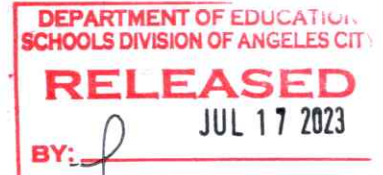




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



14 July 2023

DIVISION MEMORANDUM
No. 255, s. 2023

**2023 DIVISION SEARCH FOR OUTSTANDING TEACHING, RELATED
TEACHING PERSONNEL AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
All Heads of Public Elementary and Secondary Schools

1. This is to announce the 2023 Division Search for Outstanding Teaching, Related Teaching and School Heads for School Year 2022-2023.
2. The search is anchored on the provisions of DepEd Order No. 9. s. 2022, the relevant issuances of the Civil Service Commission on Program on Awards and Incentives for Service Excellence (PRAISE) and the guidelines set by the Program on Meritocracy and Excellence in Human Resource (PRIME-HR).
3. This activity aims to recognize and reward deserving employees for their exemplary accomplishments and other personal efforts which contribute to efficiency, economy, and other improvements in the operations of the department.
4. The following are the categories for this year's search:

TEACHER CATEGORY

- a. Outstanding Elementary School Teachers
- b. Outstanding Secondary School Teachers
- c. Outstanding SPED Teachers (Elementary or Secondary)
- d. Outstanding ALS Teachers (Elementary or Secondary)
- e. Outstanding Kindergarten Teachers

DEPARTMENT HEAD CATEGORY

- a. Outstanding Secondary Head Teacher (Department Head)

SCHOOL HEAD CATEGORY

- a. Outstanding Elementary School Principals
- b. Outstanding Elementary Head Teachers (School OIC)
- c. Outstanding Secondary School Head (Principal or School OIC)

SUPERVISOR CATEGORY

- a. Outstanding Education Supervisor (CID or SGOD)
- b. Outstanding Public Schools District Supervisor

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5. There are two phases in this search: Phase 1 (Milestone Accomplishment) and Phase 2 (Validation Interview).

6. For Phase 1 (Milestone Accomplishment, the same criteria for Evaluation for all categories shall be applied. However, the focus of the write-up and evaluation are the following: Teacher Category (teaching and learning); Department Head Category (department leadership and management); School Head Category (school leadership and management); and Supervisory Category (instructional supervision and technical assistance).

7. The nominee shall submit a write-up for one (1) milestone accomplishment conducted in any period within the last three (3) school-years (SY 2020-201, SY 2021-2022, and 2022-2023) as his/her entry for Paper Screening.

8. The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	- 35%
Innovation	- 35%
Impact	<u>- 30%</u>
Total	100%

9. To determine the winners, the Division PRAISE Committee shall evaluate the nominees based on the following criteria:

Milestone Accomplishment-	50%
Validation Interview -	<u>50%</u>
Total	100%

10. The following terms are operationally defined for this search:

- a. secondary – refers to both junior high school and senior high school, or stand-alone senior high school.
- b. school head – refers to a school principal or head teacher who is officer in charge (OIC) or teacher -in- charge (TIC) of a school.
- c. department heads – refers to a secondary head teacher who is not a school OIC (e.g., HT in English, HT in Math, HT in TLE etc.)

11. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.

12. Schools and Division Functional Units are highly encouraged to nominate their best and most deserving teachers, department heads, school heads, and supervisors to this search.



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13. Below are the schedules of activities relative to the search:

Date	Activity
August 4, 2023	Deadline for submission of list of nominees and required documents
August 7- 8, 2023	Phase I: Evaluation of Millstone Accomplishment, Nomination documents Shortlisting of Nominees based on the selection criteria.
August 15, 2023	Validation Interview
August 17, 2023	Finalization of the results of evaluation
August 18-30, 2023	Preparation of Awards Ceremony
Sept. 30, 2023	Awards Ceremony

14. Awardees shall receive certificates of recognition and plaques during the Awards Ceremony which shall be announced in a separate memorandum.

15. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation and Composition of the Search Screening Committee.

16. For questions and clarifications, please contact Arcely G. Garcia, SEPS- HRD at email add arcely.garcia@deped.gov.ph.

17. For information, guidance, and compliance of all concerned.

RONALDO A. POZON PhD, CESO V *aka*
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

AWARDS PROGRAMS
RECOGNITION SEARCH

AGG/SGOD-HRD
JULY 13,2023

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Enclosure No. 1 DM N~~6~~²55, s. 2023

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- a. A permanent employee who meets the selection criteria;
- b. Has good human relations in the school, office and in the community;
- c. Has been employed in the DepEd at least for the last three years;
- d. Has been rated Outstanding in performance rating for the last three school - years; and
- e. Has not been found guilty of any administrative or criminal case.

