



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



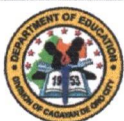
Office of the Schools Division Superintendent

Division Order
No. 32 s, 2021

**PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE (PRAISE)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Other Concerned


1. This Office issues the enclosed internal **Program on Awards and Incentives for Service Excellence (PRAISE)** which aims to establish a policy that provides systematic, evidence-based, and nondiscriminatory mechanisms and procedures for Rewards & Recognition in Human Resource Management (HRM) Systems.
2. CDO PRAISE aims to encourage, recognize, and reward its employees, individually or in groups, for their superior accomplishments, exemplary acts and services in the public interest which contributes to the organization's overall efficiency and productivity.
3. Enclosed are the following:
 - Annex A – Rewards and Recognition Process Flow
 - Annex B – Summary of Awards
 - Annex C.1 – Nomination Form (For Individual Category)
 - Annex C.2 – Nomination Write-Up (For Individual Category)
 - Annex C.3 – Nomination Form (For Individual Category)
 - Annex C.4 – Nomination Write-Up (For Individual Category)
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 - Annex F – Criteria & Score Sheet for Teaching Demonstration
 - Annex G.1 – Criteria & Score Sheet, Teacher Category
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 - Annex G.5 – Criteria & Score Sheet, Non-Teaching Category Level I & II
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 - Annex G.7 – Criteria & Score Sheet, Researcher of the Year
 - Annex G.8 – Criteria & Score Sheet, School-based Feeding Program
 - Annex G.9 – Criteria & Score Sheet, NDEP-BKD
 - Annex G.10 – Criteria & Score Sheet, ASRH Program



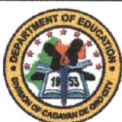
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Annex G.11 – Criteria & Score Sheet, WASH/WINS
Annex G.12 – Criteria & Score Sheet, Medical, Dental, & Nursing Services
Annex G.13 – Criteria & Score Sheet, Mental Health Program
Annex G.14 – Criteria & Score Sheet, SSG/SPG
Annex G.15 – Criteria & Score Sheet, YES-O
Annex G.16 – Criteria & Score Sheet, GPP
Annex G.17 – Criteria & Score Sheet, Reading Clinic
Annex G.18 – Criteria & Score Sheet, Reading Program
Annex G.19 – Criteria & Score Sheet, Reading Teacher
Annex H – Interview Rating Sheet, Individual Category
Annex I – Consolidation Sheet, Teacher Category

4. This policy shall take effect upon publication in the Division website.
5. Immediate dissemination and compliance with this Division Order is directed.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Encl.:
As stated



PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

I. RATIONALE

1. DepEd Order No. 9, s. 2002 establishes the Department suggestion and incentive awards system aligned with CSC Resolution No. 010112 and CSC Memorandum Circular No. 1, s. 2001. Accordingly, the System intends to promote innovation, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their superior accomplishments and other personal efforts that contribute to the effectiveness and efficiency of government operations, or for other extraordinary acts or services in the public interest.
2. The Rewards and Recognition (R&R) System is one of the pillars of PRIME-HRM. And thus, there is a need to establish a consolidated and standardized mechanism for identifying, selecting, rewarding, and providing incentives and awards to deserving employees which adheres to the equal opportunity principle (EOP).
3. In view of the above, this Order establishes an internal Program on Awards and Incentives for Service Excellence (PRAISE) for Rewards & Recognition in Human Resource Management (HRM) Systems to be referred to as CDO PRAISE.

II. POLICY STATEMENT

1. This Policy encourages, recognizes and rewards employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in public interest and other personal efforts which contribute to the efficiency, economy, and improvement in government operations, which lead to organizational productivity.
2. Anchored on the principle of equal opportunity, all actions and decisions made in identifying, selecting, rewarding, and providing incentives and awards shall be based on merit, superior accomplishments, innovative ideas, and exemplary behavior, without discrimination on account of age, sex, gender preference, civil status, disability, religion, ethnicity, and political affiliation.

III. SCOPE OF POLICY

This Division Office Order provides the establishment and implementation of an internal Program on Awards and Incentives for Service Excellence (PRAISE) in all DepEd - Cagayan de Oro City public elementary and secondary schools including the Alternative Learning System (ALS), and the Schools Division Office, covering all employees, teaching, teaching-related, and non-teaching, school-based and non-school based.

IV. DEFINITION OF TERMS

For the purpose of this Policy, the following terms are defined and understood as follows:

- a. **Award** – This refers to a monetary or non-monetary award given to an individual or group of individuals for their ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services in the public interest that contribute to the efficiency, economy, and improvement of government operations, ultimately resulting in organizational productivity.
- b. **Discrimination** – This term refers to any distinction, exclusion, or restriction made based on sexual orientation and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, or socioeconomic status, etc., with the purpose or intent of depriving, impairing the enjoyment or availment of rights and opportunities.
- c. **Employee** – This refers to male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the recruitment, selection, placement, and induction process, and who offers service for the organization that contribute to the attainment of its vision and mission.
- d. **Equal Opportunity Principle (EOP)** – This refers to the non-discriminatory and non-biased treatment of all candidates/nominees for any of the categories of Rewards and Recognition, in accordance with the principle of equal opportunity for all, regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, or socioeconomic status.
- e. **Non-teaching Personnel** – This refers to male or female employees of DepEd who don't serve as classroom teachers.
- f. **School Head** – This refers to male or female Principals, Head Teachers, and Teachers In-Charge who manage and supervise schools.
- g. **System** – This refers to the agency's official and employee recognition and incentive programs
- h. **Teaching Personnel** – This refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. This includes regular classroom teachers, master teachers, special education teachers, Arabic Language, and Islamic Values Education (ALIVE) teachers, ALS mobile teachers.

V. COMPOSITION OF THE PRAISE COMMITTEE

- 1. The Division PRAISE Committee shall be known as the CDO PRAISE Committee and shall be responsible in the development, administration, monitoring, and evaluation of the awards and incentives system in the division. In addition, the Committee shall identify, screen, recommend eligible candidates for regional and national awards, and ensure that PRAISE system adheres to the principle of equitable opportunity.
- 2. The CDO PRAISE committee shall be composed of the following:
 - a. Schools Division Superintendent or his/her authorized representative
 - b. Chief, Curriculum Implementation Division

- c. Chief, School Governance & Operations Division
 - d. Head of Finance Unit or equivalent
 - e. Head of the Planning Unit
 - f. Head of HRMO Personnel Unit; and
 - g. Two representatives from the accredited employees' union (teaching and nonteaching) who shall serve for a period of two years.
3. The CDO PRAISE Secretariat shall be composed of the following:
- a. Senior Education Program Specialist for Human Resource and Development Section; and
 - b. Three (3) staff from the Human Resource Unit.

VI. ROLES & FUNCTIONS OF THE COMMITTEE & SECRETARIAT

1. The duly constituted PRAISE Committee shall meet periodically to perform the following tasks:
 - a. Establish an incentive and recognition program to acknowledge and motivate employees for their performance and behavior;
 - b. Formulate, approve, and change internal rules, regulations, and procedures that govern the organization's operations, including criteria for evaluating nominations and a method for honoring recipients;
 - c. Decide on the kind of prizes and incentives that will be given;
 - d. Through comments and reports, monitor the implementation of authorized suggestions and ideas;
 - e. Annually, develop strategies, identify resources, and propose a budget for the system;
 - f. Within fifteen (15) days of submission, resolve concerns relating to rewards and incentives; and
 - g. Participate in the PRAISE system's implementation, from document review to validation, interviewing, awarding, and system monitoring and evaluation, all while adhering to equal opportunity principle.
2. The PRAISE Secretariat shall perform the following tasks:
 - a. Keep a record of the meeting's minutes;
 - b. Receive nominations with attached supporting documents from the Public Schools District Supervisor or his/her representative/nominator;
 - c. Check the completeness of required documents;
 - d. Maintain database of awardees and recipients;
 - e. Document the search, screening, selection, validation process; and
 - f. Prepare the budget proposal for the monetary and non-monetary awards, including the expenses for the awarding ceremony.

VII. AWARD CATEGORIES

1. CDO Golden Seal Award of Excellence

This award recognizes the exceptional contributions and exemplary achievements of teachers, school heads, and non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, or socioeconomic status, and in accordance with the principle of equal opportunity. Further, this award honors those who work to foster significant and lasting changes that are based on the philosophy of equitable service for the greater welfare of the offices/schools/communities they serve.

In light of the COVID-19 pandemic, overall award categories shall be aligned with the implementation of distance learning and the various learning modalities, to wit:

- A. Outstanding Modular Learning Modality Implementer**
- B. Outstanding Online Learning Modality Implementer**
- C. Outstanding Radio-Based Instruction Learning Modality Implementer**
- D. Outstanding Television-Based Instruction Learning Modality Implementer**

Sub-Categories include the following:

Elementary (K – G3)

- 1. Outstanding Teacher
- 2. Outstanding School Head
- 3. Outstanding School

Elementary (G4 – G6)

- 1. Outstanding Teacher
- 2. Outstanding School Head
- 3. Outstanding School

Junior High School

- 1. Outstanding Teacher
- 2. Outstanding School Head
- 3. Outstanding School

Senior High School

- 1. Outstanding Teacher
- 2. Outstanding School Head
- 3. Outstanding School

Madrasah Education Program

- 1. Outstanding ALIVE Elementary Teacher
- 2. Outstanding ALIVE Secondary Teacher

Special Education Program

- 1. Outstanding SPED Elementary Teacher
- 2. Outstanding SPED Secondary Teacher

Indigenous Education Program

- 1. Outstanding Elementary IP Teacher
- 2. Outstanding Secondary IP Teacher

Alternative Learning System

- 1. Outstanding District ALS Coordinator
- 2. Outstanding Mobile Teacher
- 3. Outstanding Instructional Manager (BP-OSA/ALS-EST)

E. Outstanding Non-Teaching Personnel

Sub-Categories include the following:

- Supervisory Level
- Level I (SG 1 – 9)

- Level II (SG 10 and above)

2. Other PRAISE Awards and Recognition

A. Outstanding School Research Program Implementer

B. Researcher of the Year Award

C. OK SA DepEd (Elementary and Secondary Level)

1. School-based Feeding Program Implementer
2. National Drug Education Program- Barkada Kontra Droga Best Implementer
3. Adolescent's Reproductive Health Best Implementer
4. WASH/WINS Best Implementer
5. Medical/Dental Services
6. Mental Health Program Best Implementer

D. Gawad Siklab (Elementary and Secondary Level)

1. Best SSG/SPG Implementer
2. Best YES-O Implementer
3. Gulayan as Paaralan Program (GPP) Best Implementer

E. Other Programs and Projects (Elementary and Secondary Level)

1. Brigada Eskwela Best Implementing School Award
2. Best Reading Clinic
3. Best School Reading Program Implementer
4. Outstanding Reading Teacher
5. Recognition of Best Practices in the Implementation of Basic-Education Learning Continuity Plan (BE-LCP) via School-Based Management (SBM)

School Heads, assigned nurses, and teacher coordinators of the Best Implementing Schools in each category shall, likewise, be given recognition, provided they have served the winning school for **at least three (3) months** at the time of nomination.

