



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

31 July 2024

**DIVISION MEMORANDUM**  
 No.2 8 6, s. 2024

**2024 DIVISION SEARCH FOR OUTSTANDING TEACHING, RELATED TEACHING PERSONNEL, AND SCHOOL HEADS**

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

1. DepEd Order No. 78, s. 2007 on Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education ensures employees' excellent performance through continuous improvement.

2. With this, through the SGOD-HRD-Project: DEVELOP (Development of Programs, Establishment of Systems, and Valuation of Employees Lead to Optimum Performance), the Schools Division Office of Angeles City calls for nominations for the 2024 Division Search for Outstanding Teaching Personnel, Related Teaching Personnel and School Heads.

3. The activity aims to recognize and reward deserving teaching personnel, related teaching personnel, and school heads for their exemplary accomplishments and other personal efforts that contribute to efficiency, economy, and other improvements in the operations of the department.

4. The following are the categories for this year's search:

**A. TEACHING PERSONNEL**

**A.1 TEACHER CATEGORY**

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

**A.2 DEPARTMENT HEAD CATEGORY**

- a. Outstanding Secondary Head Teachers (Department Heads)

**B. RELATED TEACHING PERSONNEL SUPERVISOR CATEGORY**

- a. Outstanding Education Program Supervisor
- b. Outstanding Public Schools District Supervisor





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

**C. SCHOOL HEAD CATEGORY**

- a. Outstanding Elementary School Principal
- b. Outstanding Elementary Head Teacher (Officer-In-Charge of the School)
- c. Outstanding Secondary School Head (Principal/Officer-In-Charge of the School)
- d. Outstanding Assistant School Principal II

5. There are two phases in this search: Phase 1 Paper Screening of Milestone Accomplishments and Phase 2 Validation Interview.

6. The nominee shall submit a write-up for one (1) milestone accomplishments conducted in any period within the last three (3) school years (SY 2021-2022, SY 2022-2023, and 2023-2024) as his or her entry for paper screening.

7. The milestone accomplishments shall include contributions to service and to community. 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). It will be evaluated based on the following specific criteria: (The same criteria for evaluation for all categories shall be applied)

Role of the Nominee	35%
Innovation	35%
Impact	30%
Total	100%

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

Milestone Accomplishments	50%
Validation Interview	50%
Total	100%

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

1. Secondary refers to both junior high school and senior high school, or stand-alone senior high school.
2. School head refers to a school principal or head teacher who is an officer in charge of the school or teacher-in-charge of the school.
3. Department head refers to a secondary head teacher who is a head of department and oversees a team of teachers of a specific subject (e.g., HT in English, HT in Math, HT in TLE, etc.).

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



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

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

12. Below are the timelines of activities relative to the search:

<b>Date</b>	<b>Activities</b>
August 12, 2024	Deadline for submission of nomination form and documents
August 15, 2024	Evaluation of milestone accomplishment and nomination documents
August 16, 2024	Shortlisting of nominees based on the selection criteria
August 18, 2024	Validation Interview
August 18, 2024	Finalization of the results of evaluation
September 30, 2024	Awards Ceremony

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

14. Please refer to the enclosures of this memorandum for reference and guidelines.

15. For questions and clarifications, please contact Ms. Arcely G. Garcia, SEPS-HRD, at the email address [arcely.garcia@deped.gov.ph](mailto:arcely.garcia@deped.gov.ph) or Mr. Arvin S. Gonzales, EPS II-HRD, at the email address [arvin.gonzales@deped.gov.ph](mailto:arvin.gonzales@deped.gov.ph).

16. Immediate and wide dissemination of and strict compliance with this memorandum are earnestly desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent *wh*

To be indicated in the perpetual index  
under the following subjects:  
AWARDS                      PROGRAMS  
RECOGNITION              SEARCH

AGG/SGOD-HRD *wh*  
July 31, 2024





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

Enclosure No.1 to Division Memorandum No. 286 s. 2024

**SEARCH GUIDELINES AND MECHANICS**

**A. Eligibility Requirements**

1. A permanent employee who meets the selection criteria;
2. Has good human relations in the school, office, and community;
3. Has been employed in the Department of Education at least for the last three years;
4. Has been rated Outstanding in performance rating for the last three school years; and
5. Has not been found guilty of any administrative or criminal case.

**B. Grounds for Disqualifications**

1. Non-compliance with the specification of the Required Nomination documents;
2. 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
3. Nominees have already been recognized as top awardees (Rank 1) in a similar search at the division level, regional level, and national level organized or 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, or division or from any DepEd-recognized organization.

The nomination form shall be completely filled-out by the nominator.

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

1. Endorsement by the schools or division functional units;
2. Complete the filled-out nomination form;
3. Certified true copy of the nominee's updated CS Form 212 or personal data sheet with passport-size photo;
4. Certification signed by the school or SDO administrative officer that the nominee has not been found guilty of any administrative or criminal offense 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 or OPCRf).
5. Certified true copy of the updated service record duly signed by the Human Resource Management Officer (HRMO).
6. Omnibus Certification of Authenticity and Veracity of Documents, and





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

- 
7. Milestone Accomplishment (write-up and evidence/MOVs duly certified by the immediate supervisor)

**E. Phases of the Search**

**Phase 1: Paper Screening of Milestone Accomplishments:** This shall comprise the required nomination documents and milestone accomplishments. Only candidates with the complete required documents shall be screened.

