



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

July 10, 2025

**DIVISION MEMORANDUM**

No. 75, s. 2025

**SEARCH FOR THE 2025 MOST OUTSTANDING DEPED NORTHERN SAMAR  
PERSONNEL, PROGRAM IMPLEMENTERS, AND SCHOOLS**

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

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, announces the Search for the 2025 Most Outstanding DepEd Northern Samar Personnel, Program Implementers, and Schools.
2. This activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding employees, offices/schools, individually or in groups, for their innovations, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, improvement in government operations, and other extraordinary acts or services in the interest of the public.
3. The awards to be given (adopted from Regional Memorandum No. 775, s. 2025), which guidelines can be accessed through [bit.ly/PRAISEGuidelines2025](https://bit.ly/PRAISEGuidelines2025), are as follows:

<b>Types of Awards</b>	
<b>1. Best Employee Award</b>	
<b>1.1. Most Outstanding Teacher (TI-III, MTs)</b>	
a.	Kindergarten
b.	Elementary
c.	Junior High School (JHS)
d.	Senior High School (SHS)
e.	Alternative Learning System (ALS)
f.	Special Education (SPED)
g.	Madrasah

h. Multigrade
<b>1.2. Most Outstanding School Head</b>
a. Elementary (Monograde School—Central Category)
b. Elementary (Monograde School—Non-Central Category)
c. Elementary (Multigrade)
d. Secondary School (Purely Junior High School)
e. Secondary School (JHS with SHS; Stand-Alone SHS)
f. Integrated School (Elem and JHS/SHS)
<b>1.3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1)</b>
<b><i>For School/SDO Level</i></b>
a. Administrative Aide
b. Administrative Assistant or equivalent position
<b>1.4. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 2)</b>
<b><i>School Level</i></b>
a. Administrative Officer I-IV
b. Registrar
c. Implementing Unit Bookkeeper/Accountant
d. Librarian
<b><i>Schools Division Office (SDO) Level</i></b>
a. Administrative Officer V
b. Human Resource Management Officer (HRMO)
c. Supply Officer
d. Cashier
e. Records Officer
f. Legal Officer
g. Accountant
h. Budget Officer
i. Division Librarian
j. Planning Officer
k. Information Technology Officer
l. Engineer
m. Project Development Officer II
<i>m.1 Youth Formation</i>
<i>m.2 Disaster Risk Reduction</i>
<i>m.2 Learning Resource</i>
n. Senior Education Program Specialist
<i>n.1 Human Resource Development</i>
<i>n.2 School Management Monitoring and Evaluation</i>
<i>n.3 Planning and Research</i>
<i>n.4 Social Mobilization and Networking</i>
o. Education Program Specialist II
p. Education Program Specialist II for ALS (EPSA)
q. Nurse
r. Medical Officer
s. Dentist
t. Dental Aide
u. Public Schools District Supervisor



v. Education Program Supervisor
v.1 Curriculum Implementation Division
v.2 Schools Governance and Operations Division
w. Assistant School Principal
x. JHS Head Teacher/Department Head
y. Administrative Officer II (HRMO I)
<b>1.5. Most Outstanding Coordinator/Coach/Trainer/Researcher School Level</b>
a. Literacy Coordinator (Elementary only)
b. Numeracy Coordinator (Elementary only)
c. ICT Coordinator
d. Sports Coach/Trainer
<b>School/SDO Level</b>
a. WinS Coordinator
e. School-Based Feeding Program Coordinator
f. GAD Coordinator
g. SBM Coordinator
h. TA Coordinator
i. Learners' Rights and Protection Coordinator
j. Sports Officer
k. Division Information Officer
<b>Open Category (School and SDO)</b>
a. Researcher
<b>1.6. Top 10 in National Examinations</b>
<b>2. Best Office/School Award</b>
<b>2.1. Most Outstanding School</b>
a. Elementary (Monograde School—Central Category)
b. Elementary (Monograde School—Non-Central Category)
c. Elementary (Multigrade School)
d. Secondary School (Purely Junior High School)
d.1 Non-Implementing Unit
d.2 Implementing Unit
e. Secondary School (with JHS and SHS & Stand-Alone SHS)
e.1 Non-Implementing Unit
e.2 Implementing Unit
f. Integrated School (Elem with JHS/SHS)
<b>3. Hall of Fame Award</b>
<b>4. Special Awards (SDO Level only)</b>
4.1. On-the-Spot Award (Outstanding or Meritorious Award)
4.2. Gawad ng Superintendent

4. Moreover, to expand award opportunities to more teachers, this year's Search includes the Most Outstanding Teacher award categories that are grade-level specific. However, consistent with the Most Outstanding Teacher award categories outlined in RM No. 775, s. 2025, only the nominees who obtain the highest points in the Elementary, Junior High School, and Senior High School categories will be endorsed for the Regional Search.

<b>Types of Awards</b>
<b>1. Most Outstanding Teacher (Grade Level-specific)</b>

<b>Elementary (Teacher I-III, MTs)</b>
a. Grade 1 Teacher
b. Grade 2 Teacher
c. Grade 3 Teacher
d. Grade 4 Teacher
e. Grade 5 Teacher
f. Grade 6 Teacher
<b>Junior High School (Teacher I-III, MTs)</b>
a. Grade 7 Teacher
b. Grade 8 Teacher
c. Grade 9 Teacher
d. Grade 10 Teacher
<b>Senior High School (Teacher I-III, MTs) (Track/Strand-specific)</b>
a. Grade 11 Academic Track Teacher
a.1 ABM Teacher
a.2 GA Teacher
a.3 HUMSS Teacher
a.4 STEM Teacher
b. Grade 11 TVL Teacher
c. Grade 11 Sports Teacher
d. Grade 11 Arts & Design Teacher
e. Grade 12 Academic Track Teacher
e.1 ABM Teacher
e.2 GA Teacher
e.3 HUMSS Teacher
e.4 STEM Teacher
f. Grade 12 TVL Teacher
g. Grade 12 Sports Teacher
h. Grade 12 Arts & Design Teacher


5. In addition to the awards adopted from RM No. 775, s. 2025, the following sets of Division localized awards, which guidelines can be accessed through <https://bit.ly/DivisionLocalPRAISEGuidelines2025>, are to be given:

<b>Types of Awards</b>
<b>1. Most Outstanding Coordinator/Adviser/Program Implementer</b>
a. Child Protection Coordinator
b. Gulayan sa Paaralan
c. District in Research Management
d. School in Research Management
e. SPTVE Implementer
<b>2. Other Awards</b>
a. District ALS Coordinator

6. Validity of the Outstanding/Meritorious Accomplishments and Trainings shall be within the last two (2) years from the cut-off date set by the Regional PRAISE Committee. The cut-off date for this year's search is **August 11, 2025**.



7. As stated in the DepEd Region VIII PRAISE Manual, previously used documents for outstanding/meritorious accomplishments can no longer be used in the succeeding search. Therefore, for 2024 PRAISE awardees nominated for the 2025 Search, only accomplishments dated October 1, 2024 to August 11, 2025 shall be evaluated.
8. Deadline for submission of nominees is on **August 11, 2025, no later than 5:00 PM**. Late submissions will not be accepted.
9. Each nomination must include the accomplished nomination form and certified photocopies of all required supporting documents per award category. Submissions must be in hard copy and sent to the HRD Section of the Schools Division Office. Original documents are not required and should not be submitted.
10. To ensure a clear understanding of the updated guidelines, nomination process, documentary requirements, and evaluation criteria, **a virtual orientation on the 2025 R&R Guidelines** will be conducted on **July 15, 2025, from 3:00 – 5:00 PM via MS Teams**. The meeting link will be shared through the HRD District Partners group chat. **Attendees are all School/District PRAISE Committee Members and HRD District Focal Persons, while applicants of various award categories are strongly encouraged to join.**
11. Services rendered on Saturdays, Sundays, and holidays by all personnel involved in the entire screening process at the School, District, and Division levels are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, s. 2004.
12. All expenses relative to this activity such as meals, materials, and travel expenses for validation, shall be charged against the Division MOOE/Local Fund/Special Education Fund subject to the usual accounting and auditing rules and regulations.
13. For queries/clarification, please contact Mr. Peter R. Bobiles, HRDS SEPS, or send an email to **hrd.northernssamar@deped.gov.ph**.
14. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR. PhD, CESO VI**  
Schools Division Superintendent

Enclosures: As stated

References: RM No. 775, s. 2025

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

REWARDS & RECOGNITION

PRAISE

2025 PASIDUNG

DepEd Northern Samar

**RELEASED**



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Division Official Website: <https://northernssamar.deped.gov.ph>

By: 

Date: **JUL 11 2025**

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Enclosure 1 of DM No. 215, s. 2025

### SCHEDULE OF ACTIVITIES

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
July-August 8, 2025	Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Personnel at the <b>School Level</b>	The conduct of the selection for nominating, evaluation, and identifying Outstanding Personnel is based on the schedule set by the School and District within the allocated time frame provided by the Division PRAISE Committee	Identified the nominees per award category
	Conduct of <b>District PRAISE Committee screening</b> and awarding ceremony at the <b>District Level</b>		List of Nominees from the schools
August 11, 2025 (until 5 PM only)	Deadline of Submission of District Nominees to the Schools Division Office corresponding to each award category	<p>All 46 Districts are required to submit their endorsed nominees to the Schools Division</p> <p>In a folder, the Nomination Form, together with the required documents properly labeled, shall be submitted to the SDO Records Section.</p> <p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE</p>	List of Nominees from the 46 Districts and SDO Functional Offices

		Secretariat (SGOD HRDS)	
		Late documents will not be accepted.	
August 12- 13, 2025	Stage 1 Sorting and shortlisting period <ul style="list-style-type: none"> <li>Shortlisting of the nominees (<i>top 3 will be emailed</i>)</li> </ul>	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
August 14- 19, 2025	Stage 2 Face to face Screening of nominees (One-Stop Shop) and validation of R&R documents <ul style="list-style-type: none"> <li>Evaluation of documents of nominees based on the set criteria</li> </ul>	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
August 20- 25, 2025	Consolidation, preparation and finalization of results	PRAISE Committee convenes and deliberates the results	Final results of deliberation
August 26, 2025	Presentation of R&R Results to the PRAISE Committee	PRAISE Committee prepares the results of winners	Results of Winners
August 28, 2025	Announcement of the R&R Winners per award category	PRAISE Committee prepares logistics for the awarding  Production Team starts shooting	Fielded the Memorandum re Announcement of Winners
September 1- 3, 2025	Sorting and packaging of R&R documents for submission to the Region		
September 4, 2025	Endorsement of Division Nominees to the Regional PRAISE Committee for the 2025 Search for the Most Outstanding DepEd Region VIII Personnel, Schools Division Offices, and Schools		Submitted the Endorsed Division Nominees to the Regional PRAISE Committee

October – December 11, 2025	Preparation for the 2025 Pasidungog		
December 12, 2025	Pasidungog 2025 Awards Ceremony	Check technicalities for the awarding ceremony	TBA
December 15, 2025	Conduct of Evaluation of the Annual PRAISE Activities	PRAISE Committee	Submitted the Activity Completion Report
January 2026	Submission of the PRAISE Activity Completion Report	PRAISE Committee	Submitted the Activity Completion Report



Enclosure 2 to DM No. 215 s. 2025

**PRAISE COMMITTEE TECHNICAL WORKING GROUP (TWG), ASSIGNMENT,  
AND TERMS OF REFERENCE FOR THE SEARCH FOR THE 2025  
MOST OUTSTANDING DEPED NORTHERN SAMAR PERSONNEL,  
PROGRAM IMPLEMENTERS, AND SCHOOLS**

<b>Award Categories</b>	<b>Chairperson</b>	<b>Members</b>
<b>Best Employee Award</b> <b>1. Most Outstanding Teacher (TI-III, MTs)</b> 1.1. Kindergarten 1.2. Elementary (Grades 1-6) 1.3. Special Education (SPED) 1.4. Madrasah 1.5. Multigrade	Chair: Sylvia D. Villanueva	Felix J. Ladeño Roberto T. Orias Zyra D. Ultra
<b>Best Employee Award</b> <b>1. Most Outstanding Teacher (TI-III, MTs)</b> 1.6. Junior High School (Grades 7-10) 1.7. Senior High School (Grades 11-12) 1.8. ALS	Chair: Sylvia D. Villanueva	Alex B. Rejuso Davy Aplan Medardo Baylon III
<b>Best Employee Award and Best Office/School/Learning Center Award</b> <b>1. Most Outstanding School Head (30%) and Most Outstanding School (70%)</b> 1.1. Elementary (Monograde School—Central Category) 1.2. Elementary (Monograde School—Non-Central Category) 1.3. Elementary (Multigrade) 1.4. Secondary School (Purely Junior High School) 1.5. Secondary School (JHS with SHS; Stand-Alone SHS) 1.6. Integrated School (Elem and JHS/SHS)	Chair: Noe M. Hermosilla	Eva Baldoza Deah A. Gamao Merlita B. Fajardo Rudel Lutao Atty. Risty Adarayan
<b>Best Employee Award</b> <b>1. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1)</b> <b>School/SDO Level</b> 1.1. Administrative Aide 1.12. Administrative Assistant or equivalent position  <b>2.1. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1)</b> <b>School Level</b>	Chair: Nelida M. Lobos	Michelle D. Caguimbal Rolando Lucenecio Eunice V. Taringting

<p>2.1.1. Administrative Officer I-IV 2.1.2. Registrar 2.1.3. Implementing Unit Bookkeeper/ Accountant 2.1.4. Librarian</p> <p><b>2.2. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 2)</b> <b>SDO/School Level</b> 2.2.1. Administrative Officer V 2.2.2. Human Resource Management Officer (HRMO) 2.2.3. Supply Officer 2.2.4. Cashier 2.2.5. Records Officer 2.2.6. Legal Officer 2.2.7. Accountant 2.2.8. Budget Officer 2.2.9. Division Librarian 2.2.10. Planning Officer 2.2.11. Information Technology Officer 2.2.12. Engineer 2.2.13. Project Development Officer II     <i>a. Youth Formation</i>     <i>b. Disaster Risk Reduction</i>     <i>c. Learning Resource</i> 2.2.14. Senior Education Program Specialist     <i>a. Human Resource Development</i>     <i>b. School Management Monitoring and Evaluation</i>     <i>c. Planning and Research</i>     <i>d. Social Mobilization and Networking</i> 2.2.15. Education Program Specialist II 2.2.16. Education Program Specialist II for ALS (EPSA) 2.2.17. Nurse 2.2.18. Medical Officer 2.2.19. Dentist 2.2.20. Dental Aide 2.2.21. Public Schools District Supervisor 2.2.22. Education Program Supervisor     <i>a. Curriculum Implementation Division</i>     <i>b. Schools Governance and Operations Division</i> 2.2.23. Assistant School Principal 2.2.24. JHS Head Teacher/Department Head</p>		
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2.2.25. Administrative Officer II (HRMO I)		
<b>Best Employee Award</b> <b>1. Most Outstanding Coordinator/Coach/Trainer/Researcher School Level</b> 1.1. Literacy Coordinator (Elementary only) 1.2. Numeracy Coordinator (Elementary only) 1.3. ICT Coordinator 1.4. Sports Coach/Trainer <b>School/SDO Level</b> 1.5. WinS Coordinator 1.6. School-Based Feeding Program Coordinator 1.7. GAD Coordinator 1.8. SBM Coordinator 1.9. TA Coordinator 1.10. Learners' Rights and Protection Coordinator 1.11. Sports Officer 1.12. Division Information Officer <b>Open Category (School and SDO)</b> 1.13. Researcher	Chair: Omar O. Ty	Dionesia Mercader Reynel M. Ignacio Shiela Ann M. Rodriguez
<b>Most Outstanding Coordinator/Adviser/Program Implementer</b> 1.1. Child Protection Coordinator 1.2. Gulayan sa Paaralan 1.3. District in Research Management 1.4. School in Research Management 1.5. SPTVE Implementer 1.6. District ALS Coordinator	Chair: Elna D. Enano	Mark Manalo Emily Adarayan Jocelyn I. Acebuche

### PRAISE SECRETARIAT

Peter R. Bobiles  
 Pepito E. Saldo Jr.  
 April Rose D. Ballicud  
 Temothy G. Clutario  
 Wilkins Wong

### TWG TERMS OF REFERENCE

1. Take/receive the documents of the nominees from the Division PRAISE Secretariat c/o HRDS.
2. Evaluate the documents based on the prescribed search criteria.
3. Rank and identify the Top 3 qualified nominees per award category.
4. Conduct validation of the Top 3 qualified nominees through face-to-face interview or online interview using available online platforms.
  - 4.1. Inform the Top 3 qualified nominees on the schedule of validation.



- 4.2. If the interview is done online, create and provide the meeting link to the Top 3 qualified nominees.
- 4.3. Use the Potential/Interview Checklist and Rating Sheet provided.
5. Submit the results of the evaluation and validation to the Division PRAISE Committee c/o HRDS.



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 3, 2025

**REGIONAL MEMORANDUM**

No. **775** s. 2025

**2025 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII  
OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Human Resource Development Division (HRDD), announces the 2025 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools.
2. This activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, and offices/schools, individually or in groups, for their innovations, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, improvement in government operations, and other extraordinary acts or services in the interest of the public.
3. The awards to be given are as follows:

<b>Bituon han Sinirangan Awards</b>	
<b>A. Best Employee Award</b>	
<b>1. Most Outstanding Teacher (T I-III, MTs)</b>	
1.1	Kindergarten
1.2	Elementary
1.3	Junior High School (JHS)
1.4	Senior High School (SHS)
1.5	Alternative Learning System (ALS)
1.6	Special Education (SPED)
1.7	Madrasah
1.8	Multigrade
<b>2. Most Outstanding School Head</b>	
2.1	Elementary (Monograde School- Central Category)

a

2.2	Elementary (Monograde School-Non-Central Category)
2.3	Elementary (Multigrade School)
2.4	Secondary School (Purely Junior High School)
2.5	Secondary School (JHS with SHS; Stand-Alone SHS)
2.6	Integrated School (Elementary with JHS/SHS)
<b>3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel</b>	
<b>3.1 For School/SDO/RO Level 1:</b>	
3.1.1	Administrative Aide
3.1.2	Administrative Assistant or equivalent position
<b>3.2 Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b>	
<b>3.2.1 School Level</b>	
3.2.1.1	Administrative Officer I-IV
3.2.1.2	Registrar
3.2.1.3	Implementing Unit Bookkeeper/Accountant
3.2.1.4	Librarian
<b>3.2.2 Schools Division Office (SDO) Level</b>	
3.2.2.1	Administrative Officer V
3.2.2.2	Human Resource Management Officer (HRMO)
3.2.2.3	Supply Officer
3.2.2.4	Cashier
3.2.2.5	Records Officer
3.2.2.6	Legal Officer
3.2.2.7	Accountant
3.2.2.8	Budget Officer
3.2.2.9	Division Librarian
3.2.2.10	Planning Officer
3.2.2.11	Information Technology Officer
3.2.2.12	Engineer
3.2.2.13	Project Development Officer II
	<i>3.2.2.13.1 Youth Formation</i>
	<i>3.2.2.13.2 Disaster Risk Reduction</i>
	<i>3.2.2.13.3 Learning Resource</i>
3.2.2.14	Senior Education Program Specialist
	<i>3.2.2.14.1 Human Resource Development</i>
	<i>3.2.2.14.2 School Management Monitoring and Evaluation</i>
	<i>3.2.2.14.3 Planning and Research</i>
	<i>3.2.2.14.4 Social Mobilization and Networking</i>
3.2.2.15	Education Program Specialist II
3.2.2.16	Education Program Specialist II for ALS (EPSA)
3.2.2.17	Nurse
3.2.2.18	Medical Officer
3.2.2.19	Dentist
3.2.2.20	Dental Aide




3.2.3.21	Public Schools District Supervisor
3.2.2.22	Education Program Supervisor
	<i>3.2.2.22.1 Curriculum Implementation</i>
	<i>3.2.2.22.2 Learning Resource Management and Development</i>
	<i>3.2.2.22.3 Program Implementation</i>
	<i>3.2.2.22.4 School Governance and Operations</i>
3.2.2.23	Assistant School Principal
3.2.2.24	JHS Head Teacher/Department Head
3.2.2.25	Administrative Officer II (HRMO I)
<b>3.2.3 Regional Office Level</b>	
3.2.3.1	Education Program Supervisor
3.2.3.2	Level 2 Unique Position
3.2.3.3	Section/Unit Head
3.2.3.4	Administrative Officer
3.2.3.5	Accountant
<b>4. Most Outstanding Coordinator/Coach/Trainer/Researcher</b>	
<b>4.1 School Level</b>	
4.1.1	Literacy Coordinator (Elementary Level only)
4.1.2	Numeracy Coordinator (Elementary Level only)
4.1.3	ICT Coordinator
4.1.4	Sports Coach/Trainer
<b>4.2 School Division Office Level</b>	
4.2.1	WinS Coordinator
4.2.2	School-based Feeding Program Coordinator
4.2.3	GAD Coordinator
4.2.4	SBM Coordinator
4.2.5	TA Coordinator
4.2.6	Learners' Rights and Protection Coordinator
4.2.7	Sports Officer
4.2.8	Division Information Officer
<b>4.3 Open Category (School and SDO)</b>	
4.3.1	Researcher
<b>5. Top Ten (10) in National Examinations</b>	
<b>B. Best Office/School Award</b>	
<b>1. Most Outstanding School</b>	
1.1	Elementary (Monograde School- Central Category)
1.2	Elementary (Monograde School-Non-Central Category)
1.3	Elementary (Multigrade School)
1.4	Secondary School (Purely Junior High School)
	<i>1.4.1 Non-Implementing Unit</i>

	<i>1.4.2 Implementing Unit</i>
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)
	<i>1.5.1 Non-Implementing Unit</i>
	<i>1.5.2 Implementing Unit</i>
1.6	Integrated School (Elementary with JHS/SHS)
<b>2. Most Outstanding Schools Division Office</b>	
2.1	Provincial Division
2.2	City Division
<b>3. Special Awards for Schools Division Offices</b>	
3.1	Best in Fund Utilization
3.2	Best Practices in Technical Assistance Provision
3.3	Most Prompt in Submission of Financial Reports
3.4	Best in Filling-up of Teaching and Non-Teaching Items
3.5	Most Responsive in Submission of Administrative Reports
3.6	PMIS Best Implementer
3.7	Top Performer on AOM/NS/ND Compliance
3.8	Best in Resolution of 8888/PAAC/CCB Concerns
3.9	Best in Compliance Rate (PAAC e.g. 8888/CCB)
3.10	Best Implementer in Provident Fund
<b>C. DepEd Region VIII/Regional Office Special Awards/On-the-Spot Award</b>	
<b>1. Special Awards</b> (For Regional Office only)	
1.1	Prompt Submission of Reports Award
1.2	Active Participation to RO activities/conferences Award
1.3	Gawad ng Regional Director Award
1.4	Most Punctual Award
1.5	Good Housekeeping Award
1.6	Innovation Award
1.7	Loyalty Service Award
1.8	Award for Retiree/s (if applicable)
1.9	Posthumous Award (if applicable)
1.10	Best Functional Division in Budget Utilization (GASS-MOOE) Award
1.11	Best Functional Division in Budget Utilization (Downloaded funds) Award
<b>2. Hall of Fame Award</b>	
<b>3. On-the-Spot Award</b>	
3.1	Outstanding or Meritorious Performance Award

4. Outstanding or meritorious accomplishments and trainings must have occurred within two years prior to the designated cut-off date set by the Regional PRAISE Committee. For this year, since the **cut-off date is August 31, 2025**, only accomplishments and trainings from **September 1, 2023 to August 31, 2025** shall be considered valid for evaluation.