3. Special Awards

A. Pasasalamat Award (Service Award)

This refers to awards given to retirees, whether under optional or obligatory retirement programs in gratitude for their meritorious and dedicated service committed to the Department of Education. The retirees shall be presented with a Plaque of Recognition and any other symbol provided by the Office during a fitting ceremony.

B. Gawad Agad Award (On the Spot Award)

These awards shall be presented to any permanent or job order employee/s in schools or division office who rendered special contribution for certain projects or tasks. Gawad Agad Awards shall be given monthly or after the accomplishment or event to provide immediate recognition.

VIII. SEARCH AND SCREENING PROCEDURE

1. Qualification Requirements of a nominee candidate

Nominated employee for CDO Seal Awards of Excellence must meet the following criteria:

- a. Has completed a minimum of three (3) years of continuous government service as of the nomination deadline. The nominee's accomplishments should also have occurred within the last three years immediately preceding the nomination and have been carried out continuously by the nominee during that period;
- b. Has good human relations in the school and community;
- c. Has not been found guilty of any administrative or criminal offense at the time of nomination;
- d. With at least Very Satisfactory rating in the last (3) rating periods prior to the nomination. Individuals who have received a scholarship/study grant are evaluated based on their performance throughout the preceding three (3) rating periods. For nominees who have received a scholarship throughout the rating time required, the most current rating periods available should be used, as specified in DepEd Order No. 2, s. 2015; and
- e. Has not been recognized by DepEd in any National, Regional, or Division Level Search on the same Individual Category, **except for other PRAISE Awards and Recognition (Refer to Section VII.2)**

2. Screening and Evaluation of Documents Stage

Schools and districts shall be responsible for nominating individuals for the Search. The District PRAISE Committee shall conduct a District Level Search for its schools and employees, utilizing the evaluation tools and scoring sheets prescribe in this policy. The district's top one (1) nominee in each category shall advance to the division validation stage.

The district office shall endorse accomplished nomination forms, write-ups, and supporting papers of the district level nominees duly signed by the District PRAISE Committee Chairperson 10-15 days after the division search is posted. In exceptional circumstances, such as when physical submission of papers is not possible, scanned copies shall be emailed to **cagayandeorocity@deped.gov.ph**.

No nominee shall be eliminated during the screening or evaluation of documents unless he or she is unable to progress to the next step in accordance with the standards, criteria, and guidelines outlined in this policy.

Nominees shall produce **three (3) folders with proper tabbing** comprising all required and supporting documentation and submit them to the district office for proper screening, evaluation, and endorsement.

3. Division Document Validation Stage

The Division PRAISE Committee shall spearhead the validation of the nominees from each district for each category. Scores gained in the District Level Search may change after the division validation.

For each award category, the Division PRAISE Committee shall establish Review and Evaluation Teams. The teams shall convene to discuss and analyze criteria and materials. If face-to-face interaction is not possible,

teleconferencing, and other online platforms shall be utilized to complete the document screening and review stage.

All candidates are required to meet at least 90% of the total raw score to qualify for the nomination. In cases where there is only one eligible nominee/candidate for the entire division, all District Supervisors shall submit a certification affirming that they have conducted the Search for their District.

4. Interview of the Finalists' Stage

The Division PRAISE Committee shall conduct interviews of all division finalists. Structured interview questions shall be prepared prior to the interview. For individual teaching categories, nominees shall undergo demonstration teaching.

In exceptional circumstances, when a qualifier is not physically present or the validation team is unable to conduct on-site validation and interview, qualifiers shall be validated and interviewed via video calls, teleconferencing, or other platforms.

5. Announcement of Results and Conduct of the Awarding Ceremony

The PRAISE Committee shall discuss on the category-by-category consolidation of findings. They shall indicate on the Consolidated Rating Sheet, per category, and shall treat the results with the utmost confidentiality.

A Division Memo shall be released announcing the results of the Search. The Outstanding awardee shall be declared during the awarding ceremony. Following the Awarding Ceremony, the official results shall be published through a Division Memorandum within five (5) days of the Awarding Ceremony. The Division Office's Annual Report on PRAISE Implementation shall be produced and submitted to the CSC Regional Office on or before January 30th.

Each category's top three (3) finalists shall receive a Certificate of Recognition. Those declared as outstanding official/employee shall be accorded with the CDO Golden Seal Award of Excellence, a trophy and monetary reward, subject to funding availability and existing accounting and auditing rules and regulations.

For national awards, the DepEd division office is responsible for disseminating the division office's winning entry(ies) in the National Search to the field.

IX. DOCUMENTARY REQUIREMENTS, SEARCH CRITERIA AND STANDARDS

The following table presents the summary of documentary requirements, criteria, and evaluation tool in the conduct of the Search per category.

Award Category	Documentary Requirement
CDO Seal Award of Excellence	
Individual Category a. Outstanding Teacher b. Outstanding School Head	<ul style="list-style-type: none"> • Nomination Form (For Individual Category) • Nomination Write-up (For Individual Category)

Award Category	Documentary Requirement
<p>(K-G3, G4-G6, JHS, SHS, ALS, SPED, ALIVE, IPED)</p> <p>c. Outstanding Non-Teaching Personnel (Supervisory, Level I and Level II)</p> <p>d. Researcher of the Year</p> <p>e. Outstanding Reading Teacher</p>	<ul style="list-style-type: none"> • Omnibus Certification of Authenticity and Veracity of Documents • Teaching Demonstration Scoring Sheet <i>(For Teacher Category Only)</i> • Rating Sheet for Personal and Professional Characteristics • Criteria and Score Sheet <ul style="list-style-type: none"> Annex G.1 – Teachers Annex G.2 – School Heads Annex G.4 – Non-Teaching Supervisory Level Annex G.5 – Non-Teaching Level I & II Annex G.7 – Researcher of the Year Annex G.19 – Reading Teacher • Interview Rating Sheet, Individual Category • Certified true copy of IPCRF for the last three (3) years • Supporting Documents <i>(properly tabbed)</i>
<p>Outstanding School Implementer (K-G3, G4-G6, JHS, SHS, ALS, SPED, ALIVE)</p>	<ul style="list-style-type: none"> • Nomination Form (For School Category) • Nomination Write-up (For School Category) • Omnibus Certification of Authenticity and Veracity of Documents <i>(to be signed by the School Head)</i> • Criteria and Score Sheet, School Category • Supporting Documents <i>(properly tabbed)</i>
Other PRAISE Awards & Recognition	
<p>a. Outstanding School Research Program Implementer</p> <p>b. OK SA DepEd Programs</p> <ul style="list-style-type: none"> ▪ Best School-based Feeding Program Implementer ▪ Best National Drug Education Program- Barkada Kontra Droga Implementer ▪ Best Adolescent's Reproductive Health Implementer ▪ Best WASH/WINS Implementer ▪ Outstanding Medical, Dental, and Nursing Services 	<ul style="list-style-type: none"> • Nomination Form (For School Category) • Nomination Write-up (For School Category) • Omnibus Certification of Authenticity and Veracity of Documents <i>(to be signed by the School Head)</i> • Criteria and Score Sheet <ul style="list-style-type: none"> Annex G.8 – School-based Feeding Program Annex G.9 – National Drug Education Program- Barkada Kontra Droga Annex G.10 – Adolescent's Reproductive Health Program Annex G.11 – WASH/WINS Annex G.12 – Medical, Dental, and Nursing Services Annex G.13 – Mental Health Program Annex G.14 – SSG/SPG Annex G.15 – YES-O

Award Category	Documentary Requirement
<ul style="list-style-type: none"> ▪ Best Mental Health Program Implementer 	Annex G.16 – Gulayan as Paaralan Program Annex G.17 – Reading Clinic Annex G.18 – Reading Program
c. Gawad Siklab <ul style="list-style-type: none"> ▪ Best SSG/SPG Implementer ▪ Best YES-O Implementer ▪ Best Gulayan as Paaralan Program (GPP) Implementer 	For Brigada Eskwela, refer to Regional Memo No. 559, s. 2021 For Recognition of Best Practices in the Implementation of Basic-Education Learning Continuity Plan (BE-LCP) via School-Based Management (SBM), refer to Regional Memo No. 562, s. 2021
d. Other Programs and Projects <ul style="list-style-type: none"> ▪ Brigada Eskwela Best Implementing School Award ▪ Best Reading Clinic ▪ Best Reading Program Implementer ▪ Recognition of Best Practices in the Implementation of Basic-Education Learning Continuity Plan (BE-LCP) via School-Based Management (SBM) 	

X. FORMS OF AWARDS AND INCENTIVES

The following rewards and incentives are available under the DepEd Cagayan de Oro City's PRAISE System:

- 1. Compensatory Time-Off** – provided to an employee, regardless of compensation, who works beyond his or her usual office hours without receiving overtime pay, pursuant to CSC-DBM Joint Circular No. 2-A, section 2005, and CSC-DBM Joint Circular No. 2, section 2004 regarding Non-Monetary Remuneration for Overtime Services Rendered.
- 2. Personal Growth Opportunities** – incentives which may be in the form fully-funded attendance to conferences and short-term courses on official business; membership in professional organizations; and provision of upgrading and supplementary interventions and other learning opportunities.
- 3. Local and Foreign Scholarship Nominations** – awarded employee shall be nominated to a scholarship.
- 4. Monetary Awards** – Subject to funding availability and existing accounting and auditing rules and regulations, the following Schedule of Monetary Incentives shall be awarded annually:

Type of Awards	Amount of Incentives
CDO Seal Awards of Excellence	
• Individual Categories	Php 3,000 – 5,000 each awardee
• School Implementer Categories	Php 5,000 – 10,000 each awardee
Gawad Agad Award (On the Spot Award)	Token of any amount provided by officials of DepEd Cagayan de Oro City with Certificate of Recognition
Loyalty Cash Gift	Php 1000.00 per year for the first ten (10) years, as provided in DepEd Order No. 54, s. 2015 (Amendment to DepEd Order No. 55, s. 2003 (Increase in Payment of Loyalty Cash Gift). Following that, subsequent awards will be granted every five years.
Meritorious Performance & Length of Service Incentive	Cash award shall be incorporated in the salary adjustments following CSC-DBM Joint Circular No. 1, s. 1990 & CSC-DBM Joint Circular No. 1, s. 2012

5. **Non-monetary Incentives** – In-kind rewards may be in the form of trophies, plaques, certificates, merchandise, mobile phones, recognition posted on the DepEd Cagayan de Oro website, and featured in Division publications.
6. **Other awards** – any award such as benefits and allowances like PEI, Cash Allowance, Performance Based Bonus, Service Recognition Incentive, Special and Clothing allowance duly approved by the Schools Division Superintendent and in some instances upon the recommendation of the PRAISE Committee.

XI. OTHER PROVISIONS

1. Point Recognition and Equivalency of PRAISE Awards

The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points set by the Department of Education.

2. Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee

The PRAISE Committee may postpone or cancel a candidate's or nominee's screening procedure, whether individual or group, for any of the following reasons:

- a. Failure of the candidate or nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee;
- b. Failure of the teacher candidate to follow the requirement of having teaching hours or actual function on the category nominated for the screening to awarding period of the CDO Seal Awards;
- c. Issuance of a charged sheet or final judgement for any administrative, civil

or criminal case before an appropriate tribunal or competent authority;
and

- d. Violation/s of any of the provisions of the policies of DepEd, CSC, and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee, and of the screening process.

3. Prohibition on the Change of Awards

A change of awards by any candidate or nominee is prohibited after the final screening and deliberation of results has been undertaken by the PRAISE Committee duly approved by the Schools Division Superintendent.

4. Forms of Decisions by the PRAISE Committee

All decisions of the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be adopted by at least majority of its members, there being a quorum. Once approved, any resolutions, recommendations and decisions made by the PRAISE Committee shall be final and irrevocable.

XII. FUNDING REQUIREMENTS

1. The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Schools Division Superintendent as reflected in the Activity Proposal.
2. The Division Office through the School Governance and Operations Division – Human Resource and Development shall allocate at least 5% of their Human Resource and Development funds for the PRAISE activities and incorporate the same in its annual Work and Financial Plan with corresponding budget requirement duly uploaded in the Project Management Information System (PMIS).

XIII. MONITORING & EVALUATION

1. The School Governance Operations Division (SGOD) through Monitoring and Evaluation Section shall conduct monitoring compliance with the provisions of these policy.
2. The PRAISE Committee shall meet on the third Tuesday of January to analyze the division's PRAISE implementation and policy review.
3. Policy guidelines shall be regularly evaluated and updated, as may deemed necessary.

XIV. EFFECTIVITY

This policy shall take effect upon publication in the Division website.

XV. REFERENCE

Office Order No. 2, s. 2020, Equal Employment Opportunity Policy

Office Order No. 2, s. 2021, Establishing the PRAISE in the DepEd Cagayan de Oro City

DepEd Order 9, s. 2002, Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education

CSC Memorandum Circular No. 1, s. 2001, Program on Awards and Incentives for Service Excellence (PRAISE)

CSC MC No. 07 s. 2007, Program on Awards and Incentives for Service Excellence

CSC MC No.19, s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Guidelines in Conferment of HR Recognition and Awards


DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education

Executive Order No. 8, s. 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees


Signed this 29th of October 2021 in Cagayan de Oro City, Philippines.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Recommended by the PRAISE Committee:



LOREBINA C. CARRASCO
Chief, CID

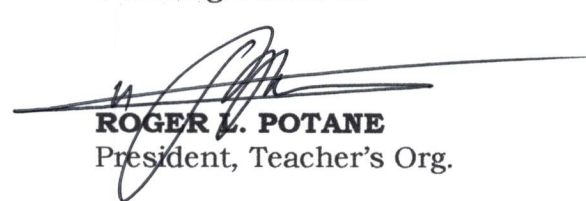

ARNEL A. CALUBAG, CPA
Accountant III


MARILOU F. NAVA
Admin. Officer IV, HRMO

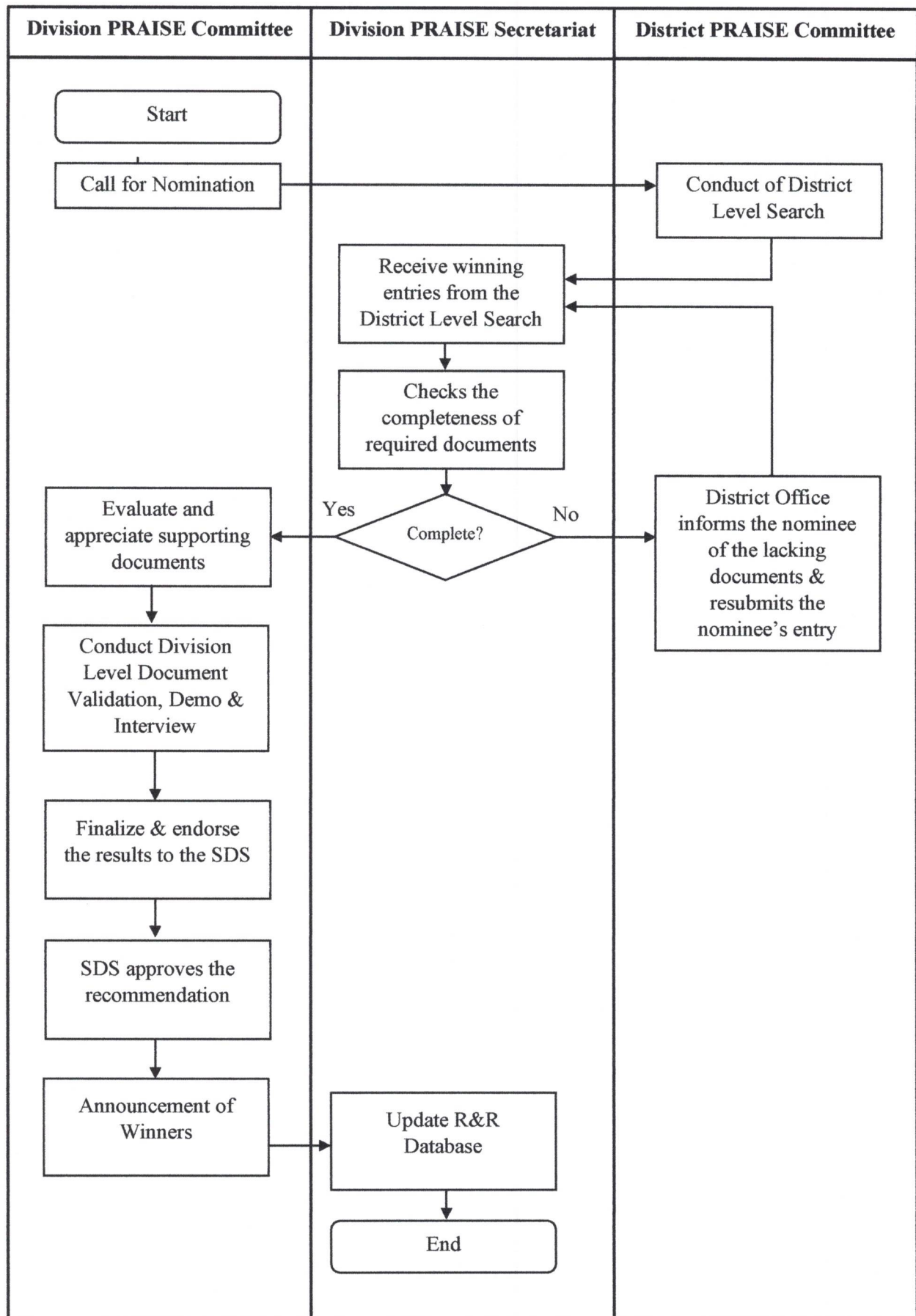

NICHOL V. SALIDO
Representative, Non-Teaching Personnel


ROSALIO R. VITORILLO
Chief, SGOD


RODOLFO R. BAYETA, JR.
Planning Officer III


ROGER L. POTANE
President, Teacher's Org.

