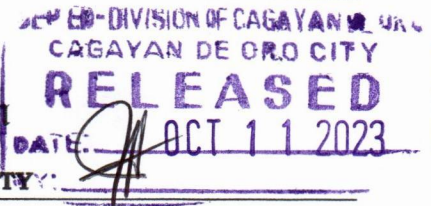




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

4 October 2023

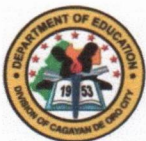
DIVISION ORDER

No. 21 s. 2023

PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE)

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
All CID Personnel
All SGOD Personnel
All Elementary & Secondary School Heads
All Teaching Personnel
All Non-teaching Personnel
This Division

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 non-discriminatory 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 School Category)
 - Annex C.4 – Nomination Write-up (For School Category)
 - Annex D – Omnibus Guidelines of Authenticity and Veracity of Documents
 - Annex E – Rating Sheet for Personal and Professional Characteristics
 - Annex F – Criteria and Score Sheet for Teaching Demonstration
 - Annex G.1 – Criteria and Score Sheet, Teacher Category
 - Annex G.2 – Criteria and Score Sheet, School Head Category
 - Annex G.3 – Criteria and Score Sheet, Non-teaching Category Supervisory Level
 - Annex G.4 – Criteria and Score Sheet, Non-teaching Category Level I and II
 - Annex G.5 – Criteria and Score Sheet, School Research Program
 - Annex G.6 – Criteria and Score Sheet, Researcher of the Year



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

Office of the Schools Division Superintendent

- Annex G.7 – Criteria and Score Sheet, School-based Feeding Program Best Implementer
- Annex G.8 – Criteria and Score Sheet, NDEP-Barkada Kontra Droga Best Implementer
- Annex G.9 – Criteria and Score Sheet, WinS Best Implementer
- Annex G.10 – Criteria and Score Sheet, School Clinic Services Best Implementer
- Annex G.11 – Criteria and Score Sheet, School-based Teen Center Best Implementer
- Annex G.12 – Criteria and Score Sheet, Reading Clinic
- Annex G.13 – Criteria and Score Sheet, Reading Program
- Annex G.14 – Criteria and Score Sheet, Reading Teacher
- Annex G.15 – Criteria and Score Sheet, National Learning Camp Best Implementer
- Annex H – Interview Rating Sheet, Individual Category
- Annex I – Consolidation Sheet, Teacher Category
- Annex J – Committees for the Search

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

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

PRAISE

DMSA/ATB/ DO – program on awards and incentives for service excellence (praise)
October 2, 2023



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**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 administrative 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. Kagay-an Bahandi Awards

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. It highlights the value of education in nation building and the treasures that emanate from every employee thereby contributing to the organization's over-all efficiency and productivity. 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.

The overall award categories are the following to wit:

1. A. Outstanding Teacher

1. Key Stage 1 (Primary School)
2. Key Stage 2 (Middle School)
3. Key Stage 3 (Junior High School)
4. Key Stage 4 (Senior High School)
5. Madrasah Education Program
6. Special Education Program
7. Indigenous Peoples Education Program
8. Alternative Learning System Program

B. Outstanding Master Teacher

1. Elementary
2. Secondary

C. Outstanding School Head

1. Elementary
2. Secondary

D. Outstanding Non-Teaching Personnel

1. Level 1
2. Level 2

2. Other PRAISE Awards and Recognition

- A. Outstanding EPS/PSDS
- B. Outstanding School Research Program Implementer
- C. Researcher of the Year Award
- D. OK SA DepEd
 1. School-based Feeding Program Best Implementer (for Elementary)
 2. National Drug Education Program- Barkada Kontra Droga Best Implementer (for Secondary)
 3. WinS Best Implementer (Elementary & Secondary)
 4. Outstanding School Clinic Services Best Implementer
 - A. Elementary (Central Schools and Non-Central Schools Categories)
 - B. Secondary
 5. Teen Center Best Implementer (for Secondary)

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

1. Best Reading Clinic
2. School Reading Program Best Implementer
3. Outstanding Reading Teacher
4. National Learning Camp (NLC) Best Implementer

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. Recipient of this award may avail of one step increment provided that the personnel garnered one (1) Outstanding and one (1) Very Satisfactory performance rating for the last two (2) years.

C. Sports Ginto Award

This award shall be accorded to the winning coach who garnered gold medal in the Palarong Pambansa.

VIII. SEARCH AND SCREENING PROCEDURE

1. Qualification Requirements of a nominee candidate

Nominated employee for the Kagay-an Bahandi Awar 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 Kagay-an Bahandi Awards, 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
Kagay-an Bahandi Awards	
<p>A. Individual Category</p> <ol style="list-style-type: none"> 1. Key Stage 1 (Primary School) 2. Key Stage 2 (Middle School) 3. Key Stage 3 (Junior High School) 4. Key Stage 4 (Senior High School) 5. Madrasah Education Program 6. Special Education Program 7. Indigenous Peoples Education Program 8. Alternative Learning System Program 	<ul style="list-style-type: none"> • Nomination Form (For Individual Category) • Nomination Write-up (For Individual Category) • 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

Award Category	Documentary Requirement
<p>B. Outstanding Master Teacher</p> <ol style="list-style-type: none"> 1. Elementary 2. Secondary <p>C. Outstanding School Head</p> <ol style="list-style-type: none"> 1. Elementary 2. Secondary <p>D. Outstanding Non-Teaching Personnel</p> <ol style="list-style-type: none"> 1. Level 1 2. Level 2 	<ul style="list-style-type: none"> • Interview Rating Sheet, Individual Category • Certified true copy of IPCRF for the last three (3) years • Supporting Documents (<i>properly tabbed</i>)
Other PRAISE Awards & Recognition	
<p>A. Outstanding EPS/PSDS</p> <p>B. Outstanding School Research Program Implementer</p> <p>C. Researcher of the Year Award</p> <p>D. OK SA DepEd</p> <ol style="list-style-type: none"> 1. School-based Feeding Program Best Implementer (for Elementary) 2. National Drug Education Program- Barkada Kontra Droga Best Implementer (for Secondary) 3. WinS Best Implementer (Elementary & Secondary) 4. Outstanding School Clinic Services Best Implementer -Elementary (Central Schools and Non-Central Schools Categories) -Secondary Teen Center Best Implementer (for Secondary) <p>E. Other Programs and Projects (Elementary and Secondary Level)</p> <ol style="list-style-type: none"> 1. Best Reading Clinic 2. School Reading Program Best Implementer 3. Outstanding Reading Teacher 	<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 Annex G.16 – Gulayan as Paaralan Program Annex G.17 – Reading Clinic Annex G.18 – Reading Program <p>For Brigada Eskwela, refer to Regional Memo No. 559, s. 2021</p> <p>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</p>

Award Category	Documentary Requirement
4. National Learning Camp (NLC) Best Implementer	

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
Kagay-an Bahandi Awards	
• 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, travel incentive, 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 Kagay-an Bahandi 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).

3. Further, all monetary awards shall be in accordance to existing COA and DBM policies, rules and regulations.

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

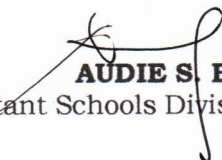
DepEd Order No. 29, s. 2002, Merit Selection Plan of the Department of Education

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

Signed this 22nd of September 2023 in Cagayan de Oro City, Philippines.

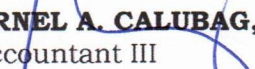

ROY ANGELO E. GAZO
Schools Division Superintendent

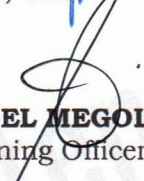
Recommended by the PRAISE Committee:



AUDIE S. BORRES
Assistant Schools Division Superintendent

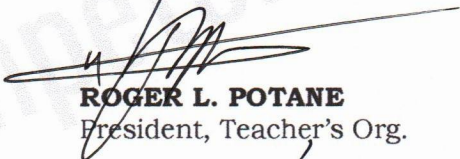

JEAN S. MACASERO
Chief, CTD

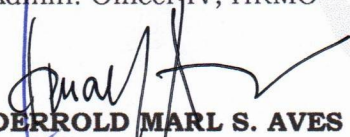

ROSALIO R. VITORILLO
Chief, SGOD

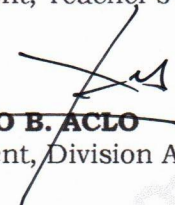

ARNEL A. CALUBAG, CPA
Accountant III

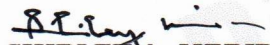

RODEL MEGOLLAS
Planning Officer III


MARIOL F. NAVAJA
Admin. Officer, IV, HRMO


ROGER L. POTANE
President, Teacher's Org.