5. As stipulated in the DepEd Region VIII PRAISE manual, Regional PRAISE awardees are not allowed to use the same documents for outstanding and/or meritorious accomplishments in the succeeding search. Hence, for 2024 Regional PRAISE awardees who are division nominees for this year's search, only their outstanding and/or meritorious accomplishments dated between October 1, 2024, and August 31, 2025, will be considered valid for evaluation.
6. The **deadline for submission of nominees** by Schools Division Offices or Regional Office functional divisions to the Regional PRAISE Secretariat is **September 5, 2025, no later than 5:00 PM**. Late submission of documents will not be accepted.
7. Each nomination must include the completed nomination form and certified photocopies of all required supporting documents per award category. Submissions should be made in hard copy and submitted through the Human Resource Development Division (HRDD) of the Regional Office. Original documents are not required and should not be submitted.
8. The Schools Division Superintendent shall certify that all the division nominees have underwent the Division PRAISE Committee selection process and endorse only the highest-scoring nominees per award category who meet the 70-point cut-off score to the Regional PRAISE Committee.
9. Attached are the list of DepEd Regional Office VIII PRAISE Committee Members, Secretariat, Technical Working Group (TWG), TWG Assignment and Terms of Reference (TOR), 2025 Rewards and Recognition Schedule, Search and Screening Procedures, and prescribed search criteria per award category.
10. The participants to the various PRAISE activities are the PRAISE Committee members, Secretariat, TWG, and Program Management Team.
11. Expenses incurred in this activity shall be charged against local funds/Regional Office MOOE continuing funds, subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum are desired.



  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated

References: 2025 HRDD WPP; DepEd Region VIII PRAISE System Manual  
To be indicated in the Perpetual Index under the following subjects:

CRITERIA

OUTSTANDING

SEARCH

HRDD-RVR



Enclosure to Regional Memorandum No. 775, s. 2025

**REGIONAL PRAISE COMMITTEE COMPOSITION**

Chairperson	Dr. Ronelo Al K. Firmo, CESO V, Assistant Regional Director
Co-Chairperson	Dr. Elena S. De Luna, Assistant Schools Division Superintendent
Members	Dr. Harvie D. Villamor, Chief, HRDD
	Dr. Rosemarie M. Guino, Chief, AD
	Dr. Gertrudes C. Mabutin, OIC-Chief, CLMD
	Dr. Alejandra B. Lagumbay, Chief, ESSD
	Ms. Alma E. Suyom, Chief, FD
	Ms. Mercedes D. Sarmiento, Chief, FTAD
	Dr. Rita R. Dimakiling, Chief, PPRD
	Mr. Cesar P. Verunque, Chief, QAD
	Dr. Elmer Albert E. Cuevas, Dentist III, ESSD, 2 <sup>nd</sup> Level Representative
	Ms. Queennielyn C. Yu, ADAS I, HRDD, 1 <sup>st</sup> Level Representative
Secretariat	Mr. Rodel V. Rosales, EPS, HRDD
	Mr. Ryan R. Tiu, EPS, CLMD
	Ms. Elizabeth E. Caboboy, SAO, AD
	Ms. Gladys J. Fabillo, SAO, FD
	Ms. Eva D. Rosales, AO V, Personnel, AD
	Mr. Ted Juan C. Peleño, EPS II, HRDD

Enclosure to Regional Memorandum No. 775, s. 2025

**PRAISE COMMITTEE TECHNICAL WORKING GROUP (TWG), ASSIGNMENT, AND  
TERMS OF REFERENCE FOR THE 2024 SEARCH FOR THE MOST  
OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/  
SCHOOLS DIVISION OFFICES/SCHOOLS**

<b>DepEd Region VIII PRAISE Awards / Special Awards</b>	<b>Chairperson / Co-Chairperson</b>	<b>Members</b>
<b>A. Best Employee Award</b> <b>1. Most Outstanding Teacher (T I-III, MTs)</b> 1.1 Kindergarten 1.2 Elementary 1.3 Junior High School 1.4 Senior High School 1.5 ALS 1.6 SPED 1.7 Madrasah 1.8 Multigrade  <b>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b> <b>2.1 School Level</b> 2.1.1 Librarian <b>2.2 Schools Division Office (SDO) Level</b> 2.2.1 Division Librarian 2.2.2 Project Development Officer II (Learning Resource) 2.2.3 Education Program Specialist II for ALS (EPSA) 2.2.4 Education Program Supervisor (Curriculum Implementation) 2.2.5 Education Program Supervisor (Program Implementation) 2.2.6 Education Program Supervisor for Learning Resource Management and Development 2.2.7 Education Program Supervisor (School Governance)	Chairperson: Dr. Gertrudes C. Mabutin – OIC-Chief, CLMD  Co-Chairperson: Mr. Joy B. Bihag	Mr. Dandy G. Acuin Mr. Dean Ric M. Endriano Ms. Amenia C. Aspa Mr. Alfredo P. Cafe Ms. Nova P. Jorge Mr. Ryan R. Tiu Ms. Glendale B. Lamiseria Mr. Ernani S. Fernandez Jr. Ms. Margie S. Balledo

<p>and Operations)</p> <p><b>3. Most Outstanding Coordinator (School Level)</b></p> <p>3.1 Literacy Coordinator (Elementary Level only)</p> <p>3.2 Numeracy Coordinator (Elementary Level only)</p>		
<p><b>A. Best Employee Award</b></p> <p><b>1. Most Outstanding School Head</b></p> <p>1.1 Elementary (Monograde School- Central Category)</p> <p>1.2 Elementary (Monograde School-Non-Central Category)</p> <p>1.3 Elementary (Multigrade School)</p> <p>1.4 Secondary School (Purely Junior High School)</p> <p>1.5 Secondary School (JHS with SHS; Stand-Alone SHS)</p> <p>1.6 Integrated School (Elementary with JHS/SHS)</p> <p><b>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</b></p> <p>2.1 Senior Education Program Specialist (Human Resource Development)</p> <p><b>3. Most Outstanding Coordinator (SDO Level)</b></p> <p>3.1 GAD Coordinator</p>	<p>Chairperson: Dr. Elena S. De Luna</p> <p>- Co-chairperson, PRAISE Committee</p> <p>Co-Chairperson: Dr. Harvie D. Villamor</p> <p>- Chief, HRDD</p>	<p>Mr. Rodel V. Rosales Dr. Rowena T. Vacal Dr. Dina S. Superable Mr. Clark Dave P. Arante Mr. Israel Gilvani D. Malaca Mr. Ted Juan C. Peleño Ms. Marilyn G. Trinidad</p>
<p><b>A. Best Employee Award</b></p> <p><b>1. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel</b></p> <p><b>1.1 For School/SDO Level 1</b></p> <p>1.1.1 Administrative Aide</p> <p>1.1.2 Administrative Assistant or equivalent position</p> <p><b>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b></p> <p><b>2.1 School Level</b></p> <p>2.1.1 Administrative Officer II</p> <p>2.1.2 Registrar</p> <p>2.1.3 Implementing Unit</p>	<p>Chairperson: Dr. Rosemarie M. Guino</p> <p>- Chief, AD</p> <p>Co-Chairperson: Ms. Alma E. Suyom</p> <p>- Chief, FD</p>	<p>Ms. Elizabeth E. Caboboy Ms. Eva D. Rosales Ms. Ma. Laura F. Paglinawan Ms. Russel L. Resco Mr. Ariem V. Cinco Ms. Apple T. Reyes Atty. Eleanor C. Calumpiano Atty. Dulce C. Catubao Mr. Jim Albert A. Lagado Ms. Jasmin F. Calzita Ms. Gladys J. Fabillo</p>



<p>Bookkeeper/ Accountant</p> <p><b>2.2 Schools Division Office (SDO) Level</b></p> <p>2.2.1 Administrative Officer V</p> <p>2.2.2 Human Resource Management Officer (HRMO)</p> <p>2.2.3 Supply Officer</p> <p>2.2.4 Cashier</p> <p>2.2.5 Records Officer</p> <p>2.2.6 Legal Officer</p> <p>2.2.7 Accountant</p> <p>2.2.8 Budget Officer</p> <p>2.2.9 Planning Officer</p> <p>2.2.10 Information Technology Officer</p> <p>2.2.11 Education Program Specialist II</p> <p>2.2.12 Public Schools District Supervisor</p> <p>2.2.13 Assistant School Principal</p> <p>2.2.14 JHS Head Teacher/ Department Head</p> <p>2.2.15 Administrative Officer II (HRMO I)</p> <p><b>3. Most Outstanding Coordinator</b></p> <p><b>3.1 School Level</b></p> <p>3.1.1 ICT Coordinator</p> <p><b>3.2 SDO Level</b></p> <p>3.2.1 Division Information Officer</p> <p><b>B. Special Awards for Schools Division Offices/RO FDs</b></p> <ol style="list-style-type: none"> <li>1. Best in Fund Utilization</li> <li>2. Top Performer on AOM/NS/ND Compliance</li> <li>3. Best Functional Division in Budget Utilization (GASS-MOOE) Award</li> <li>4. Best Functional Division in Budget Utilization (Downloaded funds) Award</li> <li>5. Best Implementer in Provident Fund</li> <li>6. Most Prompt in Submission of Financial Reports</li> <li>7. Best in Filling-up of Teaching</li> </ol>		<p>Ms. Fe M. Gerona</p> <p>Mr. Gary Jay N. Calipayan</p> <p>Ms. Yvonne Mae L. Ripalda</p> <p>Ms. Judy Grace Nirza</p> <p>Ms. Ronafe A. Dolo</p>
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<p>and Non-Teaching Items</p> <p>8. Most Responsive in Submission of Administrative Reports</p> <p>9. Best in Resolution of 8888/ PAAC/CCB Concerns</p> <p>10. Best in Compliance Rate</p>		
<p><b>A. Best Employee Award</b></p> <p><b>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</b></p> <p>1.1 Senior Education Program Specialist (Planning and Research)</p> <p><b>2. Most Outstanding Coordinator/Researcher</b></p> <p><b>2.1 Open Category (School and SDO)</b></p> <p>2.1.1 Researcher</p> <p><b>2.2 SDO Level</b></p> <p>2.2.1 SBM Coordinator</p> <p>2.2.2 TA Coordinator</p> <p><b>B. Best Office/School/ Learning Center Award</b></p> <p><b>1. Most Outstanding School</b></p> <p>1.1 Elementary (Multigrade School)</p> <p>1.2 Secondary School (JHS with SHS; &amp; Stand-Alone SHS)</p> <p>1.2.1 Non-Implementing Unit</p> <p>1.2.2 Implementing Unit</p> <p>1.3 Integrated School (Elementary with JHS/SHS)</p> <p><b>2. Most Outstanding Schools Division Office</b></p> <p>2.1 Provincial Division</p> <p>2.2 City Division</p> <p><b>C. Special Awards for Schools Division Offices</b></p> <p>1. PMIS Best Implementer</p>	<p>Chairperson: Dr. Rita R. Dimakiling -Chief, PPRD</p> <p>Co-Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD</p>	<p>Ms. Maryjean S. Menil Ms. Hydelyn N. Cinco Ms. Marcelina L. Villamor Ms. Janice C. Delopere Ms. Ed Kathelen Q. Garcia Ms. Geraldine M. Mangaliman Mr. Reynaldo E. Nayre Ms. Ma. Almera M. Perolino</p>
<p><b>A. Best Employee Award</b></p> <p><b>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</b></p>	<p>Chairperson: Dr. Alejandra B. Lagumbay - Chief, ESSD</p>	<p>Dr. Elmer Albert E. Cuevas Ms. Eden A. Dadap Ms. Adara Lourdes S. Luaton</p>

<p>1.1 Engineer</p> <p>1.2 Project Development Officer II (Youth Formation)</p> <p>1.3 Project Development Officer II (Disaster Risk Reduction)</p> <p>1.4 Senior Education Program Specialist (Social Mobilization and Networking)</p> <p>1.5 Nurse</p> <p>1.6 Medical Officer</p> <p>1.7 Dentist</p> <p>1.8 Dental Aide</p> <p><b>2. Most Outstanding Coordinator/Coach/Trainer</b></p> <p><b>2.1 School Level</b></p> <p>2.1.1 Sports Coach/Trainer</p> <p><b>2.2 SDO Level</b></p> <p>2.2.1 WinS Coordinator</p> <p>2.2.2 School-based Feeding Program Coordinator</p> <p>2.2.3 Learners' Rights and Protection Coordinator</p> <p>2.2.4 Sports Officer</p>	<p>Co-Chairperson: Dr. Angelica C. Rodriguez</p>	<p>Mr. Ryan Jay L. Bagon</p> <p>Mr. Brent Christian S. Andrada</p> <p>Ms. Hannah Rose M. Cuaderno</p> <p>Mr. Arvin B. Cerda</p>
<p><b>A. Best Employee Award</b></p> <p><b>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Regional Office)</b></p> <p><b>1.1 Level 1</b></p> <p>1.1.1 Administrative Aide</p> <p>1.1.2 Administrative Assistant or equivalent position</p> <p><b>1.2 Level 2</b></p> <p>1.2.1 Education Program Supervisor</p> <p>1.2.2 Section/Unit Head</p> <p>1.2.3 Level II Unique Position</p> <p>1.2.4 Administrative Officer</p> <p>1.2.5 Accountant</p> <p><b>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</b></p> <p>2.1 Senior Education Program Specialist</p>	<p>Chairperson: Mr. Cesar P. Verunque - Chief, QAD</p> <p>Co-Chairperson: Mr. Sonny S. Tayum</p>	<p>Mr. Marlou D. Camposano</p> <p>Mr. Melvin Chito M. Solis</p> <p>Mr. Gerardo L. Adtoon</p> <p>Ms. Rachel R. Cuevas</p> <p>Mr. Jimmy G. Gula</p>

<p>(School Management Monitoring and Evaluation)</p> <p><b>B. Best Office/School/Learning Center Award</b></p> <p><b>1. Most Outstanding School</b></p> <p>1.1 Elementary (Monograde School- Central Category)</p> <p>1.2 Elementary (Monograde School-Non-Central Category)</p> <p>1.3 Secondary School (Purely Junior High School)</p> <p>1.3.1 Non-Implementing Unit</p> <p>1.3.2 Implementing Unit</p>		
<p><b>Special Awards for Schools Division Offices</b></p> <p>1. Best Practices in Technical Assistance Provision</p>	<p>Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD</p> <p>Co-Chairperson: Dr. Gertrudes C. Mabutin -OIC-Chief, CLMD</p> <p>Dr. Rita R. Dimakiling -Chief, PPRD</p>	<p>Ms. Geraldine M. Mangaliman Mr. Reynaldo E. Nayre Mr. Dean Ric M. Endriano Mr. Gerardo L. Adtoon Ms. Glendale B. Lamiseria Mr. Ariem V. Cinco Ms. Janice C. Delopere</p>

### TECHNICAL WORKING GROUP (TWG) TERMS OF REFERENCE

1. Take/receive the documents of the nominees from the Regional PRAISE Secretariat c/o HRDD.
2. Evaluate the documents based on the prescribed search criteria.
3. Rank and identify the Top 3 qualified nominees per award category.
4. Conduct validation of the Top 3 qualified nominees through face-to-face interview or online interview using available online platforms.
  - 4.1 Inform the Top 3 qualified nominees on the schedule of validation.
  - 4.2 If the interview is done online, create and provide the meeting link to the Top 3 qualified nominees.
  - 4.3 Use the Potential/Interview Checklist and Rating Sheet provided.



Note: There are instances where nominee/s will not be interviewed/validated due to the following reasons/scenarios:

- a. Nominees' scores do not reach the cut-off score of 70 even if they are interviewed.
- b. Nominees' scores are greater than or equal to 70 but the difference of the scores between Rank 1 to Rank 2 or Rank 3 is more than 5 points.
- c. Nominee's score is greater than or equal to 70 and he/she is the lone nominee for the award category.

5. Submit the results of the evaluation and validation to the Regional PRAISE Committee c/o HRDD.

Enclosure to Regional Memorandum No. 775, s. 2025

**REWARDS AND RECOGNITION SCHEDULE OF THE 2025 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SDO/SCHOOLS**

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
January 21, 2025	Submit the Annual Report of the PRAISE Implementation in the Regional Office to the CSC Regional Office VIII	PRAISE Committee and/or Secretariat	Annual Report submitted
March 26, 2025	PRAISE Committee 1 <sup>st</sup> Quarterly Meeting	PRAISE Committee and/or Secretariat	Reviewed/Finalized the DepEd Region VIII PRAISE system manual
June 25, 2025	PRAISE Committee 2 <sup>nd</sup> Quarterly Meeting	PRAISE Committee and/or Secretariat	Quarterly meeting conducted
July 1, 2025	Conduct of Mid-Year Assessment	PRAISE Committee and/or Secretariat	Mid-year assessment conducted
July 3, 2025	Issuance of Memorandum re: 2025 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools	PRAISE Committee and/or Secretariat	Memorandum issued re: 2025 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools
July 2025 to September 4, 2025	Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Employee and Offices at the Schools Division Offices (SDOs)	Division/District/School PRAISE Committee	Nominee per award category identified
September 5, 2025	Deadline of Submission of Nominees by the Schools Division Offices / RO functional divisions corresponding to each award category	Each nomination must include the completed nomination form and certified photocopies of all required supporting documents per award category. Submissions should be made in hard copy and routed through the Human Resource Development Division (HRDD) of the Regional Office.	13 SDOs and/or RO functional divisions submitted List of Nominees with the required documentary requirements

		<p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to the Regional PRAISE Secretariat.</p> <p>Original documents are not required and should not be submitted.</p> <p>Late submission of documents will not be accepted.</p>	
September 11-12, 2025	<p>Screening and Shortlisting of Nominees of the different PRAISE awards</p> <ul style="list-style-type: none"> <li>Evaluation of documents of the division/regional office nominees based on the prescribed search criteria.</li> </ul>	In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)	Qualified nominees screened/evaluated
September 24-26, 2025	<p>Conduct validation (document evaluation and interview) of qualified nominees</p> <p>If face-to-face interview is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the validation stage.</p>	In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)	Qualified nominees validated thru teleconferencing/ video/onsite
September 30, 2025	PRAISE Committee 3 <sup>rd</sup> Quarterly Meeting	PRAISE Committee and/or Secretariat	Quarterly meeting conducted
October 8, 2025	Finalization of DepEd Region 8 PRAISE awards	PRAISE Committee convenes and deliberates the results	Deliberated results finalized
October 13, 2025	Announcement of Results of the 2025 Search	PRAISE Committee and/or Secretariat; Prepare logistics for the awarding	Memorandum issued re: Official Results of the 2025 Search

November 14, 2025	Conduct of Awarding Ceremony	Venue to be announced	Conducted the awarding ceremony
November 2025	Submission of the Activity Documentation Report	PRAISE Committee and/or Secretariat	Activity Documentation Report submitted
December 2, 2025	PRAISE Committee 4 <sup>th</sup> Quarterly Meeting	PRAISE Committee and/or Secretariat	Discussed PRAISE issues and/or concerns
January 2026	Submission of the PRAISE Annual Report	PRAISE Committee and/or Secretariat	Annual Report submitted



Enclosure to Regional Memorandum No. 775, s. 2025

### SEARCH AND SCREENING PROCEDURES

**1. General Conditions.** The following conditions shall strictly be followed:

- 1.1 **Competition among Nominees.** Nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided under this Manual and/or as the PRAISE Committee may determine subject to the approval by the Regional Director.
- 1.2 **Cut-off Score.** There shall be a **cut-off score of 70 points** for all awards to qualify as a regional nominee. The Regional PRAISE Committee shall not receive any nomination for nominees whose total score/point is below the cut-off score.
- 1.3 **Grounds for Disqualification.** Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending case and/or had not been found guilty of any administrative, criminal, or civil case. Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charge has been filed against a candidate or nominee before a competent tribunal. Provided, further, that a case that has already been considered dismissed shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the disciplining authority/proper court.
  - 1.3.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.
  - 1.3.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be ground for disqualification.

**2. General Procedure for Nomination, Evaluation, and Identification of Awardees –**

The following procedures shall be used:

- 2.1 **Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding SDO Employee/s**
  - 2.1.1 The School PRAISE committee shall conduct a selection process at the school level. The prescribed search criteria for each award category shall be used in evaluating the document of the candidates.
  - 2.1.2 In any award category, the School PRAISE Committee shall nominate to the District PRAISE Committee only one (1) candidate with the

highest score that meets the required cut-off score. Nominees who fall below the cut-off score shall be automatically disqualified.

The duly accomplished nomination form and all the other requirements shall be submitted by the School PRAISE Committee to the District PRAISE Committee.

- 2.1.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same prescribed search criteria. The school nominee with the highest score that meets the cut-off score shall be nominated to the Division PRAISE Committee as the district nominee. Nominees who fall below the cut-off score shall be automatically disqualified.

The duly accomplished nomination form and all the other requirements shall be submitted by the District PRAISE Committee to the Division PRAISE Committee.

- 2.1.4 The Division PRAISE Committee shall review the documents of the district nominees using the same prescribed search criteria. The district nominee with the highest score that meets the cut-off score shall be nominated to the Regional PRAISE Committee as the division nominee. Nominees who fall below the cut-off score shall be automatically disqualified.

The duly accomplished nomination form and all the other requirements shall be submitted by the Division PRAISE Committee to the Regional PRAISE Committee.

- 2.1.5 The Regional PRAISE Committee together with the Secretariat and TWG shall review the documents of the division nominees vis-à-vis the prescribed search criteria. After the review and/or evaluation of the documents submitted, the Division Nominees who fall below the cut-off score shall be automatically disqualified.

The remaining Division Nominees who qualified shall be ranked and the Top 3 Division Nominees shall be called for interview and/or other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The division nominee with the highest FINAL SCORE THAT MEETS THE CUT-OFF SCORE

AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

**2.2 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Regional Office Employee/s**

2.2.1 The Division Chief shall nominate qualified employee/s for the award/s. A duly accomplished nomination form and all the other requirements shall be submitted by the functional division nominee to the Regional PRAISE Committee.

2.2.2 The Regional PRAISE Committee shall evaluate, review, and validate the documents of the functional division nominees using the prescribed search criteria. After the review and/or evaluation of the documents submitted, the Functional Division Nominees who fall below the cut-off score shall be automatically disqualified.

The remaining Functional Division Nominees who qualified shall be ranked and the Top 3 Functional Division Nominees shall be called for interview and/or other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The concerned Regional Office Division Chiefs of the three finalists shall inhibit during the interview. The functional division nominee with the highest FINAL SCORE THAT MEETS THE CUT-OFF SCORE AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

**2.3 Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding Office/School**

2.3.1 The Division PRAISE committee shall conduct a selection process at the division level. The prescribed search criteria shall be used in evaluating the document of the nominees. The nominees with the highest score that meets the cut-off score shall be nominated to the regional level. Nominees who fall below the cut-off score shall be automatically disqualified.

The duly accomplished nomination form and all the other requirements shall be submitted by the Division PRAISE Committee to the Regional PRAISE Committee.

2.3.2 Upon submission of the required documents to the Regional PRAISE Committee, all Provincial/City Schools Division Offices (SDOs) shall be considered as nominees of the Search for Most Outstanding Schools Division Office for Provincial/City division offices.

2.3.3 The Regional PRAISE Committee shall review and/or evaluate the documents of the division nominees using the prescribed search criteria.

After the review and/or evaluation of the documents submitted, the Division Nominees who fall below the cut-off score shall be automatically disqualified.

The remaining Division Nominees who qualified shall be ranked and the Top 3 Division Nominees shall be called for interview and/or other mode of verification or assessments (teleconferencing, face to face, video presentation, and others) conforming with the health protocols that fit the situation of the place. The division nominee (office/school) with the highest FINAL SCORE THAT MEETS THE CUT-OFF SCORE AFTER THE VALIDATION AND DELIBERATION shall be conferred as the REGIONAL AWARDEE.

