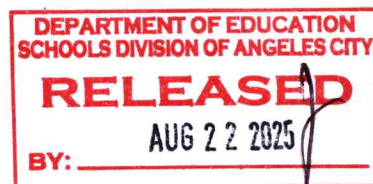




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



August 18, 2025

**DIVISION MEMORANDUM**

No. 270, s. 2025

**2025 DIVISION SEARCH FOR OUTSTANDING TEACHERS, HEAD TEACHERS,  
SCHOOL PRINCIPALS, AND ASSISTANT SCHOOL PRINCIPALS II**

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

1. The Schools Division of Office of Angeles City formally announces the conduct of the 2025 Division Search for Outstanding Teachers, Head Teachers, School Principals, and School Principals II.
2. This search is pursuant to the guidelines prescribed in DepEd Order No. 9, s. 2022, the pertinent policies of the Civil Service Commission (CSC) under the Program on Awards and Incentives for Service Excellence (PRAISE), and the standards articulated under the Program on Meritocracy and Excellence in Human Resource (PRIME-HR).
3. The primary objective of this endeavor is to acknowledge and honor exemplary DepEd personnel whose professional achievements have significantly advanced operational efficiency, community involvement, and institutional innovations within the Department.
4. Award Categories
  - A. Teacher Category
    - Outstanding Elementary School Teachers
    - Outstanding Secondary School Teachers
    - Outstanding SPED Teachers (Elementary or Secondary)
    - Outstanding ALS Teachers (Elementary or Secondary)
    - Outstanding Kindergarten Teachers
  - B. Head Teacher Category
    - Outstanding Secondary Head Teacher (Department Head)
  - C. School Principal and Assistant Principal II Category
    - Outstanding Elementary School Principals
    - Outstanding Junior High School Principals
    - Outstanding Assistant Principals II





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

5. Interested individuals who participated in and were awarded in the same search within the last three years are no longer eligible. Furthermore, milestone accomplishments previously submitted or presented in any past search or award application shall not be considered for the current search.

6. The search will be conducted in two phases:

Phase 1: Submission and Evaluation of Milestone Accomplishments (Paper Screening)  
Phase 2: Validation Interview

7. During Phase 1, all categories shall follow a uniform set of evaluation criteria. However, the thematic focus for each category will vary as follows:

| Category                                    | Thematic Focus                                                                       |
|---------------------------------------------|--------------------------------------------------------------------------------------|
| Teacher                                     | Teaching and Learning                                                                |
| Head Teacher                                | Department Leadership and Management                                                 |
| School Principal/Assistant School Principal | School Leadership and Management, Instructional Supervision and Technical Assistance |

8. Each nominee is required to submit a comprehensive write-up, detailing milestone accomplishments achieved during the school years 2023–2024, 2024–2025, or 2025–2026.

9. Evaluation Criteria

Phase 1 – Milestone Accomplishment

| Criteria            | Weight |
|---------------------|--------|
| Role of the Nominee | 35%    |
| Innovation          | 35%    |
| Impact              | 30%    |
| Total               | 100%   |

Phase 2 – Validation Interview

| Criteria                 | Weight |
|--------------------------|--------|
| Milestone Accomplishment | 50%    |
| Validation Interview     | 50%    |
| Total                    | 100%   |

10. Nominees from integrated schools shall be classified either in the elementary or secondary category, based on their current teaching or administrative assignment.



Jesus St., Brgy. Pulungbulu, Angeles City [2009 \(045\) 901-9498](tel:2009045901)/[angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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

11. School Principals or Public Schools District Supervisors are strongly encouraged to identify and nominate their most competent and deserving personnel—teachers, head teachers, school principals, and assistant school principals II—who meet the eligibility requirements and exemplify professional excellence.

