4)	School environment is highly tech-friendly, fostering innovation and interactive learning.	Laboratory Lay-out (5S compliant)
		Proficient (3)	School environment supports tech-based learning with adequate access to DCP resources.	
		Basic (2)	Limited tech-friendly environment; some DCP resources available but not widely accessible.	
		Needs Improvement (1)	No significant change in learning environment; DCP resources are underutilized.	
C. Sustainability (25%)				
		Exemplary (4)	Equipment is fully functional with no downtime;	

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
Regular Maintenance and Upkeep	7.5%		maintenance is performed regularly and issues are resolved promptly.	Monitoring Tool/ Preventive Maintenance Plan/ Laboratory Schedule/ List of Functional and Non-Functional Units
		Proficient (3)	Most equipment is functional; maintenance is done regularly with minor delays in issue resolution.	
		Basic (2)	Equipment has occasional malfunctions; maintenance is infrequent, causing some downtime.	
		Needs Improvement (1)	Equipment is rarely functional; maintenance is inconsistent, leading to significant usability issues.	
Continuous Training and Support	7.5%	Exemplary (4)	All staff are fully trained with ongoing support, demonstrating high proficiency with DCP resources.	School Memorandum /a, Attendance/T raining Matrix/List of Competencies
		Proficient (3)	Majority of staff are trained with some support available, showing moderate proficiency with DCP tools.	
		Basic (2)	Limited training is available; few staff are proficient, and support is occasionally available.	
		Needs Improvement (1)	Little to no training or support is available; most staff lack proficiency in using DCP resources.	
Resource Optimization and Utilization	5.0%	Exemplary (4)	DCP resources are maximally utilized across all subjects, with equitable access for all students and classes.	Lesson Plan, Laboratory Logbook, (List of subjects that integrates the

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
		Proficient (3)	DCP resources are consistently used across multiple subjects with sufficient access for most students.	DCP to enhance learning and facilitate digital skills
		Basic (2)	DCP resources are used in limited subjects, with inconsistent access for some students.	
		Needs Improvement (1)	DCP resources are rarely used in class activities, with minimal or no access for students.	
Budget Requirements for Maintenance in SIP	5.0%	Exemplary (4)	A detailed and sufficient budget is allocated for ongoing DCP maintenance and repairs within the SIP.	School Improvement Plan/ Monthly Cash Register/ SIP Budget Allocation (Source: MOOOE / PTA / SEF / others)
		Proficient (3)	A moderate budget is allocated for DCP maintenance, covering most required upkeep activities.	
		Basic (2)	A limited budget is included for DCP maintenance, insufficient to cover all upkeep needs.	
		Needs Improvement (1)	No budget is allocated for DCP maintenance in the SIP, leading to potential program degradation.	
D. Innovation (15%)				
Creativity in Integration	5.0%	Exemplary (4)	DCP resources are used in highly innovative ways across subjects, enhancing learning and engagement through unique applications.	Implemented Projects / Project Development / Action Research using DCP / Contest Awards
		Proficient (3)	DCP resources are integrated into multiple subjects with some creative	

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
			approaches that boost learning and engagement.	
		Basic (2)	Limited creative integration of DCP resources; used in only a few subjects with minimal engagement.	
		Needs Improvement (1)	Little to no creative use of DCP resources; traditional uses only without enhancing student engagement.	
Impact on Learning	5.0%	Exemplary (4)	Innovations significantly improve students' learning outcomes, skill development, and digital literacy.	Implemented Projects / Project Development / Action Research using DCP / Output / Awards
		Proficient (3)	Innovations show a moderate positive effect on students' learning outcomes and digital literacy.	
		Basic (2)	Innovations have a minimal effect on learning outcomes and digital literacy improvement.	
		Needs Improvement (1)	No noticeable impact on learning outcomes or skill development from the innovations.	
Sustainability of Innovation	5.0%	Exemplary (4)	The innovation is sustainable with regular support and resources; can be maintained long-term with minimal additional cost.	Implemented Projects / Project Development / Monthly Cash Register / (Supported by Resolution, MOU, MOA, Contract-Source: MOOOE /
		Proficient (3)	The innovation is moderately sustainable; some resources are needed for continued implementation.	
		Basic (2)	The innovation is somewhat sustainable but requires significant resources	

CRITERIA	RATING	PERFORMANCE MEASURE	INDICATORS	Output/ MOVs
			and support to continue.	PTA / SEF / others
		Needs Improvement (1)	The innovation lacks sustainability, with high resource needs or no plan for long-term implementation.	