### **3. Other General Provisions**

- 3.1 The PRAISE Committee shall strictly follow the scheduled dates.
- 3.2 Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.
- 3.3 For the national mandated awards such as Brigada Eskwela Best Implementing Schools, SBM Level III of Practice, Curriculum-related awards, and others, separate guidelines and criteria shall be used.
- 3.4 The Schools Division Offices can also innovate another kind of awards for as long as the Awards set by the Regional PRAISE Committee are implemented.
- 3.5 The Official Results of the Regional Selection Process shall be posted at the Regional Office's official website.
- 3.6 The Regional Office may opt to adopt other platforms for conducting the awarding ceremony depending upon the situation of the place.
- 3.7 In case of a tie at any level, the PRAISE Committee shall refer to the OPCRf/IPCRFs of the nominees. The nominee with the highest



OPCRF/IPCRF numerical rating shall be nominated or be the recipient of the award. In case all nominees display the same OPCRF/IPCRF numerical rating, all nominees shall be recognized.

- 3.8 Any member of the PRAISE Committee who is related to a nominee up to fourth degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing all candidates/nominees for the said award category.
- 3.9 In case of protest, the aggrieved party may file his/her protest within five (5) calendar days after the official result has been posted in the official website by the School/District/Division/Regional PRAISE Committee. The School/District/Division/Regional PRAISE Committee shall decide the protest within three (3) calendar days from receipt of the protest. The decision of the PRAISE Committee is final and irrevocable. No motion for reconsideration shall be entertained.
- 3.10 PRAISE Awardees are not allowed to use the same documents for outstanding and/or meritorious accomplishments in the succeeding search.
- 3.11 Awardees for 3 consecutive years shall be awarded a Hall of Fame Award in the succeeding awarding ceremony. The Hall of Fame awardee/s can rejoin the search after 2 years from the time of receiving the award.

#### **4. Basic Qualifications**

- 4.1 With at least 2 (two) years of relevant experience in the same plantilla position that an employee is nominated
- 4.2 With an IPCRF/OPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated
- 4.3 Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case
- 4.4 For awards on coordinatorship/advisership, nominees should be a coordinator/adviser for at least 2 years.

#### **5. List of Requirements**

The Nomination Folder per nominee shall contain the following items:

- 5.1 Completely filled-out nomination form (*For SDOs, signed by the Schools Division Superintendent and endorse the same to the Regional PRAISE Committee; For RO, signed by the Division Chief and endorse the same to the Regional PRAISE Committee*)

- 5.2 Updated Service Record duly certified by the SDO Administrative Officer V
- 5.3 Nominee's updated and completely filled-up CS Form 212 Revised 2017
- 5.4 Selection results duly signed by the PRAISE committee at the different committee levels
- 5.5 Certification for the conduct of the selection process duly signed by the Committee Chair
- 5.6 For division office nominees, endorsement letter from the Schools Division Superintendent; for regional office nominees, endorsement letter from the Division Chief to the Regional Director
- 5.7 OPCR/IPCR for the past two years in the same plantilla position that an employee is nominated
- 5.8 Duly certified means of verification (MOVs) for the awards, recognition, participation, and other accomplishments by the School Head/Records Officer/Division Chief as the case maybe. In no case shall the nominee certify his/her MOVs
- 5.9 Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities.
- 5.10 Omnibus Certification of Authenticity and Veracity of Documents

6. **Stages of the Search for DepEd Region VIII** - The Regional PRAISE Committee shall conduct a thorough evaluation and search for each category following the two stages namely:

6.1 **Screening and Evaluation of Documents and Interview Stage -**

The Schools Division Offices shall conduct their Division Search for Outstanding Officials/Employees/Schools using the prescribed search criteria. They shall nominate their awardees to the Regional PRAISE Committee for the DepEd Region VIII PRAISE Awards.

The functional divisions of the Regional Office shall submit their nominees to the PRAISE committee.

All nominees who fall below the cut-off score shall be automatically disqualified.

If face-to-face interaction is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the screening and evaluation of document stage.

The PRAISE Committee shall evaluate the documents for any of the categories with only one nominee provided he/she meets the cut-off score of 70.

- 6.2 **Validation Stage** - The Regional PRAISE Committee shall spearhead the validation (document evaluation and interview) of the division nominees for each category from the concerned Schools Division Offices/functional divisions using the prescribed search criteria.

The Committee shall identify the regional awardee for each category.

If face-to-face interview is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the validation stage.

The PRAISE Committee shall deliberate on the consolidation of results, by category. They shall signify in the Consolidated Rating Sheet by category and shall treat with utmost confidentiality the results which shall be awarded during the Awarding ceremony.

## **7. PUBLICATIONS OF THE FINAL SCREENING RESULTS, AWARDING CEREMONIES, AND SUBMISSION OF PRAISE REPORT**

- 7.1 **Conduct of the Awarding Ceremony** – The Winners for each of the categories are awarded during the Awarding Ceremony. They shall receive a Certificate of Recognition, plaque, and a monetary incentive subject to availability of funds and COA rules and regulations (Refer to the provision in 6.7 PRAISE Monetary Incentives).
- 7.2 **Publication of Results** - The official results of the DepEd Region VIII PRAISE Awards shall be disseminated through a Regional Memorandum not less than five days from the Awarding Ceremony. The Annual Report of the PRAISE Implementation in the Regional Office shall be prepared and submitted to the CSC Regional Office on or before the 30th day of January.
- 7.3 **Policy Review and Enhancement** - The PRAISE Committee shall meet on the third week of January to evaluate the PRAISE implementation of the Region and review the policy to continuously improve the process and guidelines.

- 7.4 **Criteria and Standards** - In the evaluation of nominees' documents for DepEd Region VIII Praise Awards, Criteria by category (Annex E) shall be used.
- 7.4.1 **Criteria and Standards for other PRAISE Awards** - The criteria and standards for other PRAISE Awards such as the Gawad Agad Award shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which shall be presented during the Monday Convocation and or other forms of Regional Office gatherings, team building activities, conferences, and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee which may be prescribed or duly approved by the Regional Director.
- 7.4.2 **Other Considerations** - Other similar circumstance/s may be considered in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the Regional Director.
- 7.5 **Nomination Form** - The Nomination Form with the 2"x 2" picture of the nominee shall be accomplished by the immediate head.
- 7.6 **Omnibus Certification of Authenticity and Veracity of Documents.** - The Omnibus Certification of Authenticity and Veracity of Documents is a legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted. This also authorizes the Department of Education to verify the authenticity of his/her documents submitted for his or her application to the DepEd Region VIII PRAISE Awards.
- 7.7 **Grounds for the Deferment and Cancellation of the Screening Process of a Nominee** - The PRAISE Committee shall defer or cancel the screening process for a nominee, whether individual or group, for any of the following grounds:
- 8.7.1 Failure of the nominee to meet the basic qualifications;
- 8.7.2 Failure of the nominee to submit the required documentary requirements on the dates prescribed by the PRAISE Committee; and
- 8.7.3 Documents submitted are found and proven falsified.



- 7.8 **Notification of Awarding Ceremony and Results** - For the DepEd Region VIII PRAISE Awards, a Regional Memorandum shall be issued indicating the names of the awardee per award category and this would serve as notice for them to attend the Ceremony where they shall be awarded.
- 7.9 **Forms of Decisions by the PRAISE Committee** - All decisions by the PRAISE Committee shall be reflected in the Minutes of Meeting which shall be adopted by at least the majority of its members, there being a quorum.

Enclosure to Regional Memorandum No. 775, s. 2025

**NOMINATION FORM**

DepEd Region VIII PRAISE Awards \_\_\_\_\_  
(Calendar Year)

**THE PRAISE COMMITTEE**

DepEd Regional Office VIII  
Government Center, Candahug, Palo, Leyte

Recent 2" x 2"  
Picture of the  
Nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria set by the DepEd Region VIII PRAISE Awards for DepEd Region VIII Officials and Employees, I hereby nominate:

Name of Nominee: \_\_\_\_\_  
Category: \_\_\_\_\_  
Current Position of Nominee: \_\_\_\_\_  
Subject Area and Grade Level Taught: \_\_\_\_\_  
Unit Assigned and nature of Work: \_\_\_\_\_  
School/Office: \_\_\_\_\_  
School/Office Address: \_\_\_\_\_

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

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature of Nominator: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Enclosure to Regional Memorandum No. 775, s. 2025

**OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS**

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

That each of the documents 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;

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the selection process;

That I am making these statements as part of the requirement for DepEd Region VIII PRAISE Awards 20\_\_\_\_ of the Department of Education Eastern Visayas.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Region VIII to verify the authenticity of documents I have submitted.

\_\_\_\_\_  
Nominee's Printed Name & Signature

Witness:

\_\_\_\_\_  
Division PRAISE Committee Chairperson

SUBSCRIBE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
Tin \_\_\_\_\_

Doc no. \_\_\_\_\_  
Page no. \_\_\_\_\_  
Book no. \_\_\_\_\_

Enclosure to Regional Memorandum No. 775, s. 2025**POTENTIAL/INTERVIEW CHECKLIST & RATING SHEET**

Name of Nominee: \_\_\_\_\_

School/Office: \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

**Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES. Otherwise, put an (x).**

INDICATORS	
<b>A. Communication Skills</b>	
1. Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of individuals.	
3. Responds clearly.	
4. Response is relevant.	
<b>B. Ability to Present Ideas</b>	
1. Conveys information clearly and concisely.	
2. Adjusts tone, style, and language of messages to suit audience.	
3. Uses appropriate body language.	
4. Demonstrates self-awareness and self-control.	
5. Shows proficiency on the content/knowledge and expertise inherent to the position.	
<b>C. Alertness</b>	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
<b>D. Judgment</b>	
1. Analyzes issues and/or information and gives objective views.	
2. Draws accurate conclusions based on evidence/data.	
3. Breaks problems down and weighs up options.	
4. Explores possibilities and identifies solutions.	
5. Anticipates risks and suggests/makes improvements.	
<b>E. Stress Tolerance</b>	
1. Talks positively.	
2. Sees the big picture.	
3. Avoids being hijacked.	
4. Pays attention.	
<b>No. of Checks (/)</b>	
<b>Point/s Earned = (No. of Checks / 21) x Allotted Points</b>	

Rated by: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Rater  
Date: \_\_\_\_\_

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Enclosure to Regional Memorandum No. 775, s. 2025:  
Certification

## CERTIFICATION

This is to certify that all division nominees of \_\_\_\_\_ have been  
(Name of SDO)

evaluated through the Division PRAISE Committee selection process. Only the highest-scoring nominees per award category who meet the prescribed cut-off score of 70 points have been endorsed to the Regional PRAISE Committee.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2025, at

\_\_\_\_\_  
\_\_\_\_\_.

**[Name of Schools Division Superintendent]**

Schools Division Superintendent



Enclosure to Regional Memorandum No. 775, s. 2025:  
Endorsement Letter

**[Schools Division Office Letterhead]**

**[Date]**

**[Name of Regional Director]**

Regional Director  
DepEd Regional Office VIII  
Government Center, Candahug, Palo, Leyte

Thru: Regional PRAISE Committee

Madam:

Pursuant to the guidelines set forth for the Regional PRAISE Awards, this office hereby endorses the following division nominees who have undergone the Division PRAISE Committee selection process and obtained the highest scores per award category, meeting the required 70-point cut-off score:

<b>Bituon han Sinirangan Awards</b>		<b>Name of Division Nominee</b>	<b>Score</b>
<b>A. Best Employee Award</b>			
<b>1. Most Outstanding Teacher (T I-III, MTs)</b>			
1.1	Kindergarten		
1.2	Elementary		
1.3	Junior High School (JHS)		
1.4	Senior High School (SHS)		
1.5	Alternative Learning System (ALS)		
1.6	Special Education (SPED)		
1.7	Madrasah		
1.8	Multigrade		
<b>2. Most Outstanding School Head</b>			
2.1	Elementary (Monograde School- Central Category)		
2.2	Elementary (Monograde School-Non-Central Category)		
2.3	Elementary (Multigrade School)		
2.4	Secondary School (Purely Junior High School)		

2.5	Secondary School (JHS with SHS; Stand-Alone SHS)		
2.6	Integrated School (Elementary with JHS/SHS)		
<b>3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel</b>			
<b>3.1 For School/SDO/RO Level 1:</b>			
3.1.1	Administrative Aide		
3.1.2	Administrative Assistant or equivalent position		
<b>3.2 Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b>			
<b>3.2.1 School Level</b>			
3.2.1.1	Administrative Officer I-IV		
3.2.1.2	Registrar		
3.2.1.3	Implementing Unit Bookkeeper/Accountant		
3.2.1.4	Librarian		
<b>3.2.2 Schools Division Office (SDO) Level</b>			
3.2.2.1	Administrative Officer V		
3.2.2.2	Human Resource Management Officer (HRMO)		
3.2.2.3	Supply Officer		
3.2.2.4	Cashier		
3.2.2.5	Records Officer		
3.2.2.6	Legal Officer		
3.2.2.7	Accountant		
3.2.2.8	Budget Officer		
3.2.2.9	Division Librarian		
3.2.2.10	Planning Officer		
3.2.2.11	Information Technology Officer		
3.2.2.12	Engineer		
3.2.2.13	Project Development Officer II		
	3.2.2.13.1 Youth Formation		
	3.2.2.13.2 Disaster Risk Reduction		
	3.2.2.13.3 Learning Resource		
3.2.2.14	Senior Education Program Specialist		

	3.2.2.14.1 <i>Human Resource Development</i>		
	3.2.2.14.2 <i>School Management Monitoring and Evaluation</i>		
	3.2.2.14.3 <i>Planning and Research</i>		
	3.2.2.14.4 <i>Social Mobilization and Networking</i>		
3.2.2.15	Education Program Specialist II		
3.2.2.16	Education Program Specialist II for ALS (EPSA)		
3.2.2.17	Nurse		
3.2.2.18	Medical Officer		
3.2.2.19	Dentist		
3.2.2.20	Dental Aide		
3.2.3.21	Public Schools District Supervisor		
3.2.2.22	Education Program Supervisor		
	3.2.2.22.1 <i>Curriculum Implementation</i>		
	3.2.2.22.2 <i>Learning Resource Management and Development</i>		
	3.2.2.22.3 <i>Program Implementation</i>		
	3.2.2.22.4 <i>School Governance and Operations</i>		
3.2.2.23	Assistant School Principal		
3.2.2.24	JHS Head Teacher/Department Head		
3.2.2.25	Administrative Officer II (HRMO I)		
<b>4. Most Outstanding Coordinator/Coach/Trainer/Researcher</b>			
<b>4.1 School Level</b>			
4.1.1	Literacy Coordinator (Elementary Level only)		
4.1.2	Numeracy Coordinator (Elementary Level only)		
4.1.3	ICT Coordinator		
4.1.4	Sports Coach/Trainer		
<b>4.2 School Division Office Level</b>			

4.2.1	WinS Coordinator		
4.2.2	School-based Feeding Program Coordinator		
4.2.3	GAD Coordinator		
4.2.4	SBM Coordinator		
4.2.5	TA Coordinator		
4.2.6	Learners' Rights and Protection Coordinator		
4.2.7	Sports Officer		
4.2.8	Division Information Officer		
<b>4.3 Open Category (School and SDO)</b>			
4.3.1	Researcher		
<b>5. Top Ten (10) in National Examinations</b>			
<b>B. Best Office/School Award</b>			
<b>1. Most Outstanding School</b>			
1.1	Elementary (Monograde School- Central Category)		
1.2	Elementary (Monograde School-Non-Central Category)		
1.3	Elementary (Multigrade School)		
1.4	Secondary School (Purely Junior High School)		
	1.4.1 Non-Implementing Unit		
	1.4.2 Implementing Unit		
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)		
	1.5.1 Non-Implementing Unit		
	1.5.2 Implementing Unit		
1.6	Integrated School (Elementary with JHS/SHS)		
<b>2. Most Outstanding Schools Division Office</b>			
2.1	Provincial Division		
2.2	City Division		

I affirm that the selection and endorsement process adhered strictly to the established criteria and that the endorsed nominees exemplify the standards of excellence expected of this recognition.

Attached herewith are the accomplished nomination forms and certified true copies of all required supporting documents per nominee.

We respectfully forward these endorsements for your evaluation and consideration.

Sincerely,

**[Name of Schools Division Superintendent]**  
Schools Division Superintendent



Enclosure to Regional Memorandum No. 775, s. 2025:  
Search Criteria for the Bituon han Sinirangan

### SEARCH FOR MOST OUTSTANDING **KINDERGARTEN TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2023-2024 and SY 2024-2025</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													
<p><b>4. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or - 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>													

video presenter, or Illustrator) of the Learning Resources																						
<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
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School/Municipality/District Speakership	2.5 points																					
<p><b>6. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the approved proposal</p> <p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</p> <p>✓ Certificate of Recognition/Participation</p>																					
<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school</li></ul> <p>Proponent/organizer - 5 points</p>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</p> <p>✓ Copy of Partnership MOAs or MOUs, deed of</p>																					

<div>Member</div> <div>- 2.5 points</div> <div>Note: a. For more than one proponent, point/s earned will be divided by the number of proponents.</div>	<div>donation/ acceptance or any other valid proof</div> <div>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</div>																																					
<div>8. Other Meritorious Accomplishments specific to the position</div> <div><div>• Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (10 points)</div><div>National - 10 points Region - 8 points Division - 6 points District - 4 points School - 2 points</div><div>• Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (10 points)</div><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table><div>• Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)</div><table><tr><td>Level</td><td>No. of Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions organized</td><td>Point/s Earned</td></tr><tr><td>District</td><td>3 or more</td><td>5 points</td></tr><tr><td>District</td><td>1-2</td><td>4 points</td></tr><tr><td>School</td><td>5 or more</td><td>3 points</td></tr></table></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	Level	No. of Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions organized	Point/s Earned	District	3 or more	5 points	District	1-2	4 points	School	5 or more	3 points	<div>✓ LP/DLL duly signed by at least 3 authorities</div> <div>✓ COT or Observation Chart from at least 3 observer-authorities</div> <div>✓ Certificate of Recognition</div> <div>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</div> <div>✓ Memorandum/Advisory/ Bulletin</div> <div>✓ Certificate of Recognition as Coach/Contestant</div> <div>✓ Activity Completion Report</div>	
	First Placers	Second Placers	Third Placers																																			
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Division	3 points	2 points	1 point																																			
District	2 points	1 point	0.75 point																																			
School	1 point	0.75 point	0.50 point																																			
Level	No. of Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions organized	Point/s Earned																																				
District	3 or more	5 points																																				
District	1-2	4 points																																				
School	5 or more	3 points																																				

School	3-4	2 points
School	1-2	1 point

- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points)  
  
One point for each of the analysis reports given below:  
  
  - Pre-Early Childhood Development (ECD) Results
  - Post ECD Results
  - Quarterly Progress Reports
  - Most and Least Learned Items in ECD
  - Most and Least Learned Competencies
  
- Produced learners showing 75% mastery of letter knowledge and sound production (5 points)  
  

80%-100% of the learners	- 5 points
60%-79%	- 4 points
40%-59%	- 3 points
20% - 39%	- 2 points
19% and below	- 1 point

- ✓ Copy of the Analysis Report duly certified and received by the School Head
  
  
  
  
  
  
  
  
  
  
- ✓ Summary of Assessment Report duly signed by School Head

C. Education & Learning and Development (10 points)

1. Education (5 points)

- Doctorate/Doctor's Degree - 5 points
- Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points
- Earned at least 18 Doctorate/Doctor's Degree units - 4 points
- Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points
- Complete Academic Requirements for Master's Degree - 3 points
- Earned at least 18 MA Units - 2.5 points

2. Learning and Development (5 points)

- ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  
  

International/National	- 5 points
Regional	- 4 points
Division	- 3 points
District	- 2 points
School	- 1 point

- ✓ Transcript of Records
- ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
  
  
  
  
  
  
  
  
  
  
- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd



<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING KINDERGARTEN MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>  <i>*Points earned are cumulative but not to exceed the allotted points for the criterion.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
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a, b, c, & d	5 points														
a, b, c, & e	5 points														
Only a, b, & c	3 points														
Only a & b	2 points														
Only a	1 point														
<b>4. Publication / Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or</li></ul>		✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

video presenter, or Illustrator) of the Learning Resources																						
<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																					
<table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points		
Level	Points																					
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<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation																					
<b>7. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul>	✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of																					

<p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<p>donation/ acceptance or any other valid proof</p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>																									
<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/pedagogies <b>(5 points)</b><ul style="list-style-type: none"><li>National - 5 points</li><li>Region - 4 points</li><li>Division - 3 points</li><li>District - 2 points</li><li>School - 1 point</li></ul></li><li>Served as a mentor/coach to other teachers <b>(5 points)</b><ul style="list-style-type: none"><li>5 or more mentees - 5 points</li><li>4 mentees - 4 points</li><li>3 mentees - 3 points</li><li>2 mentees - 2 points</li><li>only 1 mentee - 1 point</li></ul></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b></li></ul> <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none"><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes <b>(5 points)</b><ul style="list-style-type: none"><li>Division - 5 points</li><li>District - 4 points</li><li>School - 3 points</li></ul></li></ul>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li><li>✓ Certification as a mentor by the school head</li><li>✓ Memorandum/Advisory/ Bulletin</li><li>✓ Certificate of Recognition as Coach/Contestant</li><li>✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none"><li>○ Approved SLAC Session Plan</li><li>○ Resource Package</li><li>○ Approved permit to conduct</li></ul></li></ul>	
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District	2 points	1 point	0.75 point																							
School	1 point	0.75 point	0.50 point																							



<div>✓ Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school <b>(5 points)</b></div> <div>Based on number of instructional materials (IMs).</div> <div><div>5 or more IMs</div><div>- 5 points</div></div> <div><div>4 IMs</div><div>- 4 points</div></div> <div><div>3 IMs</div><div>- 3 points</div></div> <div><div>2 IMs</div><div>- 2 points</div></div> <div><div>1 IM</div><div>- 1 point</div></div> <div>• Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process <b>(5 points)</b></div> <div>One point for each of the analysis reports (ARs) made.</div> <div><div>5 or more ARs</div><div>- 5 points</div></div> <div><div>4 ARs</div><div>- 4 points</div></div> <div><div>3 ARs</div><div>- 3 points</div></div> <div><div>2 ARs</div><div>- 2 points</div></div> <div><div>1 AR</div><div>- 1 point</div></div>	<div><div>○ Sample Program</div><div>○ Attendance</div><div>○ Pictorials</div></div> <div>✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources</div> <div>✓ Sample of developed audio and video lessons and conducted online learning resources</div> <div>✓ Copy of the Analysis Report duly certified and received by the School Head</div> <div>✓ Completion Report with MOVs on the activity conducted</div>
<b>C. Education &amp; Learning and Development (10 points)</b>	
<div><b>1. Education (5 points)</b></div> <div><div>• Doctorate/Doctor's Degree</div><div>- 5 points</div></div> <div><div>• Complete Academic Requirements for Doctorate/Doctor's Degree</div><div>- 4.5 points</div></div> <div><div>• Earned at least 18 Doctorate/Doctor's Degree units</div><div>- 4 points</div></div> <div><div>• Master's Degree / Bachelor of Laws (Juris Doctor)</div><div>- 3.5 points</div></div> <div><div>• Complete Academic Requirements for Master's Degree</div><div>- 3 points</div></div> <div><div>• Earned at least 18 MA Units</div><div>- 2.5 points</div></div> <div><div>✓ Transcript of Records</div><div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div></div>	
<div><b>2. Learning and Development (5 points)</b></div> <div>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</div>	<div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div>

<ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i>  <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>  <i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING ELEMENTARY TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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Only a	1 point													