Annex A Rewards and Recognition Process Flow



Annex B Summary of Awards

Award Category	Focal Unit/Person	Timeline
CDO Seal Award of Excellence		
Outstanding Teacher (K-G3, G4-G6, JHS, SHS, ALS, SPED, ALIVE)	CID	October – November
Outstanding School Head (K-G3, G4-G6, JHS, SHS, SPED, ALIVE)	CID	October – November
Outstanding School Implementer (K-G3, G4-G6, JHS, SHS, ALS, SPED, ALIVE)	CID	October – November
Outstanding Non-Teaching Personnel (Supervisory, Level I, Level II)	OSDS-HR	October – November
Other PRAISE Awards & Recognition		
Outstanding School Research Program Implementer	Division Research Coordinator	October – November
Researcher of the Year Award	Division Research Coordinator	October – November
OK SA DepEd		
<ul style="list-style-type: none"> School-based Feeding Program Implementer National Drug Education Program-Barkada Kontra Droga Best Implementer Adolescent's Reproductive Health Best Implementer WASH/WINS Best Implementer Mental Health Program Best Implementer 	SGOD – Health & Dental Unit	August – September
Gawad Siklab		
<ul style="list-style-type: none"> Best SSG/SPG Implementer 	SGOD- Youth Formation	August – September
<ul style="list-style-type: none"> Best YES-O Implementer 	CID – Science Supervisor	August – September
<ul style="list-style-type: none"> Gulayan as Paaralan Program (GPP) Best Implementer 	CID – TLE Supervisor	August – September
Other Programs and Projects		
Brigada Eskwela Best Implementing School Award	SGOD – Social Mobilization	August – September
Best Reading Clinic	CID – Reading Coordinator	October – November
Best Reading Program Implementer	CID – Reading Coordinator	October – November
Outstanding Reading Coordinator	CID – Reading Coordinator	October – November
Recognition of Best Practices in the Implementation of Basic-Education Learning Continuity Plan (BE-LCP) via School-Based Management (SBM)	SGOD – Monitoring & Evaluation	October – November
Pasasalamat Award (Service Award)	Office of the Schools Division Superintendent (OSDS-HR)	November – December
Gawad Agad Award		Year Round

Annex C.1: Nomination Form (For Individual Category)

NOMINATION FORM (FOR INDIVIDUAL CATEGORY)

Outstanding Teacher, School Head, and Non-Teaching Personnel

THE NOMINEE	
Name	
Position	
Current Station	
Grade Level Handled & Subject Taught <i>(if applicable)</i>	
Contact Number	
DepEd Email	
Home Address	
No. of Months Served in the School	
Performance Rating: School Year 20__ to 20__ = ____	
School Year 20__ to 20__ = ____	
School Year 20__ to 20__ = ____	
IMMEDIATE SUPERVISOR	
Name	
Position	
Contact Number	
DepEd Email	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Were you a previous CDO Seal of Excellence nominee?	_____ Yes _____ No If yes, what year? _____ What category? _____
Were you a previous CDO Seal of Excellence semi-finalist?	_____ Yes _____ No If yes, what year? _____ What category? _____
Were you a previous winner in national, regional, and division search?	_____ Yes _____ No If yes, what year? _____ What category? _____

The/I _____ hereby nominate _____
 (District/ Nominator) (Name of Nominee)
 to the _____ based on his/her good
 (Category)

character and outstanding performance. Further, I certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

(Mr./Ms./Mrs./Dr.) _____

Signature Over Printed Name of PSDS/Nominator

Date: _____

Annex C.2: Nomination Write-Up**NOMINATION WRITE-UP (FOR INDIVIDUAL CATEGORY)***Outstanding Teacher, School Head, and Non-Teaching Personnel*

Name of Nominee			
Position/ Designation			
School/Office			
Nominee's Length of Service in Current Assignment		Nominee's Length of Service in DepEd	
Executive Summary <i>(Description why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies)</i>			
Significant Accomplishment/s within the Last Three Years <i>(Description of the Project/ Work Accomplished/ Strategies/ Activities done that have significant effect on the performance of the school)</i>			
Impact of Accomplishments <i>(Indicate problems addressed, savings generated, office benefited, and transaction facilitated. If the accomplishment is part of the nominee's regular functions, justify why the accomplishments are considered exemplary or extraordinary)</i>			
Other Information <i>(Innovations, Awards & Memberships)</i>			

CERTIFICATION

We attest to all the facts stipulated herein and authorize the use of these information for publication. We understand that the PRAISE Committee shall validate the accuracy of the information contained in this form and grant my consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disqualification in the Search and for disciplinary action pursuant to applicable Civil Service laws and regulations.

 Name & Signature of Nominee
 Date: _____

 Name & Signature of PSDS/Nominator
 Date: _____

Annex C.3: Nomination Form (For School Category)

NOMINATION FORM (FOR SCHOOL CATEGORY)

Outstanding School Implementers

THE NOMINEE	
School	
School/Office Address	
Telephone Number	
District	
SCHOOL HEAD	
Name	
Position/Designation	
Contact Number	
DepEd Email	
No. of Mos./Yrs. in the School	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Was your school a previous CDO Seal of Excellence nominee?	<p>_____ Yes _____ No</p> <p>If yes, what year? _____</p> <p>What category? _____</p>
Was your school a previous CDO Seal of Excellence semi-finalist?	<p>_____ Yes _____ No</p> <p>If yes, what year? _____</p> <p>What category? _____</p>
Was your school a previous winner in national, regional, and division search	<p>_____ Yes _____ No</p> <p>If yes, what year? _____</p> <p>What category? _____</p>

The/I _____ hereby nominate _____
 (District/ Nominator) (Name of Nominee)
 to the _____ based on his/her good
 (Category)

character and outstanding performance. Further, I certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

(Mr./Ms. Mrs. Dr.) _____
Signature Over Printed Name of PSDS/Nominator
Date: _____

Annex C.4: Nomination Write-Up (For School Category)**NOMINATION WRITE-UP (FOR SCHOOL CATEGORY)***Outstanding School Implementers*

School	
District	
Executive Summary <i>(Description why the school is deserving of the award in not more than 150 words which include TEA Governance Implementation, Financial Management, DepEd Programs & Projects Implementation)</i>	
Significant Accomplishment/s within the Last Three Years <i>(Description of the Project/ Work Accomplished/ Strategies/ Activities Done that have significant effect on the learners, teachers, and community)</i>	
Impact of Accomplishments <i>(Indicate problems addressed, savings generated, office benefited, and transaction facilitated. If the accomplishment is part of the nominee's regular functions, justify why the accomplishments are considered exemplary or extraordinary)</i>	
Other Information <i>(Innovations, Awards & Memberships)</i>	

CERTIFICATION

We attest to all the facts stipulated herein and authorize the use of these information for publication. We understand that the PRAISE Committee shall validate the accuracy of the information contained in this form and grant my consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disqualification in the Search and for disciplinary action pursuant to applicable Civil Service laws and regulations.

Name & Signature of School Head
Date: _____

Name & Signature of PSDS/Nominator
Date: _____

Annex D: Omnibus Certification of Authenticity and Veracity of Documents

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address at _____ hereby depose and state under oath:

1. That each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation shall automatically disqualify me from the selection process;
4. That I am making these statements as part of the requirement for CDO Seal Awards of Excellence of the Department of Education Cagayan de Oro City.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education – Cagayan de Oro City to verify the authenticity of the documents I have submitted.

Nominee/School Head

Signed in the presence of:

District PRAISE Committee Chairperson

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CAGAYAN DE ORO CITY) S.S.

BEFORE ME, this _____ in Cagayan de Oro City, Philippines, personally appeared the persons above, who are known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is their free act and deed.

WITNESS MY HAND AND SEAL.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Annex E: Rating Sheet for Personal and Professional Characteristics

PERSONAL & PROFESSIONAL CHARACTERISTICS
(For Outstanding Teacher, Instructional Manager, School Head and
Non-Teaching Personnel)

Nominee: _____ School/Office: _____
Position: _____ District (if applicable): _____
Category: _____

Directions: Put a check (✓) if the nominee **AT ALL TIMES** exhibits the following indicators otherwise put an (x).

INDICATORS	Yes
A. Manifested genuine enthusiasm and pride in the nobility of his/her profession	
1. Demonstrate punctuality	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects/office activities as required	
5. Communicate the DepEd vision, mission, and core values to stakeholders	
B. Observe and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright, and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Always observes loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	
9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and can work harmoniously with superiors and colleagues	
2. Maintains good working relationship with co-workers, parents, and stakeholders	
3. Performs well whether as a team leader or member	

INDICATORS	Yes
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs/liabilities	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
3. Has not been subjected to any complaint/ charged administratively relative to financial matters	

Rated by:

Signature over Printed Name of the Immediate Supervisor

Date: _____

Annex F: Criteria and Score Sheet for Teaching Demonstration**TEACHING DEMONSTRATION****(For Outstanding Teacher, Coordinator & Instructional Manager)**

Nominee: _____ School: _____

Position: _____ District: _____

Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS

Category:

- ☐ Online Learning Modality Implementer
☐ Modular Learning Modality Implementer
☐ Radio-Based Instruction Learning Modality Implementer
☐ Television-Based Instruction Learning Modality Implementer

Components	Maximum Points	Score
1. Lesson planning and preparation	12	
2. Classroom Management	8	
3. Teaching-Learning Process	20	
4. Language Proficiency	8	
5. Assessment of Learning Outcomes	8	
6. Reinforcement of Learning	4	
Total:	60	

PRAISE Committee:_____
Chairman_____
Member 1_____
Member 2

Annex G.1: Criteria and Score Sheet, Teacher Category**OUTSTANDING TEACHER, OUTSTANDING COORDINATOR, OUTSTANDING INSTRUCTIONAL MANAGER**

Nominee: _____ School: _____
 Position: _____ District: _____
 Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS
 Category:

- ☐ Online Learning Modality Implementer
☐ Modular Learning Modality Implementer
☐ Radio-Based Instruction Learning Modality Implementer
☐ Television-Based Instruction Learning Modality Implementer

Indicators	Max. Points	Score
1. Instructional competence in fostering learning a. Original creative outputs/innovative teaching strategies done that have significantly influenced/provided greater impact in the implementation of the learning modality b. Level of implementation of weekly home learning plan and individual learning monitoring plan c. Monitoring, evaluation, and plan adjustment in the learning modalities implemented d. Learner's assessment results/progress in the learning modality chosen and enhancement activities provided	40	
2. Provision of learning environment a. Programs/projects/health protocols initiated for a safe learning environment for learners, parents, and stakeholders b. Management and improvement of classroom facilities	20	
3. Professional and community involvement a. Professional development/trainings participated in the implementation of alternative learning modalities b. Information dissemination in the implementation of the school's learning delivery modalities	20	
4. Parents' involvement and community partnership a. Stakeholders' participation and involvement b. Parents' willingness to co-supervise and co-monitor the progress of their children's learning	20	
TOTAL	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.2: Criteria and Score Sheet, School Head Category**OUTSTANDING SCHOOL HEAD**

Nominee: _____ School: _____

Position: _____ District: _____

Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS

Category:

- ☐ Online Learning Modality Implementer
☐ Modular Learning Modality Implementer
☐ Radio-Based Instruction Learning Modality Implementer
☐ Television-Based Instruction Learning Modality Implementer

Indicators	Max. Points	Score
1. Instructional leadership in fostering learning a. Level of School Learning Continuity Plan implementation b. Project/work accomplished c. Number of strategies/activities done that have significantly influenced/provided greater impact in the implementation of the learning modality d. School monitoring, evaluation, and plan adjustment in the learning modalities implemented e. Communication mechanisms on the implementation of the school's learning delivery modalities	40	
2. Provision of learning environment a. Provision of safe learning environment for learners, parents, and stakeholders b. Management and improvement of school facilities c. Implementation of health protocols	20	
3. Human resource management and development a. Teachers and staff's professional development/training plan for the implementation of alternative learning modalities b. Technical Assistance provided to teachers and stakeholders	20	
4. Parents' involvement and community partnership a. Stakeholders' participation and involvement	20	
Total	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:_____
Chairman_____
Member 1_____
Member 2**Division Level Validation:**_____
Chairman_____
Member 1_____
Member 2

Annex G.3: Criteria and Score Sheet, School Category

OUTSTANDING SCHOOL

School: _____ School Head: _____

District: _____ Designation / Position: _____

Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS

Category:

- ☐ Online Learning Modality Implementer
 - ☐ Modular Learning Modality Implementer
 - ☐ Radio-Based Instruction Learning Modality Implementer
 - ☐ Television-Based Instruction Learning Modality Implementer

Indicators	Max. Points	Score
1. Significant accomplishments in fostering learning <ul style="list-style-type: none"> a. Level of implementation of School Learning Continuity Plan b. Number of strategies/activities done that have significantly influenced/provided greater impact in the implementation of the learning modality c. Other MELCS-aligned learning resources/materials utilized which supplement the required learning resource for the learning delivery modality d. Level of accomplishment of Weekly Home Learning Plan e. Level of implementation of school plan for compliance with minimum health standards f. Complete and appropriate Self-Learning Modules in print and e-copy g. School monitoring, evaluation, and plan adjustment in the learning modalities implemented 	40	
2. Impact of accomplishments in making learning happen <ul style="list-style-type: none"> a. Scope b. Number of learners benefited c. Level of attainment 	40	
3. Parents' involvement and community partnership <ul style="list-style-type: none"> a. Stakeholders' Participation and Involvement b. Parents' willingness to co-supervise and co-monitor the progress of their children's learning 	20	
Total	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.4: Criteria and Score Sheet, Non-Teaching Category Supervisory Level**OUTSTANDING NON-TEACHING PERSONNEL***Supervisory Level*

Nominee: _____ Office/Unit: _____

Position: _____ No. of Years in Current Position: _____

Indicators	Max. Points	Score
Part I. Key Result Areas		
a. Instructional Supervision	15	
b. Technical Assistance in School Management	15	
c. Monitoring and Evaluation	15	
d. Curriculum Development, Enrichment and Localization	5	
e. Learning Outcomes Assessment	5	
Part II. Other Areas		
a. Innovation	5	
b. Research	5	
c. Education and Professional Advancement	5	
d. Publication/ Authorship	5	
e. Award/Outstanding Accomplishment	5	
III. Interview	20	
Total	100	
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

Chairman_____
Member 1_____
Member 2

Annex G.5: Criteria and Score Sheet, Non-Teaching Category Level I & II**OUTSTANDING NON-TEACHING PERSONNEL***Level I and II*

Nominee: _____ Office/Unit: _____

Position: _____ No. of Mos./Yrs. in Current Station: _____

Indicators	Max. Points	Score
Part I. Work Productivity		
a. Quality and Consistency of Performance	5	
b. Responsiveness to the Public/Clientele	5	
c. Dedication and Diligence	5	
d. Honesty, Trustworthiness, and Sincerity	5	
e. Difficulty and Risk Inherent in the Work	5	
Part II. Other Areas		
a. Innovation	10	
b. Research	5	
c. Education and Professional Advancement	10	
d. Publication/ Authorship	5	
e. Award/Outstanding Accomplishment	5	
III. Summary of Accomplishment	20	
IV. Interview	20	
Total	100	
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

Chairman_____
Member 1_____
Member 2

Annex G.6: Criteria and Score Sheet, School Research Program**OUTSTANDING SCHOOL RESEARCH PROGRAM IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Years in the School: _____
 Research Coordinator: _____ No. of Mos./Yrs. as Research Coor: _____

INDICATOR	Max. Points	Score
1. Contributions to the Development of Research Culture in the School	93	
1.1 School Research Programs Implemented <ul style="list-style-type: none"> • 3 or more research programs implemented, with at least 2 programs duly approved by SDS (20 pts) • 2 research programs implemented, with at least 1 program duly approved by SDS (14 pts) • 1 research program implemented, with duly approved by SDS (7 pts) 	20	
1.2 No. of Research Proposals submitted and approved <ul style="list-style-type: none"> • 10 or more research proposals submitted & approved (20 pts) • 8 research proposals submitted & approved (16 pts) • 6 research proposals submitted & approved (12 pts) • 4 research proposals submitted and approved (8 pts) • 2 research proposals submitted and approved (4 pts) 	20	
1.3 No. of Research Papers implemented and completed <ul style="list-style-type: none"> • 10 or more research papers were implemented and completed (20 pts) • 8 research papers were implemented & completed (16 pts) • 6 research papers were implemented & completed (12 pts) • 4 research papers were implemented & completed (8 pts) • 2 research papers were implemented & completed (4 pts) 	20	
1.4 Approved Research Proposal under Basic Education Research Fund (BERF) <ul style="list-style-type: none"> • 5 or more proposals were approved (25 pts) • 4 proposals were approved (20 pts) • 3 proposals were approved (15 pts) • 2 proposals were approved (10 pts) • 1 proposal was approved (5 pts) 	25	
1.5 Stakeholders' support to the research activities in school with documents <ul style="list-style-type: none"> Generated 61,000- 80,000 and above (8 pts) Generated 41,000-60,000 (6 pts) Generated 21,000- 40,000 (4 pts) Generated 20,000 and below (2 pts) 	8	
2. Awards Received in Research Congress (oral and poster categories) considering all themes/principles for the last three (3) years <p><i>District Level (3pts if first, 2pts if second and 1pt if 3rd)</i> <i>Division Level (6pts if first, 4pts if second and 2pts if 3rd)</i> <i>Regional Level (9 pts if first, 6pts if second and 3pts if 3rd)</i></p>	90	
2.1 Awards received in 2021 District _____ Division _____ Region _____	30	
2.2 Awards received in 2020 District _____ Division _____ Region _____	30	
2.3 Awards received in 2020	30	

INDICATOR	Max. Points	Score
District _____ Division _____ Region _____		
3. Participated in the national/ international forum/ conference with Travel Order (DepEd-related research papers only) 5 pts per paper	50	
4. Research-Related Trainings Conducted <ul style="list-style-type: none"> • Conducted at least 4 research trainings in the school/year • Conducted at least 3 research trainings in the school/year • Conducted at least 2 research trainings in the school/year • Conducted at least 1 research trainings in the school/year 	20	
5. Published Research Papers (Abstract/Full Paper only): (DepEd-related research papers only) from 2019-2021 5 pts per paper	50	
6. Other commendable research-related accomplishments from 2019-2021 not mentioned in the aforesaid criteria (e.g., coaching, mentoring, etc.)	15	
Total	295	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

Note:

1. Each criterion must be supported with documents certified by the School Heads.
2. Non-cash donations can be converted into cash.
3. An entry must have reached at least **266** points of the submitted documents.

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

_____ Chairman	_____ Member 1	_____ Member 2
-------------------	-------------------	-------------------

Division Level Validation:

_____ Chairman	_____ Member 1	_____ Member 2
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Annex G.7: Criteria and Score Sheet, Researcher of the Year

RESEARCHER OF THE YEAR AWARD

Nominee: _____ School: _____
 Position: _____ District: _____

INDICATOR	Max. Points	Score
1. PROOF OF THREE YEARS OF QUALIFYING RESEARCH Approved Research duly signed by SDS (5 pts each Title Research)	15	
2. PROOF THAT YOU ARE RECOGNIZED NATIONALLY/INTERNATIONALLY AS OUTSTANDING RESEARCHER (compared to colleagues) IN SPECIFIED ACADEMIC FIELD Received Major Prizes or Awards for Outstanding Achievement in the academic field (5 pts each Title Research)	15	
3. MEMBERSHIP IN SELECTIVE AND PRESTIGIOUS ASSOCIATIONS Membership is exclusive, in the sense that membership is limited solely to those who have been outstanding	10	
4. PUBLISHED MATERIAL WRITTEN BY OTHERS ABOUT YOUR WORK IN THE ACADEMIC FIELD	10	
5. JUDGE/REFEREE OR EDITOR participation, either individually or on a panel, as the judge, referee, or editor of other's research work	10	
6. ORIGINAL Scientific or Scholarly Research Contributions to the Academic Field	20	
6.1 Proof of Original & Significant Contributions--evidence of: a. peer-reviewed articles in scholarly journals that have been widely cited or have received acclaim from others working in the field b. peer-reviewed presentations at academic symposia; c. peer reviewer of scholarly journal(s); d. unsolicited requests for copies of your scientific abstracts or published research papers; e. citation index which cites your work as authoritative in the field.	10	
6.2 Testimonial letters from Experts Letters should be from objective 'experts' in the field such as an Officer from 'your' Professional Association, the Editor-in-Chief of a Journal that published one of your articles, or a Conference Organizer who invited you 'to present', etc. These Experts should be able to attest to your research and the importance of same.	10	
7. Authorship Authorship of Scholarly journals with international circulation in the Academic Field (List of publications, cover page and index/table of contents relating to same)	15	
8. OTHER INDICATORS OF OUTSTANDING ABILITY	5	
• Speaker/ Presenter at National or International Conferences: please provide a list of engagements & pertinent pages from conference material and, as above, criteria for selection;		