B. Division Category

1. School Mental Health Program (SMHP)

CRITERIA	INDICATORS	SPECIFIC NUMBER OF POINTS ASSIGNED EACH CRITERION	MOVs
A. Compliance to Program/Project Standards and Implementation Accomplishment 50%			
A.1. Program/Project Standards Compliance	Presence of a division-localized mental health policy	5	Copy of the signed Division Policy or Memorandum on Mental Health
	Integration of mental health related concepts in division-led activities/ trainings	3	Training designs, slide decks, program reports highlighting MH topics
	IEC Materials	2	Brochures, leaflets, tarpaulins, exhibits, slide shows, etc.
	Establishment of division-level Mental Health information platform (e.g., FB page, corner, bulletin board)	1	Screenshot of a Facebook page, photo of bulletin board, website feature, or a mental health corner at the division office
	Mental Health Helpline/Helpdesk	1	Helpline contact numbers or pictures of the helpdesk
	Presence of guidance office/mental health referral system	5	Accomplishment report of the guidance office/referral system

CRITERIA	INDICATORS	SPECIFIC NUMBER OF POINTS ASSIGNED EACH CRITERION	MOVs
A.2. Program/Project Implementation Accomplishment	Division Mental Health Action Plan	3	Action plan duly signed by the SDS
	Inclusion of mental health activities in the Division Work and Financial Plan (WFP)	2	WFP duly signed by the SDS
	Time-line of activities with actual accomplishments	15	Calendar of activities, accomplishment reports, MOV's of programs (national suicide prevention month, mental health awareness month)
	Timely submission of mental health reports	3	Accomplishment reports, quarterly reports, utilization report
	Utilization of the mental health Program Support Fund	5	Budget Utilization Report
	Conduct of Psychological First Aid Services/ MHPSS/ MHFA	5	Division Memorandum, photos of actual PFA/MHPSS/MHFA sessions, list of participants, training certificates (if applicable)
B. Impact		15%	
B.1. Recognition & Awards	Recipient of Mental Health Recognition/Award	5	Certificate/s of recognition or award, photo documentation of the awarding ceremony or announcement
B.2. Scope of Implementation	Division-wide roll out of mental health	5	Accomplishment reports, activity documentation, photos of division-led rollouts

CRITERIA	INDICATORS	SPECIFIC NUMBER OF POINTS ASSIGNED EACH CRITERION	MOVs
	implementation activities		
	Community extension/coverage	5	Accomplishment report, pictures
C. Sustainability/ Adaptability/ Replicability		10%	
C.1. Teaching/Non-teaching Personnel Organization	Regular Coordinative Meeting of School Mental Health Focal Persons	3	SDO-issued memoranda or meeting notices, minutes of meetings, attendance sheets, photos or documentation of the meetings
	Knowledge management (Capacity Building, Training) for SMHP coordinators/guidance counselors/advocates/nurses	4	Division memoranda or training design, program of activities, photos or videos of the training, list of participants
C.2. Monitoring	Evaluation & reporting protocol	3	Evaluation forms, consolidated reports
D. Innovation		15%	
D.1. Research	Action research or case study	5	Copy of research paper or case study
D.2. Program/Activity/Project	Unique strategies/approaches in implementing the program	10	Memoranda, videos or pictures
E. Stakeholder Support		10%	

CRITERIA	INDICATORS	SPECIFIC NUMBER OF POINTS ASSIGNED EACH CRITERION	MOVs
E.1. Internal Stakeholders	Coordination between programs (DRRM, LRP) for MH program delivery	2	Activity documentation (e.g., program design, minutes), photos of joint activities, inter-program memos
	Learner-led groups (e.g., SSG/SPG, Barkada Kontra Droga, Supreme Student Government) initiate or support mental health activities	2	Club accomplishment reports, mental health project proposals, activity photos, club reports
E.2. External Stakeholders	Parent-Teacher Association (PTA)	2	Relevant documents
	Socio-civic/religious organizations	2	MOA's, MOU's, other relevant documents
	Government officials/agencies	2	MOA's, MOU's, other relevant documents
	Non-government officials/agencies	2	MOA's, MOU's, other relevant documents
Total		100%	

3. Policy and Research Program (PRP)

CRITERIA	INDICATORS	PERCENTAGE SCORE	MOVs
A. COMPLIANCE TO PROGRAM/PROJECT STANDARD IMPLEMENTATION AND ACCOMPLISHMENT (25%)			
A.1. Program/Project Standard Compliance	Frequency of streamlined PRP initiatives that are compliant with the Research Management Guidelines (RMG)	10%	PRP Implementation Plan (with streamlined initiatives and support mechanisms on RM Cycle)
A.2. Program/Project Implementation Accomplishment	Percentage of PRP initiatives accomplished per approved implementation plan	15%	Accomplishment Report (with Documented Information)
B. IMPACT		(25%)	