		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted	Points														
a, b, c, & d	5 points														
a, b, c, & e	5 points														
Only a, b, & c	3 points														
Only a & b	2 points														
Only a	1 point														
<b>4. Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p>Note:</p>		✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

<i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>			
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
Level	Points		
<b>Nominees from the Regional Office</b>			
National Level Speakership or Higher	5 points		
Regional Office Speakership	2.5 points		
<b>Nominees from the Schools Division Office</b>			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation	
<b>7. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned</i></p>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW	



will be divided by the number of proponents.																													
<b>8. Other Meritorious Accomplishments specific to the position</b> <ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(10 points)</b><div>National - 10 points Region - 8 points Division - 6 points District - 4 points School - 2 points</div></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table></li><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes <b>(5 points)</b><div>Division - 5 points District - 4 points School - 3 points</div><p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p></li><li>Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head <b>(5 points)</b><p>One point for each of the analysis reports/content:</p><div>1. Quarterly Progress Reports 2. Data of Learners' Summative Assessment Result with the Test Item Analysis</div></li></ul>					First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li><li>✓ Memorandum/Advisory/Bulletin</li><li>✓ Certificate of Recognition as Coach/Contestant</li><li>✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none"><li>○ Approved SLAC Session Plan</li><li>○ Resource Package</li><li>○ Approved permit to conduct</li><li>○ Sample Program</li><li>○ Attendance</li><li>○ Pictorials</li></ul></li><li>✓ Copy of the Analysis Report duly certified and received by the School Head</li></ul>	
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<p>3. Most and Least Learned Competencies 4. Individual Learning Monitoring Plan (if any) 5. Learners' Profile</p> <ul style="list-style-type: none"> <li>Produced learners who attained at least Satisfactory (80%) rating (<b>5 points</b>)</li> </ul> <p>80%-100% of the learners - 5 points 60%-79% - 4 points 40%-59% - 3 points 20% - 39% - 2 points 19% and below - 1 point</p>	<p>✓ Summary of Assessment Report duly signed by School Head</p>	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING ELEMENTARY MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
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		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
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<b>4. Publication / Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li><li>Article published in a journal/ newspaper/ magazine of wide circulation</li><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li><li>- 1 point per article but not to exceed 4 points</li><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

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<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>
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<p><b>6. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal</li><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li><li>✓ Certificate of Recognition/Participation</li></ul>																				
<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li><li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li></ul>																				

<p><i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p>	<p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>																									
<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(5 points)</b><ul style="list-style-type: none"><li>National - 5 points</li><li>Region - 4 points</li><li>Division - 3 points</li><li>District - 2 points</li><li>School - 1 point</li></ul></li><li>Served as a mentor/coach to other teachers <b>(5 points)</b><ul style="list-style-type: none"><li>5 or more mentees - 5 points</li><li>4 mentees - 4 points</li><li>3 mentees - 3 points</li><li>2 mentees - 2 points</li><li>only 1 mentee - 1 point</li></ul></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b></li></ul> <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none"><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes <b>(5 points)</b><ul style="list-style-type: none"><li>Division - 5 points</li><li>District - 4 points</li><li>School - 3 points</li></ul></li></ul>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<p>✓ LP/DLL duly signed by at least 3 authorities</p> <p>✓ COT or Observation Chart from at least 3 observer-authorities</p> <p>✓ Certificate of Recognition</p> <p>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</p> <p>✓ Certification as a mentor by the school head</p> <p>✓ Memorandum/Advisory/ Bulletin</p> <p>✓ Certificate of Recognition as Coach/Contestant</p> <p>✓ Activity Completion Report with attachments such as:</p> <ul style="list-style-type: none"><li>○ Approved SLAC Session Plan</li><li>○ Resource Package</li><li>○ Approved permit to conduct</li></ul>	
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<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>✓ Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school <b>(5 points)</b></p> <p>Based on number of instructional materials (IMs).</p> <table><tr><td>5 or more IMs</td><td>- 5 points</td></tr><tr><td>4 IMs</td><td>- 4 points</td></tr><tr><td>3 IMs</td><td>- 3 points</td></tr><tr><td>2 IMs</td><td>- 2 points</td></tr><tr><td>1 IM</td><td>- 1 point</td></tr></table> <p>• Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process <b>(5 points)</b></p> <p>One point for each of the analysis reports (ARs) made.</p> <table><tr><td>5 or more ARs</td><td>- 5 points</td></tr><tr><td>4 ARs</td><td>- 4 points</td></tr><tr><td>3 ARs</td><td>- 3 points</td></tr><tr><td>2 ARs</td><td>- 2 points</td></tr><tr><td>1 AR</td><td>- 1 point</td></tr></table>	5 or more IMs	- 5 points	4 IMs	- 4 points	3 IMs	- 3 points	2 IMs	- 2 points	1 IM	- 1 point	5 or more ARs	- 5 points	4 ARs	- 4 points	3 ARs	- 3 points	2 ARs	- 2 points	1 AR	- 1 point	<ul style="list-style-type: none"><li>○ Sample Program</li><li>○ Attendance</li><li>○ Pictorials</li></ul> <p>✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources</p> <p>✓ Sample of developed audio and video lessons and conducted online learning resources</p> <p>✓ Copy of the Analysis Report duly certified and received by the School Head</p> <p>✓ Completion Report with MOVs on the activity conducted</p>
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<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING JUNIOR HIGH SCHOOL TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
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	<p>duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul></td></tr></table> <p>Note:</p>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	<ul style="list-style-type: none"><li>✓ Copy of the book or developed/contextualized learning resources/IEC</li><li>✓ Certificate of Recognition</li></ul>							
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
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<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>													

<i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>		
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.
Level	Points	
<b>Nominees from the Regional Office</b>		
National Level Speakership or Higher	5 points	
Regional Office Speakership	2.5 points	
<b>Nominees from the Schools Division Office</b>		
Regional Level Speakership or Higher	5 points	
Division/Provincial/City Level Speakership	2.5 points	
<b>Nominees from Schools</b>		
Division Level Speakership or Higher	5 points	
School/Municipality/District Speakership	2.5 points	
*Points earned are cumulative but not to exceed the allotted points for the criterion.		
<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation
<b>7. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned</i></p>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

*will be divided by the number of proponents.*

### 8. Other Meritorious Accomplishments specific to the position

- Served as Demonstration Teacher on innovative teaching techniques/ pedagogies **(10 points)**

National - 10 points  
 Region - 8 points  
 Division - 6 points  
 District - 4 points  
 School - 2 points

- Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National **(10 points)**

	First Placers	Second Placers	Third Placers
National	5 points	4 points	3 points
Regional	4 points	3 points	2 points
Division	3 points	2 points	1 point
District	2 points	1 point	0.75 point
School	1 point	0.75 point	0.50 point

- Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes **(5 points)**
  - Division - 5 points
  - District - 4 points
  - School - 3 points

*Note:*

*a. Points earned are cumulative but not to exceed the allotted points for the criterion.*

- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head **(5 points)**

One point for each of the analysis reports/content:

- Quarterly Progress Reports
- Data of Learners' Summative Assessment Result

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observer-authorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/Bulletin
- ✓ Certificate of Recognition as Coach/Contestant
- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - Attendance
  - Pictorials
- ✓ Copy of the Analysis Report duly certified and received by the School Head



<p>3. Most and Least Learned Competencies 4. Individual Learning Monitoring Plan (if any) 5. Learners' Profile 6. Test Item Analysis</p> <ul style="list-style-type: none"> <li>Produced learners who attained at least Satisfactory (80%) rating (<b>5 points</b>)</li> </ul> <p>80%-100% of the learners - 5 points 60%-79% - 4 points 40%-59% - 3 points 20% - 39% - 2 points 19% and below - 1 point</p>	<p>✓ Summary of Assessment Report duly signed by School Head</p>	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING JUNIOR HIGH SCHOOL MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (20 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (65 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
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a, b, c, & d	5 points													
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	duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
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<b>4. Publication / Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or</li></ul>	✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

video presenter, or Illustrator) of the Learning Resources																						
<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</p> <p>✓ Copy of Partnership MOAs or MOUs, deed of</p>																					

<p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<p>donation/ acceptance or any other valid proof</p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>																									
<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(5 points)</b><ul style="list-style-type: none"><li>National - 5 points</li><li>Region - 4 points</li><li>Division - 3 points</li><li>District - 2 points</li><li>School - 1 point</li></ul></li><li>Served as a mentor/coach to other teachers <b>(5 points)</b><ul style="list-style-type: none"><li>5 or more mentees - 5 points</li><li>4 mentees - 4 points</li><li>3 mentees - 3 points</li><li>2 mentees - 2 points</li><li>only 1 mentee - 1 point</li></ul></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b></li></ul> <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none"><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes <b>(5 points)</b><ul style="list-style-type: none"><li>Division - 5 points</li><li>District - 4 points</li><li>School - 3 points</li></ul></li></ul>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li><li>✓ Certification as a mentor by the school head</li><li>✓ Duly signed Coaching and Mentoring documentation report</li><li>✓ Memorandum/Advisory/ Bulletin</li><li>✓ Certificate of Recognition as Coach/Contestant</li><li>✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none"><li>○ Approved SLAC Session Plan</li><li>○ Resource Package</li><li>○ Approved permit to conduct</li></ul></li></ul>	
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<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <ul style="list-style-type: none"><li>Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (<b>5 points</b>)</li></ul> <p>One point for each of the analysis reports (ARs) made.</p> <table><tr><td>5 or more ARs</td><td>- 5 points</td></tr><tr><td>4 ARs</td><td>- 4 points</td></tr><tr><td>3 ARs</td><td>- 3 points</td></tr><tr><td>2 ARs</td><td>- 2 points</td></tr><tr><td>1 AR</td><td>- 1 point</td></tr></table>	5 or more ARs	- 5 points	4 ARs	- 4 points	3 ARs	- 3 points	2 ARs	- 2 points	1 AR	- 1 point	<ul style="list-style-type: none"><li>Sample Program</li><li>Attendance</li><li>Pictorials</li></ul> <p>✓ Copy of the Analysis Report duly certified and received by the School Head</p>	
5 or more ARs	- 5 points											
4 ARs	- 4 points											
3 ARs	- 3 points											
2 ARs	- 2 points											
1 AR	- 1 point											
<b>C. Education &amp; Learning and Development (10 points)</b>												
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"><li>Doctorate/Doctor's Degree - 5 points</li><li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li><li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li><li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li><li>Complete Academic Requirements for Master's Degree - 3 points</li><li>Earned at least 18 MA Units - 2.5 points</li></ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>											
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"><li>International/National - 5 points</li><li>Regional - 4 points</li><li>Division - 3 points</li><li>District - 2 points</li><li>School - 1 point</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>											
<b>D. Potential (5 points)</b>												
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"><li>Communication skills</li><li>Ability to present ideas</li><li>Alertness</li><li>Judgment</li><li>Stress Tolerance</li></ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>											



**SEARCH FOR MOST OUTSTANDING SENIOR HIGH SCHOOL TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
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<i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>			
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
Level	Points		
<b>Nominees from the Regional Office</b>			
National Level Speakership or Higher	5 points		
Regional Office Speakership	2.5 points		
<b>Nominees from the Schools Division Office</b>			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
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<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation	
<b>7. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned</i></p>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW	

will be divided by the number of proponents.																													
<b>8. Other Meritorious Accomplishments specific to the position</b>																													
<ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(10 points)</b><ul style="list-style-type: none"><li>National - 10 points</li><li>Region - 8 points</li><li>Division - 6 points</li><li>District - 4 points</li><li>School - 2 points</li></ul></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b></li></ul>				<ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li></ul>																									
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<p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <ul style="list-style-type: none"><li>Produced prepared SHS graduates/learners for the SHS Exits <b>(5 points)</b></li></ul>																													
<b>For SHS Teachers under the Academic, Sports, and Arts and Design Track</b> <ul style="list-style-type: none"><li>Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)</li></ul>				<ul style="list-style-type: none"><li>✓ Certified copy of Results on the Scholarship</li></ul>																									
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<p>4 learners - 4 points 3 learners - 3 points 2 learners - 2 points 1 learner - 1 point</p> <p><b>For SHS Teachers under TVL</b> Percentage of learners with NC (within 5 school years)</p> <p>80%-100% - 5 points 60%-79% - 4 points 40% -59% - 3 points 20%-39% - 2 points 19% and below - 1 point</p> <ul style="list-style-type: none"> <li>Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (<b>5 points</b>)</li> </ul> <p>One point for each of the analysis reports given below:</p> <ol style="list-style-type: none"> <li>Diagnostic Test</li> <li>Written Summative Tests</li> <li>Performance-Based Records</li> <li>Quarterly Learning Outcomes</li> <li>Analysis on the Most and Least Learned Competencies</li> </ol>	<p>✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates</p> <p>✓ Copy of the Analysis Report duly certified and received by the School Head</p>	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<p><i>exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	



**SEARCH FOR MOST OUTSTANDING SENIOR HIGH SCHOOL MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
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<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
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<p><b>6. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal</li><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li><li>✓ Certificate of Recognition/Participation</li></ul>																				
<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li><li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li></ul>																				

<p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>	
<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"> <li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(10 points)</b> <ul style="list-style-type: none"> <li>National - 10 points</li> <li>Region - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> </li> <li>Served as a mentor/coach to other teachers <b>(5 points)</b> <ul style="list-style-type: none"> <li>5 or more mentees - 5 points</li> <li>4 mentees - 4 points</li> <li>3 mentees - 3 points</li> <li>2 mentees - 2 points</li> <li>only 1 mentee - 1 point</li> </ul> </li> <li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes <b>(5 points)</b> <ul style="list-style-type: none"> <li>Division - 5 points</li> <li>District - 3 points</li> <li>School - 1 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> </li> <li>Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school <b>(5 points)</b> <p>One point for each of the instructional materials given below: Contextualized Self-Learning Modules (SLMs) Learning Activity Sheets (LAS) Audio Lessons</p> </li> </ul>	<p>✓ LP/DLL duly signed by at least 3 authorities</p> <p>✓ COT or Observation Chart from at least 3 observer-authorities</p> <p>✓ Certificate of Recognition</p> <p>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</p> <p>✓ Certification as a mentor by the school head</p> <p>✓ Activity Completion Report with attachments such as:</p> <ul style="list-style-type: none"> <li>○ Approved SLAC Session Plan</li> <li>○ Resource Package</li> <li>○ Approved permit to conduct</li> <li>○ Sample Program</li> <li>○ Attendance</li> <li>○ Pictorials</li> </ul> <p>✓ Sample copy of contextualized SLMs, LAS, Video and Audio Lessons, and Online learning resources duly certified by the school head</p> <p>✓ Sample of contextualized SLMs, LAS, audio and video lessons and online learning resources</p>	

<p>Video lessons Online learning resources</p> <ul style="list-style-type: none"><li>Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points)</li></ul> <p>One point for each of the analysis reports given below:</p> <p>Diagnostic Test Written Summative Tests Performance-Based Records Quarterly Learning Outcomes Analysis on the Most and Least Learned Competencies</p> <ul style="list-style-type: none"><li>Produced prepared SHS graduates/learners for the SHS Exits (5 points)</li></ul> <p><b>For SHS Teachers under the Academic, Sports, and Arts and Design Track</b></p> <p>Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)</p> <table><tr><td>5 learners and above</td><td>- 5 points</td></tr><tr><td>4 learners</td><td>- 4 points</td></tr><tr><td>3 learners</td><td>- 3 points</td></tr><tr><td>2 learners</td><td>- 2 points</td></tr><tr><td>1 learner</td><td>- 1 point</td></tr></table> <p><b>For SHS Teachers under TVL</b></p> <p>Percentage of learners with NC (within 5 school years)</p> <table><tr><td>80%-100%</td><td>- 5 points</td></tr><tr><td>60%-79%</td><td>- 4 points</td></tr><tr><td>40% -59%</td><td>- 3 points</td></tr><tr><td>20%-39%</td><td>- 2 points</td></tr><tr><td>19% and below</td><td>- 1 point</td></tr></table>	5 learners and above	- 5 points	4 learners	- 4 points	3 learners	- 3 points	2 learners	- 2 points	1 learner	- 1 point	80%-100%	- 5 points	60%-79%	- 4 points	40% -59%	- 3 points	20%-39%	- 2 points	19% and below	- 1 point	<ul style="list-style-type: none"><li>✓ Copy of the Corrected Analysis Report duly certified and received by the School Head</li><li>✓ Activity Completion Report/Coaching Forms with MOVs on the activity conducted</li><li>✓ Certified copy of Results on the Scholarship</li><li>✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates</li></ul>
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<b>1. Education (5 points)</b> <ul style="list-style-type: none"><li>Doctorate/Doctor’s Degree - 5 points</li><li>Complete Academic Requirements for Doctorate/Doctor’s Degree - 4.5 points</li><li>Earned at least 18 Doctorate/ Doctor’s Degree units - 4 points</li></ul>	<ul style="list-style-type: none"><li>✓ Transcript of Records</li><li>✓ Certificate of Completion of Academic Requirements</li></ul>																				

<ul style="list-style-type: none"> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	/ Certification of Units Earned	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	



**SEARCH FOR MOST OUTSTANDING  
ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (8 points)</b> <ul style="list-style-type: none"><li>• National Awardee – 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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	by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
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Only a & b	2 points													
Only a	1 point													
<b>4. Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LR - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul>	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																							
<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
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<p><b>7. With Outstanding Accomplishments on the Learners' Access (6 points)</b></p> <p>✓ <i>Mapping for Enrolees (2 points)</i></p> <ul style="list-style-type: none"><li>○ 100 and above - 2.00 points</li><li>○ 80-99 - 1.75 points</li><li>○ 60-79 - 1.50 points</li><li>○ 40-59 - 1.25 points</li><li>○ 39 and below - 1.00 point</li></ul>		<p>✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior)</p>																					

<ul style="list-style-type: none"> <li>✓ <i>Enrolment (LIS –based) (2 points)</i> <ul style="list-style-type: none"> <li>○ 75 and above - 2.0 points</li> <li>○ 57-74 - 1.5 points</li> <li>○ 37-56 - 1.0 point</li> <li>○ 36 and below - 0.5 point</li> </ul> </li>   <li>✓ <i>Programs Handled (2 points)</i>  <i>[Programs cover but not limited to the following: (1) BLP; (2) A&amp;E EL; (3) (A&amp;E JHS); Plus at least 2 Informal Education Programs]</i> <ul style="list-style-type: none"> <li>○ 5 Programs and above - 2.00 points</li> <li>○ 4 Programs - 1.75 points</li> <li>○ 3 Programs - 1.50 points</li> <li>○ 2 Programs - 1.25 points</li> <li>○ 1 Program - 1.00 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Signed Mapping Reports (LGU Officials/immediate superior)</li>   <li>✓ Copy of the generated list of enrolment from the LIS</li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li>   <li>✓ Signed/Approved Class Program/ Teachers Program</li> <li>✓ Copy of the list of learners under each of the programs handled</li> <li>✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> </ul>	
<p><b>8. With Outstanding Accomplishments on the Quality of Outputs (13 points)</b></p> <ul style="list-style-type: none"> <li>✓ <i>Percentage of Completers (3 points)</i>  <i>(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)</i> <ul style="list-style-type: none"> <li>○ 91% - 100% - 3 points</li> <li>○ 81% - 90% - 2.5 points</li> <li>○ 71% - 80% - 2 points</li> <li>○ 61% - 70% - 1.5 points</li> <li>○ 60% and below - 1 points</li> </ul> </li>   <li>✓ <i>Percentage of Qualifiers (4 points)</i>  <i>(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)</i> <ul style="list-style-type: none"> <li>○ 91% - 100% - 4 points</li> <li>○ 81% - 90% - 3.5 points</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of the generated list of enrolment from the LIS</li> <li>✓ Copy of the Masterlist of Completers based on LIS</li> <li>✓ Copy of the report showing the percentage of completers</li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li>   <li>✓ Copy of the Masterlist of Completers based on LIS</li> <li>✓ Copy of the Masterlist of Qualifiers (based on the revalida)</li> <li>✓ Copy of the report showing the percentage of Qualifiers (shall attach the</li> </ul>	

<ul style="list-style-type: none"> <li>○ 71% - 80% - 3 points</li> <li>○ 61% - 70% - 2.5 points</li> <li>○ 60% and below - 2 points</li> </ul> <p>✓ <i>Percentage of Passers (6 points)</i> (Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)</p> <ul style="list-style-type: none"> <li>○ 91% - 100% - 6 points</li> <li>○ 81% - 90% - 5 points</li> <li>○ 71% - 80% - 4 points</li> <li>○ 61% - 70% - 3 points</li> <li>○ 60% and below - 2 points</li> </ul>	<p>duly accomplished copy of the Monitoring Tool)</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p> <p>✓ Copy of the Masterlist of Qualifiers (based on the revalida)</p> <p>✓ Copy of the Masterlist of Passers (based on the revalida)</p> <p>✓ Copy of the report showing the percentage of Passers (shall attach the duly accomplished copy of the Monitoring Tool)</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p>	
<p><b>9. Networking/Linkages (5 points)</b></p> <p>✓ Initiated DepEd-related resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC</p> <ul style="list-style-type: none"> <li>80,000.00 and above - 5 points</li> <li>60,000.00 – 79,000.00 - 4 points</li> <li>40,000.00 – 59,000.00 - 3 points</li> <li>20,000.00 – 39,000.00 - 2 points</li> <li>19,000.00 and below - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. For more than one proponent, points earned will be divided by the number of proponents.</p> <p>b. Generated funds shall be the total accumulated amount within the recent 5 consecutive years.</p>	<p>✓ Copy of the approved and implemented proposal(s) (for IGPs and other initiatives)</p> <p>✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind)</p> <p><b>Note: Use the computation in Brigada Eskwela in the conversion of materials/labor into cash</b></p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p> <p>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</p>	

<div>10. Other Meritorious Accomplishments specific to the position</div> <div><ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points)<div><div>National - 3 points</div><div>Region - 2.5 points</div><div>Division - 2 points</div><div>District - 1.5 points</div><div>School - 1 point</div></div></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)</li></ul></div> <div><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table></div> <div><ul style="list-style-type: none"><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes (5 points)<div><div>Division - 5 points</div><div>District - 4 points</div><div>School - 3 points</div></div></li></ul><div>Note:<div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<div><ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li><li>✓ Memorandum/Advisory/Bulletin</li><li>✓ Certificate of Recognition as Coach/Contestant</li><li>✓ Activity Completion Report with attachments such as:<div><div>○ Approved SLAC Session Plan</div><div>○ Resource Package</div><div>○ Approved permit to conduct</div><div>○ Sample Program</div><div>○ Attendance</div><div>○ Pictorials</div></div></li></ul></div>
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<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
MASTER TEACHER IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (4 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 4 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 3 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 2 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 1 point</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
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a, b, c, & e	5 points														
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Only a & b	2 points														
Only a	1 point														
<p><b>4. Publication / Authorship (5 points)</b></p> <table><tbody><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Article published in a journal/ newspaper/ magazine of wide circulation</li></ul></td><td><ul style="list-style-type: none"><li>- 1 point per article but not to exceed 4 points</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but</li></ul></td></tr></tbody></table>		<ul style="list-style-type: none"><li>Sole authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li></ul>	<ul style="list-style-type: none"><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Article published in a journal/ newspaper/ magazine of wide circulation</li></ul>	<ul style="list-style-type: none"><li>- 1 point per article but not to exceed 4 points</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li></ul>	<ul style="list-style-type: none"><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but</li></ul>	<p>✓ Copy of the published book/articles or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>	
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Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources  <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>	not to exceed 3 points																						
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		<div>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</div>																					
<table><tr><td>Level</td><td>Points</td></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level			Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	
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<b>6. Outreach Activity (3 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 3.0 points</li><li>✓ Member - 1.5 points</li></ul></li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>		<div>✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation</div>																					
<b>7. With Outstanding Accomplishments on the Learners' Access (6 points)</b>  <i>7.1 Mapping for Enrollees (2 points)</i> <ul style="list-style-type: none"><li>100 and above - 2.00 points</li><li>80-99 - 1.75 points</li><li>60-79 - 1.50 points</li></ul>																							
		✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior)																					

