



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

20 Oct 2026

DIVISION MEMORANDUM

No. 408, s. 2026

GAWAD ASLAG (Acknowledging Service, Leadership, Achievement, and Growth)-
A Division Search for Outstanding Teaching, Related Teaching, and Non-Teaching
Personnel

To: Assistant Schools Division Superintendent
Chiefs of Divisions
All Public Elementary and Secondary School Heads
Others Concerned

1. The Schools Division Office of Angeles City announces the conduct of **GAWAD ASLAG** (Acknowledging Service, Leadership, Achievement, and Growth): A Division Search for Outstanding Teaching, Related Teaching, and Non-Teaching Personnel to recognize exemplary performance, significant achievements, and contributions to the efficiency and continuous improvement of DepEd operations.

2. The initiative supports the celebration of Education Week, with the theme, *"Shining Through Service: Celebrating Achievements, Inspiring Innovation, and Sustaining Excellence in Good Governance."*

3. The search shall cover the following categories:

A. Teaching Personnel

- Outstanding Elementary Teacher
- Outstanding Secondary Teacher

B. Related Teaching Personnel

- Outstanding School Principal (Principal I-IV)
- Outstanding Head Teacher
- Outstanding Assistant School Principal II

C. Non-Teaching Personnel

- Outstanding Non-Teaching Personnel (SG 1-10)
- Outstanding Non-Teaching Personnel (SG 11-16)

4. For this search, the following personnel are covered:

a. **Teachers** – Permanent teaching personnel in public elementary, junior high, senior high, and integrated schools, including Kindergarten, SPED, ALS, and IPed programs.





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b. **School Principals** – Public elementary and secondary school principals, regardless of rank, and designated OICs of elementary, secondary, and integrated schools.

c. **Head Teachers/Department Heads** – Public elementary and secondary head teachers and department heads, including designated OICs performing equivalent functions.

d. **Assistant School Principals** – Public secondary school assistant principals, including designated OICs performing equivalent functions in secondary and integrated schools.

e. **Non-Teaching Personnel** – Permanent non-teaching personnel assigned to public schools and the Schools Division Office of Angeles City with Salary Grades 1–16.

5. Nominees must: (a) be permanent DepEd employees; (b) have at least three (3) years of continuous service in their current position or category; (c) have obtained at least a Very Satisfactory rating in each of the last two (2) applicable rating periods; (d) have no pending administrative or criminal case, subject to applicable policies; and (e) demonstrate exemplary performance and significant contributions in their respective areas of responsibility.

6. Each school and division functional unit may nominate one (1) qualified personnel per applicable category. Nominations, endorsed by the School Head or concerned Division Chief, shall be submitted to the Human Resource Development Section on or before **November 6, 2026**.

7. Each nominee shall submit the following requirements: (a) accomplished Nomination Form; (b) updated Personal Data Sheet (CSC Form No. 212); (c) latest applicable OPCR/IPCRRF or equivalent performance evaluation document; (d) accomplishment write-up of not more than three (3) pages; (e) portfolio of Means of Verification (MOVs) organized according to the eight (8) evaluation criteria; and (f) Certification of No Pending Administrative Case.

8. Documents shall be submitted to the Division PRAISE Committee Secretariat through the designated submission link as **one (1) consolidated PDF file and one (1) MPG video file** per nominee. Files shall follow this format: **School Name_Category_Nominee's Name** (e.g., *Angeles City National High School_Secondary Teacher_Juan Dela Cruz*).

9. The Division Search Committee shall evaluate submissions based on the approved criteria and guidelines. Validation, interviews, presentations, and other assessment procedures may be conducted as necessary.

10. Winners shall receive a plaque and/or certificate of recognition and may be endorsed as the Division's official nominees to higher-level recognition programs, subject to applicable guidelines.



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11. Detailed guidelines, evaluation criteria, and submission procedures are provided in the following enclosures:

- **Enclosure No. 1** – Search Activities and Schedule
- **Enclosure No. 2** – Guidelines for Outstanding Teaching Personnel
- **Enclosure No. 3** – Guidelines for Outstanding Related Teaching Personnel
- **Enclosure No. 4** – Guidelines for Outstanding Non-Teaching Personnel
- **Enclosure No. 5** – Accomplishment Write-Up Template
- **Enclosure No. 6** – Nomination Form

12. Expenses shall be charged against available Division MOOE funds, subject to existing budgeting, accounting, auditing, and other applicable government regulations.