B.1. Achievement of PRP objectives/ goals	Number of completed research studies with disseminated results and utilized findings for plan, program, and policy development	10%	Completed Research Studies <i>(with Dissemination Activities and Utilization Advocacies on PAPs and policy development)</i>
B.2. Impact/ outcome of the program to people and organization	Percentage of enhanced/ improved intermediate outcomes or performance due to the initiated research-based innovation, intervention, and strategies	15%	Program Accomplishment Report <i>(with reflected data on enhanced/ improved intermediate outcomes and learning or work performance)</i>
C. SUSTAINABILITY, ADAPTABILITY, REPLICABILITY (20%)			
C.1. Functional Management Structure	Number of PRP initiatives facilitated and organized by the Research Committee	5%	Activity Completion Report/ Program Completion Report
C.2. Operational M&E Mechanism	Frequency of monitoring and evaluation activities conducted in schools/ CLCs	5%	M&E Plan and Report
C.3. Replicable PRP initiatives	Number of PRP initiatives replicated/ adopted by relevant interested parties	10%	Approved Request/ Signed MOA/ MOU between involved parties
D. INNOVATION		(15%)	
D.1 Unique PRP Implementation Strategies	Frequency of unique strategies employed that streamline workflows and promote efficiency in operations leading to a successful project completion	15%	Streamlined PRP Workflows, Mechanisms, and Processes <i>that result in enhanced and sustained client satisfaction</i>
E. STAKEHOLDERS' SUPPORT (15%)			
E.1. Forged research partnerships	Number of individuals/ organizations/ academic research institutions supporting the program through various areas of partnerships	15%	Signed MOA/ MOU on research partnerships <i>between involved parties in the areas of resource sharing, capacity building, funding, etc.</i>
TOTAL		100%	

4. Rewards and Recognition (R&R) Program

CRITERIA	INDICATORS	PERCENTAGE SCORE	MOVs
A. COMPLIANCE TO PROGRAM/PROJECT STANDARD IMPLEMENTATION AND ACCOMPLISHMENT (40%)			
A.1. Program/Project Standard Compliance	Fair Selection Process, Transparent, unbiased selection criteria and procedures.	20%	Written guidelines, meeting records, and published procedures for fair selection, as well as survey results, feedback forms, and engagement comparison reports for impact on motivation.

A.2. Program/Project Implementation Accomplishment	Percentage of PRP initiatives accomplished per approved implementation plan	20%	Program Implementation Plan Accomplishment Report Activity Completion Report Directory/Demographic Profile of Awardees
B. IMPACT		(15%)	
Achievement of R&R objectives/ goals and . Impact/ outcome of the program to people and organization	Measure the attainment of R&R goals and evaluate the effects on employee performance and organizational culture.	15%	Verify achievement through reports, tracking documents, and feedback; assess impact via performance evaluations, surveys, retention, and productivity metrics.
C. SUSTAINABILITY, ADAPTABILITY, REPLICABILITY (15%)			
Functional Management Structure and Operational M&E Mechanism	Identification and allocation of financial resources for the program. Implementation of a structured approach to ongoing quality improvement	15%	Continuous Quality Improvement Strategic Process Employed Funding Source (Budget reports and financial statements showing allocated funds)
D. INNOVATION		(15%)	
Systematic and Unique R&R Implementation Strategies	Frequency of unique strategies implemented to streamline workflows and enhance operational efficiency for successful project completion.	15%	Budget Utilization Report Enhanced Implementation of the Policy (issuances, resolutions, etc)
E. STAKEHOLDERS' SUPPORT (15%)			
Stakeholders Involvement and sustainability Participation of stakeholders on the following: Planning, implementation, etc.	Formal agreements (MOU), detailed commitments (MOA), and proof of financial and non-financial support.	15%	MOU, MOA, Proof of Monetary/Non-Monetary Support
TOTAL		100%	

5. Special Curricular Program

EACH CRITERIA	INDICATORS	STANDARD POINTS/ PERCENTAGE	MEANS OF VERIFICATIONS
I. COMPLIANCE TO PROGRAM STANDARDS AND IMPLEMENTATION ACCOMPLISHMENTS (35%)			
A.Compliance to Program Standards	Integration and Inclusion of the Enhanced Subjects/Specific accommodations/Traings in the Curriculum	25%	<ul style="list-style-type: none"> Recognition/Permit to Operate from the Region or Government Legislation (3 pts) Permit to operate from the SDO (2 pt) Copy of the Curriculum signed by the EPS Focal, CID Chief and SDS (3 pts)

