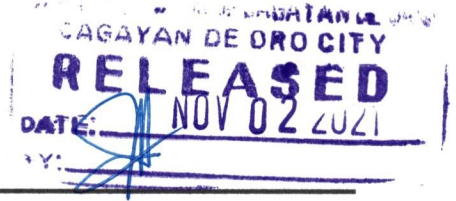




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

November 2, 2021

Division Memorandum  
No. 494, s. 2021

### **ADDENDUM TO DM 474 s. 2021 RE: DIVISION SEARCH FOR THE 2021 OUTSTANDING DISTANCE LEARNING IMPLEMENTERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools Division Supervisors  
Education Program Supervisors  
All Elementary & Secondary School Heads  
All Unit/Section Heads  
All Non-Teaching Personnel  
All Others Concerned  
This Division

1. Relative to DM 474, s. 2021 Re: Division Search for The 2021 Outstanding Distance Learning Implementers and Outstanding Learning Modality Implementer, this office informs the field of the additional categories for non-teaching personnel for calendar year 2021 to the awards cited from the originally released memorandum.
2. The Search Committee shall conduct a screening to the following:
  - a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4 – 10)
  - b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
(with supervisory function)
  - c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
(without supervisory function)
3. Furthermore, the following composition should be observed:
  - a. Division Search Committee  
Chair: Rosalio R. Vitorillo – SGOD Chief

**Members:**

Lorebina C. Carrasco – C.I.D. Chief  
Eulogio Suaner Jr. - EPS  
Romeo B. Aclo - EPS  
Nichol V. Salido -NEU Pres.  
Derrold Marl S. Aves – Secretariat

4. The following timeline should be strictly followed in consonance with the Division Search for Outstanding Implementers:

| Date                 | Activity  |
|----------------------|---|
| November 3-12, 2021  | School Level/Unit Screening   |
| November 15, 2021    | Submission to D.O. of School Level/Unit Screening Results including attachments |
| November 16-17, 2021 | Final Screening and Submission of results to PDC                                |
| November 19, 2021    | Announcement of Result/s  |
| December 9, 2021     | Division Awarding Ceremony  |

5. Moreover, Schools should recognize the role of Home Learning Partners as active Tutors/Co-Teachers in this new normal and are advised to give Certificates of Recognition to all of them. Templates for the certificates of recognition for the home learning partners will be provided by the division office.
6. Please see Enclosure 1 for the criteria and other guidelines set for these categories. Nominated personnel per unit/section shall submit their pertinent papers to DERROLD MARL S. AVES, SEPS – HRD on or before November 18, 2021.
7. All other provisions in the previous memorandum shall remain in effect.
8. For dissemination and strict compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048



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**Enclosure 1: Criteria for Outstanding Non-Teaching Personnel**

- a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4 – 10)
- b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
(with supervisory function)
- c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
(without supervisory function)

**Criteria**

|  |   |             |
|--|---|-------------|
| a. IPCR Rating ( <i>at least Very Satisfactory for three years</i> )   | - | 25%         |
| b. Character & Commendable Conduct<br><i>(recommendations and write-ups of school heads/unit heads &amp; testimonies of five (5) colleagues citing specific observable behavior/practices)</i> | - | 25%         |
| c. Innovation ( <i>related to work assignment with proof of implementation and proposal approved by the school head/unit head</i> )  | - | 35%         |
| d. Involvement in Community  | - | 15%         |
| <b>Total</b>   |   | <b>100%</b> |

**Rubric for Involvement in Community (5%)**

|   |   |
|---|---|
| Leadership in One (1)<br>Organization/Association | 5 |
| Membership in two (2)<br>Organization/Association | 3 |
| Membership in One (1)<br>Organization/Association | 1 |