<ul style="list-style-type: none"> <li>• 40-59 - 1.25 points</li> <li>• 39 and below - 1.00 point</li> </ul> <p><i>7.2 Enrolment (LIS –based) (2 points)</i></p> <ul style="list-style-type: none"> <li>• 75 and above - 2.0 points</li> <li>• 57-74 - 1.5 points</li> <li>• 37-56 - 1.0 point</li> <li>• 36 and below - 0.5 point</li> </ul> <p><i>7.3 Programs Handled (2 points)</i></p> <p><i>[Programs cover but not limited to the following: (1) BLP; (2) A&amp;E EL; (3) (A&amp;E JHS); Plus at least 2 Informal Education Programs]</i></p> <ul style="list-style-type: none"> <li>• 5 Programs and above- 2.00 points</li> <li>• 4 Programs - 1.75 points</li> <li>• 3 Programs - 1.50 points</li> <li>• 2 Programs - 1.25 points</li> <li>• 1 Program - 1.00 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signed Mapping Reports (LGU Officials/immediate superior)</li> <li>✓ Copy of the generated list of enrolment from the LIS</li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> <li>✓ Signed/Approved Class Program/ Teachers Program</li> <li>✓ Copy of the list of learners under each of the programs handled</li> <li>✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> </ul>	
<p><b>8. With Outstanding Accomplishments on the Quality of Outputs (12 points)</b></p> <p><i>8.1 Percentage of Completers (3 points)</i></p> <p><i>(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> <li>• 91% - 100% - 3.0 points</li> <li>• 81% - 90% - 2.5 points</li> <li>• 71% - 80% - 2.0 points</li> <li>• 61% - 70% - 1.5 points</li> <li>• 60% and below - 1.0 point</li> </ul> <p><i>8.2 Percentage of Qualifiers (4 points)</i></p> <p><i>(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)</i></p>	<ul style="list-style-type: none"> <li>✓ Copy of the generated list of enrolment from the LIS</li> <li>✓ Copy of the Masterlist of Completers based on LIS</li> <li>✓ Copy of the report showing the percentage of completers</li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> <li>✓ Copy of the Masterlist of Completers based on LIS</li> <li>✓ Copy of the Masterlist of Qualifiers (based on the revalida)</li> </ul>	

<ul style="list-style-type: none"> <li>• 91% - 100% - 4.0 points</li> <li>• 81% - 90% - 3.5 points</li> <li>• 71% - 80% - 3.0 points</li> <li>• 61% - 70% - 2.5 points</li> <li>• 60% and below - 2.0 points</li> </ul> <p><b>8.3 Percentage of Passers (5 points)</b></p> <p><i>(Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)</i></p> <ul style="list-style-type: none"> <li>• 91% - 100% - 5 points</li> <li>• 81% - 90% - 4 points</li> <li>• 71% - 80% - 3 points</li> <li>• 61% - 70% - 2 points</li> <li>• 60% and below - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of the report showing the percentage of Qualifiers (shall attach the duly accomplished copy of the Monitoring Tool)</li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> </ul> <ul style="list-style-type: none"> <li>✓ Copy of the Masterlist of Qualifiers <i>(based on the revalida)</i></li> <li>✓ Copy of the Masterlist of Passers <i>(based on the revalida)</i></li> <li>✓ Copy of the report showing the percentage of Passers <i>(shall attach the duly accomplished copy of the Monitoring Tool)</i></li> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> </ul>	
<p><b>9. Networking/Linkages (2 points)</b></p> <p>Initiated DepEd-related resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC</p> <ul style="list-style-type: none"> <li>• 80,000.00 and above - 2 points</li> <li>• 60,000.00 – 79,000.00 - 1.5 points</li> <li>• 40,000.00 – 59,000.00 - 1 point</li> <li>• 20,000.00 – 39,000.00 - 0.75 point</li> <li>• 19,000.00 and below - 0.50 point</li> </ul> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>For more than one proponent, point/s earned will be divided by the number of proponents.</li> <li>Generated funds shall be the total accumulated amount within the recent 5 consecutive years.</li> </ol>	<ul style="list-style-type: none"> <li>✓ Copy of the approved and implemented proposal(s) (for IGPs and other initiatives)</li> <li>✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind)</li> </ul> <p><i>Note: Use the computation applied in the Brigada Eskwela for the conversion of materials/labor into cash</i></p> <ul style="list-style-type: none"> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>	



	<ul style="list-style-type: none"> <li>✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO</li> </ul>																									
<p><b>10. Other Meritorious Accomplishments (23 points)</b></p> <p>10.1 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(3 points)</b></p> <ul style="list-style-type: none"> <li>• National - 3.0 points</li> <li>• Region - 2.5 points</li> <li>• Division - 2.0 points</li> <li>• District - 1.5 points</li> <li>• School - 1.0 point</li> </ul> <p>10.2 Served as a mentor/coach to other teachers <b>(3 points)</b></p> <ul style="list-style-type: none"> <li>• 5 or more mentees - 3.0 points</li> <li>• 4 mentees - 2.5 points</li> <li>• 3 mentees - 2.0 points</li> <li>• 2 mentees - 1.5 points</li> <li>• only 1 mentee - 1.0 point</li> </ul> <p>10.3 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(5 points)</b></p> <table border="1" data-bbox="193 1480 879 1850"> <thead> <tr> <th></th> <th>First Placers</th> <th>Second Placers</th> <th>Third Placers</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5.00 points</td> <td>4.00 points</td> <td>3.00 points</td> </tr> <tr> <td>Regional</td> <td>4.00 points</td> <td>3.00 points</td> <td>2.00 points</td> </tr> <tr> <td>Division</td> <td>3.00 points</td> <td>2.00 points</td> <td>1.00 point</td> </tr> <tr> <td>District</td> <td>2.00 points</td> <td>1.00 point</td> <td>0.75 point</td> </tr> <tr> <td>School</td> <td>1.00 point</td> <td>0.75 point</td> <td>0.50 point</td> </tr> </tbody> </table> <p>10.4 Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and</p>		First Placers	Second Placers	Third Placers	National	5.00 points	4.00 points	3.00 points	Regional	4.00 points	3.00 points	2.00 points	Division	3.00 points	2.00 points	1.00 point	District	2.00 points	1.00 point	0.75 point	School	1.00 point	0.75 point	0.50 point	<ul style="list-style-type: none"> <li>✓ LP/DLL duly signed by at least 3 authorities</li> <li>✓ COT or Observation Chart from at least 3 observer-authorities</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li> <li>✓ Certification as a mentor by the school head</li> <li>✓ Memorandum/Advisory/Bulletin</li> <li>✓ Certificate of Recognition as Coach/Contestant</li> <li>✓ Activity Completion Report with all the following attachments:</li> </ul>	
	First Placers	Second Placers	Third Placers																							
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<p>Development activities/sessions regarding improvement of students' learning outcomes <b>(4 points)</b></p> <ul style="list-style-type: none"> <li>• Division - 4 points</li> <li>• District - 3 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>10.5 Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school <b>(3 points)</b></p> <p>Based on number of instructional materials (IMs).</p> <ul style="list-style-type: none"> <li>• 5 or more IMs - 3.0 points</li> <li>• 4 IMs - 2.5 points</li> <li>• 3 IMs - 2.0 points</li> <li>• 2 IMs - 1.5 points</li> <li>• 1 IM - 1.0 point</li> </ul> <p>10.6 Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process <b>(5 points)</b></p> <p>One point for each of the analysis reports (ARs) made.</p> <ul style="list-style-type: none"> <li>• 5 or more ARs - 5 points</li> <li>• 4 ARs - 4 points</li> <li>• 3 ARs - 3 points</li> <li>• 2 ARs - 2 points</li> <li>• 1 AR - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>○ Approved SLAC Session Plan</li> <li>○ Resource Package</li> <li>○ Approved permit to conduct</li> <li>○ Sample Program</li> <li>○ Attendance</li> <li>○ Pictorials</li> </ul> <p>✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources</p> <p>✓ Sample of developed audio and video lessons and conducted online learning resources</p> <p>✓ Copy of the Analysis Report duly certified and received by the School Head</p> <p>✓ Completion Report with MOVs on the activity conducted</p>	
<p><b>C. Education &amp; Learning and Development (10 points)</b></p>		

<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5.0 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4.0 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3.0 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING SPED TEACHER (TEACHER I-III, SPET 1-5)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (20 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (65 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
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<p><b>3. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul></td></tr></table> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>						
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
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<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
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<b>5. Outreach Activity (5 points)</b> <ul style="list-style-type: none"> <li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 5 points</li> <li>✓ Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li> <li>✓ Certificate of Recognition/Participation</li> </ul>	
<b>6. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"> <li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> <li>Proponent/organizer - 5 points</li> <li>Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>	
<b>7. Professional and Civic Involvement (5points)</b> Involvement in professional/civic organization that promotes or supports the welfare of learners, teachers, PWDs and their families. <ul style="list-style-type: none"> <li>Serves as president or chairman of the organization at the Division level - 5 points</li> <li>Serves as an officer of the organization at the division Level - 4 points</li> <li>Serves as president or chairman at the school level - 3 points</li> <li>Serves as an officer at the school level - 2 points</li> <li>Identified as a member of the organization in any level - 1 point</li> </ul>		<ul style="list-style-type: none"> <li>✓ Certification of membership</li> <li>✓ Record of attendance of the organization</li> <li>✓ Picto-narrative</li> <li>✓ Supporting documents showing the organizations objectives and goals to serve the target clientele</li> </ul>	



<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"> <li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(15 points)</b> <ul style="list-style-type: none"> <li>National - 15 points</li> <li>Region - 12 points</li> <li>Division - 9 points</li> <li>District - 6 points</li> <li>School - 3 points</li> </ul> </li> <li>SPED Instructional Materials/LRs Developed and Utilized in the DLDM <b>(5 points)</b> <ul style="list-style-type: none"> <li>Distributed &amp; utilized IMs/LRs to 95-100% of the learners - 5 points</li> <li>Distributed &amp; utilized IMs/LRs to 90-94% of the learners - 4 points</li> <li>Distributed &amp; utilized IMs/LRs to 85-89% of the learners - 3 points</li> <li>Distributed &amp; utilized IMs/LRs to 80-84% of the learners - 2 points</li> <li>Distributed &amp; utilized IMs/LRs to 75-79% of the learners - 1 point</li> </ul> </li> <li>Technical Assistance on SPED to Other Teachers, Parents/Families, Student-Teachers/SPED Specializers, Project Partners, and Other SPED Advocates/Volunteers <b>(5 points)</b> <ul style="list-style-type: none"> <li>Gave TA to multiple clients to more than 3 of the categories mentioned - 5 points</li> <li>Gave TA to multiple clients from only two of the categories mentioned above - 4 points</li> <li>Gave TA to multiple clients from only 1 of the categories mentioned above - 3 points</li> <li>Gave TA to only one client from at least two of the groups mentioned above - 2 points</li> <li>Gave TA to only one client in any - 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ LP/DLL duly signed by at least 3 authorities</li> <li>✓ COT or Observation Chart from at least 3 observer-authorities</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li> <li>✓ Certification from the school head or department head</li> <li>✓ Photos,</li> <li>✓ Text messages/chat</li> <li>✓ letters from stakeholders/parents,</li> <li>✓ certificate of appreciation/recognition</li> </ul>	
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<p>of the groups mentioned above</p> <ul style="list-style-type: none"> <li>Length of Service and Experience <b>(5 points)</b> <ul style="list-style-type: none"> <li>More than 5 years teaching experience - 5 points</li> <li>Five years teaching experience - 4 points</li> <li>Four years teaching experience - 3 points</li> <li>Three years teaching experience - 2 points</li> <li>At least two years teaching experience - 1 point</li> </ul> </li> </ul>	✓ Service record	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul> <p><i>Note: The degree must be relevant to the SPED and Inclusive Education Programs</i></p>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING SPED MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (20 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (65 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
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<b>5. Outreach Activity (5 points)</b> <ul style="list-style-type: none"> <li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 5 points</li> <li>✓ Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li> <li>✓ Certificate of Recognition/Participation</li> </ul>	
<b>6. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"> <li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school <ul style="list-style-type: none"> <li>Proponent/organizer - 5 points</li> <li>Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>	
<b>7. Leadership in the Conduct of CB Training (5points)</b> <ul style="list-style-type: none"> <li>Serves as the organizer and a resource speaker - 5 points</li> <li>Serves only as an organizer - 4 points</li> <li>Serves only as a speaker - 3 points</li> <li>Serves as a learning facilitator - 2 points</li> <li>Serves as a committee member - 1 point</li> </ul>		<ul style="list-style-type: none"> <li>✓ ACR</li> <li>✓ Certification from the school head/department head</li> </ul>	

<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"> <li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(15 points)</b> <ul style="list-style-type: none"> <li>National - 15 points</li> <li>Region - 12 points</li> <li>Division - 9 points</li> <li>District - 6 points</li> <li>School - 3 points</li> </ul> </li> <li>SPED Instructional Materials/LRs Developed and Utilized in the DLDM <b>(5 points)</b> <ul style="list-style-type: none"> <li>Distributed &amp; utilized IMs/LRs to 95-100% of the learners - 5 points</li> <li>Distributed &amp; utilized IMs/LRs to 90-94% of the learners - 4 points</li> <li>Distributed &amp; utilized IMs/LRs to 85-89% of the learners - 3 points</li> <li>Distributed &amp; utilized IMs/LRs to 80-84% of the learners - 2 points</li> <li>Distributed &amp; utilized IMs/LRs to 75-79% of the learners - 1 point</li> </ul> </li> <li>Technical Assistance on SPED to Other Teachers, Parents/Families, Student-Teachers/SPED Specializers, Project Partners, and Other SPED Advocates/Volunteers <b>(5 points)</b> <ul style="list-style-type: none"> <li>Gave TA to multiple clients to more than 3 of the categories mentioned - 5 points</li> <li>Gave TA to multiple clients from only two of the categories mentioned above - 4 points</li> <li>Gave TA to multiple clients from only 1 of the categories mentioned above - 3 points</li> <li>Gave TA to only one client from at least two of the groups mentioned above - 2 points</li> <li>Gave TA to only one client in any of the groups mentioned above - 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ LP/DLL duly signed by at least 3 authorities</li> <li>✓ COT or Observation Chart from at least 3 observer-authorities</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li> <li>✓ Certification from the school head or department head</li> <li>✓ Photos,</li> <li>✓ Text messages/chat</li> <li>✓ letters from stakeholders/parents,</li> <li>✓ certificate of appreciation/recognition</li> </ul>	
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<ul style="list-style-type: none"> <li>Length of Service and Experience <b>(5 points)</b> <ul style="list-style-type: none"> <li>More than 5 years teaching experience - 5 points</li> <li>Five years teaching experience - 4 points</li> <li>Four years teaching experience - 3 points</li> <li>Three years teaching experience - 2 points</li> <li>At least two years teaching Experience - 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Service record</li> </ul>	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul> <p><i>Note: The degree must be relevant to the SPED and Inclusive education Programs</i></p>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING MADRASAH TEACHER (ASATIDZ)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (25 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (55 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

	duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.																					
<b>3. Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition																					
<b>4. Resource Speakership / Learning Facilitation (5 points)</b> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
National Level Speakership or Higher	5 points																					
Regional Office Speakership	2.5 points																					
<b>Nominees from the Schools Division Office</b>																						
Regional Level Speakership or Higher	5 points																					
Division/Provincial/City Level Speakership	2.5 points																					
<b>Nominees from Schools</b>																						
Division Level Speakership or Higher	5 points																					
School/Municipality/District Speakership	2.5 points																					

<p><b>5. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"> <li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 5 points</li> <li>✓ Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li> <li>✓ Certificate of Recognition/Participation</li> </ul>	
<p><b>6. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"> <li>Outstanding/Meritorious Accomplishments as Coach in MUSABAQAH <b>(20 points)</b> <ul style="list-style-type: none"> <li>National - 20 points</li> <li>Regional - 15 points</li> <li>Division - 10 points</li> <li>District - 8 points</li> <li>School - 5 points</li> </ul> </li> <li>Outstanding/Meritorious Accomplishments as Chairperson/TWG in School related activities <b>(5 points)</b> <ul style="list-style-type: none"> <li>Chair - 5 points</li> <li>Co-Chair - 3 points</li> <li>Member - 2 points</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum</li> <li>✓ Special Order</li> <li>✓ Accomplishment Report duly signed by the School Head</li> </ul>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (10 points)</b></p> <ul style="list-style-type: none"> <li>At least 18 units in Masters - 10 points</li> <li>College Graduate - 8 points</li> <li>College Level - 6 points</li> <li>High School Graduate - 4 points</li> <li>High School Level - 2 points</li> </ul>	<p>Certified True Copy:</p> <ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Diploma</li> <li>✓ Permanent Record</li> </ul>	
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	

<p><i>Note:</i>  <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>  <i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING MULTIGRADE TEACHER I-III**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 30	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (55 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted	Points														
a, b, c, & d	5 points														
a, b, c, & e	5 points														
Only a, b, & c	3 points														
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Only a	1 point														
<b>4. Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p>Note: a. Points earned are cumulative but not to</p>		✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

exceed the allotted points for the criterion.		
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.
Level	Points	
<b>Nominees from the Regional Office</b>		
National Level Speakership or Higher	5 points	
Regional Office Speakership	2.5 points	
<b>Nominees from the Schools Division Office</b>		
Regional Level Speakership or Higher	5 points	
Division/Provincial/City Level Speakership	2.5 points	
<b>Nominees from Schools</b>		
Division Level Speakership or Higher	5 points	
School/Municipality/District Speakership	2.5 points	
*Points earned are cumulative but not to exceed the allotted points for the criterion.		
<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation
<b>7. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul> <p>Note: a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

<div>8. Other Meritorious Accomplishments specific to the position</div> <div><div><div><div><div><div></div><div>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies</div><div>(5 points)</div></div><div><div>National - 5 points</div><div>Region - 4 points</div><div>Division - 3 points</div><div>District - 2 points</div><div>School - 1 point</div></div></div></div><div><div><div></div><div>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National</div><div>(10 points)</div></div></div><table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table><div><div><div><div><div></div><div>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students' learning outcomes</div><div>(5 points)</div></div><div><div>Division - 5 points</div><div>District - 4 points</div><div>School - 3 points</div></div></div><div><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div></div></div><div><div><div></div><div>LP/DLL duly signed by at least 3 authorities</div></div><div><div></div><div>COT or Observation Chart from at least 3 observer-authorities</div></div><div><div></div><div>Certificate of Recognition</div></div><div><div></div><div>Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</div></div><div><div></div><div>Memorandum/Advisory/Bulletin</div></div><div><div></div><div>Certificate of Recognition as Coach/Contestant</div></div><div><div><div></div><div>Activity Completion Report with attachments such as:</div><div><div>o Approved SLAC Session Plan</div><div>o Resource Package</div><div>o Approved permit to conduct</div><div>o Sample Program</div><div>o Attendance</div><div>o Pictorials</div></div></div></div></div></div></div>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	
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School	1 point	0.75 point	0.50 point																						
<div>C. Education &amp; Learning and Development (10 points)</div>																									
<div>1. Education (5 points)</div> <div><div><div><div><div></div><div>Doctorate/Doctor's Degree</div><div>- 5 points</div></div><div><div></div><div>Complete Academic Requirements for Doctorate/Doctor's Degree</div><div>- 4.5 points</div></div><div><div></div><div>Earned at least 18 Doctorate/Doctor's Degree units</div><div>- 4 points</div></div><div><div></div><div>Master's Degree / Bachelor of Laws (Juris Doctor)</div><div>- 3.5 points</div></div><div><div></div><div>Complete Academic Requirements for Master's Degree</div><div>- 3 points</div></div></div></div></div> <div><div><div></div><div>Transcript of Records</div></div><div><div></div><div>Certificate of Completion of Academic Requirements / Certification of Units Earned</div></div></div>																									

<ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING MULTIGRADE MASTER TEACHER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (25 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing • SY 2024-2025 and SY 2023-2024 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (60 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

	duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													
<b>4. Publication / Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Article published in a journal/ newspaper/ magazine of wide circulation - 1 point per article but not to exceed 4 points</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or</li></ul>	✓ Copy of the published book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													



video presenter, or Illustrator) of the Learning Resources																						
<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
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<p><b>6. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the approved proposal</p> <p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</p> <p>✓ Certificate of Recognition/Participation</p>																					
<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</p> <p>✓ Copy of Partnership MOAs or MOUs, deed of</p>																					

<p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<p>donation/ acceptance or any other valid proof</p> <p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>																									
<p><b>8. Other Meritorious Accomplishments specific to the position</b></p> <ul style="list-style-type: none"><li>Served as Demonstration Teacher on innovative teaching techniques/ pedagogies <b>(5 points)</b><ul style="list-style-type: none"><li>National - 5 points</li><li>Region - 4 points</li><li>Division - 3 points</li><li>District - 2 points</li><li>School - 1 point</li></ul></li><li>Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National <b>(10 points)</b></li></ul> <table><tr><td></td><td>First Placers</td><td>Second Placers</td><td>Third Placers</td></tr><tr><td>National</td><td>5 points</td><td>4 points</td><td>3 points</td></tr><tr><td>Regional</td><td>4 points</td><td>3 points</td><td>2 points</td></tr><tr><td>Division</td><td>3 points</td><td>2 points</td><td>1 point</td></tr><tr><td>District</td><td>2 points</td><td>1 point</td><td>0.75 point</td></tr><tr><td>School</td><td>1 point</td><td>0.75 point</td><td>0.50 point</td></tr></table> <ul style="list-style-type: none"><li>Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and Development activities/sessions regarding improvement of students’ learning outcomes <b>(5 points)</b><ul style="list-style-type: none"><li>Division - 5 points</li><li>District - 4 points</li><li>School - 3 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <ul style="list-style-type: none"><li>Served as a mentor/coach to other teachers <b>(5 points)</b></li></ul>		First Placers	Second Placers	Third Placers	National	5 points	4 points	3 points	Regional	4 points	3 points	2 points	Division	3 points	2 points	1 point	District	2 points	1 point	0.75 point	School	1 point	0.75 point	0.50 point	<ul style="list-style-type: none"><li>✓ LP/DLL duly signed by at least 3 authorities</li><li>✓ COT or Observation Chart from at least 3 observer-authorities</li><li>✓ Certificate of Recognition</li><li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li><li>✓ Memorandum/Advisory/Bulletin</li><li>✓ Certificate of Recognition as Coach/Contestant</li><li>✓ Activity Completion Report with attachments such as:<ul style="list-style-type: none"><li>○ Approved SLAC Session Plan</li><li>○ Resource Package</li><li>○ Approved permit to conduct</li><li>○ Sample Program</li><li>○ Attendance</li><li>○ Pictorials</li></ul></li><li>✓ Certification as a mentor by the school head</li></ul>	
	First Placers	Second Placers	Third Placers																							
National	5 points	4 points	3 points																							
Regional	4 points	3 points	2 points																							
Division	3 points	2 points	1 point																							
District	2 points	1 point	0.75 point																							
School	1 point	0.75 point	0.50 point																							