B. Grounds for Disqualifications

- a. Non- compliance with the specification of the Required Nomination Documents;
- b. Any misinterpretation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the certifying authority pursuant to applicable CSC laws and rules; and
- c. Nominees already recognized as top awardee (Rank 1) in a similar search in the division level, regional level, national level organized/ sponsored by either the Department of Education or other government agencies or private organizations for the last three (3) years.

C. Nomination Process – Nominations shall come from a fellow employee in the school/ district/division or from any DepEd recognized organization.

The Nomination Form shall be accomplished by the nominator/s. No self-nomination shall be allowed.

D. Required Nomination Documents *(Must be submitted in the chronological order)*

- a) Endorsement by the schools or division functional units;
- b) Complete filled out Nomination form;
- c) Certified True copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- d) Certification signed by the School/ SDO Administrative Officer that the nominee has not been found guilty of any administrative or criminal offense;
- e) Summary of Performance Ratings (Outstanding for the last three school -years signed by the immediate superior of the nominee. (Summary only and not the individual IPCRF/ OPCRF);

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Members:

Percival Y. Capitulo - EPS-SGOD

Reynaldo G. Cabrera - EPS- Kinder

Alberto M. Otchengco Jr - SEPS- Research

SUPERVISOR CATEGORY

Chairperson; Maria Cristina S. Sarmiento – Administrative Officer V

Vice Chairperson: Carol L. Montes

Members:

Charlon b. Omlang – Budget Officer III

Gay Y. Pangilinan- Accountant III



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-
- f) Certified true copy of updated Service Record duly signed by the Human Resource Management Officer (HRMO);
 - g) Omnibus Certification or Authenticity and Veracity of Documents; and
 - h) Milestone Accomplishment (write-up and evidences/MOVs) duly certified by immediate superior.

E. Phases of the Search

Phase 1: Paper Screening – This shall comprise the required nomination documents and milestone accomplishment. Only candidate with complete required nomination documents shall be screened. The Top 5 nominees for each category shall qualify for Phase 2.

Phase 2: Online Validation Interview – The Division PRAISE Committee, through an external board of evaluators, shall conduct the validation interview which aims to expound on the nominee’s milestone accomplishments presented in the write-up and video documentary.

D. COMPOSITION OF THE SEARCH SCREENING COMMITTEE

Over -All Chairperson: Fernandina P. Otchengco PhD, CESE

Vice-Chairperson: Edgar L. Manabat PhD

Members:

Arcely G. Garcia

Glenn P. Sarmiento

TEACHER CATEGORY

Chairperson: Ma. Esperanza S. Malang

Vice - Chairperson: Gemima A. Estrabillo EdD

Members:

Elmer S. Dayrit EdD

Richard U. Ayson

DEPARTMENT HEAD CATEGORY

Chairperson: Edgardo S. Nunag

Vice Chairperson: Ramil D. Dacany

Members:

Rochella C. David

Rita P. Bundalian

SCHOOL HEAD CATEGORY

Chairperson: Maria Tara D. Clemente - PSDS

Vice-Chairperson: Leonida K. Quinto PhD - PSDS



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CRITERIA FOR EVALUATION
(Phase 1: Milestone Accomplishment)
All Categories

The criteria and mechanics of **2023 GAWAD PATNUGOT REGIONAL SEARCH FOR OUTSATNDING TEACHING AND RELATED TEACHING** in all categories shall be adopted.

For Phase 1 (Paper Screening) the criteria for evaluation shall focus on the **MILESTONE ACCOMPLISHMENTS** of the nominee.

A milestone accomplishment is what defines the nominee's career as a teacher/ department head/ school head/ supervisor. For the purpose of this search, the period covers by the milestone accomplishment shall be the last three school-years (SY 2020-2021, SY 2021-2022, and SY 2022-2023). It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community.
2. It creates a significant positive impact on the target beneficiaries
3. It is sustainable, i.e., the intended innovation, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.
4. It benefits the community of learners and/ or teachers within the school/ academic institution she/he belongs, but these contributions are above and beyond the usual responsibilities of a teacher (CONTRIBUTION TO SERVICE).
5. Its scope is the bigger academic community outside of his / her own school i.e., within her/ his district, division, region, educational associations and related organizations, or the entire national, educational system as well as contributions to the community outside the educational system (CONTRIBUTION TO COMMUNITY).



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The MILESTONE OF ACCOMPLISHMENTS shall be evaluated based on the following areas:

A. ROLE

- a) How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment.
- b) Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.

B. INNOVATION

- a) Innovative actions or discovery that *addressed a felt need or helped overcome a major obstacle in their workplace or community.*
- b) The *innovation must be sustainable*, i.e the intended innovations, changes, and reforms continue to be carried out, or goods and service continue to be provided to the target beneficiaries over a period of time.

C. IMPACT

- a) Were the objectives of the accomplishment met?
- b) How were the objectives met?
- c) What were the effects of the accomplishment on the intended beneficiaries or stakeholders?

Each nominee is required to submit six milestone accomplishments focusing on the contributions to service (3) and contributions to community (3).