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			<ul style="list-style-type: none"> • Content Matrix of the Enhanced subjects/accommodations / integrations with Learning Competencies and Outcomes (4 pts) • List of the Qualified Faculty teaching the enhanced subjects together with their resume and corresponding portfolio (Degree Certificates, Trainings' Attended, Accomplishments) (5 pts) • List of Equipment and its logbook of utilization for the last 3 years (3 pts) • Blue-print Lay-out or pictures of assigned rooms/ laboratories intended for the program with classroom ratio of 1:40 (max) (2 pts) • Copy of any proof of Curriculum/Program Review every 3 years of implementation attended by Stakeholders/industry with attendance, minutes of the meeting and the agreed curriculum adjustments or inclusion (3 pts)
	Implementation of Co-curricular Activities or Advocacy activities to support the program	10%	<ul style="list-style-type: none"> • List of Officers and By-Laws of the Organization participated exclusively by Program/Class Learners (2 pts) • Annual Activity Plan of the existing organization (for the last 3 years) (2 pts) • Actual Implementation of the Proposed Activities (with accomplishment report and write ups) for the last 3 years (4 pts) • Presence of School Paper actively organized by the Program Learners with advisers/mentors (2 pts)
A. IMPACT (25%)			
Impact as verified in the Accomplishments for the last 3 Years	Actual Accomplishments of the School/Program/ Learners and Faculty in Regional, National and International Competitions for the last 3 years	15% (1 pt for Division/LGU; 2 pts for Regional award; 3 points for National; 4 points for International)	<ul style="list-style-type: none"> • Portfolio of Accomplishment with <ol style="list-style-type: none"> a. Table of Accomplishment in Chronological order starting with the current achievement for the last 3 years)

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		not to exceed 15 points Only Deped; Government Organization/Agencies (LGU, DOST, DepEd ICO, DENR, NEDA, PSHS, etc) ;and Deped approved activities are credited	b. Reflect the awards/Place achieved in the competition c. Special citation for the school could be included
Impact as verified from the Graduates of the Program	Alumni Tracer Inventory and Study	10%	<ul style="list-style-type: none"> • Inventory of Graduates: their Schools; Courses; works and achievements (from the first batch down to the most recent) (7 pts) • Tracer Study from the school head or faculty (3 pts)
B. SUSTAINABILITY/ ADAPTABILITY/ REPLICABILITY (15%)			
Mechanism	Mechanism adapted to sustain the program	15%	<ul style="list-style-type: none"> • Copy of School Improvement Plan highlighting the School Program/Class (3 pts) • Copy of Annual Implementation Plan highlighting the Program/Class (3 pts) • Copy of the Program Monitoring and Evaluation participated by the SDO, District, Faculty and Student Leaders (4 pts) • Minutes of the meeting on Monthly or Quarterly highlighting on the discussion of Program Targets, Issues, Improvements, and Progress (5 pts)
C. INNOVATION (10 PTS)			

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New Ideas/ Principles Applied	Innovation in the Curriculum Management and Implementation	5%	<ul style="list-style-type: none"> • Copy of the Curriculum from the School Program with focus on Enhanced Subjects/trainings/ accommodations and integration of unique curricular offerings, advance topics; research, immersion special trainings, skill-based course, remedial and community-based inquiries (3 pts) • Creation of School website with special part/tab on Curriculum and school programs and updates that serves to inform the parents and interested parties (2 pts)
	Innovation in Learning Delivery	5%	<ul style="list-style-type: none"> • Compilation of Curriculum and Content Mapping with highlights on Topics, Learning Delivery (Strategies, Approaches); Equipment to supplement the topics/discussion; and varied learning assessments made (2 pts) • Innovation on Learning Applications (Softwares and Hardwares) made by the faculty supported by a project Brief or research brief. (3 pts)
V. STAKEHOLDERS' SUPPORT (15%)			
Stakeholders' Involvement and Sustainability	Stakeholders' Support in Training and Development	8% (1 pt per engagement but not to exceed 8 pts)	<ul style="list-style-type: none"> • List of Trainings, Seminars, LAC Sessions, Events led by the stakeholders (alumni, partner industries, NGOs, GOs, HEIs) for the last 3 years • Must have an accomplishment report and evaluation of the accomplished event/engagement

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Resources Generated	Fundings received from the stakeholders for the last 3 years	7% <ul style="list-style-type: none"> • 3 pts for an accumulated yearly amount of 500,000 up • 2 pts for 100-499,000 (annual) • 1 pt for 50-99,000 (annual) 	<ul style="list-style-type: none"> • Deed of Donation (notarized) for the last three years