12. Schedule of Activities

|                       |                                                                         |
|-----------------------|-------------------------------------------------------------------------|
| August 29, 2025       | Deadline for submission of nomination forms and supporting documents    |
| September 5, 2025     | Evaluation of Milestone Accomplishments and Nomination Documents        |
| September 9, 2025     | Shortlisting of Nominees                                                |
| September 12–19, 2025 | Conduct of Validation Interviews and Finalization of Evaluation Results |
| September 30, 2025    | Awarding Ceremony                                                       |

13. Awardees shall be conferred with certificates of recognition and plaques of appreciation during the Awards Ceremony. Detailed guidelines will be provided in a separate memorandum.

14. For full details, please refer to the following enclosures:

Enclosure No. 1: Search Guidelines and Mechanics  
Enclosure No. 2: Criteria for Evaluation  
Enclosure No. 3: Official Nomination Form  
Enclosure No. 4: Composition of the Division Search Screening Committee

15. For clarifications or additional information, you may contact:

Ms. Arcely G. Garcia, SEPS-HRD – [arcely.garcia@deped.gov.ph](mailto:arcely.garcia@deped.gov.ph)  
Mr. Noli M. Manalo, EPS II-HRD – [noli.manalo@deped.gov.ph](mailto:noli.manalo@deped.gov.ph)

16. All concerned are enjoined to ensure immediate and wide dissemination of this memorandum and to observe strict compliance with the stated guidelines and timelines.

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

To be indicated in the Perpetual Index under the following subjects:  
AWARDS | PROGRAMS | RECOGNITION | SEARCH

RECOGNITION      SEARC

AGG/SGOD-HRD  
August 15, 2025



Jesus St., Brgy. Pulungbulu, Angeles City [2009 \(045\) 901-9498](tel:2009(045)901-9498) / [angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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

---

Enclosure No.1 to Division Memorandum No. \_\_\_\_ s. 2025

**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 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

**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;



Jesus St., Brgy. Pulungbulu, Angeles City [2009 \(045\) 901-9498](tel:2009045901) / [angeles.city@depd.gov.ph](mailto:angeles.city@depd.gov.ph)



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

c) Certification of Summary of Performance Ratings (Outstanding for the last three schoolyears signed by the immediate superior of the nominee. (Summary only and not the individual IPCRF/ OPCRf).

g. Omnibus Certification of Authenticity and Veracity of Documents, and

h. Milestone Accomplishment (write-up and evidences/ MOVs duly certified by immediate supervisor

**E. Phases of the Search**

Phase 1 -Paper Screening – This shall comprise the required nomination documents and milestone accomplishment. Only candidate with complete required documents shall be screened.

Phase 2 – Online 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.



Jesus St., Brgy. Pulungbulu, Angeles City [2009 \(045\) 901-9498](tel:2009045901)/[angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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

Enclosure No. 2 to Division Memorandum No. \_\_\_\_ s. \_\_\_\_

**CRITERIA FOR EVALUATION**

Phase 1: Milestone Accomplishment (All Categories)

The criteria and mechanics of 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/ supervisor. For this search, the period covers 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/ academic institution she/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 (CONTRIBUTION TO COMMUNITY).

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.





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

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.

**B. INNOVATION**

a) Innovative actions or discovery 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 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 one milestone accomplishments focusing on the contributions to service and contributions to community

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.
- 3) Technology-based learning tools (e.g., learning games, gamification);
- 4) Teaching approaches (e.g., Modified explicit instruction approach);





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

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 leaning 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 aim to educate a target population, train individuals, or provide needed goods and services; and 5) Involvement in professional organizations/ 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.

|                                  |                                                                                                                                                                                                                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title of Accomplishment          | What is the title of the accomplishment (Do not ALL CAPS)                                                                                                                                                                                                                                  |
| Type of Milestone Accomplishment | 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:<br><br>1) Program, Project, or Service<br><br>2) Innovation |
| 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?                                                                                         |
|                                  | Briefly describe the nature of the accomplishment                                                                                                                                                                                                                                          |