INDICATOR	Max. Points	Score
<ul style="list-style-type: none"> • Guest lecturer, speaker or collaborator at universities/laboratories here and abroad: as above, please provide list of same and criteria for selection; and/or • Grants: provide evidence that you have been the recipient of prestigious grants. Submit pertinent pages of grant proposals that underscore the importance of your research and documentation relating to the criteria for the awarding of such grant. 		
Total	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.8: Criteria and Score Sheet, School-Based Feeding Program**BEST SCHOOL-BASED FEEDING PROGRAM IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 SBFP Coordinator: _____ No. of Months as SBFP Coord.: _____

INDICATOR	Max. Points	Score
1. Percentage of actual beneficiaries served verses target beneficiaries <ul style="list-style-type: none"> 100% beneficiaries were served with NFP and milk (10 pts) At least 90% beneficiaries were served with NFP and milk (8 pts) At least 70-89% beneficiaries were served with NFP and milk (6 pts) 	10	
2. Prompt implementation of the program <ul style="list-style-type: none"> Program was implemented on schedule (5 pts) Program was implemented behind schedule (4 pts) 	5	
3. Compliance to guidelines	5	
3.1 Creation of SBFP Core Group	1	
3.2 Orientation for Implementers conducted	1	
3.3 Compliance to the minimum health requirements against COVID – 19	1	
3.4 Food Safety standards followed	1	
3.5 Orderly distribution of food commodities	1	
4. Presence & Completeness of the following forms: <i>2 points for every form properly-filled-up and updated</i> <i>1 point only if filled-up but not complete and updated</i>	14	
4.1 Cycle Menu	2	
4.2 SBFP Form 1	2	
4.3 SBFP Form 3	2	
4.4 SBFP Form 5	2	
4.5 SBFP Form 6	2	
4.6 SBFP Form 7	2	
4.7 SBFP Form 9	2	
5. Prompt submission of Liquidation Reports <ul style="list-style-type: none"> Liquidation is on-time and at least 75% of cash advance (10 pts) Liquidation of at least 75% of cash advance but not on time (8 pts) On-time liquidation but not 75% of cash advance (8 pts) 	10	
6. Prompt submission of Program Terminal Report (PTR) <ul style="list-style-type: none"> PTR was submitted complete and on-time (10 pts) PTR was submitted late and incomplete (8 pts or less) 	10	
7. Documentation of Innovations or good practices developed <ul style="list-style-type: none"> If innovations or good practices developed were recorded and documented (5 pts) If innovations or good practices were developed but not documented (4 pts or less) 	5	
Total	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.9: Criteria and Score Sheet, NDEP-BKD**BEST NDEP-BARKADA KONTRA DROGA IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 NDEP-BKD Coordinator: _____ No. of Months as BKD Coord.: _____

CRITERIA	Max. Points	Score
1. FUNCTIONALITY OF THE BKD PROGRAM ON DRUG ABUSE PREVENTION IN SECONDARY SCHOOLS	10	
1.1 Mission & Vision	2	
1.2 Action Plan	4	
1.3 Strategic Plan	2	
1.4 Plan of Activities	2	
2. COVERAGE AND SCOPE OF IMPLEMENTATION	15	
2.1 School-wide implementation		
2.1a Gen. Officers of BKD, classroom BKD rep., Launching & Oathtaking of Officers, School TWG of BKD, List of BKD officers,	4	
2.1b BKD Hub/ Teen Center with NDEP Drop-In center	3	
2.1c BKD Initiated Activity	3	
2.2 Community involvement and partnership LGU/Brgy. Support, BADAC/CADAC support & Alumni Involvement	5	
3. NATURE OF EXTENT OF DRUG ABUSE PREVENTION ACTIVITIES / PROJECTS INITIATED / IMPLEMENTED / ORGANIZED	30	
3.1 Information- Use of Mass Media-Print, TV-Broadcast/Film, Social Media Platform, Letter of Invitation and Documentation of Actual Coverage	10	
3.2 Education- Curriculum Integration of drug abuse prevention concept & BKD component in classroom instruction, seminar related to substance abuse & capacity building for BKD officers	10	
3.3 Intervention- HEEADSSS documentation, flow chart, provision of guidance & counseling or peer advocates, logbook records, home visitation, intervention & action taken, positive outcome	5	
3.4 Alternatives- Sports/Athletics, Cultural, Arts & Crafts, Income generating, religious, Civic & other recreational activities and role of BKD of all these alternatives	5	
4. EXTENT OF INVOLVEMENT OF THE FOLLOWING IN TERMS OF PROVIDING LEADERSHIP AND SUPPORT IN PROGRAM IMPLEMENTATION	20	
4.1 Students- activities initiated by BKD to students or vice versa, attendance & program, documentation	5	
4.2 Teachers- activities initiated by BKD to teachers or vice versa, support from teachers to BKD officers & members, attendance & program, and documentation	5	
4.3 School Administrator	2	
4.4 Parent Teacher Association	2	
4.5 Socio/Civic/Religious organization	2	
4.6 Government Officials/other non-Government agencies	4	

CRITERIA	Max. Points	Score
5. ATTAINMENT OF OBJECTIVES Strengthen the NDEP thru BKD movement established in school, develop skills and understanding among learners, T&NT staff, school administrators in initiating active responses for substance use & drug free environment, Accomplishment Report and Best Practices Documentation- sustainable support of BKD adopted concepts among educators, professionals, families, work forces, peer groups & other sectors	20	
6. MONITORING AND EVALUATION SCHEME M&E tool, result and Timetable	5	
Total	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.10: Criteria and Score Sheet, ASRH Program**BEST ADOLESCENT'S SEXUALITY REPRODUCTIVE HEALTH (ASRH) IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 ASRH Coordinator: _____ No. of Ms./Yrs. as ASRH Coord.: _____

INDICATOR	Max. Points	Score
1. Functionability of ARH-HIV-AIDS Program on Teenage Pregnancy & HIV-AIDS Reduction/Prevention in School- Activities & Timetable	10	
1.1 Mission & Vision	2	
1.2 Action Plan	4	
1.3 Strategic Plan	2	
1.4 Plan of Activities	2	
2. Coverage & Scope of Implementation	15	
2.1 School-wide Implementation -10		
2.1a Gen. Officers of Teen Advocates, classroom rep., Launching & Oath-taking of Officers, School TWG of ARH, List of Peer Advocates/POPDEV officers and members	4	
2.2b Teen Center Establishment with Operators (POPDEV Coordinator, Guidance Counselor/Designate/ Licensed, Clinic Teacher In-charge/SHS)	3	
2.c ARH Initiated Activity	3	
2.2 Community Involvement Partnership LGU/Brgy. Support, Community Improvement Division-Oro Youth Center/SK support & Alumni Involvement	5	
3. Nature & Extent of Teenage Pregnancy/HIV-AIDS Prevention Activities Projects Initiated/ Implementation & Organized	30	
3.1 Information- Use of Mass Media-Print, TV-Broadcast/Film, Social Media Platform, Letter of Invitation and Documentation of Actual Coverage	10	
3.2 Education- Curriculum Integration of Comprehensive Sexuality Education (CSE) in classroom instruction, seminar related to teen-age pregnancy prevention & capacity building for Peer Advocate/POPDEV officers & members	10	
3.3 Intervention- HEEADSSS documentation, flow chart, provision of guidance & counseling or peer advocates, logbook records, home visitation, intervention & action taken, positive outcome	5	
3.d Alternatives- Sports/Athletics, Cultural, Arts & Crafts, Income generating, religious, Civic & other recreational activities and role of ARH of all these alternatives	5	
4. Extent of Involvement of the following in terms of providing Leadership & Support in Program	20	
4.1 Students- activities initiated by ARH to students or vice versa, attendance & program, documentation	5	
4.2 Teachers- activities initiated by ARH to teachers or vice versa, support from teachers to	5	

INDICATOR	Max. Points	Score
Peer Advocates/POPDEV officers & members, attendance & program, and documentation		
4.3 School Administrator	2	
4.4 Parent Teacher Association	2	
4.5 Socio/Civic/Religious organization	2	
4.6 Government Officials/ other non-Government agencies	4	
5. Attainment of Objectives Strengthen the ARH Program thru Peer Advocates/POPDEV Club movement established in school, develop skills and understanding among learners, T&NT staff, school administrators in initiating active responses for Teenage Pregnancy/HIV-AIDS Reduction/Prevention, Accomplishment Report and Best Practices Documentation- sustainable support of ARH adopted concepts among educators, professionals, families, work forces, peer groups & other sectors	20	
6. Monitoring & Evaluation M&E tool, result and Timetable	5	
Total	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.11: Criteria and Score Sheet, WASH/WINS**BEST WASH/WINS IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 WASH/WINS Coordinator: _____ No. of Mos./Yts. as Coordinator: _____

INDICATOR		Max. Points	Score
1. WASH FACILITY, TOILETS AND WATER ACCESS (40%)			
1.1 Presence of wash facilities	a. Entrance and exit of the school	4	
	b. Group handwashing facility (can accommodate at least 5 pupils)	4	
	c. Individual handwashing facility to strategic areas.	2	
1.2 Availability of water for drinking, daily handwashing, bathing, and cleaning of toilets available in the school regardless of source (Includes water delivered to the school or collected from rain)	a. Available daily for 24 hours.	5	
	b. Presence of potable water.	3	
	c. Water testing done at least once a year.	2	
1.3 Presence of Toilets	a. Availability of gender-segregated toilets.	4	
	b. Presence of toilet for PWD	3	
	c. Toilets are shared or communal	2	
	d. At least 90-100% of total toilets are functional.	4	
	e. Well-ventilated and lighted toilets.	2	
1.4 Menstrual Health	a. Designated rest space/changing room for girls with menstrual discomfort.	3	
	b. Availability of wrapping material for used sanitary pads.	2	
2. WASTE SEGREGATION (20%)			
	a. Presence of segregated trash bins with cover (Biodegradable, Non-biodegradable & Recyclable)	7	
	b. Practice proper waste segregation and disposal.	5	
	c. Have Material Recovery Facility	3	
	d. Presence of Compost pit or compost heap	2	
	e. Functional Drainage and septic tank/s	3	
3. FOOD SAFETY/CANTEEN (5%)			
	a. Presence of canteen	1	