Contributions to Service refer to the nominee's impact in the teaching profession benefitting the community of teachers or learners within his/her academic institution but these contributions are above and beyond the usual responsibilities of a teacher/department head/school head/supervisor. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

- 1) Teaching materials/professional development materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests;
- 2) A discovery, innovation, or creation such as teaching devices or apparatuses;



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- 3) Technology-based learning tools (e.g., learning games, gamification);
- 4) Teaching approaches (e.g., Modified explicit instruction approach);
- 5) Technology-aided instructional supervision, school leadership and management; and
- 6) Stakeholders involvement/participation, forging partnerships, that contributed to school improvement/ performance.

Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishment that are grouped thematically are the following:

- 1) Teaching approaches (e.g., Modified explicit instruction approach) that are adopted in the school, district, division, regional or national level;
- 2) Technology-based teaching learning tools adopted by other teachers outside of the teacher's own school;
- 3) Publications such as books, manuals, policy papers, etc. and action research (i.e., operations and / or academic research/action research) that has improved learning processes within the school;
- 4) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services; and
- 5) Involvement in professional organizations/ associations that contribute in community development.



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TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT

Please use the following *TEMPLATE* for accomplishing the Milestone of Accomplishment

(Maximum of 4 pages for the milestone Accomplishment, NOT including the 3 pages of evidence, / supporting means of verification. EVIDENCES/ MOVES must be placed ATER the milestone accomplishment)

Use long bond paper (8.5 x 130) with 0.5 margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing this Template for Milestone Accomplishments.

Title of Accomplishment	What is the title of the accomplishment (Do not ALL CAPS)
Type of Milestone Accomplishment	<p>Is the accomplishment a new program, project, or service (PPS)? Or is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify the accomplishment using the categories below:</p> <p>1) Program, Project, or Service</p> <p>2) Innovation</p>
1. Your Specific role in it	Briefly describe the role of the nominee in the accomplishment/ project. Was he/ she the team leader or team member? How was his/ her role critical to the success of the accomplishment/ project?
2. Brief description of Accomplishment	Briefly describe the nature of the accomplishment
2.1 Rationale	What need or problem did the accomplishment respond to/ What made the nominee decide to get involved in it?
2.2 Objectives	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic and Time- bound) objectives
2.3 Dates started and completed	When did the accomplishment take place? (start and end dates)
2.4 Coverage	Where did the accomplishment take place? (e.g., city, province) What was the scope of the accomplishment? (e.g., unit/school/division/regional/national/international)
2.5 Beneficiaries	Briefly describe the beneficiaries of the accomplishment. How many were they? What sectors did they come from? (e.g., teacher, students, indigenous peoples, urban poor, etc.)
2.6 Key Partner Implementing Organizations/ Individuals	List down at least (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations, and a brief description of their contributions to the milestone accomplishment.



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	<p>For example, this includes internal stakeholders from the school where the nominee is assigned who helped work on the accomplishment (e.g., fellow teachers)</p> <p>It also includes external stakeholders from outside the school/ division office who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). (External stakeholders are those who benefited from the accomplishment indirectly)</p>
2.7 Source of Funding	<p>What were the names of the donor agency or individuals who provided financial and/ or in-kind assistance to help you realize the accomplishments? Include the kind of assistance given.</p>
2.8 Responsiveness	<p>This refers to any of all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none">1) Responded to the felt or articulated need of the target or intended beneficiaries.2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach.3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries.4) Aligned with the objectives of the milestone accomplishment.
2.9 Innovation	<p>This refers to any of all characteristics of the milestone accomplishment as follows:</p> <ol style="list-style-type: none">1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee.2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment.
2.10 Outcomes/ Results/ Impact	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none">1) Satisfied the objectives of the accomplishment.2) Provided a practical solution to the felt or articulated need of the target beneficiaries.3) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment.
2.11 Sustainability	<p>This refers to any of all characteristics of the milestone accomplishment as follows;</p> <ol style="list-style-type: none">1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment even after the implementation period.



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	<p>2) Acquired the target beneficiaries' support to ensure the continuity of the accomplishment in the school or unit of assignment even with minimal intervention after the implementation.</p> <p>3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group.</p> <p>4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group.</p>
3. Evidences	<p>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.</p>



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NOMINATION FORM

THE DIVISION PRAISE COMMITTEE

Division of Angeles City
Jesus St. Pulungbulu Angeles City

After undergoing a thorough evaluation of the guidelines and criteria of the 2023 Division Search for Outstanding Teaching and Related Teaching Personnel and School Heads, I nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
School/ Office: _____
School/ Office Address: _____
Schools Division Office: _____

The nominee and the undersigned understand the Policy Guidelines on Awards and Incentives for Service Excellence and Data Privacy Policy in the DepEd Angeles City and we agree to abide it.

Cite one major reason why the nominee should be considered for the award (maximum of 300 words):

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