**Phase 2: Validation Interview:** The division PRAISE Committee shall conduct the validation interview, which aims to expound on the nominee's milestone accomplishments presented in the write-up.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

Enclosure No. 2 to Division Memorandum No. 286 s. 2024

**Criteria for Evaluation**

Phase 1: Milestone Accomplishment (All Categories)

The criteria and mechanics of the GAWAD PATNUGOT REGIONAL SEARCH FOR OUTSTANDING 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, or supervisor. For this search, the period covered by the milestone accomplishment shall be the last three schoolyears (SY 2021–2022, SY 2022–2023, and SY 2023–2024). 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 or academic institution she or he belongs to, but these contributions are above and beyond the usual responsibilities of a teacher (contribution to service); and
- 5 Its scope is the bigger academic community outside of his / her own school or 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.
- 6 The Milestone of Accomplishments shall be evaluated based on the following areas:

**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, chained, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

---

**INNOVATION**

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

**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 one milestone accomplishment focusing on his or her contributions to service and the community.

**Contributions to Service** refer to the nominee's impact in the teaching profession, benefiting the community of teachers or learners within his or her academic institution, but these contributions are above and beyond the usual responsibilities of a teacher, department head, school head, or 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 and professional development materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that have greatly raised the scores of the students in standardized tests;
- 2) A discovery, innovation, or creation, such as teaching devices or apparatuses.  
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 and participation, forging partnerships, contributed to school improvement and performance.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

---

**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 accomplishments that are grouped thematically are the following:

- 1) Teaching approaches (e.g., modified explicit instruction approach) that are adopted at the school, district, division, regional, or national level.
- 2) technology-based teaching and 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 have improved learning processes within the school;
- 4) Outreach to far-flung areas or nearby barangays that aim to educate a target population, train individuals, or provide needed goods and services; and 5) Involvement in professional organizations or associations that contribute to community development.



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

**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/ MOVs 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.

<b>Title of Accomplishment</b>	What is the title of the accomplishment (Do not ALL CAPS)
<b>Type of Milestone Accomplishment</b>	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:  1) Program, Project, or Service  2) Innovation
<b>1. Your Specific role in it</b>	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?
<b>2. Brief description of Accomplishment</b>	Briefly describe the nature of the accomplishment
<b>2.1 Rationale</b>	What need or problem did the accomplishment respond to/ What made the nominee decide to get involved in it?
<b>2.2 Objectives</b>	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic and Time- bound) objectives
<b>2.3 Dates started and completed</b>	When did the accomplishment take place? (start and end dates)
<b>2.4 Coverage</b>	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)



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

<b>2.5 Beneficiaries</b>	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.)
<b>2.6 Key Partner Implementing Organizations/ Individuals</b>	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.  For example, this includes internal stakeholders from the school where the nominee is assigned who helped work on the accomplishment (e.g., fellow teachers)  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)
<b>2.7 Source of Funding</b>	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.
<b>2.8 Responsiveness</b>	This refers to any of all characteristics of the milestone accomplishment, as follows:  <ol style="list-style-type: none"><li>1) Responded to the felt or articulated need of the target or intended beneficiaries.</li><li>2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach.</li><li>3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries.</li><li>4) Aligned with the objectives of the milestone accomplishment.</li></ol>
<b>2.9 Innovation</b>	This refers to any of all characteristics of the milestone accomplishment as follows:  <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol>



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

<b>2.10 Outcomes/ Results/ Impact</b>	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none"><li>1) Satisfied with the objectives of the accomplishment.</li><li>2) Provided a practical solution to the felt or articulated need of the target beneficiaries.</li><li>3) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment.</li></ol>
<b>2.11 Sustainability</b>	<p>This refers to any of all characteristics of the milestone accomplishment as follows;</p> <ol style="list-style-type: none"><li>1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment even after the implementation period.</li><li>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.</li><li>3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group.</li><li>4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group.</li></ol>
<b>3. Evidences</b>	<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>





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

286

Enclosure No. 4 to Division Memorandum No. \_\_\_ s. 2024

**COMPOSITION OF THE DIVISION SEARCH SCREENING COMMITTEE**

Over-All Chairperson **Enrique E. Angeles, PhD, CESO VI**  
Assistant Schools Division Superintendent

Vice- Chairperson **Edgar L. Manabat PhD**  
Chief-SGOD

Division Search Screening Focal Person **Arcely G. Garcia**  
SEPS- HRD

Secretariat **Arvin S. Gonzales**  
EPS II-HRD

**TEACHER CATEGORY**

Chairperson Maria Esperanza S. Malang PhD  
EPS- Mathematics

Vice- Chairperson Gemima A. Estrabillo EdD  
EPS- Science

Members  
Elmer S. Dayrit PhD  
P IV/ PSPA President  
Richard U. Ayson  
P IV

**DEPARTMENT HEAD CATEGORY**

Chairperson Edgardo S. Nunag  
EPS- ESP

Vice -Chairperson Ramil D. Dacanay  
ESP- AP

Members  
Rochella C. David  
EPS- Filipino  
Rita P. Bundalian  
EPS- English

**SCHOOL HEAD CATEGORY**

Chairperson Amando C. Yutuc PhD  
CID- Chief

Vice – Chairperson Ericson P. Cabrera  
PSDS

Members:  
Maria Tara. D. Clemente PhD



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

---

PSDS  
Leonida K. Quinto PhD  
PSDS

**SUPERVISOR CATEGORY**

Chairperson Edgar L. Manabat PhD  
Chief- SGOD

Vice – Chairperson Amando c. Yutuc PhD  
Chief -CID

Members:

Engr. Maria Crisitina S. Sarmiento  
AO V  
Gay Y. Panglinan  
Glenn P. Sarmiento  
SMME