INDICATOR		Max. Points	Score
3.1 Food Safety and Canteen	b. Health Certificate to all food handlers and school canteen's sanitary permit.	1	
	c. Proper food storage and proper food handler attire (Hairnet, apron, gloves & mask) for all food handlers	1	
	d. Adherence to DepEd Order no. 13 s. 2017- Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices	2	
4. OBSERVANCE OF SAFETY AND HEALTH PROTOCOL (10%)			
4.1 Health Protocols	a. Proper hand hygiene	3	
	b. Presence of foot bath, body temperature check	2	
	c. Practices physical distancing and wearing of facemask and face shields at all times.	3	
	d. Presence of signages and information regarding corona virus disease, proper physical distancing, wearing of facemask and face shields.	2	
5 ESSENTIAL CARE PROGRAM (15%)			
5.1 Essential Health activities (If face-to-face classes resumes)	a. Perform handwashing and toothbrushing activities (Individual/Group)	5	
	b. Availability of individual health kit supplies such hand soap, toothpaste, and toothbrush.	5	
	c. Dewormed 91-100% of total population of students (done semi-annually).	5	
5.2 Health Education	a. Visible IEC materials regarding hygiene, menstrual health, sanitation and food safety at the ff. areas 1. Classroom health corners 2. Toilets, handwashing and toothbrushing facilities 3. Bulletin boards 4. Canteen/Eating areas	2	
	b. Presence of School WinS Technical Working Group	2	
	c. WinS being advocated to students, parents and stakeholders.	2	
	d. WinS as part during INSET or SLAC sessions.	1	
	e. WinS as part of the co/extra-curricular program for students. (If face-to-face classes resumes)	1	
	f. WinS program, repair and maintenance for WASH facilities	2	

INDICATOR		Max. Points	Score
	reflected in School Improvement Plan and Annual Improvement.		
	TOTAL	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>			
Final Score <i>(To be filled by the Division PRAISE Com)</i>			

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.12: Criteria and Score Sheet, Medical, Dental, and Nursing Services**BEST MEDICAL, DENTAL, AND NURSING SERVICES**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 School Clinic Coordinator: _____ No. of Mos./Yrs. as Coordinator: _____
 Nurse In-Charge: _____ No. of Mos./Yrs. in Current Station: _____

CRITERIA	Max. Points	Score
1. SCHOOL CLINIC	50	
A.) FUNCTIONALITY <ul style="list-style-type: none"> Physical Set up Adequate supply of medicines with proper label and potable water Availability of equipment: Bed, BP apparatus, Treatment Kit, Weighing Scale, Height measurement tool, Visual Screening Chart Information bulletin 		
B.) DAILY TREATMENT RECORD		
C.) SCHOOL HEALTH PROGRAM DATA <ul style="list-style-type: none"> Harmonized Mass Drug Administration School-based Feeding Program School-based immunization Wash In Schools Mental Health Adolescent Sexuality Reproductive Health National Drug Education Program Medical, Dental and Nursing Services 		
D.) FUNCTIONAL AND CLEAN COMFORT ROOM WITH WATER		
E.) GARBAGE BIN WITH SOLID WASTE LABEL		
2.) HEALTH CORNER	10	
A.) INFORMATION BULLETIN: Deworming Checklist, Nutritional Status Record, Guide in Tooth-brushing and Handwashing Activity		
B.) AVAILABILITY OF ESSENTIAL HEALTH CARE KIT: <ul style="list-style-type: none"> Covered toothbrushes and holders with proper label Toothpaste Soap dish with soap Sanitary napkin (For Gr 5, Gr 6 and high school students) 		
C.) AVAILABILITY OF FIRST AID KIT		
D.) AVAILABILITY OF CLEAN COMFORT ROOM		
3.) HANDWASHING ACTIVITY	10	
<ul style="list-style-type: none"> Adequate water supply Availability of soap dish and soap Schedule of activity (Posted) Air drying technique 		
4.) TOOTHBRUSHING ACTIVITY	10	
<ul style="list-style-type: none"> Adequate water supply Covered individual toothbrushes with proper label 		

CRITERIA	Max. Points	Score
<ul style="list-style-type: none"> • Toothpaste • Clean toothbrush holders • No mouth rinsing • Schedule of activity (Posted) • Systematic tooth brushing activity 		
5.) INITIATIVE/INNOVATION	20	
TOTAL	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.13: Criteria and Score Sheet, Mental Health Program**BEST MENTAL HEALTH PROGRAM IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 School Mental Health Coordinator: _____ No. of Mos./Yrs. as Coordinator: _____

CRITERIA	Max. Points	Score
1. Established long-term planning and development of School Mental Health Program (SMHP) <ul style="list-style-type: none"> Integration of mental health programs in the School Improvement Plan and/or in the Learning Continuity Plan. Approved action plan of proposed SMHP activities – Information dissemination, counselling program. Minutes of meeting on the planning and development of SMHP. 	10	
2. Organized and oriented the SMHP (School Coordinators and Members) <ul style="list-style-type: none"> SMHP Organization Minutes of meeting (Organization & Orientation) Coordinate with the Division Medical Mental Health Focal Persons, and School Guidance Counselor 	10	
3. Collaborated with multiple stakeholders (LGU, Private Sectors & Others) <ul style="list-style-type: none"> List of partners/stakeholders Specific roles of partners 	20	
4. Conducted information drive and awareness activities that promote mental health <ul style="list-style-type: none"> Monitoring Report Digital Blogs (FB, Twitter, Tiktok, etc.) Webinars conducted Handouts, pamphlets, reading materials, etc. 	20	
5. Identified individuals (learners, teachers & personnel) manifesting existing mental health problem <ul style="list-style-type: none"> Records of individuals reported by co-workers, family, and significant others needing intervention 		
6. Provided referral to professionals (psychologist/psychiatrist) for individuals with mental health problem <ul style="list-style-type: none"> Record of referrals Monitoring Report Coordination with LGUs, private sectors, and professionals (psychologist and psychiatrist) 	10	
7. Regular activities and interventions provided <ul style="list-style-type: none"> Monitoring Report List and schedule of activities 	30	

CRITERIA	Max. Points	Score
<ul style="list-style-type: none"> • Narrative report and documentation of activities conducted • Attendance of participants • Records of counselling • Physical activities – Zumba, Sports, Music, Gardening ets.) 		
TOTAL	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.14: Criteria and Score Sheet, SSG/SPG**SSG/SPG BEST IMPLEMENTER**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 SSG/SPG Adviser: _____ No. of Mos./Yrs. as SSG/SPG Adv.: _____

CRITERIA	Max. Points	Score
1. IMPACT OF THE PROJECT	30	
1.1 Addresses the problem of the school/community <ul style="list-style-type: none"> The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project – 15 pts The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings, etc. – 10 pts The SPG/SSG was able to identify a specific problem of the school and provide solution that is relevant but did not hit the problem of the school. - 5 pts 	15	
1.2 Frequency of the Project Implementation <ul style="list-style-type: none"> Conducted Year-round – 10 pts Conducted Weekly – 8 pts Conducted Monthly – 6 pts Conducted per quarter or once – 4 pts 	10	
1.3. Level of Impact (Maximum of 5 points) <ul style="list-style-type: none"> Regional-wide - 5 pts Division-wide – 4 pts Barangay-wide – 3 pts School-wide – 2 pts 	5	
2. TEAMWORK ON IMPLEMENTING PROJECTS	25	
2.1 Engaged Stakeholders <ul style="list-style-type: none"> The SPG/SSG was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project - 15 pts The SPG/SSG was able to engage the students, teachers, administrators, parents in implementing the project – 10 pts The SPG/SSG was able to engage the students, teachers, and administrators in implementing the project – 5 pts 	15	
2.2 Involvement of the school <ul style="list-style-type: none"> The school officials, teachers and students were involved during the planning and implementation of the project – 10 pts The teachers and students were involved during the planning and implementation of the project – 8 pts Only the students planned and implemented the project – 6 pts 	10	
3. CREATIVITY AND INNOVATION OF THE PROJECT	25	

CRITERIA	Max. Points	Score
3.1 Uniqueness of the project <ul style="list-style-type: none"> The project idea was new, unique and goes beyond the mandated programs, projects and activities of the SPG/SSG – 10 pts The project was unique although somewhat patterned/adopted from other organization or DepEd mandated programs, projects and activities of the SPG/SSG – 5 pts 	10	
3.2 Introduction of Innovative Solutions <ul style="list-style-type: none"> The SPG/SSG introduced highly innovative solution to the problem – 10 pts The SPG/SSG introduced innovative solution to the problem although somewhat usual to the other organizations – 5 pts 	10	
3.3 Use of Local Materials <ul style="list-style-type: none"> The SPG/SSG used local material in their project – 5 pts 	5	
4. EFFECTIVE USE OF RESOURCES	20	
4.1 Partnership with other organizations <ul style="list-style-type: none"> The SPG/SSG was able to partner with regional or division office for the project implementation - 10 pts The SPG/SSG was able to partner with private organizations for the project implementation - 8 pts The SPG/SSG was able to partner with the barangay officials/committee for the project implementation – 6 pts The SPG/SSG was able to partner with other clubs inside the school for the project implementation - 4 pts 	10	
4.2 Accountability and Transparency The SPG/SSG provided/submitted disbursement and liquidation report to the studentry through a financial report posted in Bulletin Boards/website. – 10 pts <ul style="list-style-type: none"> The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers, adviser, and school head. - 8 pts The SPG/SSG provided/submitted disbursement and liquidation report to the SSG Officers and advisers. - 6 pts The SPG/SSG provided/submitted records of budget to the teacher-adviser - 4 pts 	10	
Total	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.15: Criteria and Score Sheet, YES-O

OUTSTANDING YES-O IMPLEMENTER

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 YES-O Adviser: _____ No. of Mos./Yrs. as YES-O Adviser: _____