13. Immediate and wide dissemination of this Memorandum and strict compliance with its provisions are hereby enjoined.



Digitally signed by
Edgard C.
Domingo
Date: 2026.10.21
14:29:42 +08'00'

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

To be indicated in the Perpetual Index
under the following subjects:

REWARDS AND RECOGNITION

TEACHING PERSONNEL

NON-TEACHING PERSONNEL

RELATED TEACHING PERSONNEL

AGG/SEPS/Oct. 20, 2026



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Enclosure 1 - Search Activities and Schedule

Activity	Schedule
Submission of Nominations and Documentary Requirements	November 6, 2026
Preliminary Screening of Submissions	November 11, 2026
Validation and Interview	November 13, 2026
Deliberation of Results	To be announced
Awarding Ceremony	December 3, 2026



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Enclosure No. 2 – Guidelines for Outstanding Teaching Personnel

1. Eligibility

The nominee shall:

- Have been a permanent teaching personnel with at least three (3) years of continuous teaching experience in the Department of Education immediately preceding the nomination.
- Have obtained an **Outstanding** performance rating for the last two (2) consecutive performance evaluation periods.
- Have no pending administrative, civil, or criminal case at the time of nomination.
- Have demonstrated exemplary instructional competence, professionalism, ethical conduct, and commitment to learner development.
- Have not received the same award within the last three (3) years.

2. Nomination

- Nominations shall be endorsed by the School Head/ASP / Head Teacher/Dept. Head using the prescribed nomination form.
- Self-nomination shall not be allowed.
- Each school may nominate one (1) teaching personnel for each applicable category.

3. Evaluation Criteria

Criteria	Specific Means of Verification (MOV's)	Rubrics
I. Performance Rating (10%)	Certification of Performance Rating	$(\text{Per. Rating Yr. 1} + \text{Yr2}) / 2 \times 10$
II. Improvement of learner performance in a particular learning area /grade level handled (20%)	Certification of Assessment Results(Phil-IRRI, Numeracy, CRLA, RMYA, , MPL,ARAL etc.) certified by the EPS in charge	Improvement in Learner 5 – 100% of learners demonstrated improvement in academic performance compared with baseline data, supported by intervention records. 4 – 80% of learners improved. 3 – 60% of learners improved. 2 – 40% of learners improved 1 - 20% and below
III. Initiated Strategy/Project/ Intervention Plan to improve Learner Achievement (20%)	A. Write -up on the initiated strategy/ program/intervention to improve learner achievement in subject/ learning area/ grade level handled	5 -Outstanding Exceptionally comprehensive, innovative, evidence-based, and demonstrates significant, measurable improvement in learner achievement. 4 -Very Satisfactory



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	B. Pictorials of accomplishment C. Learner's data	Clearly presented, well-implemented, and supported by strong evidence of positive learner outcomes. 3- Satisfactory Adequately presented and implemented, with sufficient evidence of some improvement in learner achievement. 2 -Fair Partially meets expectations; implementation or supporting evidence is limited, with minimal demonstrated improvement. 1-Needs Improvement Inadequately presented, lacks clear alignment with learner needs, and provides little or no evidence of improved achievement.
IV. Improvement of learner performance in a particular learning area /grade level handled 20%	Certification of Assessment Results(Phil-IRRI, Numeracy, CRLA, RMYA, , MPL,ARAL etc.) certified by the EPS in charge	Improvement in Learner 5 – 100% of learners demonstrated improvement in academic performance compared with baseline data, supported by intervention records. 4 – 90–99% of learners improved. 3 – 80–89% of learners improved. 2 – 70–79% of learners improved 1 - 69% and below
V. Development and Implementation of Innovation or Best Practice 10%	Innovation Proposal, Accomplishment Report	Development and Implementation of Innovation or Best Practice 5 – Developed and implemented two (2) or more documented innovations/best practices adopted by the school or division. 4 – Developed and implemented one (1) documented innovation with positive results. 3 – Developed an innovation that was piloted or partially implemented. 0 – No documented innovation
VI. Research 10%	Completed Action Research, Research Presentation Certificate, Research Utilization Report	Action Research 5 – Completed and presented or utilized one (1) or more action research with documented application in the classroom. 4 – Completed one (1) action research. 3 – Ongoing action research with documented progress. 0 – No research conducted.



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VII. Leadership and School Involvement (5 %)	Designation Orders, Committee Membership, Accomplishment Reports	Leadership and School Involvement 5 – Served as chairperson/coordinator of two (2) or more major school/ district/ division programs with documented accomplishments. 4 – Served as chairperson/coordinator of one (1) major program or member of several committees. 3 – Served as committee member with documented participation. 0 – No documented leadership role
VIII. Interview and Presentation of Accomplishments 5%	• Interview Rating Sheet • Presentation Rating Sheet • Portfolio of Accomplishments • Presentation Slides or Teaching Portfolio Summary	Response to Interview Questions 5 – Responses are accurate, analytical, reflective, and supported by relevant examples and evidence. 4 – Responses are clear and relevant with appropriate examples. 3 – Responses address the questions but lack depth or supporting examples. 0 – Responses are unclear, incomplete, or unrelated to the questions.

Improvement of learner performance in a particular learning area /grade level handled

Criteria	Description	Weight
1. Identification of Learner Needs	Clearly identifies learning gaps and learner needs supported by assessment results or relevant data.	6
2. Innovation and Appropriateness of the Intervention	Presents a relevant, innovative, and responsive strategy/program/intervention aligned with identified learning needs.	6
3. Implementation and Teacher Initiative	Describes the implementation process, teacher's specific role, activities undertaken, and effective use of available resources.	6
4. Evidence of Improved Learner Achievement	Presents measurable improvements supported by assessment results, learner outputs, progress monitoring, or other valid evidence.	6



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5. Sustainability and Replicability	Demonstrates potential for sustained implementation, continuous improvement, and adoption by other teachers.	6
TOTAL		30



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Enclosure No. 3 – Guidelines for Outstanding Related Teaching Personnel

1. Eligibility

The nominee shall ;

- Assistant Principal /Head Teacher/ Dept. Head
- Principal I-IV
- Have served in the current position for at least three (3) years immediately preceding the nomination.
- Have obtained at least an **Outstanding** performance rating for the last two (2) consecutive performance evaluation periods.
- Have no pending administrative, civil, or criminal case at the time of nomination.
- Have consistently demonstrated ethical leadership and professionalism

2. Nomination

- Nominations shall be endorsed by the Public Schools District Supervisor/Education Program Supervisor/Functional Division Unit Heads using the prescribed nomination form.
- Self-nomination shall not be allowed.
- Have not received the same award within the last three (3) years.

3.Criteria for Evaluation

Criteria	Specific Means of Verification (MOVs)	RUBRICS
I. Performance Rating (10%)	Certiifcation of Performance Rating for the last 2 years	Per.Rating Yr .1 +Yr2)/2 x.10
II. School initiated programs/projects and activities to address the identified areas on ; School performance gaps Learning environment Disaster resiliency (learning continuity amidst class disruptions) (40%)	A.Write -up on the initatied strategy/ program/intervention to improve learner achievement in subject/ learning area/ grade level handled B. Pictorials of accomplishment C. Learner's data/ School Perfocmance Inidicator Data	5 -Outstanding Exceptionally comprehensive, innovative, evidence-based, and demonstrates significant, measurable improvement to identified areas 4 -Very Satisfactory Clearly presented, well-implemented, and supported by strong evidence of positive learner outcomes. 3- Satisfactory Adequately presented and implemented, with sufficient evidence of some improvement in learner achievement. 2 -Fair Partially meets expectations; implementation or supporting evidence is



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		limited, with minimal demonstrated improvement. 1-Needs Improvement Inadequately presented, lacks clear alignment with learner needs, and provides little or no evidence of improved achievement.
III. Research and Innovation (10 %)	a.Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b.Accomplishment Report verified by the Head of Office c.Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d.Certification of adoption of the innovation or research by another school/ office duly signed by the Head of Office e.Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research	MOVs Submitted • A, B, C & D -5 • A, B, C & E - 4 • Only A, B & C - 3 • Only A & B - 2 • Only A -1



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IV. Application of Education (15%)	a.Action Planned approved by the Head of Office	MOVs Submitted Relevant	Relevant	Not
		All MOVs	10	5
	b.Accomplishment Report verified by the Head of Office	Only A & B	7	3
	Certification of the utilization/adoption signed by the Head of Office	Only A	5	1
V. Application of Learning and Development (L& D) – (15%)	a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;	MOVs Submitted Relevant	Relevant	Not
		All MOVs	10	5
		Only A & B	7	3
		Only A	5	1
	b. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;			
	c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the			



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	office at the local level;/higher level.	
VI. Interview and Presentation of Accomplishments (10%)	• Interview Rating Sheet • Presentation Rating Sheet • Portfolio of Accomplishments • Presentation Slides or Executive Summary	Response to Interview Questions 5 – Responses are clear, accurate, relevant, and demonstrate sound educational leadership and decision-making. 4– Responses are generally clear and relevant. 3 – Responses are partially relevant or lack depth. 2– Responses are unclear or do not address the questions.

Rubrics: School-Initiated Programs, Projects, and Activities (40%)

Criteria	Performance Indicators	Weight
1. School Performance Gaps	Initiatives are based on identified school performance gaps and supported by relevant data. Programs demonstrate measurable improvements in learner achievement, participation, completion, or other school performance indicators.	15 points
2. Learning Environment	Initiatives promote a safe, inclusive, learner-friendly, and conducive learning environment. Evidence shows improvements in school facilities, cleanliness, child protection, learner well-being, or access to learning resources.	8 points
3. Disaster Resiliency and Learning Continuity	Initiatives strengthen preparedness and ensure learning continuity during class disruptions caused by disasters, emergencies, or other unforeseen circumstances. Evidence includes contingency plans, alternative delivery strategies, preparedness activities, and monitoring of learning continuity.	7 points
TOTAL		30 points



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Enclosure No. 4 – Guidelines for Outstanding Non-Teaching Personnel

1. Eligibility

The nominee shall:

- Have rendered for the last three (3) years of continuous and outstanding service in the Department of Education immediately preceding the nomination.
- Have obtained an **Outstanding** performance rating for the last three (3) consecutive rating periods.
- Have no pending administrative, civil, or criminal case at the time of nomination
- Have demonstrated exemplary performance, integrity, professionalism, innovation, and commitment to public service.

2. Nomination

For School -Based

- Nominations shall be submitted by the school head/ ASP/master teacher/ and head teacher/ dept. head using the prescribed nomination form.
- Each office or school may nominate one (1) employee.
- Have not been a recipient of the same award within the last three (3) years.

For division Based

- Nominations shall be submitted by the unit head/supervisors/ and other division key official using the prescribed nomination form.
- Each office or school may nominate one (1) employee.

For Salary Grade 1-9

For Salary Grade 1-9		
Criteria	Means of Verification	Rubrics
I.Performance Rating (40%)	Certificate of Rating for the last 2 years	Per.Rating Yr .1 +Yr2)/2 x.10
II. Initiated project/ strategy / to improve the services or process of work (40%)	Write-up Video Pictorial	



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III. Interview and Presentation of Accomplishments (20%)	• Interview Rating Sheet • Presentation Rating Sheet • Portfolio of Accomplishments • Presentation Slides or Executive Summary	Response to Interview Questions 5 – Responses are clear, accurate, relevant, and demonstrate sound educational leadership and decision-making. 4 – Responses are generally clear and relevant. 3 – Responses are partially relevant or lack depth. 2 – Responses are unclear or do not address the questions.
Salary Grade 10-16		
<i>Criteria</i>	<i>Means of Verification</i>	<i>Rubrics</i>
I. Performance Rating (40%)	Certificate of Rating for the last 2 years	Per. Rating Yr 1 + Yr 2 / 2 x. 40
II. Initiated project/ strategy / to improve the services or process of work (40%)	Write-up Video	5 -The initiative is highly innovative, effectively implemented, and demonstrates significant, measurable improvements supported by strong evidence. 4 -The initiative is well-designed and implemented, with clear and documented improvements in service delivery or work processes. 3 -The initiative addresses an identified need and demonstrates satisfactory implementation with evidence of positive results. 2 -The initiative partially addresses the identified problem, but implementation or evidence of improvement is limited. 1 -The initiative lacks clear relevance, adequate implementation, or sufficient evidence of improvement.



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Salary Grade 10-16 III. Research / Innovation (10 %)	a.Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b.Accomplishment Report verified by the Head of Office c.Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d.Certification of adoption of the innovation or research by another school/ office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	MOVs Submitted 5- A, B, C & D 4- A, B, C & E 3 - Only A, B & C 2- Only A & B 1- Only A
IV. Interview and Presentation of Accomplishments (10%)	• Interview Rating Sheet • Presentation Rating Sheet • Portfolio of Accomplishments • Presentation Slides or Executive Summary	Response to Interview Questions 5 – Responses are clear, accurate, relevant, and demonstrate sound educational leadership and decision-making. 4– Responses are generally clear and relevant. 3 – Responses are partially relevant or lack depth.



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		2– Responses are unclear or do not address the questions.
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Criteria	Performance Indicators	Weight
1. Relevance and Responsiveness	The project/strategy addresses an identified problem, service gap, or work-process challenge and aligns with organizational goals and client needs.	10 points
2. Innovation and Initiative	Demonstrates creativity, resourcefulness, and proactive efforts to introduce new or improved approaches, systems, or procedures.	10 points
3. Efficiency and Effectiveness	Demonstrates measurable improvements in turnaround time, productivity, resource utilization, accuracy, cost-effectiveness, or quality of service.	10 points
4. Impact, Sustainability, and Replicability	Presents documented results and demonstrates potential for sustained implementation, continuous improvement, and adoption by other units or offices.	10 points
TOTAL		40 points



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Enclosure No. 5 – Accomplishment Write-Up Template

GAWAD ASLAG (Acknowledging Service, Leadership, Achievement, and Growth)-
A Division Search for Outstanding Teaching, Related Teaching, and Non-Teaching
Personnel

WRITE-UP TEMPLATE

I. PERSONAL AND PROFESSIONAL INFORMATION

Name of Nominee: _____

Position/Designation: _____

School/Office: _____

Category: ☐ Teaching Personnel ☐ Related Teaching Personnel ☐ Non-Teaching
Personnel

Inclusive Period of Accomplishment: _____

II. INITIATED PROJECT/STRATEGY/PROGRAM/INTERVENTION

A. Title of the Project/Strategy/Program/Intervention:

B. Background and Rationale

Describe the identified problem, gap, or need that prompted the initiative. Present relevant
baseline data, observations, feedback, or other supporting evidence.

C. Objectives

State the specific objectives of the initiative.

1. _____
2. _____
3. _____



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D. Description of the Initiative

Explain the project, strategy, program, or intervention, including its innovative features and relevance to the identified need.

E. Implementation and Personal Contribution

Describe the nominee's specific role, actions taken, resources utilized, stakeholders involved, and challenges addressed. Clearly distinguish the nominee's individual contributions from the accomplishments of the team or organization.

F. Results and Impact

Present measurable accomplishments and improvements resulting from the initiative. Include baseline and endline data, where applicable, and explain how the initiative improved learner outcomes, service delivery, work processes, efficiency, or organizational performance.

Areas for Improvement (Learners' Assessment/Performance Indicators/ KRAs etc.	Baseline Data	Accomplishment/Result
1		
2		
3		

G. Sustainability and Replicability

Explain how the initiative can be sustained, improved, institutionalized, or replicated by other schools, offices, or personnel.

III. DECLARATION AND CERTIFICATION

I hereby certify that the information provided in this write-up is true and correct to the best of my knowledge and is supported by the attached documentary evidence.



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Signature over Printed Name of Nominee: _____

Date: _____

Verified by (School Head/Office Head): _____

Signature and Date: _____

V. LIST OF ATTACHED MEANS OF VERIFICATION (MOVs)

- ☐ Approved project proposal or implementation plan
- ☐ Baseline and accomplishment data
- ☐ Accomplishment or evaluation reports
- ☐ Before-and-after documentation, where applicable
- ☐ Client or stakeholder feedback
- ☐ Photographs, sample outputs, or other relevant evidence
- ☐ Other supporting documents: _____



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Enclosure No. 6 – Nomination Form

NOMINATION FORM

GAWAD ASLAG (Acknowledging **S**ervice, **L**eadership, **A**chievement, and **G**rowth)-
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I. NOMINEE'S PERSONAL AND PROFESSIONAL INFORMATION

Name of Nominee: _____

Position/Designation: _____

School/Office: _____

District/Unit: _____

Category (check one):

- ☐ Outstanding Teaching Personnel
☐ Outstanding Related Teaching Personnel
☐ Outstanding Non-Teaching Personnel

Years in Government Service: _____

Inclusive Period of Accomplishments: _____

Contact Number/Official Email: _____

II. NOMINATOR'S INFORMATION

Name of Nominator: _____

Position/Designation: _____

School/Office: _____

Contact Number/Official Email: _____

III. BASIS FOR NOMINATION

A. Major Reason for Nomination



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In not more than 200 words, state the most compelling reason the nominee deserves recognition. Highlight the nominee's exemplary performance, initiative, significant accomplishments, and contributions to service excellence and good governance.

NOMINATOR'S CERTIFICATION

I certify that the information provided in this nomination is true and correct to the best of my knowledge and that the cited accomplishments are supported by the attached documentary evidence.

Signature over Printed Name: _____

Date: _____