DERROLD MARL S. AVES
Representative, Non-Teaching Personnel

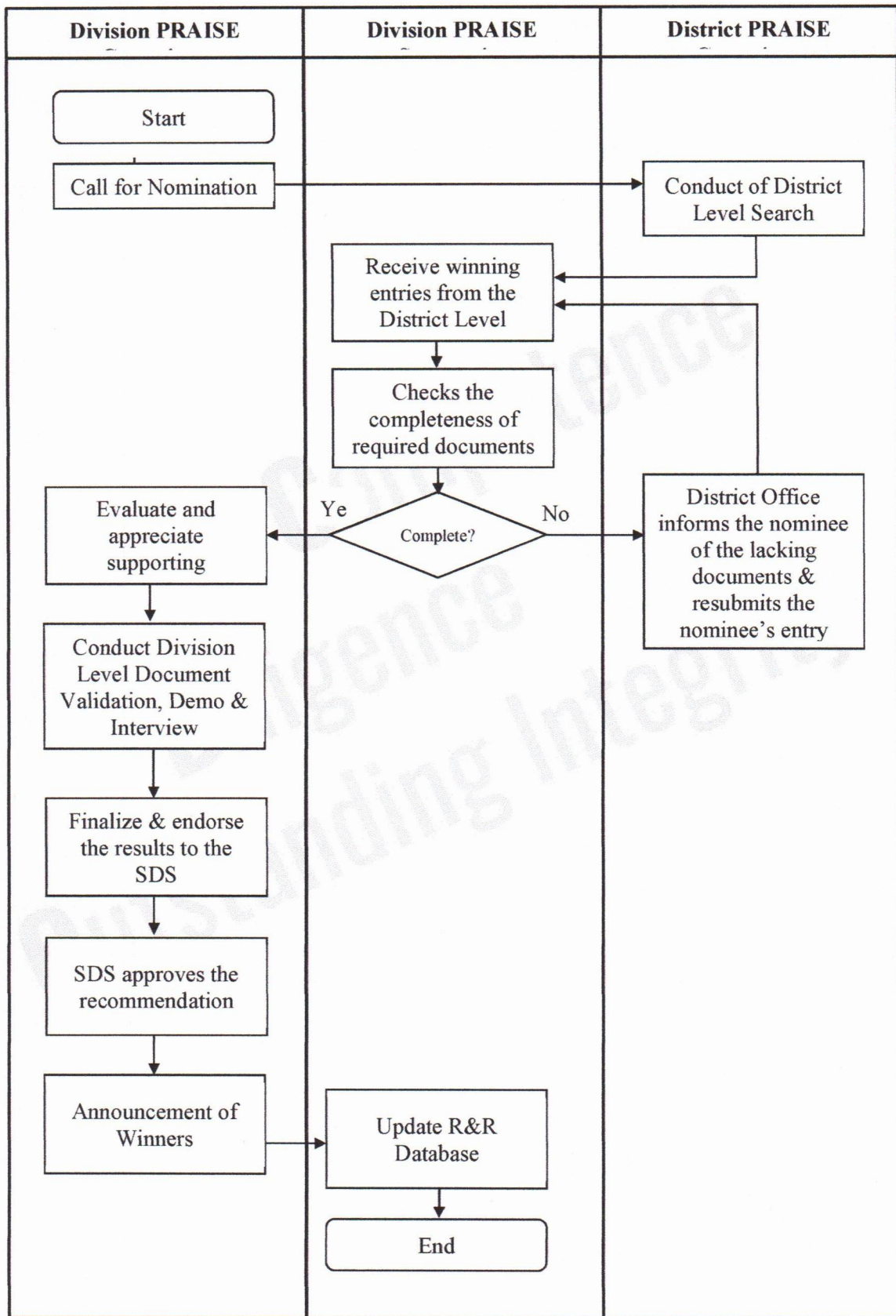

ROMEO B. ACLO
President, Division Assoc. of EPS


SHIRLEY A. MERIDA
President, Division Assoc. of PSDS

Approving Authority:

NOEMI RABE-TORRES
Acting Director IV

Annex A Rewards and Recognition Process Flow



Annex B Summary of Awards

Award Category	Focal Unit/Person	Timeline
Kagay-an Bahandi Awards		
A. Outstanding Teacher <ol style="list-style-type: none"> 1. Key Stage 1 (Primary School) 2. Key Stage 2 (Middle School) 3. Key Stage 3 (Junior High School) 4. Key Stage 4 (Senior High School) 5. Madrasah Education Program 6. Special Education Program 7. Indigenous Peoples Education Program 8. Alternative Learning System Program 	CTD	October – November
B. Most Outstanding Master Teacher <ol style="list-style-type: none"> 1. Elementary 2. Secondary 	CTD	October – November
C. Most Outstanding School Head <ol style="list-style-type: none"> 1. Elementary 2. Secondary 	CTD	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 Best Implementer • National Drug Education Program-Barkada Kontra Droga Best Implementer • WinS Best Implementer • Outstanding School Clinic Services Best Implementer • Teen Center Best Implementer 	SGOD – Health & Dental Unit	August – September
Other Programs and Projects		
Best Reading Clinic	CTD – Reading Coordinator	October – November
Best Reading Program Implementer	CTD – Reading Coordinator	October – November
Outstanding Reading Coordinator	CTD – Reading Coordinator	October – November
National Learning Camp Best Implementer	CTD	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____ What category? _____
Was your school a previous CDO Seal of Excellence semi-finalist?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____ What category? _____
Was your school a previous winner in national, regional, and division search	<input type="checkbox"/> Yes <input type="checkbox"/> 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.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	
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs/liabilities	

INDICATORS	Yes
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: _____

Competence
Diligence
Outstanding Integrity

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

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

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

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, 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 (To be filled by the Division PRAISE Com)		

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

Chairman

Member 1

Member 2

Annex G.4: 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/Cientele	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 (To be filled by the Division PRAISE Com)		

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

Chairman

Member 1

Member 2

Annex G.5: 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	90	
<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>		
3.1 Awards received in 2021 District _____ Division _____ Region _____	30	
3.2 Awards received in 2020 District _____ Division _____ Region _____	30	
3.3 Awards received in 2020 District _____ Division _____ Region _____	30	

INDICATOR	Max. Points	Score
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 (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

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

Annex G.6: 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	
<ul style="list-style-type: none"> • Speaker/ Presenter at National or International Conferences: please provide a list of engagements & pertinent pages from conference material and, as above, criteria for selection; • Guest lecturer, speaker or collaborator at universities/laboratories here and abroad: as above, 		

INDICATOR	Max. Points	Score
please provide list of same and criteria for selection; and/or <ul style="list-style-type: none"> • 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>		

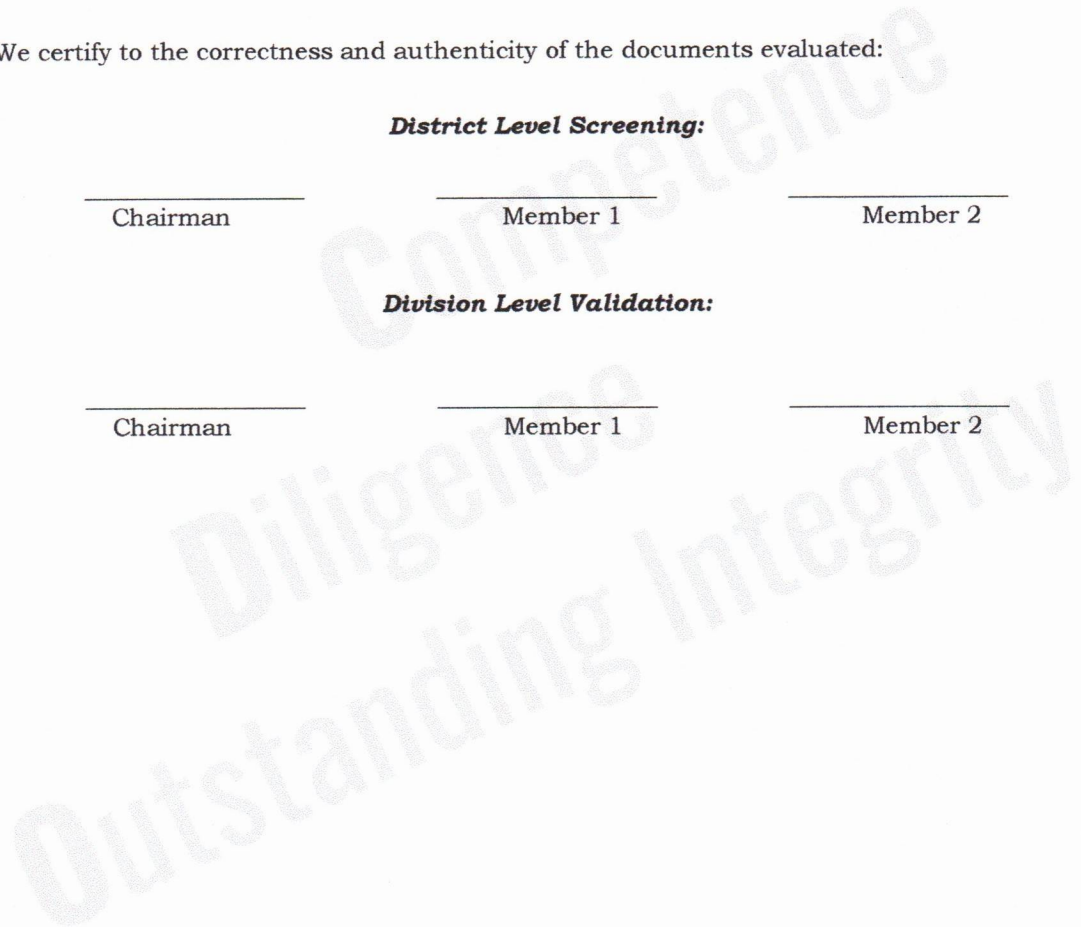
We certify to the correctness and authenticity of the documents evaluated:

District Level Screening:

 Chairman Member 1 Member 2

Division Level Validation:

 Chairman Member 1 Member 2



Annex G.7: Criteria and Score Sheet, School-based Feeding Program Best Implementer

SCHOOL-BASED FEEDING PROGRAM BEST 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 versus 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 (6 pts) • Program was implemented behind schedule (4 pts) 	8	
3. Compliance to guidelines	10	
3.1 Creation of SBFP Core Group	2	
3.2 Conduct of Nutritional Assessment	2	
3.3 Orientation to parents conducted	2	
3.4 Food Safety standards followed	2	
3.5 Orderly distribution of food commodities	2	
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>	16	
4.1 Action Plan and Work & Financial Plan	2	
4.2 SBFP Form 1 (<i>Masterlist of Beneficiaries</i>)	2	
4.3 SBFP Form 2 (<i>Summary Start/End of Feeding</i>)	2	
4.4 SBFP Form 3 (<i>Record of Daily Feeding</i>)	2	
4.5 SBFP Form 4 (<i>List of Authorized Consignees</i>)	2	
4.6 SBFP Form 5 (<i>List of Beneficiaries with/without milk intolerance</i>)	2	
4.7 SBFP Form 6 (<i>Record of Deliveries</i>)	2	
4.8 SBFP Form 8 (<i>Parent's Consent - Milk</i>)	2	
5. Prompt submission of Baseline and Endline Nutritional Status Report <ul style="list-style-type: none"> • Nutritional Status Report was submitted on time. (10 pts) • Nutritional Status Report was submitted late. (5 pts) 	10	
6. Prompt and complete submission of all Inspection & Acceptance Report (IAR) per supplier and delivery week. <ul style="list-style-type: none"> • IAR was submitted complete and on time. (10 pts) • IAR was submitted on time but incomplete. (5 pts) • Failed to submit the report on time. (3 pts) 	10	
7. 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	
8. Documentation of Innovations or good practices developed <ul style="list-style-type: none"> • If innovations or good practices developed were recorded and documented (10 pts) • If innovations or good practices were developed but not documented (6 pts or less) 	10	

9. Involvement / support of parents & community	8	
<ul style="list-style-type: none"> • If the involvement / support of parents & community are recorded and documented (8 pts) • If there is involvement / support of parents & community but not documented (6 pts) 		
10. Conduct of advocacy and social/resource mobilization activities	8	
<ul style="list-style-type: none"> • If advocacy and social/ resource mobilization activities were recorded and documented (8 pts) • If advocacy and social / resource mobilization activities were conducted but not documented (6 pts) 		
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.8: Criteria and Score Sheet, NDEP-Barkada Kontra Droga Best Implementer

NDEP-BARKADA KONTRA DROGA BEST IMPLEMENTER

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

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	
5. ATTAINMENT OF OBJECTIVES	20	

CRITERIA	Max. Points	Score
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		
6. MONITORING AND EVALUATION SCHEME 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.9: Criteria and Score Sheet, WinS Best Implementer

WinS BEST 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 (45%)			
1.1 Presence of functional wash facilities	a. Individual handwashing facility to strategic areas. (Near classrooms, canteen and feeding centers)	5	
	b. Group handwashing facilities that can accommodate at least 10 students for Elementary Schools and at least 4 students for Secondary Schools.	4	
	c. Entrance of the school.	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.	4	
	c. Water testing done at least once a year.	2	
1.3 Presence of Toilets	a. Availability of gender-segregated toilets.	5	
	b. At least 90-100% of total toilets are functional.	4	
	c. Toilets are shared or communal	3	
	d. Presence of toilet for PWD	3	
	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	

INDICATOR		Max. Points	Score
	c. There is an information on proper disposal of sanitary pads in the girls toilet.	1	
2. WASTE SEGREGATION (20%)			
2.1 Waste Segregation	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. Functional Drainage and septic tank/s.	3	
	e. Presence of Compost pit or compost heap.	2	
3. FOOD SAFETY/CANTEEN (5%)			
3.1 Food Safety and Canteen	a. Adherence to DepEd Order no. 13 s. 2017- Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices	2	
	b. Presence of canteen.	1	
	c. Health Certificate to all food handlers and school canteen's sanitary permit.	1	
	d. Proper food storage and proper food handler attire (Hairnet, apron, gloves & mask) for all food handlers	1	
4. ESSENTIAL HEALTH CARE PROGRAM (20%)			
4.1 Essential Health activities	a. Perform handwashing and toothbrushing activities (Individual/Group)	10	
	b. Availability of individual health kit supplies such hand soap, toothpaste, and toothbrush.	10	
5. HEALTH EDUCATION (10%)			
5.1 Health Education	a. Visible IEC materials regarding hygiene, menstrual health, sanitation and food safety at the ff. areas 1. Toilets, handwashing and toothbrushing facilities 3. Bulletin boards 4. Canteen/Eating areas	2	

INDICATOR		Max. Points	Score
	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.	1	
	f. WinS program, repair and maintenance for WASH facilities reflected in School Improvement Plan and Annual Improvement Plan.	2	
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, School Clinic Services Best Implementer

SCHOOL CLINIC SERVICES BEST IMPLEMENTER

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"> • Adequate supply of medicines with proper label and potable water • Availability of equipment: Bed, BP apparatus, Desk, Chair, Waiting Room Seats, Weighing Scale, Height measurement tool, Non-contact thermometer, Pulse oximeter, Visual Screening Chart, Medicine Cabinet, Dressing Cart, Bandage scissors, Hypoallergenic plaster, Ice pack, Kidney basin, Hot water bag, Nebulizer, Examination gloves, Arm sling, Elastic bandage • Medicines (Paracetamol tab or syrup, Loperamide, Mefenamic acid, Anti-allergy tab or syrup, Aluminum magnesium hydroxide, Hyoscine, Anti-bacterial ointment, Isopropyl alcohol, Anti-hypertensive meds, Betadine, Gauze bandage, Cotton balls) • Well-ventilated 		
B.) DAILY TREATMENT/ REFERRAL RECORDS		
C.) SCHOOL HEALTH PROGRAM DATA <ul style="list-style-type: none"> • School-based Feeding Program • Wash In Schools • School Mental Health • Adolescent Sexuality Reproductive Health • National Drug Education Program • Medical, Dental, and Nursing Services 		
D.) FUNCTIONAL AND CLEAN COMFORT ROOM WITH WATER		
E.) COMFORT ROOM FIT AND SAFE FOR BATHING		
F.) GARBAGE BIN WITH SOLID WASTE LABEL		
2.) HEALTH BULLETIN	20	
A.) INFORMATION BULLETIN: Nutritional Status Record, Guide in Tooth-brushing and Handwashing Activity		
B.) DATA ON THE AVAILABILITY OF ESSENTIAL HEALTH CARE KIT IN ALL SECTIONS OF ALL GRADE LEVELS: <ul style="list-style-type: none"> • Sanitary napkin (For Gr 5, Gr 6 and high school students) 		
C.) AVAILABILITY OF FIRST AID KIT		
3.) STRUCTURES	30	
• School clinic signage		

CRITERIA	Max. Points	Score
<ul style="list-style-type: none"> • Accessibility and visibility for emergency services • Patient's privacy • Safe drinking water • Emergency hotlines • Lavatory • Room door latches securely • Clean and functional door and window locks • Curtain rods securely attached to the wall • Dust-free shelves 		
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

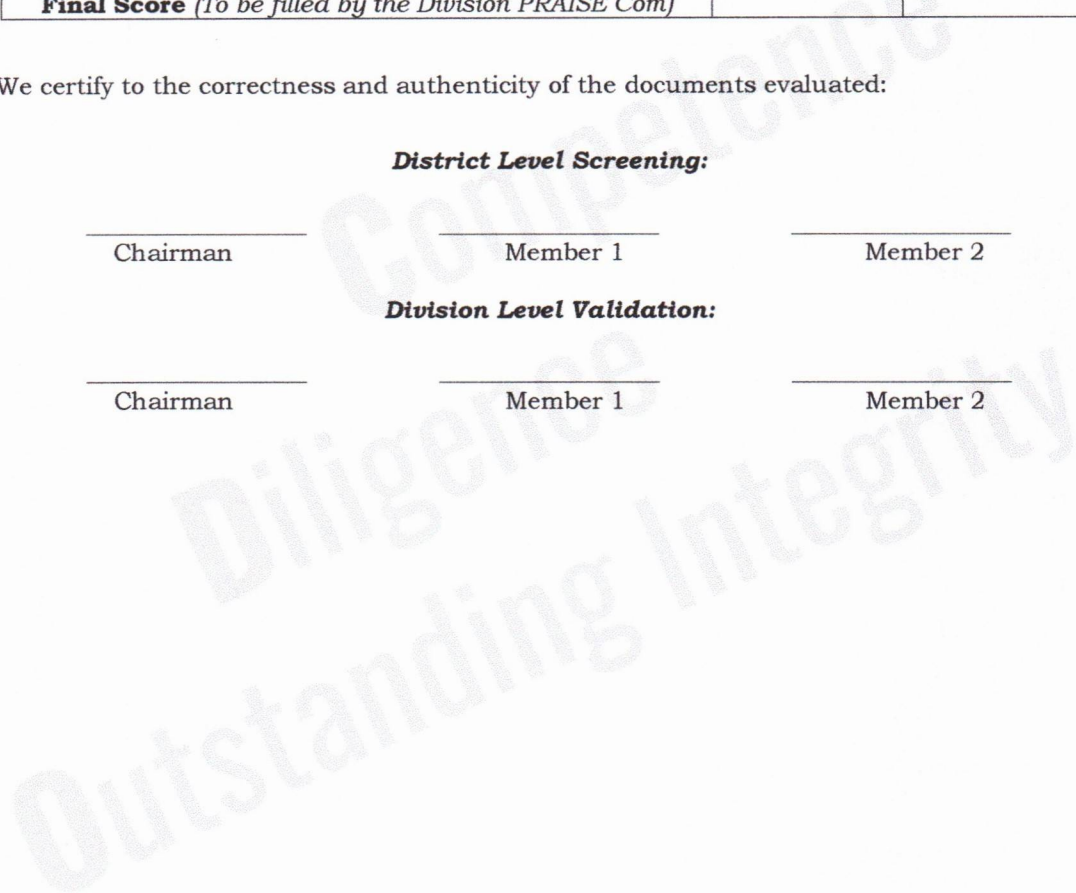
Member 2

Division Level Validation:

Chairman

Member 1

Member 2



Annex G.11: Criteria and Score Sheet, School-based Teen Center Best Implementer

SCHOOL - BASED TEEN CENTER BEST 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-SMH Program on Teenage Pregnancy & Suicide Reduction/Prevention in Schools.	15	
1.1 Mission & Vision	2	
1.2 Counselling facility	4	
1.3 Services offered posted	2	
1.4 Informative ARH and SMH related materials posted and made available to clients	2	
1.5 Activity area	2	
1.6 Referral System flow chart	3	
2. Coverage & Scope of Implementation	10	
2.1 School-wide Implementation		
2.1a Conducts ARH-SMH-related activities (U4U, Peer Ed, ASRH, LPPED, etc.)	3	
2.2b Teen Center Establishment with Operators (POPDEV Coordinator, Guidance Counselor/Designate/Licensed, Clinic Teacher In-charge/School Mental Health in-charge)	3	
2.2 Community Involvement Partnership LGU/Brgy. Health Center, Community Improvement Division-Oro Youth Center/SK & Alumni Involvement and Xavier Science Foundation 4K Childfund.	4	
3. Nature & Extent of Teenage Pregnancy Prevention Activities, Projects Initiated/ Implemented & Organized	30	
3.1 Information - Use of IEC materials (SHAPE, Healthy Young Ones, HIV/AIDS, CSE) Social Media platform (FB page),	10	
3.2 Education - Curriculum Integration of Comprehensive Sexuality Education (CSE) in classroom instruction which is reflected in DLL -Seminar related to teen-age pregnancy prevention - capacity building for Peer Advocate/POPDEV officers & members	10	
3.3 Intervention - Quarterly documentation and submission of HEEADSSS to the ARH Focal person in the Division - Separate logbook for SMH and ARH. - Utilization of ISDN (Information Service Delivery Network).	10	
4. Extent of Involvement of the following in terms of providing Leadership & Support in ARH-SMH Program	20	

INDICATOR	Max. Points	Score
4.1 Students- activities initiated by ARH-SMH to students or vice versa, Supreme Student Government (SSG), attendance & program, documentation,	4	
4.2 Teachers- activities initiated by ARH-SMH to teachers or vice versa, support from teachers to Peer Advocates/POPDEV officers & members, attendance & program, and documentation	4	
4.3 School Administrators/Non-teaching personnel	4	
4.4 Parents/Guardians	4	
4.5 Government / other non-Government agencies	4	
5. Attainment of Objectives	20	
5.1 Strengthen the ARH-SMH 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	10	
5.2 Documentation:- - sustainable support of ARH/CSE adopted concepts among educators, professionals, families, work forces, peer groups & other sectors	10	
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.12: 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 Coor.: _____

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

Criteria	General consideration	Score (0-10) <i>Note: 0-lowest; 10-highest</i>	Weight (%)	Score
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.13: 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 Coor.: _____

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.14: 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 Phil-IRI <ul style="list-style-type: none"> ✓ 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/trainer; facilitator; demonstration teacher; training program designer; director) ✓ Position Leadership -English/Reading Coordinator -ALS, Remedial Coordinator, etc. 		20%	
Professional Development <ul style="list-style-type: none"> ✓ Educational Attainment ✓ Advanced Trainings/Scholarship (National/Regional/Division/School) 		10%	

Criteria	Score (0-10) <i>Note: 0-lowest; 10-highest</i>	Weight (%)	Score
✓ 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 (To be filled by the District PRAISE Com)			
Final Score (To be filled by the Division PRAISE Com)			
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.15: Criteria and Score Sheet, National Learning Camp Best Implementer

National Learning Camp Award

AWARD: NLC BEST IMPLEMENTER (DIVISION LEVEL)

(Elementary and Secondary)

Criteria:	Weight
1. Number of registered campers Number of elementary/secondary campers over total LIS enrolment SY 2022-2023	40%
2. Fund Utilization and liquidation rate	20%
3. Program Implementation	
3.1 Partnership and Linkages	
a. Advocacy campaign	5%
b. Orientation of internal and external stakeholders	5%
c. Involvement/support of stakeholders List of partners/stakeholders and type of support	10%
4. Monitoring and Evaluation	
a. NLC Assessment	5%
b. Timeliness and Completeness of Reports	15%
	<hr/>
TOTAL	100%

Annex H: 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 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.	8	4	
Domain 2 <ul style="list-style-type: none"> • Adept in Technology • Verbal and Written Communication 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.	6	3	
Domain 3 <ul style="list-style-type: none"> • Professional and ethical behaviors 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.	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
KAGAY-AN BAHANDI AWARDS YEAR _____
Teacher Category**

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

Computation:

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

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

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

Reviewed by the PRAISE Committee:

Annex J Committees for the Search

The Committees for the search are as follows:

Category	Committee Composition
A. Outstanding Teacher	
1. Key Stage 1 (Primary School)	Chair: Anita M. Gochuco Members: Jinky Arnejo Marife Ramos
2. Key Stage 2 (Middle School)	Chair: Angelito Felisilda Members: Margie Andrade Paraida Orangot
3. Key Stage 3 (Junior High School)	Chair: Charlyn Baylon Members: Ray Maghuyo Helen Lucman
4. Key Stage 4 (Senior High School)	Chair: Juan Mingo Members: Romeo Aclo Amor Radaza
Madrasah Education Program 1.5 Outstanding ALIVE Teacher	Chair: Paraida Orangot Members: Helen Lucman Ryan Blanco
Special Education Program 1.6 Outstanding SPED Teacher	Chair: Shirley Merida Members: Jinky Arnejo, Jean Loquillano
Indigenous Peoples Education Program 1.7 Outstanding IP Teacher	Chair: Ray Maghuyop Members: Derrold Marl Aves Aisa Badana
Alternative Learning System 1.8 Outstanding ALS Teacher	Chair: January Gay Valenzona Members: Janry Colonia Juliet Neri
B. Outstanding Master Teacher	
1. Outstanding Master Teacher (Elementary)	Chair: Rochelle Luzano Members: Eleanor Consejo Rollan, Roy Lumban
2. Outstanding Master Teacher (Secondary)	Chair: Jerly Eluna Members: Romeo Aclo Charlyn Baylon
C. Outstanding Teaching-related Personnel	
1. Outstanding School Head (Elementary)	Chair: Cynthia Yanez Members: Marife Ramos Jairus John Gochuco
2. Outstanding School Head (Secondary)	Chair: Milagros Recamadas Members: Romeo Aclo Rochelle Luzano
3. Outstanding EPS/PSDS (Division Level only)	Chair: ASDS Audie Borres Members: Jean Macasero Rosalio Vitorillo
D. Outstanding Non-teaching Personnel	
1. Level I (SG 1-9)	Chair: Risa Bea Socorro Borres
2. Level II (SG 10 and above)	Members: Arnel Calubag

	Romiel Vallente
E. Other Awards and Recognition	
1. Outstanding School Research Program Implementer	Chair: Joel Potane Members: Loredelle Tacandong Rodel Megollas
2. Researcher of the Year Award	
3. OK sa DepEd Award (Elementary and Secondary)	Chair: Baldomero Mark Meso Members: Jamcel Chacon Pauline Angara
3.1 SBFP Best Implementer (for Elementary)	
3.2 NDEP/BKD Best Implementer (for Secondary)	
3.3 WinS Best Implementer (for elementary and secondary)	
3.4 School Clinic Services Best Implementer (for Elementary and Secondary)	
3.5 Teen Center Best Implementer (for secondary)	
F. Other Programs and Projects	
1. Best Reading Clinic	Chair: Sylvio Carciller Members: Helen Lucman Jean Loquillano
2. School Reading Program Best Implementer	Chair: Margie Andrade Members: Rochelle Luzano Phoebe Taruc
3. Outstanding Reading Teacher	Chair: Phoebe Taruc Members: Ryan Blanco Amor Radaza
4. National Learning Camp Best Implementer	Chair: Jean Macasero Members: Jinky Arnejo January Gay Valenzona