CRITERIA		Max. Points	Score
1. School inside a Garden (SIGA)		20	
<ul style="list-style-type: none"> Seed Bank and Nursery Establishment (5) Tree Planting, Growing and Caring (5) Native Endemic and Indigenous Trees Planted (5) A Nation Trees (ANT) Accounting and Reporting (5) 			
2. AWARENESS AND OUTREACH PROGRAMS		25	
<ul style="list-style-type: none"> Awareness Campaigns and Symposia on Environmental issues and actions (5) Environmental Camps (5) Film showing about environment related issues (2) Watershed Protection and Conservation (3) Clean-up drives (5) Adopt a river/ community/ forest (5) 			
3. SOLID WASTE MANAGEMENT, ENTREPRENEURSHIP AND ENERGY CONSERVATION		20	
<ul style="list-style-type: none"> Practicing 3Rs (Reduce, Reuse, Recycle) 5points Establishment of Materials Recovery Facility 5points Environmental Entrepreneurship 3points Advocated the practice of plastic free environment 5points Energy, Water and Power Supply Conservation 			
4. GULAYAN SA PAARALAN (GPP)		20	
<ul style="list-style-type: none"> Crop Integration (fruit, leafy vegetables, root vegetables, indigenous plants) 5points Use of organic fertilizer and/or pest control 3points Properly maintained compost pit and heap 2points Utilization of Garden Space 5points Utilization of Garden Produce (School Feeding) 5points 			
5. PARTNERSHIP AND LINKAGES		15	
<ul style="list-style-type: none"> Involvement of the community and local government unit/s (10) Established partnership with Non-Government Organization/s and/or Civic Society Organization/s (5) 			
Total		100	
Tentative Score (To be filled by the District PRAISE Com)			
Final Score (To be filled by the Division PRAISE Com)			

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

 Chairman

 Member 1

 Member 2

Annex G.16: Criteria and Score Sheet, GPP**GULAYAN SA PAARALAN (GPP) BEST IMPLEMENTER**

School: _____ District: _____
School Head: _____ No. of Mos./Yrs. in the School: _____
GPP Coordinator: _____ No. of Mos./Yrs. as GPP Coord.: _____

CRITERIA	Max. Points	Score
1. GULAYAN SA PAARALAN PROGRAM SIGNAGE	20	
2. GARDEN ENVIRONMENT	60	
2.1 Growing at least 7 pinakbet crops e.g., okra, talong, ampalaya, sitaw, kalabasa, kamatis & other local leafy vegetables) (15)		
2.2 Solid Waste Utilization (15)		
2.3 Organic Composting or Vermiculture (15)		
2.4 Presence of repellant crops (e.g., lemon grass, marigold, kalabo/oregano, citronella, etc.) (15)		
3. GARDEN SECURITY FENCE	10	
4. EVIDENT GARDEN MAINTENANCE	10	
Total	100	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>		
Final Score <i>(To be filled by the Division PRAISE Com)</i>		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman Member 1 Member 2

Division Level Validation:

Chairman Member 1 Member 2

Annex F.17: Criteria and Score Sheet, Reading Clinic**BEST READING CLINIC**

School: _____ District: _____
 School Head: _____ No. of Mos./Yrs. in the School: _____
 Reading Coordinator: _____ No. of Mos./Yrs. as Reading Coord.: _____

Criteria	General consideration	Score (0-10) <i>Note: 0-lowest; 10-highest</i>	Weight (%)	Score
Impact to Learners and Teachers (MOVs: monitoring system; assessment results/feedback; best practices; core reading program is available, action plan)	The clinic supports improvement in reading skills: phonology, phonemics, vocabulary; fluency, comprehension, language, social, and writing development.		40%	
Stakeholders Involvement (MOVs: narrative reports; donation reports; stakeholder's engagement in day-to-day operation, campaigns/promotions)	Resource Management (Collaboration, Engagement, Donations, etc.)		5%	
Functional Reading Clinic (MOVs: logbooks; photo documentation; number of learners catered; students know routines and how to interact; house rules; list of teachers' contributions of IMs, schedule is posted, organizational structure and functions)	Multiple opportunities for students to read, write, participate in meaningful experiences.		20%	
Reading Environment Print rich, child-friendly, conducive, well-establish, very clean, layout plan/design	The clinic provides appropriate materials to help students work independently or collaboratively.		10%	
Creativity, Content and Relevance (MOVs: presence of 6 elements in reading, students can access materials; space is used; contextualized, indigenized, and localized materials)	Is the clinic engaging and motivating for all students, teachers and stakeholders? Is the clinic well organized?		10%	

Criteria	General consideration	Score (0-10) <i>Note: 0-lowest; 10-highest</i>	Weight (%)	Score
	Variety of reading materials			
Variety of Text and Non-text Based Learning Resources <i>(MOVs: list of all IMs, manipulative IMs, with clear captions/ labels/ descriptions; etc)</i> <i>Varied types of reading materials</i> Appropriateness of reading materials	The clinic allows learners to apply, practice, and reflect on the skills and strategies they need to become proficient readers and writers.		15%	
Total			100%	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>				
Final Score <i>(To be filled by the Division PRAISE Com)</i>				

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G.16: Criteria and Score Sheet, Reading Program**BEST READING PROGRAM IMPLEMENTER**

School: _____ District: _____
School Head: _____ No. of Mos./Yrs. in the School: _____
Reading Coordinator: _____ Months as Reading Coord.: _____

Criteria	Score (0-10) <i>Note: 0-lowest; 10- highest</i>	Weight (%)	Score
Functional Reading Program		20%	
Innovations/Best Practice		20%	
Research-based Reading Interventions		20%	
Reading Materials Adopted and Utilized		20%	
CNR/RED HAT Activities Implemented		20%	
		100%	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>			
Final Score <i>(To be filled by the Division PRAISE Com)</i>			

RM no 243 s. 2019 Implementation of Project CNR

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman Member 1 Member 2

Division Level Validation:

Chairman Member 1 Member 2

Annex G.19: Criteria and Score Sheet, Reading Teacher

OUTSTANDING READING TEACHER

Nominee: _____ District: _____
 School: _____ Level: _____ Elementary _____ Secondary

Criteria	Score (0-10) <i>Note: 0- lowest; 10- highest</i>	Weight (%)	Score
Performance in Teaching English (Reading Language) <ul style="list-style-type: none"> • Performance rating for the last 2 years with at least VS results • Pupils' performance in English for the last 2 years showing percentage of increase in Reading level <ul style="list-style-type: none"> ✓ Phil-IRI ✓ Other English/Reading Tests certified by the principal 		15%	
Outstanding Contribution to Literacy Development <ul style="list-style-type: none"> ✓ Instructional Materials produced in the last 5 years ✓ Books and Workbooks ✓ Prototype lesson plans used by the school/district/division for demo teaching ✓ Evaluation materials used by the school/district/division ✓ Innovative Teaching Approaches in English 		20%	
Action Research on Reading/Literacy		15%	
Instructional Materials/Devices made out of indigenous/recycled materials (present photos/ short description per materials)		10%	
Creative Outputs -poems, short stories, essays, written/published; plays, acrostics etc.		5%	
Leadership Potential <ul style="list-style-type: none"> ✓ Involvement in co-curricular activities in literacy ✓ Involvement in Training programs (speaker/trainor; facilitator; demonstration teacher; training program designer; director) ✓ Position Leadership <ul style="list-style-type: none"> -English/Reading Coordinator -ALS, Remedial Coordinator, etc. 		20%	
Professional Development <ul style="list-style-type: none"> ✓ Educational Attainment ✓ Advanced Trainings/Scholarship 		10%	

Criteria	Score (0-10) <i>Note: 0- lowest; 10- highest</i>	Weight (%)	Score
(National/Regional/Division/School ✓ Membership in Professional Organization related to reading			
Community involvement related to reading literacy ✓ Barangay literacy program ✓ Adult education ✓ Library ✓ Others		5%	
TOTAL		100%	
Tentative Score <i>(To be filled by the District PRAISE Com)</i>			
Final Score <i>(To be filled by the Division PRAISE Com)</i>			
Note: All documents should be duly certified/ authenticated by the principal/ school head/ PSDS/ proper authorities Source: Deped Memo no. 166, s. 2009 (adapted)	Remarks:		

We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

Annex G: Interview Rating Sheet, Individual Category**INTERVIEW RATING SHEET**

(For Outstanding Teacher, Instructional Manager, School Head and Non-Teaching Personnel)

Nominee: _____ School: _____
 Position: _____ District: _____
 Category: _____
 Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS

Interview Rubric	Max. Points (For SH and NT Category)	Max. Points (For Teacher Category)	Score
Domain 1 <ul style="list-style-type: none"> • Organization • Detail-oriented • Time Management • Resourcefulness • Strategic Planning <p>Has the ability to stay focused, can prioritize tasks and plan strategically, and manage time, energy, strength, mental capacity, physical space, etc., effectively, and efficiently to achieve the desired outcome.</p>	8	4	
Domain 2 <ul style="list-style-type: none"> • Adept in Technology • Verbal and Written Communication <p>Has the ability to communicate effectively using latest technology with superiors, colleagues, and staff and knows how to effectively prepare, convey, and receive messages in person as well as via phone, email, and social media.</p>	6	3	
Domain 3 <ul style="list-style-type: none"> • Professional and ethical behaviors <p>Demonstrates respect for key moral principles that include honesty, fairness, equality, dignity, diversity, and individual rights, and conducts or characterizes a mark of a professional person.</p>	6	3	
TOTAL	20	10	
Final Score (To be filled by the Division PRAISE Com)			

***NT – Non-Teaching; SH – School Head**

Source: Regional Memo 411, s. 2019 (adapted)

PRAISE Committee:

Chairman

Member 1

Member 2

Annex I. Consolidation Sheet, Teacher Category

**CONSOLIDATED RATING SHEET
CDO SEAL AWARDS OF EXCELLENCE YEAR _____
Teacher Category**

Nominee	District	Documentary Evidence (80)	Demo Teaching (10)	Interview (10)	Total Score

Computation:

Documentary Evidence = $\frac{\text{Total Score (based on Annex H.1)}}{\text{Maximum Points}} \times 80$

Demo Teaching = $\frac{\text{Total Demo Score}}{60} \times 10$

Interview = $\frac{\text{Total Interview Score}}{20} \times 10$

Reviewed by the PRAISE Committee:

