



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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September 5, 2023

**DIVISION MEMORANDUM**

No. 276, s. 2023

**UPDATES ON THE CONDUCT OF THE 2023 SEARCH FOR THE MOST  
OUTSTANDING DEPED NORTHERN SAMAR PERSONNEL, SCHOOL, AND  
PROGRAM IMPLEMENTERS**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Unit/Section Heads  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Section, issues updates on the conduct of the 2023 Search for the Most Outstanding DepEd Northern Samar Personnel, School, and Program Implementers, as per Division Memorandum 264, s. 2023.
2. District PRAISE Committees are **required** to conduct the District level Evaluation of Documents until **September 17, 2023** (Sunday). The deadline of submission of documents to the Division PRAISE Secretariat is on **September 18, 2023**. Districts without endorsed nominees shall be required to write a justification letter addressed to the Schools Division Superintendent for failure to comply. Attached is the updated PRAISE Schedule of Activities.
3. To further guide the PRAISE Committee and Sub-committees during the evaluation of documents, all downloadable resources (templates, forms, evaluation sheets, criteria, etc.) including the crafted **Appraiser's Guide** by this Division can be accessed through this link:

**<https://bit.ly/2023PasidungogResources>**

4. Moreover, an **Orientation on the Enhanced R&R Policy** with focus on the crafted Appraiser's Guide and the Search Criteria will be held on **September 11,**



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**2023** at **Catarman I Central Gym**. The participants are the 46 District Heads (District PRAISE Chair), 46 Most Senior Elementary or Secondary School Head of District HRD Focal Person, 11 EPS, and 10 Unit Heads.


5. This Schools Division shall award the **2023 Hall of Famer** special citation award to those personnel who were awarded for three consecutive years in the same category while the Schools Division Superintendent shall give the prestigious **Gawad ng Superintendent Award** to personnel who made significant waves in the national and international scene.

6. This Office also adopts the **Basic Qualifications and List of Requirements** from Regional Memorandum No. 534, s. 2023 or the 2023 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools, therefore replaces Annex A (Basic Qualifications and List of Requirements) of Division Memorandum No. 264, s. 2023.

7. Other provisions stipulated in DM 264, s. 2023 shall remain in force.

8. For queries/clarification, please contact Mr. Peter R. Bobiles, HRDS SEPS, or send an email to [hrd.northernsamar@deped.gov.ph](mailto:hrd.northernsamar@deped.gov.ph).

9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CRISTA JOY C. ABOGADIE, PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**RELEASED**

AS 9-6-23

8:45

Enclosure No. 1 of DM 276, s. 2023**Schedule of Activities**

<b>DATE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>	<b>EXPECTED OUTPUT</b>
<b>July-September 17, 2023</b>	<p>Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Personnel, School, and Program Implementers at the <b>School Level</b></p> <p>Conduct of <b>District PRAISE Committee screening</b> and awarding ceremony at the <b>District Level</b></p>	<p>School PRAISE Committee</p> <p>Division PRAISE Secretariat (SGOD-HRDS) shall ensure 100% participation of schools</p> <p>District PRAISE Committee</p>	Identified the nominees per award category. List of Nominees from the schools
<b>September 18, 2023</b>	Deadline of Submission of District Nominees to the Schools Division Office corresponding to each award category	<p>All</p> <p>In a folder, the Nomination Form, together with the required documents properly labeled, shall be Submitted by the District Administrative Officer II/HRD Focal Person to the HRDS (PRAISE Secretariat)</p> <p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat (SGOD HRDS)</p> <p>Late documents will not be accepted.</p>	List of Nominees from the 46 Districts and SDO Functional Offices
<b>September 19, 2023</b>	<p>Sorting of Documents submitted to the HRDS</p> <p>The HRDS notifies the nominees through email for their schedule of screening and validation at the Division Office</p>	in-charge: HRDS	Sorted documents for the evaluation of documents



<b>September 21, 22, &amp; 25, 2023</b>	Screening Proper and validation of the qualified nominees	The Nominee shall appear to the Division PRAISE Committee and Sub-committee for the on-site screening/evaluation of documents, interview (potential), and validation	Screened qualified and shortlisted nominees
<b>September 26-28, 2023</b>	Preparation, finalization, and PRAISE Meeting	PRAISE Committee convenes and deliberates the results	Final results of deliberation
<b>September 29, 2023</b>	Announcement of the Winners per award category through a Memorandum	PRAISE Committee prepares logistics for the awarding  Production Team starts shooting	Fielded the Memorandum re: Announcement of Winners
<b>October 2, 2023</b>	Endorsement of Division Nominees to the Regional PRAISE Committee for the 2023 Search for the Most Outstanding DepEd Region VIII Personnel, School, Program Implementers	The HRDS shall transmit the documents of Division nominees to the Regional PRAISE. Transportation and incidental expenses shall be charged against Division MOOE.	Submitted the Endorsed Division Nominees to the Regional PRAISE Committee
<b>October 3-November 5, 2023</b>	Preparation for the 2023 Pasidungog-cum-Stakeholders Summit	The HRDS, in partnership with the SM&N Section, shall prepare logistical requirements	
<b>November 6, 2023</b>	Conduct of Awarding Ceremony	Check technicalities for the awarding ceremony	TBA
<b>December 2023</b>	Submission of the Activity Completion Report, PRAISE Year-End Meeting	PRAISE Committee	Submitted the Activity Completion Report