<p>5 or more mentees - 5 points</p> <p>4 mentees - 4 points</p> <p>3 mentees - 3 points</p> <p>2 mentees - 2 points</p> <p>only 1 mentee - 1 point</p>		
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING SCHOOL HEAD**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School Category:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
<b>1. Personal and Professional Development (30%)</b>												
<b>A. Performance (35 points)</b>												
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two OPCRF Ratings / 5) x 35	✓ OPCRF/IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023 or SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record											
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.												
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search											
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of	
MOVs Submitted	Points											
a, b, c, & d	5 points											
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Only a	1 point	Office													
<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points														
a, b, c, & d	5 points														
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Only a, b, & c	3 points														
Only a & b	2 points														
Only a	1 point														
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li><li>- 4 points</li></ul></td></tr></table>		<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li><li>- 4 points</li></ul>	<p>✓ Copy of the book/s or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>											
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li><li>- 4 points</li></ul>														

<ul style="list-style-type: none"><li>Co-Writer of LRs</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"><li>- 4 points will be divided by the number of writers</li><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>																					
<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																				
<table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	
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<b>6. Outreach Activity (5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal</li><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</li></ul>																				



<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"> <li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school</li> </ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>	
<p><b>C. Education &amp; Learning and Development (20 points)</b></p>		
<p><b>1. Education (10 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 10 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 9 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 8 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 7 points</li> <li>Complete Academic Requirements for Master's Degree - 6 points</li> <li>Earned at least 18 MA Units - 5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> </ul> <ul style="list-style-type: none"> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<p><b>D. Potential (5 points)</b></p>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted</li> </ul> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

2. School Management and Leadership (70%)		
<ul style="list-style-type: none"> <li><b>To be taken from the Outstanding School Criteria</b></li> </ul>		

Summary:

1. Personal and Professional Development	-	30%
2. School Management and Leadership	-	70%
Total	-	100%

**SEARCH FOR MOST OUTSTANDING ADMINISTRATIVE AIDE**

**Name of Nominee:** \_\_\_\_\_ **School/SDO/FD:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (50 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 50	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023 or SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (30 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (10 points) <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li><li>• Nomination in the District/ Awardee in the school - 2 points</li></ul> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
<p><b>3. Other Meritorious Accomplishments specific to the position</b></p> <p><b>3.1 Attendance and Punctuality in Reporting to Office (10pts)</b></p> <ul style="list-style-type: none"> <li>• Perfect attendance and no tardiness and undertime - 10 points</li> <li>• 1-2 record of tardiness and/or undertime - 8 points</li> <li>• 3-4 record of tardiness and/or undertime - 6 points</li> <li>• 5-6 record of tardiness and/or undertime - 4 points</li> </ul> <p><b>3.2 Customer Satisfaction Survey Rating (5 points)</b></p> <p>Point/s Earned = (average of the ratings/5) x 5</p>	<p>✓ Certification of the HRMO/ School Head duly noted by the Head of Office</p> <p>✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 &amp; 2024) duly certified by SDS</p> <p>✓ Customer Feedback/ Appreciation (1 per quarter) – <b>Optional</b></p>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 5 points</li> <li>• Complete Academic Requirements for Master's Degree - 4 points</li> <li>• Earned 18 units of Master's Degree - 3 points</li> <li>• College Graduate - 2 points</li> <li>• Earned at least 18 units in college - 1 point</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings,</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<p>seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
ADMINISTRATIVE ASSISTANT OR EQUIVALENT POSITION**

**Name of Nominee:** \_\_\_\_\_ **School/SDO/FD:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023 or SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li><li>• Nomination in the District/ Awardee in the school - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research.	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													



<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
<p><b>3. Other Meritorious Accomplishments specific to the position</b></p> <p><b>3.1 Attendance and Punctuality in Reporting to Office (10pts)</b></p> <ul style="list-style-type: none"> <li>• Perfect attendance and no tardiness and undertime - 10 points</li> <li>• 1-2 record of tardiness and/or undertime - 8 points</li> <li>• 3-4 record of tardiness and/or undertime - 6 points</li> <li>• 5-6 record of tardiness and/or undertime - 4 points</li> </ul> <p><b>3.2 Assisted in a training/activity conducted in at least two days (5 points)</b></p> <ul style="list-style-type: none"> <li>• Regional Level - 5 points</li> <li>• Division Level - 4 points</li> <li>• District Level - 3 points</li> <li>• School Level - 2 points</li> </ul> <p><b>3.3 Membership in Working Committees ( 5 points)</b></p> <ul style="list-style-type: none"> <li>• At least three (3) Working Committees - 5 points</li> <li>• Two (2) Working Committees - 3 points</li> <li>• One (1) working committee - 1 point</li> </ul> <p><b>3.4 Customer Satisfaction Survey Rating (5 points)</b></p> <p>Point/s Earned = (average of the ratings/5) x 5</p>	<p>✓ Certification of the HRMO/ School Head duly noted by the Head of Office</p> <p>✓ Certificate of Recognition / Certificate of Appreciation or</p> <p>✓ Duly approved ACR</p> <p>✓ Special Order/Memorandum (with the name of the Nominee)</p>	

	<ul style="list-style-type: none"> <li>✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 &amp; 2024) duly certified by SDS</li> <li>✓ Customer Feedback/ Appreciation (1 per quarter) – <b>Optional</b></li> </ul>	
<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 5 points</li> <li>• Complete Academic Requirements for Master's Degree - 4 points</li> <li>• Earned 18 units of Master's Degree - 3 points</li> <li>• College Graduate - 2 points</li> <li>• Earned at least 18 units in college - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **ADMINISTRATIVE OFFICER I-IV (AO I-IV)** **SCHOOL LEVEL**

**Name of Nominee:** \_\_\_\_\_  
**Current Position:** \_\_\_\_\_

**School:** \_\_\_\_\_  
**No. of years:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (3 points)</b>	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly													
<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>3 points</td></tr><tr><td>a, b, c, &amp; e</td><td>3 points</td></tr><tr><td>Only a, b, &amp; c</td><td>2 points</td></tr><tr><td>Only a &amp; b</td><td>1 point</td></tr><tr><td>Only a</td><td>0.50 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	3 points	a, b, c, & e	3 points	Only a, b, & c	2 points	Only a & b	1 point	Only a	0.50 point		
MOVs Submitted	Points													
a, b, c, & d	3 points													
a, b, c, & e	3 points													
Only a, b, & c	2 points													
Only a & b	1 point													
Only a	0.50 point													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (2 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>2 points</td></tr><tr><td>a, b, c, &amp; e</td><td>2 points</td></tr><tr><td>Only a, b, &amp; c</td><td>1 point</td></tr><tr><td>Only a &amp; b</td><td>0.50 point</td></tr><tr><td>Only a</td><td>0.25 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	2 points	a, b, c, & e	2 points	Only a, b, & c	1 point	Only a & b	0.50 point	Only a	0.25 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points														
a, b, c, & d	2 points														
a, b, c, & e	2 points														
Only a, b, & c	1 point														
Only a & b	0.50 point														
Only a	0.25 point														
<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td>Nominees from the Regional Office</td><td></td></tr></table>		Level	Points	Nominees from the Regional Office		<p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/</p>									
Level	Points														
Nominees from the Regional Office															

National Level Speakership or Higher	5 points	Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
Regional Office Speakership	2.5 points		
<b>Nominees from the Schools Division Office</b>			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments specific to the position</b>			
<b>5.1 Personnel Administration-Salary and Benefits (5 points)</b> <ul style="list-style-type: none"><li>100% of School Personnel timely received accurate salary and other benefits 10 points</li><li>95%-99% of School Personnel timely received accurate salary and other benefits 8 points</li><li>90%-94% of School Personnel timely received accurate salary and other benefits 6 points</li><li>85%-89% of School Personnel timely received accurate salary and other benefits 4 points</li><li>84% and below of School Personnel timely received accurate salary and other benefits 2 points</li></ul>		✓ Certification from the School Head as to percentage of School Personnel received salary and other benefits timely and accurately. <ul style="list-style-type: none"><li>- Indicate in the certification the total number of personnel versus the actual number of personnel received timely and accurate salary</li><li>- In case 100% is not met, include justification</li></ul>	
<b>5.2 Personnel Records (5 points)</b> <ul style="list-style-type: none"><li>100% Updated School Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS) 5 points</li></ul>		✓ Certification from the SDO HRMO as to percentage of updated School Personnel Records	

<ul style="list-style-type: none"> <li>• 95-99% Updated SDO Personnel <b>4 points</b> Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> <li>• 90-94% Updated SDO Personnel <b>3 points</b> Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> <li>• 85-89% Updated SDO Personnel <b>2 points</b> Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> <li>• 84% and below Updated SDO <b>1 point</b> Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> </ul> <p><b>5.3 Reports Submission (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% of required HR-related 5 points reports complied with</li> <li>• 95%-99% of required HR-related 4 points reports complied with</li> <li>• 90%-94% of HR-related 3 points reports complied with</li> <li>• 85%-89% of required HR-related 2 points reports complied with</li> <li>• 84% and below of required 1 point HR-related reports complied with</li> </ul> <p><b>5.4 Property Custodianship (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% updated inventory on 5 points supplies, materials, equipment, textbooks, and learning resources</li> </ul>	<p>✓ Certification from the SDO HRMO as to percentage of compliance of HR-related reports required by the SDO</p> <p>✓ Certification from the SDO Supply Officer as to percentage of updated inventory on supplies,</p>	
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<ul style="list-style-type: none"> <li>• 95%-99% updated inventory on supplies, materials, equipment, textbooks, and learning resources 4 points</li> <li>• 90%-94% updated inventory on supplies, materials, equipment, textbooks, and learning resources 3 points</li> <li>• 85%-89% updated inventory on supplies, materials, equipment, textbooks, and learning resources 2 points</li> <li>• 84% and below updated inventory on supplies, materials, equipment, textbooks, and learning resources 1 point</li> </ul>	<p>materials, equipment, textbooks, and learning resources</p> <ul style="list-style-type: none"> <li>- Attach photocopy of the inventory card of the school</li> </ul>	
<p><b>5.5 General Administrative Support (5 points)</b></p> <ul style="list-style-type: none"> <li>• 20-30 administrative support provided to the School Head and Teachers 5 points</li> <li>• 15-19 administrative support provided to the School Head and Teachers 4 points</li> <li>• 10-14 administrative support provided to the School Head and Teachers 3 points</li> <li>• 5-9 administrative support provided to the School Head and Teachers 2 points</li> <li>• 1-4 administrative support provided to the School Head and Teachers 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Certification from the School Head as to number of administrative support provided to School Head and teachers</li> <li>- Attach MOV/list of activities provided support</li> </ul>	
<p><b>5.6 Financial Management (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% required financial reports submitted to SDO on time 5 points</li> <li>• 95-99% required financial reports submitted to SDO on time 4 points</li> <li>• 90-94% required financial reports submitted to SDO on time 3 points</li> <li>• 85-89% required financial reports submitted to SDO on time 2 points</li> <li>• 84% and below required financial reports submitted 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Certification from the SDO Accountant as to percentage of reports submitted on time of the concerned AO II/school</li> </ul>	

to SDO on time		
<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING SCHOOL REGISTRAR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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Only a	1 point													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>✓</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>•</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul></td></tr></table> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>							
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
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<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																				
<table><tr><td>Level</td><td>Points</td></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points		
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*Points earned are cumulative but not to exceed the allotted points for the criterion.																						
<b>6. Outreach Activity (3 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 3 points</li><li>✓ Member - 1 point</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation																				
<b>7. Other Meritorious Accomplishments specific to the position</b>																						
<b>7.1 Customer Satisfaction Survey Rating (7 points)</b>  Point/s Earned = (average of the ratings/5) x 7		✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – <b>Optional</b>																				
<b>7.2 Linkages and Network (5 points)</b> Each descriptor warrants the candidate 1.25 points.		✓ Memorandum ✓ Policy Guidelines ✓ Notice of Meetings/ Minutes of Meeting																				

1. Established Records Management Improvement Committee in the School 2. Followed DMOS in communication and correspondence. 3. Facilitated smooth communication with Regional Records Office by maintaining accessibility through different means: email, phone, and messenger. 4. Attended meetings and convergences at the District, Division, and Regional Level	✓ ✓	Sample Correspondences verified by Regional Records Activity Completion Report	
<b>7.3 Involvement in Office Activities (5 points)</b>  Program Director - 5 points Chairperson of Working Committee - 4 points Program Host/ Script Writer - 3 points Member of TWG - 2 points Participant/Attendee - 1 point	✓ ✓ ✓ ✓	Memorandum Certificate of Recognition Program Photos of the Event/ Activity	
<b>C. Education &amp; Learning and Development (15 points)</b>			
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ ✓	Transcript of Records Certificate of Completion of Academic Requirements / Certification of Units Earned	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc. <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓	Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 points)</b>			
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	✓	Potential/Interview Checklist & Rating Sheet	



**SEARCH FOR MOST OUTSTANDING  
IMPLEMENTING UNIT BOOKKEEPER/ACCOUNTANT**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (20 Points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRFs for SY 2024-2025 and SY 2023-2024 duly signed by authorities with date of signing ✓ Service Record ✓ Special Order/Memorandum issued and duly signed by authorities													
<b>B. Outstanding/Meritorious Accomplishments (65 Points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level – 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of	
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authors/researchers indicated in the copyright page.	Office																					
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<b>3. Resource Speakership / Learning Facilitation (5 points)</b>	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																					
<table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points		
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*Points earned are cumulative but not to exceed the allotted points for the criterion.																						
<b>4. Other Meritorious Accomplishments specific to the position/designation (50 points)</b>																						
<b>4.1 Membership in Organizations/Committees (5 points)</b>  • Membership in technical planning committee  3 or more Committees – 5 points 2 Committees – 3 points 1 Committee – 2 points	✓ Memorandum/ Certificates/ Special Order																					
<b>4.2 Budget Utilization Rate (OBLIGATION and DISBURSEMENT) (5points)</b>  • BUR of 98-100% - 5 pts.	✓ Certified Status of BUR at RO-FD																					

<ul style="list-style-type: none"> <li>• BUR of 95-97% - 4 pts.</li> <li>• BUR of 90-94% - 3 pts.</li> <li>• BUR of 85-89% - 2 pts.</li> <li>• BUR of 84% and below - 1 pt.</li> </ul>		
<b>4.3 Non-Incurrence of Overdraft in the current year (5 points)</b> <ul style="list-style-type: none"> <li>• No overdraft in allotment incurred in the current year - 5 pts.</li> </ul>	✓ Status of Fund Utilization certified by RO-Budget Officer	
<b>4.4 Compliance with Reporting Requirements</b>		
<b>4.4.1 Submission of Mid-Year and Year-End Financial and Budgetary Reports (5 points)</b> <ul style="list-style-type: none"> <li>• Complete and accurate (within 24 hours from start of workshop) - 5 points</li> <li>• Complete and accurate (before the last day of the workshop) - 3 points</li> <li>• Complete (within the submission date set/last day of the workshop) - 1 point</li> </ul>	✓ Certified Status Report by the SDO-Accountant and Budget Officer	
<b>4.4.2 Submission of Monthly and Quarterly Financial and Budgetary Reports (5 points)</b> <ul style="list-style-type: none"> <li>• Complete and accurate (3 days before the scheduled submission date) - 5 points</li> <li>• Complete and accurate (2 days before the scheduled submission date set) - 3 points</li> <li>• Complete and accurate (1 day before the scheduled submission date set) - 1 point</li> </ul>	✓ Certified Status Report by the SDO Accountant and Budget Officer	
<b>4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)</b> <ul style="list-style-type: none"> <li>• 100% Liquidation of School MOOE/CA for the rating period - 5 points</li> <li>• 96-99% Liquidation of School MOOE/CA for the rating period - 4 points</li> <li>• 91-95% Liquidation of School MOOE/CA for the rating period - 3 points</li> <li>• 86-89% Liquidation of School MOOE/CA for the rating period - 2 points</li> <li>• 85% and below Liquidation rate - 1 point</li> </ul>	✓ Certified Status Report by the SDO Accountant and Budget Officer	
<b>4.4.4 AOM Compliance (5 points)</b> <ul style="list-style-type: none"> <li>• NO AOM received within the year - 5 points</li> <li>• Compliance within the year - 4 points</li> </ul>	✓ APPSI Validated by COA and Status of AOM	

<ul style="list-style-type: none"> <li>of 50% and above</li> <li>• Compliance within the year of 30-49% - 3 points</li> <li>• Compliance within the year of 10-29% - 2 points</li> <li>• Compliance within the year of 10% and below - 1 point</li> </ul>	certified by RO-Accounting Section	
<b>4.4.5 NS Compliance (5 points)</b> <ul style="list-style-type: none"> <li>• NO NS balance by December 31 - 5 points</li> <li>• Compliance/Settlement within the year of 50% and above within the year - 4 points</li> <li>• Compliance/settlement within the year of 30-49% - 3 points</li> <li>• Compliance/settlement within the year of 10-29% - 2 points</li> <li>• Compliance within the year of 10% and below - 1 point</li> </ul>	✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)	
<b>4.4.6 ND Compliance (5 points)</b> <ul style="list-style-type: none"> <li>• NO ND balance by December 31 - 5 points</li> <li>• Compliance/Settlement within the year of 50% and above within the year - 4 points</li> <li>• Compliance/settlement within the year of 30-49% - 3 points</li> <li>• Compliance/settlement within the year of 10-29% - 2 points</li> <li>• Compliance within the year of 10% and below - 1 point</li> </ul>	✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)	
<b>4.4.7 Attendance to Division and Regional Call Ups (5 points)</b> <ul style="list-style-type: none"> <li>• 100% Attendance to Division and RO call-ups for CY 2023 - 5 points</li> <li>• 95-99% Attendance to Division and RO call-ups for CY 2023 - 4 points</li> <li>• 90-94% Attendance to Division and RO call-ups for CY 2023 - 3 points</li> <li>• 86-89% Attendance to Division and RO call-ups for CY 2023 - 2 points</li> <li>• At least 85% Attendance to Division and RO call-ups for CY 2021 - 1 point</li> </ul>	✓ Certification of Attendance duly signed by the SDO Accountant and Budget Officer (for Division call-ups) ✓ Certification of Attendance duly signed by the CAO-FD (for Regional call-ups)	
<b>C. Education and Learning and Development (10 Points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> </ul>	✓ Transcript of Records	

<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 Points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

# SEARCH FOR MOST OUTSTANDING **SCHOOL LIBRARIAN**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (30 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30	✓ IPCRF duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (55 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													



<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
Only a & b	4 points													
Only a	2 points													
<p><b>4. Authorship (10 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 10 points</li><li>- 10 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 1 point in each LR but not to exceed 3 points</li></ul></td></tr></table> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 10 points</li><li>- 10 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 1 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>							
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 10 points</li><li>- 10 points will be divided by the number of authors</li></ul>													
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<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 1 point in each LR but not to exceed 3 points</li></ul>													

<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																				
<table><tr><td>Level</td><td>Points</td></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points		
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*Points earned are cumulative but not to exceed the allotted points for the criterion.																						
<b>6. Outreach Activity (2.5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 2.5 points</li><li>✓ Member - 1 point</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"><li>✓ Copy of the approved proposal</li><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li><li>✓ Certificate of Recognition/Participation</li></ul>																				
<b>7. Networking/Linkages (2.5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that would support the library operations and services in the implementation of the K to 12 Curriculum program (i.e. learning resources, facilities, equipment, etc.) (divided by the number of proponents)<ul style="list-style-type: none"><li>✓ Proponent/organizer – 2.5 points</li><li>✓ Member – 1 point</li></ul></li></ul>		<ul style="list-style-type: none"><li>✓ Approved and implemented proposal (for IGPs and other special programs/projects)</li><li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li><li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li></ul>																				
<b>8. Other Meritorious Accomplishment specific to the position (15 points)</b>																						
<b>8.1 Establishment of a Functional School Library (5 points)</b>		<ul style="list-style-type: none"><li>✓ At least 1minute video documentation of the school library (inside and outside) and;</li></ul>																				

Presence of 30 or more items indicated in the table below	5 pts.	✓ Photo documentation of all the sections and services of the school library.
Presence of 25 or more items indicated in the table below	4 pts.	
Presence of 20 or more items indicated in the table below	3 pts.	
Presence of 15 or more items indicated in the table below	2 pts.	
Presence of 10 or more items indicated in the table below	1 pt.	
Presence of the following:		
General Reference Section		
Librarian's Office/Section		
Local Collections Section		
Teaching Guide Section		
Rare Collection Section		
Classic Fiction Section		
E-Resources Section		
Multimedia Section		
Donations' Section		
Circulation Section		
Computer Section		
Filipiniana Section		
Reference Section		
Periodical Section		
Technical Section		
Textbook Section		
Research Section		
Archives Section		
Fiction Section		
New Collections Display Area		
Log in and Log out area		
Discussion Area		

	<table><tr><td>Children’s Area</td></tr><tr><td>Teacher’s Area</td></tr><tr><td>Reading Area</td></tr><tr><td>Visitor’s Area</td></tr><tr><td>Play Area</td></tr><tr><td>Library Management System</td></tr><tr><td>Wash Room/Comfort Room</td></tr><tr><td>Displayed Library Floorplan</td></tr><tr><td>Learning Commons Space</td></tr><tr><td>Internet Connectivity</td></tr><tr><td>Suggestion Box</td></tr><tr><td>Security Gates</td></tr><tr><td>Organized collections with proper labels / coding</td></tr><tr><td>Organized sections with proper labels</td></tr><tr><td>Other Sections / Services that are not mentioned in this list</td></tr></table>	Children’s Area	Teacher’s Area	Reading Area	Visitor’s Area	Play Area	Library Management System	Wash Room/Comfort Room	Displayed Library Floorplan	Learning Commons Space	Internet Connectivity	Suggestion Box	Security Gates	Organized collections with proper labels / coding	Organized sections with proper labels	Other Sections / Services that are not mentioned in this list		
Children’s Area																		
Teacher’s Area																		
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Visitor’s Area																		
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Suggestion Box																		
Security Gates																		
Organized collections with proper labels / coding																		
Organized sections with proper labels																		
Other Sections / Services that are not mentioned in this list																		
8.2 Conducted School Library Activities <b>(2.5 points)</b>	<table><tr><td>10 and above activities conducted</td><td>2.5 pts.</td></tr><tr><td>8-9 activities conducted</td><td>2.0 pts.</td></tr><tr><td>6-7 activities conducted</td><td>1.5 pts</td></tr><tr><td>4-5 activities conducted</td><td>1.0 pts.</td></tr><tr><td>1-3 activities conducted</td><td>0.5 pt.</td></tr></table> <table><tr><td><b>SCHOOL ACTIVITIES/PROGRAMS</b></td></tr><tr><td>Updated the Bulletin Board/ Information Board to promote School Library and Information Services</td></tr></table>	10 and above activities conducted	2.5 pts.	8-9 activities conducted	2.0 pts.	6-7 activities conducted	1.5 pts	4-5 activities conducted	1.0 pts.	1-3 activities conducted	0.5 pt.	<b>SCHOOL ACTIVITIES/PROGRAMS</b>	Updated the Bulletin Board/ Information Board to promote School Library and Information Services	<ul style="list-style-type: none"><li>✓ Actual documents of the records management</li><li>✓ Physical Management to be observed/inspected in the School</li><li>✓ School Library Pictorials</li></ul>				
10 and above activities conducted	2.5 pts.																	
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6-7 activities conducted	1.5 pts																	
4-5 activities conducted	1.0 pts.																	
1-3 activities conducted	0.5 pt.																	
<b>SCHOOL ACTIVITIES/PROGRAMS</b>																		
Updated the Bulletin Board/ Information Board to promote School Library and Information Services																		

Conducted Orientation on the use of the School Library and its services for students and teachers.			
Conducted regular activities that promote School Library and information services.			
Conducted classroom visits to promote School Library and information services.			
Used various platforms to promote School Library and information services.			
Prepared annual implementation plan on School Library operations.			
Conducted / Assisted in the implementation of Numeracy / Literacy Hubs			
Conducted Library Tours/ Orientation			
Conducted Benchmarking activities			
Conducted Library Instruction			
Conducted activities relevant to LIS Month celebration			
Organized Student Organization that are helpful in carrying out the programs/projects/activities of the Library (i.e. Book Lovers Club, Book Enthusiasts, etc.)			
8.3 School Library Management (2.5 points)			
Presence of 15 or more items indicated in the table below	2.5 pts.		
Presence of 12-14 items in the table below	2.0 pts.		
Presence of 9-11 items in the table below	1.5 pts.		
Presence of 6-8 items in the table below	1.0 pt.		
Presence of 3-5 items or less in the table below	0.5 pt.		
<div>PHYSICAL / RECORDS MANAGEMENT</div> <div>School Library Policy</div> <div>School Library Development Plan</div> <div>Staff Development Plan</div> <div>Collection Development Policy / Plan</div> <div>Issuance and Records on Library Cards</div>			

Presence of an Organizational Chart													
Composition of a Library Committee													
Collections’ Retention Program / Policy													
School Library holdings inventory ( purchased, acquired through donations, disposed/donated, repaired, lost, etc. )													
School Library financial report													
School Library system flow chart													
School Library schedule													
School Library handbook													
Appropriate and functional furniture													
Proper lighting and ventilation													
Library Statistics													
Transaction records													
School Library Maintenance													
School Library users logbook													
Adequate space													
Accession records													
Vertical files													
Presence of Evacuation / Emergency Plan													
CoVid19 safety measures													
8.4 Conducted School Reading Program / Activities (5 points)		✓ Memorandum / Issuances ✓ ACR with complete attachments ✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the AIP, etc.)											
<table><tr><td>Presence of 5 or more items indicated in the table below</td><td>5 pts.</td></tr><tr><td>Presence of 4 items in the table below</td><td>4 pts.</td></tr><tr><td>Presence of 3 items in the table below</td><td>3 pts.</td></tr><tr><td>Presence of 2 items in the table below</td><td>2 pts.</td></tr><tr><td>Presence of 1 items or less in the table below</td><td>1 pt.</td></tr></table>		Presence of 5 or more items indicated in the table below	5 pts.	Presence of 4 items in the table below	4 pts.	Presence of 3 items in the table below	3 pts.	Presence of 2 items in the table below	2 pts.	Presence of 1 items or less in the table below	1 pt.		
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<table><tr><td>Brigada Pagbasa</td></tr><tr><td>Book Talk</td></tr><tr><td>Book Shower</td></tr><tr><td>Story Telling</td></tr><tr><td>Book Nook</td></tr><tr><td>Reading Contest</td></tr><tr><td>Book Review</td></tr><tr><td>Library Reading Program</td></tr></table>		Brigada Pagbasa	Book Talk	Book Shower	Story Telling	Book Nook	Reading Contest	Book Review	Library Reading Program				
Brigada Pagbasa													
Book Talk													
Book Shower													
Story Telling													
Book Nook													
Reading Contest													
Book Review													
Library Reading Program													



Other related reading activities		
<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>• Transcript of Records</li> <li>• Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <p>2.1 Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <b>(2.5 point)</b></p> <ul style="list-style-type: none"> <li>• International/National - 2.5 points</li> <li>• Regional - 2 points</li> <li>• Division - 1.5 points</li> <li>• District - 1 point</li> <li>• School - 0.5 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<p>2.2 Conducted Learning and Development Activities (such as formal trainings: seminar, workshop, orientation), Focus Group Discussion (FGD), Job Embedded Learning, and LAC Sessions to the Districts and/or Schools) <b>(2.5 points)</b></p> <p>5 and above - 2.5 points</p> <p>4 - 2.0 points</p> <p>3 - 1.5 points</p> <p>2 - 1.0 points</p> <p>1 - 0.5 points</p>	✓ Memorandum / Invitation ✓ Activity Completion Report ✓ Coaching Documentation ✓ Travel order ✓ Any document that justifies the conduct of the learning and development activities	
<b>D. Potential (5 points)</b>		
✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING ADMINISTRATIVE OFFICER V**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>														
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee – 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <ul style="list-style-type: none"><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li></ul>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.																					
<b>3. Authorship (5 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition																					
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<p><b>5. Other Meritorious Accomplishments specific to the position</b></p> <p><b>5.1 Compliance on submission of Reports (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (submitted 7 days before deadline) - 5 points</li> <li>• Complete and accurate (submitted 6 days before deadline) - 4 points</li> <li>• Complete and accurate (submitted 5 days before deadline) - 3 points</li> <li>• Complete and accurate (submitted on due date) - 2 points</li> </ul> <p><b>5.2 Managed/facilitated a related training/activity conducted (5 points)</b></p> <ul style="list-style-type: none"> <li>• Regional Level - 5 points</li> <li>• Division Level - 4 points</li> <li>• District Level - 3 points</li> <li>• School Level - 2 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p><b>5.3 Chairmanship/Co-Chairmanship in Working Committees/BAC/ Procurement-Related (5 points)</b></p> <ul style="list-style-type: none"> <li>• At least three (3) Working Committees - 5 points</li> <li>• Two (2) Working Committees - 3 points</li> <li>• One (1) working committee - 2 points</li> </ul> <p><b>5.4 Well-managed workplace and adherence to health and safety standards (5 points)</b></p> <p><b>Note: Nominee shall be rated based on evidence presented showing the following:</b></p> <ol style="list-style-type: none"> <li>1. Well-kept and clean grounds and offices</li> <li>2. Wash area</li> <li>3. Thermal Scanner</li> <li>4. Sanitizers</li> <li>5. Education, Information, and Communication Materials/Signages on health and safety measures</li> </ol>	<ul style="list-style-type: none"> <li>✓ Transmittal of Report with date of receipt of concerned Office/s</li> <li>✓ Certificate of Recognition / Certificate of Appreciation or</li> <li>✓ Duly approved Activity Completion Report (in lieu of Certificates as SDOs do not give Certificates)</li> <li>✓ Memorandum</li> <li>✓ Memorandum / Special Order</li> <li>✓ Pictures</li> <li>✓ Memorandum</li> <li>✓ Monitoring tool</li> </ul>	

<p>6. Memorandum/Guidelines on implementation or compliance of health and safety protocols</p> <p>7. Monitoring Tool</p> <p>All indicators are present - 5 points          6 indicators are present - 4 points          5 indicators are present - 3 points          4 indicators are present - 2 points          At most 3 indicators are present - 1 point</p>		
<b>C. Education &amp; Learning and Development (15 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)               <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted               <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING  
HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b>  <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
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video presenter, or Illustrator) of the Learning Resources						
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.						
<b>5. Resource Speakership/Learning Facilitation (5 points)</b>					a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
Level		Points				
<b>Nominees from the Regional Office</b>						
National Level Speakership or Higher		5 points				
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Division Level Speakership or Higher		5 points				
School/Municipality/District Speakership		2.5 points				
*Points earned are cumulative but not to exceed the allotted points for the criterion.						
<b>6. Other Meritorious Accomplishments specific to the position</b>						
<b>6.1 Recruitment, Selection and Placement /PRIME HRM (10 points)</b>					✓ Report on Appointments Issued with the date of publication and appointment duly certified by the SDS ✓ PRIME-HRM Award Certificate ✓ CSC Website	
• Completed RSP processes from posting to appointment within 3 months / PRIME HRM Level 2 for RSP		- 10 points				
• Completed RSP processes from posting to appointment within 4 months		- 8 points				
• Completed RSP processes within 5 months		- 6 points				
• Completed RSP processes from posting to appointment within 6 months		- 4 points				
<b>6.2 Personnel Records (5 points)</b>					✓ Transmittal of Report Submitted ✓ RO Record of Reports Submission	
Points	Efficiency	Quality	Timeliness	Points Earned		

5	100% submission	No Error	Submitted before the deadline		
3	100% submission	No Error	Submitted on the deadline		
0	100% submission	No Error	Submitted after the deadline		
<p>Point/s Earned = (summation of ratings) divided by the number of required reports</p> <p><b>6.3 Personnel Information System (5 points)</b></p> <ul style="list-style-type: none"> <li>Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least 3 times a month - 5 points</li> <li>Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least twice a month - 3 points</li> <li>Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) at least once a month - 1 point</li> </ul> <p><b>6.4 Personnel Information System (5 points)</b></p> <ul style="list-style-type: none"> <li>100% of newly created items filled up based on Program Management Information System (PMIS) – 5 pts - 5 points</li> <li>95%-99% of newly created items filled up based on Program Management Information System (PMIS) - 4 points</li> <li>90%-94% of newly created items filled up based on Program Management Information System (PMIS) - 3 points</li> <li>85%-89% of newly created items filled up based on Program Management Information System (PMIS) - 2 points</li> <li>84% and below of newly created items filled up based on Program Management Information System (PMIS) - 1 point</li> </ul>					<ul style="list-style-type: none"> <li>✓ Certification of frequency of PSIPOP updating as of the date of nomination signed by the SDS</li> <li>✓ PSIPOP View (RO validator)</li> <li>✓ PMIS (RO validator)</li> </ul>
<b>C. Education &amp; Learning and Development (15 points)</b>					
<b>1. Education (5 points)</b>					<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> </ul>
				<ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> </ul>	

<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING SUPPLY OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>														
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<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <ul style="list-style-type: none"><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li></ul>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
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<p><b>6. Other Meritorious Accomplishments specific to the position</b></p> <p><b>6.1 Updated Report on the Physical Count of PPE and Report on Physical Count of Inventories (10 points)</b></p> <ul style="list-style-type: none"><li>Complete and accurate - 10 points (submitted before the deadline)</li><li>Complete and accurate - 6 points (submitted on the deadline)</li></ul> <p><b>6.2 Updated and Timely Submission of Report of Supplies and Materials Issued (RSMI) (5 points)</b></p> <ul style="list-style-type: none"><li>100% submitted before the deadline - 5 points</li><li>100% submitted on the deadline - 3 points</li></ul> <p><b>6.3 AOM Compliance (5 pts)</b></p> <ul style="list-style-type: none"><li>No (zero) AOM received - 5 points</li></ul>		<p>✓ Transmittal of RPCPPE with date of receipt by COA and other concerned Office/s ✓ Transmittal of RPCI with date of receipt by COA and other concerned Office/s</p> <p>✓ Transmittal letters of RSMI</p> <p>✓ Copy of AAPSI from COA</p>																					

<ul style="list-style-type: none"> <li>Received and complied AOMs 2 days before deadline - 3 points</li> <li>Received and complied AOMs on due date - 1 point</li> </ul>		
<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING CASHIER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <ul style="list-style-type: none"><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li></ul>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
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<p><b>6. Other Meritorious Accomplishments specific to the position</b></p> <p>6.1 Cash Collection ad Deposit (5 points)</p> <ul style="list-style-type: none"><li>100% collection deposited to bank a day after receipt and issuance of Official Receipt - 5 points</li><li>100% collection deposited to bank 2 days after receipt and issuance of Official Receipt - 4 points</li><li>100% collection deposited to bank 3 days after receipt and issuance of Official Receipt - 3 points</li><li>100% collection deposited to bank 4 days after receipt and issuance of Official Receipt - 2 points</li><li>100% collection deposited to bank 5 days after receipt and issuance of Official Receipt - 1 point</li></ul> <p>6.2 Cash Disbursement, payment, and</p>	<p>✓ Report of Collection and Deposits/Collection Receipt Record/ Cash book showing Date of Collection and Deposits</p>																					

<p>Remittance (5 points)</p> <ul style="list-style-type: none"> <li>• 100% of approved Disbursement - 5 points Vouchers were processed for payment and released to payees within 5 days</li> <li>• 100% of approved Disbursement - 4 points Vouchers were processed for payment and released to payees within 6 days</li> <li>• 100% of approved Disbursement - 3 points Vouchers received were processed for payment and released to payees within 7 days</li> </ul> <p>6.3 Liquidation and Reporting (5 points)</p> <ul style="list-style-type: none"> <li>• 100% complete and accurate - 5 points of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 2 days before deadline</li> <li>• 100% complete and accurate - 4 points of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 1 day before deadline</li> <li>• 100% complete and accurate - 3 points of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit within deadline</li> </ul>	<p>✓ Report of Check Issued/Report of ADA Issued/Check and ADA Disbursement Record/Warrant Registry showing dates of check/ADA preparation and date of Release.</p> <p>✓ Transmittal of Report/ Reports with date of submission</p>	
<b>C. Education &amp; Learning and Development (15 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> </ul>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	



<ul style="list-style-type: none"> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (10 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING RECORDS OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
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<p><b>4. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or - 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>													

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<b>6. Outreach Activity (3 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 3 points</li><li>✓ Member - 1 point</li></ul></li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation																					

<div>7. Other Meritorious Accomplishments specific to the position</div> <div><div>7.1 Customer Satisfaction Survey Rating (7 points)</div><div>Point/s Earned = (average of the ratings/5) x 7</div></div> <div><div>7.2 Linkages and Network (5 points)</div><div>Each descriptor warrants the candidate 1 point.</div><div><div>1. Established Records Management Improvement Committee in the Division</div><div>2. Oriented / Provided Technical Assistance to School Registrars with Records Processes (CAV, Authentication, Document Handling)</div><div>3. Submitted Directory of School Records Custodians, Records Officers, and Registrars</div><div>4. Follows etiquette in communication and correspondence. Facilitated smooth communication with Regional Records Office by maintaining accessibility through Different means: email, phone, and messenger.</div><div>5. Created Communication Network for Records Custodians and Registrars in the Division.</div></div></div> <div><div>7.3 Involvement in Office Activities (5 points)</div><div><div>Program Director</div><div>Chairperson of Working Committee</div><div>Program Host/ Script Writer</div><div>Member of TWG</div><div>Participant/Attendee</div><div>- 5 points</div><div>- 4 points</div><div>- 3 points</div><div>- 2 points</div><div>- 1 point</div></div></div>	<div><div>✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 &amp; 2024) duly certified by SDS</div><div>✓ Customer Feedback/ Appreciation (1 per quarter) – <b>Optional</b></div></div> <div><div>✓ Memorandum</div><div>✓ Policy Guidelines</div><div>✓ Notice of Meetings/ Minutes of Meeting</div><div>✓ Sample Correspondences verified by Regional Records</div><div>✓ Activity Completion Report</div></div> <div><div>✓ Memorandum</div><div>✓ Certificate of Recognition</div><div>✓ Program</div><div>✓ Photos of the Event/ Activity</div></div>	
<div>C. Education &amp; Learning and Development (15 points)</div>		
<div>1. Education (5 points)</div> <div><div><div>• Doctorate/Doctor’s Degree</div><div>• Complete Academic Requirements for Doctorate/Doctor’s Degree</div><div>• Earned at least 18 Doctorate/ Doctor’s Degree units</div><div>• Master’s Degree / Bachelor of Laws (Juris Doctor)</div><div>• Complete Academic Requirements for Master’s Degree</div><div>- 5 points</div><div>- 4.5 points</div><div>- 4 points</div><div>- 3.5 points</div><div>- 3 points</div></div></div>	<div><div>✓ Transcript of Records</div><div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div></div>	

<ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> </ul> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted</li> </ul> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	



**SEARCH FOR MOST OUTSTANDING LEGAL OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>Nomination in the Division/ Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</i> <i>Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>4 points</td></tr><tr><td>Only a &amp; b</td><td>3 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	4 points	Only a & b	3 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
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<p><b>6. Other Meritorious Accomplishments specific to the position</b></p> <p>6.1 Investigation conducted within a reasonable period (10 points)</p> <ul style="list-style-type: none"><li>100% of endorsed complaints - 10 points are investigated and terminated within 30 days from receipt of authority to conduct investigation</li><li>81-99% of endorsed complaints - 8 points are investigated and terminated within 30 days from receipt of authority to conduct investigation</li><li>75-80% of endorsed complaints - 6 points are investigated and terminated within 30 days from receipt of authority to conduct investigation</li></ul> <p>6.2 Acted complaints lodged at DepEd Public Assistance Action Center (PAAC), CSC Contact Center ng Bayan (CCB), and other</p>	<p>✓ Copy of Submitted Investigation Reports with its attachments</p> <p>✓ Copy of proof of the action taken</p>																					

<p>Appropriate Government Centers (5 points)</p> <ul style="list-style-type: none"> <li>• 100% of referrals received - 5 points acted within the reglementary period</li> <li>• 81-99% of referrals received - 4 points acted within the reglementary period</li> <li>• 75-80% of referrals received - 3 points acted within the reglementary period</li> </ul>		
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<p><b>D. Potential (10 points)</b></p>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING SDO ACCOUNTANT**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (35 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (45 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the Barangay Level - 2 points  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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School/Municipality/District Speakership	2.5 points																					
<p><b>4. Other Meritorious Accomplishments specific to the position</b></p> <p><b>4.1 Membership in Organizations/ Committees (5 points)</b></p> <ul style="list-style-type: none"><li>Membership in organization/technical planning committee</li></ul> <p>4 Organizations/Committees – 5 points</p> <p>3 Organizations/Committees – 3 points</p> <p>2 Organization/Committee – 2 points</p> <p><b>4.2 Compliance with Reporting Requirements (25 pts)</b></p>	<p>✓ Memorandum/Certificates / Special Order</p>																					



<p><b>4.2.1 Submission of Mid-Year and Year-End Financial Reports (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (within 24 hours from start of workshop) - 5 points</li> <li>• Complete and accurate (before the last day of the workshop) - 3 points</li> <li>• Complete (within the submission date set/last day of the workshop) - 1 point</li> </ul> <p><b>4.2.2 Submission of Monthly and Quarterly Financial Reports every 5<sup>th</sup> day of the following month/quarter (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (3 days before the scheduled submission date) - 5 points</li> <li>• Complete and accurate (2 days before the scheduled submission date set) - 3 points</li> <li>• Complete and accurate (1 day before the scheduled submission date set) - 1 point</li> </ul> <p><b>4.2.3 MOOE/Other Funds Liquidation every 5<sup>th</sup> day of the following month (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% Liquidation of School MOOE for the rating period - 5 points</li> <li>• 96-99% Liquidation of School MOOE for the rating period - 4 points</li> <li>• 91-95% Liquidation of School MOOE for the rating period - 3 points</li> <li>• 86-89% Liquidation of School MOOE for the rating period - 2 points</li> <li>• 85% and below Liquidation rate - 1 point</li> </ul> <p><b>4.2.4 AOM Compliance (5 points)</b></p> <ul style="list-style-type: none"> <li>• NO AOM for Compliance - 5 points</li> <li>• Compliance of 50% and above - 4 points</li> <li>• Compliance of 30-49% - 3 points</li> <li>• Compliance of 10-29% - 2 points</li> <li>• Compliance of 10% and below - 1 point</li> </ul>	<p>✓ Certified Status Report by the RO-FD</p> <p>✓ Certified Status Report by the RO-FD</p> <p>✓ Certified Status Report by the RO-FD</p> <p>✓ APPSI Validated by COA</p>	
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<p><b>4.2.5 Attendance to Regional Call Ups (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% Attendance – 5 points</li> <li>• 80-99 % Attendance – 4 points</li> <li>• 60-79% Attendance – 3 points</li> <li>• 59% and below – 1 point</li> </ul>	<p>✓ Certification of Attendance duly signed by the CAO-FD</p>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING SDO BUDGET OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 30	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (50 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																					
<p><b>3. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
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<p><b>4. Other Meritorious Accomplishments specific to the position</b></p> <p>4.1 Membership in the Technical Working Group (5 points)</p> <ul style="list-style-type: none"><li>○ International / National - 5 points</li><li>○ Regional - 4 points</li><li>○ Division / Provincial - 3 points</li><li>○ District / Municipal - 2 points</li><li>○ School / Barangay - 1 point</li></ul> <p>4.2 Compliance with Reporting Requirement (30 points)</p>	<p>✓ Regional Memo/Division Memo/Special Order/Certificates</p>																					

<p><b>4.2.1 Submission of Mid-Year and Year-End Reports to Central Office (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (on the 1<sup>st</sup> day of the workshop or earlier) - 5 points</li> <li>○ Complete and accurate (before the last day of the workshop) - 4 points</li> <li>○ Complete (within the submission date set/ last day of the workshop) - 3 points</li> </ul>	<p>✓ Certified Status of Submission at FD-RO</p>	
<p><b>4.2.2 Submission of Mid-Year and Year-End Reports to COA and DBM (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (2 days or earlier before the deadline) - 5 points</li> <li>• Complete and accurate (1 day before the deadline) - 4 points</li> <li>• Complete and accurate on the deadline set - 3 points</li> </ul>	<p>✓ Certified Status of Submission at FD-RO</p>	
<p><b>4.2.3 Submission of Quarterly and Monthly Reports to Central Office, COA, DBM, and other oversight agencies (5 points)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate (3 days or earlier before the scheduled submission date) - 5 points</li> <li>• Complete and accurate (2 days before the scheduled submission date set) - 4 points</li> <li>• Complete and accurate (1 day before the scheduled submission date set) - 3 points</li> <li>• Complete and accurate (on the scheduled submission date set) - 2 points</li> </ul>	<p>✓ Certified Status of Submission at FD-RO</p>	
<p><b>4.2.4 Budget Utilization Rate (OBLIGATION) (5points)</b></p> <ul style="list-style-type: none"> <li>• BUR of 98-100% - 5 points</li> <li>• BUR of 95-97% - 4 points</li> <li>• BUR of 90-94% - 3 points</li> </ul>	<p>✓ Certified Status of BUR at RO-FD</p>	

<ul style="list-style-type: none"> <li>BUR of 85-89% - 2 points</li> <li>BUR of 84% and below - 1 point</li> </ul> <p><b>4.2.5 Incurrence of Overdraft in Allotment (5 points)</b></p> <ul style="list-style-type: none"> <li>Zero Overdraft - 5 points</li> <li>Overdraft of 1-2% of the Total Allotment per PPA - 4 points</li> <li>Overdraft of 3-4% of the Total Allotment per PPA - 3 points</li> <li>Overdraft of 5-6% of the Total Allotment - 2 points</li> <li>Overdraft of 7% and above of the Total Allotment - 1 point</li> </ul> <p><b>4.2.6 Attendance to Regional Call-Ups (5 points)</b></p> <ul style="list-style-type: none"> <li>Attended All Activities - 5 points</li> <li>Attended 7 Activities - 4 points</li> <li>Attended 6 Activities - 3 points</li> <li>Attended 5 Activities - 2 points</li> <li>Attended 1 to 4 Activities - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Submitted Year-end SDO Consolidated Budgetary Report</li> <li>✓ Certified Report of Attendance at the RO-FD</li> </ul>	
<b>C. Education &amp; Learning and Development (15 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 point</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	



<p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING DIVISION LIBRARIAN**

Name of Nominee: \_\_\_\_\_ SDO: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding ( <b>4.50 and above</b> )  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 30	✓ OPCRf duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (50 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

	Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.													
<b>3. Research (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
Only a & b	4 points													
Only a	2 points													
<b>4. Authorship (10 points)</b> <ul style="list-style-type: none"><li>Sole authorship of a book - 10 points</li><li>Co-authorship of a book - 10 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 1 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition													

<b>5. Resource Speakership / Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.
Level	Points	
<b>Nominees from the Regional Office</b>		
National Level Speakership or Higher	5 points	
Regional Office Speakership	2.5 points	
<b>Nominees from the Schools Division Office</b>		
Regional Level Speakership or Higher	5 points	
Division/Provincial/City Level Speakership	2.5 points	
<b>Nominees from Schools</b>		
Division Level Speakership or Higher	5 points	
School/Municipality/District Speakership	2.5 points	
*Points earned are cumulative but not to exceed the allotted points for the criterion.		
<b>6. Outreach Activity (2.5 points)</b> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 2.5 points</li><li>✓ Member - 1 point</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation
<b>7. Networking/Linkages (2.5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that would support the library operations and services in the implementation of the K to 12 Curriculum program (i.e. learning resources, facilities, equipment, etc.) (divided by the number of proponents)<ul style="list-style-type: none"><li>✓ Proponent/organizer – 2.5 points</li><li>✓ Member – 1 point</li></ul></li></ul>		✓ Approved and implemented proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW
<b>8. Other Meritorious Accomplishment specific to the position (10 points)</b>		

8.1 Conducted Division Library/ Library Hub Activities <b>(5 points)</b>		<div>✓ Memorandum / Issuances</div> <div>✓ Activity Completion Report with complete attachments</div> <div>✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the Annual Implementation Plan, etc.)</div>									
<table><tr><td>5 and above activities conducted</td><td>5 pts.</td></tr><tr><td>4 activities conducted</td><td>4 pts.</td></tr><tr><td>3 activities conducted</td><td>3 pts</td></tr><tr><td>2 activities conducted</td><td>2 pts.</td></tr><tr><td>1 activity conducted</td><td>1 pt.</td></tr></table>	5 and above activities conducted		5 pts.	4 activities conducted	4 pts.	3 activities conducted	3 pts	2 activities conducted	2 pts.	1 activity conducted	1 pt.
5 and above activities conducted	5 pts.										
4 activities conducted	4 pts.										
3 activities conducted	3 pts										
2 activities conducted	2 pts.										
1 activity conducted	1 pt.										
<table><tr><td><b>LIBRARY HUB / DIVISION LIBRARY ACTIVITIES</b></td></tr><tr><td>Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services</td></tr><tr><td>Conducted Orientation on the use of the Division Library/Library Hub and its services for students, teachers, DepEd personnel and other stakeholders.</td></tr><tr><td>Conducted regular activities that promote Division Library / Library Hub and information services. (production of leaflets/fliers/infographics, etc.)</td></tr><tr><td>Conducted classroom visits to promote Division Library/ Library Hub and information services.</td></tr><tr><td>Used various platforms to promote Division Library/ Library Hub and information services.</td></tr><tr><td>Prepared annual implementation plan for Division Library/ Library Hub operations.</td></tr></table>		<b>LIBRARY HUB / DIVISION LIBRARY ACTIVITIES</b>	Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services	Conducted Orientation on the use of the Division Library/Library Hub and its services for students, teachers, DepEd personnel and other stakeholders.	Conducted regular activities that promote Division Library / Library Hub and information services. (production of leaflets/fliers/infographics, etc.)	Conducted classroom visits to promote Division Library/ Library Hub and information services.	Used various platforms to promote Division Library/ Library Hub and information services.	Prepared annual implementation plan for Division Library/ Library Hub operations.			
<b>LIBRARY HUB / DIVISION LIBRARY ACTIVITIES</b>											
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Used various platforms to promote Division Library/ Library Hub and information services.											
Prepared annual implementation plan for Division Library/ Library Hub operations.											
8.2 Division Library/ Library Hub Management <b>(5 points)</b>		<div>✓ Actual documents of the records management</div> <div>✓ Physical Management to be observed/inspected in</div>									
<table><tr><td>Presence of 15 or more items indicated in the table below</td><td>5 pts.</td></tr></table>	Presence of 15 or more items indicated in the table below		5 pts.								
Presence of 15 or more items indicated in the table below	5 pts.										

Presence of 12-14 items in the table below	4 pts.		the Division Library / Library Hub ✓ Videos / Pictorials	
Presence of 9-11 items in the table below	3 pts.			
Presence of 6-8 items in the table below	2 pts.			
Presence of 3-5 items or less in the table below	1 pt.			
<b>PHYSICAL / RECORDS MANAGEMENT</b>				
Division Library/ Library Hub Policy				
Division Library / Library Hub Handbook				
Division Library/ Library Hub Development Plan				
Staff Development Plan				
Collection Development Policy / Plan				
Retention Program / Policy				
Division Library/ Library Hub Collection Inventory ( purchased, acquired through donations, disposed/donated, repaired, lost, etc. )				
Division Library / Library Hub updated financial report				
Division Library / Library Hub system flow chart				
Division Library/ Library Hub schedule				
Appropriate and functional furniture				
Proper lighting and ventilation				
Transaction records (clients' logbook, borrowers' logbook, etc.)				
Division Library / Hub Library Maintenance				
Adequate space				
Accession records				
Vertical files				
Facilities and services for learners/clients with special needs				
CoVid19 safety measures				
<b>C. Education &amp; Learning and Development (15 points)</b>				
<b>1. Education (5 points)</b>				
<ul style="list-style-type: none"><li>• Doctorate/Doctor's Degree</li><li>• Complete Academic Requirements for Doctorate/Doctor's Degree</li><li>• Earned at least 18 Doctorate/Doctor's Degree units</li><li>• Master's Degree / Bachelor of Laws (Juris Doctor)</li><li>• Complete Academic Requirements</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 4.5 points</li><li>- 4 points</li><li>- 3.5 points</li><li>- 3 points</li></ul>	<ul style="list-style-type: none"><li>• Transcript of Records</li><li>• Certificate of Completion of Academic Requirements / Certification of Units Earned</li></ul>		



<p>for Master's Degree</p> <ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (10 points)</b></p> <p>2.1 Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <b>(5 points)</b></p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p>2.2 Conducted Learning and Development Activities (such as formal trainings: seminar, workshop, orientation), Focus Group Discussion (FGD), Job Embedded Learning), and LAC Sessions to the Region / Divisions / Districts and Schools) <b>(5 points)</b></p> <p>5 and above - 5 points</p> <p>4 - 4 points</p> <p>3 - 3 points</p> <p>2 - 2 points</p> <p>1 - 1 point</p>	<p>✓ Memorandum / Invitation</p> <p>✓ Activity Completion Report</p> <p>✓ Coaching Documentation</p> <p>✓ Travel order</p> <p>✓ Any document that justifies the conduct of the learning and development activities</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING PLANNING OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>														
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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Only a & b	2 points													
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	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																					
<p><b>3. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><td>Level</td><td>Points</td></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
National Level Speakership or Higher	5 points																					
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School/Municipality/District Speakership	2.5 points																					
<p><b>4. Other Meritorious Accomplishments specific to the position</b></p> <p>4.1 Membership in the Technical Working Group (5 points)</p> <ul style="list-style-type: none"><li>○ International / National - 5 points</li><li>○ Regional - 4 points</li><li>○ Division / Provincial - 3 points</li><li>○ District / Municipal - 2 points</li><li>○ School / Barangay - 1 point</li></ul> <p>4.2 Compliance with Reporting Requirement (25 points)</p> <p><b>4.2.1 Submission of Report to Central</b></p>	<p>✓ Regional Memo/Division Memo/Special Order/Certificates</p>																					



<ul style="list-style-type: none"> <li>• EOSY and BOSY of 100% - 5 points</li> <li>• EOSY and BOSY of 95-99% - 4 points</li> <li>• EOSY and BOSY of 90-94% - 3 points</li> <li>• EOSY and BOSY of 85-89% - 2 points</li> <li>• EOSY and BOSY of 84% and below - 1 point</li> </ul> <p><b>4.2.5 Attendance to Regional Call-Ups (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% Attendance - 5 points</li> <li>• 90-99 % Attendance - 4 points</li> <li>• 80-89% Attendance - 3 points</li> <li>• 70-79% Attendance - 2 points</li> <li>• 60-69% Attendance - 1 point</li> </ul>	✓ Certified Report of Attendance at PPRD	
<b>C. Education &amp; Learning and Development (15 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING INFORMATION TECHNOLOGY OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (25 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (55 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (15 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (30 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>30 points</td></tr><tr><td>a, b, c, &amp; e</td><td>30 points</td></tr><tr><td>Only a, b, &amp; c</td><td>18 points</td></tr><tr><td>Only a &amp; b</td><td>12 points</td></tr><tr><td>Only a</td><td>6 points</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	30 points	a, b, c, & e	30 points	Only a, b, & c	18 points	Only a & b	12 points	Only a	6 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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a, b, c, & d	30 points													
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	by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.																					
<b>3. Resource Speakership/Learning Facilitation (10 points)</b> <table> <tr> <th>Level</th> <th>Points</th> </tr> <tr> <td colspan="2"><b>Nominees from the Regional Office</b></td> </tr> <tr> <td>National Level Speakership or Higher</td> <td>5 points</td> </tr> <tr> <td>Regional Office Speakership</td> <td>2.5 points</td> </tr> <tr> <td colspan="2"><b>Nominees from the Schools Division Office</b></td> </tr> <tr> <td>Regional Level Speakership or Higher</td> <td>5 points</td> </tr> <tr> <td>Division/Provincial/City Level Speakership</td> <td>2.5 points</td> </tr> <tr> <td colspan="2"><b>Nominees from Schools</b></td> </tr> <tr> <td>Division Level Speakership or Higher</td> <td>5 points</td> </tr> <tr> <td>School/Municipality/District Speakership</td> <td>2.5 points</td> </tr> </table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.	
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<b>C. Education &amp; Learning and Development (15 points)</b>																						
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned																					
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings,</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd																					

<p>seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING ENGINEER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (40 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (40 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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a, b, c, & d	5 points													
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	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																					
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer of LRs - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																					
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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<p><b>5. Other Meritorious Accomplishments specific to the position</b></p> <p><b>5.1 Completion of required Program of Work (10 pts)</b></p> <ul style="list-style-type: none"> <li>• Complete and accurate submitted before deadline - 10 points</li> <li>• Complete and accurate submitted on deadline - 5 points</li> </ul> <p><b>5.2 Submission of Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li>• 100% of required reports submitted before deadline - 10 points</li> <li>• 100% of required reports submitted on deadline - 5 points</li> </ul>	<p>✓ Approved Program of Work</p> <p>✓ Transmittal</p>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

## SEARCH FOR MOST OUTSTANDING **PROJECT DEVELOPMENT OFFICER II** (**YOUTH FORMATION**)

Name of Nominee: \_\_\_\_\_

SDO: \_\_\_\_\_

Position: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (Awardee for Outstanding Implementation of any Youth Formation Program e.g. Gawad Siklab, etc.) (5 points)</b>  • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *Innovations should be Youth Formation-related.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													



<p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (15 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>15 points</td></tr><tr><td>a, b, c, &amp; e</td><td>15 points</td></tr><tr><td>Only a, b, &amp; c</td><td>12 points</td></tr><tr><td>Only a &amp; b</td><td>9 points</td></tr><tr><td>Only a</td><td>6 points</td></tr></table> <p>*Research studies should be Youth Formation-related.</p> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	15 points	a, b, c, & e	15 points	Only a, b, & c	12 points	Only a & b	9 points	Only a	6 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
MOVs Submitted	Points												
a, b, c, & d	15 points												
a, b, c, & e	15 points												
Only a, b, & c	12 points												
Only a & b	9 points												
Only a	6 points												
<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>		
Level	Points												
<b>Nominees from the Regional Office</b>													
National Level Speakership or Higher	5 points												
Regional Office Speakership	2.5 points												
<b>Nominees from the Schools Division Office</b>													

Regional Level Speakership or Higher	5 points														
Division/Provincial/City Level Speakership	2.5 points														
<b>Nominees from Schools</b>															
Division Level Speakership or Higher	5 points														
School/Municipality/District Speakership	2.5 points														
*Points earned are cumulative but not to exceed the allotted points for the criterion.															
<b>5. Outreach Activity (10 points)</b> Conducted DepEd-related community outreach activities with the SSLG/SELG/Yes-O, like tree planting, clean-up drives, and other community development activities or civic engagements  ✓ Proponent/organizer - 10 points ✓ Member - 5 points  <i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.		✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation													
<b>6. Other Meritorious Accomplishments specific to the position (30 points)</b>															
<b>6.1 Partnerships for implementation of Youth Programs (15 points)</b>  6.1.1 Prepared DepEd-related advocacy campaign materials to increase awareness of stakeholders and gather resource support for youth programs (5 points) <table><tr><td>Percentage of schools in the SDO that were given the advocacy materials</td><td>Point/s Earned</td></tr><tr><td>90-100%</td><td>5</td></tr><tr><td>80-89%</td><td>4</td></tr><tr><td>70-79%</td><td>3</td></tr><tr><td>60-69%</td><td>2</td></tr><tr><td>At most 59%</td><td>1</td></tr></table>		Percentage of schools in the SDO that were given the advocacy materials	Point/s Earned	90-100%	5	80-89%	4	70-79%	3	60-69%	2	At most 59%	1	✓ Hard copy of advocacy material ✓ Distribution list/ acknowledgment receipt	
Percentage of schools in the SDO that were given the advocacy materials	Point/s Earned														
90-100%	5														
80-89%	4														
70-79%	3														
60-69%	2														
At most 59%	1														
6.1.2 Established DepEd-related partnerships for implementation of programs for the youth (10 points)		✓ Copy of the approved proposal ✓ Copy of Partnership MOAs or MOUs, deed of													

<table><tr><th>No. of MOA/MOU/DODA approved, implemented, and monitored</th><th>Point/s Earned</th></tr><tr><td>5 or more</td><td>10</td></tr><tr><td>4</td><td>8</td></tr><tr><td>3</td><td>6</td></tr><tr><td>2</td><td>4</td></tr><tr><td>1</td><td>2</td></tr><tr><td>MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number)</td><td>1</td></tr></table>	No. of MOA/MOU/DODA approved, implemented, and monitored	Point/s Earned	5 or more	10	4	8	3	6	2	4	1	2	MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number)	1	<div>donation/ acceptance/ Contract</div> <div>✓ Accomplishment report w/ attachments: Pictures</div>							
No. of MOA/MOU/DODA approved, implemented, and monitored	Point/s Earned																					
5 or more	10																					
4	8																					
3	6																					
2	4																					
1	2																					
MOA/MOU/DODA/ Contract approved but not yet implemented (regardless of the number)	1																					
<div>Note: MOA/MOU/DODA/ Contract shall be counted from January to November of the Calendar Year.</div>																						
<div>6.2 DepEd-related Programs and Projects (for Youth) (15 points)</div> <div>With approved and implemented concept papers and program/project designs and proposals for programs/projects for the children and youth.</div> <table><tr><th>Quantity of Approved concept paper</th><th>Point/s Earned</th></tr><tr><td>5 or more</td><td>5</td></tr><tr><td>4</td><td>4</td></tr><tr><td>3</td><td>3</td></tr><tr><td>2</td><td>2</td></tr><tr><td>1</td><td>1</td></tr></table> <table><tr><th>Quantity of Approved Concept Paper implemented</th><th>Point/s Earned</th></tr><tr><td>3 or more</td><td>10</td></tr><tr><td>2</td><td>7</td></tr><tr><td>1</td><td>4</td></tr></table>	Quantity of Approved concept paper	Point/s Earned	5 or more	5	4	4	3	3	2	2	1	1	Quantity of Approved Concept Paper implemented	Point/s Earned	3 or more	10	2	7	1	4	<div>✓ Approved Concept Paper</div> <div>✓ Any proof of implementation</div>	
Quantity of Approved concept paper	Point/s Earned																					
5 or more	5																					
4	4																					
3	3																					
2	2																					
1	1																					
Quantity of Approved Concept Paper implemented	Point/s Earned																					
3 or more	10																					
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C. Education & Learning and Development (10 points)																						
<div>1. Education (5 points)</div> <div><div><div>• Doctorate/Doctor's Degree</div><div>- 5 points</div></div><div><div>• Complete Academic Requirements for Doctorate/Doctor's Degree</div><div>- 4.5 points</div></div><div><div>• Earned at least 18 Doctorate/ Doctor's Degree units</div><div>- 4 points</div></div><div><div>• Master's Degree / Bachelor of Laws (Juris Doctor)</div><div>- 3.5 points</div></div><div><div>• Complete Academic Requirements for Master's Degree</div><div>- 3 points</div></div></div>	<div>✓ Transcript of Records</div> <div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div>																					

<ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> </ul> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted</li> </ul> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **PROJECT DEVELOPMENT OFFICER II (DRR)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*Innovations must be DRR-related.</p> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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Only a & b	2 points													
Only a	1 point													

<p>authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>															
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*Research-studies must be DRR-related.</p> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>			
MOVs Submitted	Points															
a, b, c, & d	5 points															
a, b, c, & e	5 points															
Only a, b, & c	3 points															
Only a & b	2 points															
Only a	1 point															
<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points															
<b>Nominees from the Regional Office</b>																
National Level Speakership or Higher	5 points															
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Division/Provincial/City Level Speakership	2.5 points															



<b>Nominees from Schools</b>											
Division Level Speakership or Higher	5 points										
School/Municipality/District Speakership	2.5 points										
*Points earned are cumulative but not to exceed the allotted points for the criterion.											
<b>5. Other Meritorious Accomplishments specific to the position (50 points)</b>											
<b>5.1 Risk-Informed Plans (5 points)</b> Developed/enhanced/contextualized and disseminated risk-informed plans for implementation (5 points) <table><tr><td>Number of plans developed/enhanced/contextualized and disseminated for implementation</td><td>Point/s Earned</td></tr><tr><td>3 or more</td><td>5 points</td></tr><tr><td>2</td><td>4 points</td></tr><tr><td>1</td><td>3 points</td></tr></table> <i>Note: The Contingency Plan shall be considered as one (1) Risk-Informed Plan</i>		Number of plans developed/enhanced/contextualized and disseminated for implementation	Point/s Earned	3 or more	5 points	2	4 points	1	3 points	✓ Copy of the plans developed/ enhanced/ contextualized ✓ Memorandum	
Number of plans developed/enhanced/contextualized and disseminated for implementation	Point/s Earned										
3 or more	5 points										
2	4 points										
1	3 points										
<b>5.2 Partnerships for Strengthening Resilience (10 points)</b> Initiated resource generation projects and/or programs that will benefit the schools  Proponent/organizer - 10 points Member - 5 points  <i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i>		✓ Copy of the approved proposal ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance/ Contract ✓ Accomplishment report w/ attachments: Pictures									
<b>5.3 Information, Education &amp; Advocacy (For DRRM) (10 points)</b> 5.3.1 Crafted/adopted/adapted NDRRM materials to local situation and published/distributed such material for resource generation and support advocacy (5 points) <ul style="list-style-type: none"><li>Crafted/adapted/adopted at least one (1) advocacy materials and published/distributed for resource generation and support - 5 points</li><li>Crafted/ adopted/adapted advocacy materials but not published - 2.5 points</li></ul>		✓ Hard copy of advocacy material ✓ Distribution list/ acknowledgment receipt									

<p>5.3.2 Developed Communication Plans on DRRM for the agency and stakeholders (<b>5 points</b>)</p> <ul style="list-style-type: none"><li>With duly approved and disseminated Communication Plans - 5 points</li><li>Communication Plan is duly approved but not disseminated - 2.5 points</li></ul>	<ul style="list-style-type: none"><li>✓ Copy of the approved Communication Plan</li><li>✓ Memorandum</li></ul>													
<p><b>5.4 Programs and Projects (for DRRM) (10 points)</b></p> <p>With approved concept papers and program/project designs and proposals for programs/ projects for DRRM and climate change/ environmental risk reduction.</p> <ul style="list-style-type: none"><li>At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved, implemented, evaluated, and communicated results to stakeholders - 10 points</li><li>At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved and implemented - 7 points</li><li>At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved but not yet implemented - 4 points</li></ul>	<ul style="list-style-type: none"><li>✓ Approved Paper</li><li>✓ Any proof of implementation/evaluation/communication</li></ul>													
<p><b>5.5 Percentage of DRR Fund Obligation (10 points)</b></p> <table><tr><th>Percentage of Utilization</th><th>Point/s Earned</th></tr><tr><td>90-100%</td><td>10 points</td></tr><tr><td>80-89%</td><td>8 points</td></tr><tr><td>70-79%</td><td>6 points</td></tr><tr><td>60-69%</td><td>4 points</td></tr><tr><td>Below 60%</td><td>2 points</td></tr></table>	Percentage of Utilization	Point/s Earned	90-100%	10 points	80-89%	8 points	70-79%	6 points	60-69%	4 points	Below 60%	2 points	<ul style="list-style-type: none"><li>✓ Certification from Budget/Finance</li></ul>	
Percentage of Utilization	Point/s Earned													
90-100%	10 points													
80-89%	8 points													
70-79%	6 points													
60-69%	4 points													
Below 60%	2 points													
<p><b>5.6 Percentage of DRR Fund Disbursement (5 points)</b></p> <table><tr><th>Percentage of Utilization</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>5 points</td></tr><tr><td>90-99%</td><td>4 points</td></tr><tr><td>80-89%</td><td>3 points</td></tr><tr><td>70-79%</td><td>2 points</td></tr><tr><td>Below 70%</td><td>1 point</td></tr></table>	Percentage of Utilization	Point/s Earned	100%	5 points	90-99%	4 points	80-89%	3 points	70-79%	2 points	Below 70%	1 point	<ul style="list-style-type: none"><li>✓ Certification from Budget/Finance</li></ul>	
Percentage of Utilization	Point/s Earned													
100%	5 points													
90-99%	4 points													
80-89%	3 points													
70-79%	2 points													
Below 70%	1 point													

<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **PROJECT DEVELOPMENT OFFICER II** (**LEARNING RESOURCE**)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 30	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (50 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
Only a & b	4 points													
Only a	2 points													
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul></td></tr></table>		<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>						
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>													
<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>													

<p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																							
<p><b>5. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																						
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Division Level Speakership or Higher	5 points																						
School/Municipality/District Speakership	2.5 points																						
<p><b>6. Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 5 points</li><li>✓ Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>✓ Copy of the approved proposal ✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video ✓ Certificate of Recognition/Participation</p>																					
<p><b>7. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school<ul style="list-style-type: none"><li>Proponent/organizer - 5 points</li><li>Member - 2.5 points</li></ul></li></ul> <p><i>Note:</i></p>		<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</p>																					



<p><i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p>	<p>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>	
<p><b>8. Other Meritorious Accomplishment specific to the position (10 points)</b></p>		
<p><b>8.1 Technical Support during training or provided TA to the schools in the orientation on the utilization of LR Portal that includes resetting of passwords, etc. or in relation to LRs (5 points)</b></p> <p>10 times and above - 5 points 8-9 times - 4 points 6-7 times - 3 points 4-5 times - 2 points 1-3 times - 1 point</p>	<p><b>Note:</b> Any of the following MOVs</p> <p>✓ Memorandum / Invitation Letter with the name of the LR PDO ✓ Travel order with Certificate of Appearance ✓ TA Report</p>	
<p><b>8.2 Coordinated and provided technical and administrative support to the Division and School in the distribution of LAS/SLMs, Tablets, Inventory of LAS/SLMs, Development, Quality Assurance of LRs, and other Tools and Equipment (5 points)</b></p> <p>10 times and above - 5 points 8-9 times - 4 points 6-7 times - 3 points 4-5 times - 2 points 1-3 times - 1 point</p>	<p><b>Note:</b> Any of the following MOVs</p> <p>✓ Certifications signed by SDS on his / her task ✓ Travel order with Certificate of Appearance ✓ Memorandum ✓ TA Report</p>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p><b>2.1 Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) (5 points)</b></p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> </ul>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<ul style="list-style-type: none"> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p>2.2 Conducted Learning and Development Activities (such as <b>Formal training:</b> seminar, workshop, orientation), <b>(Relationship and Discussion-Based Learning (RDL:</b> - coaching and mentoring, pair-assisted learning and community of practice, <b>(Job Embedded Learning)</b>, and <b>LAC Sessions</b> to the Districts and Schools) <b>(5 points)</b></p> <p>10 and above - 5 points</p> <p>8-9 - 4 points</p> <p>6-7 - 3 points</p> <p>4-5 - 2 points</p> <p>1-3 - 1 point</p>	<ul style="list-style-type: none"> <li>✓ ACR</li> <li>✓ Coaching Documentation</li> <li>✓ Travel order</li> <li>✓ Any document that justifies the conduct of the learning and development activities</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **SENIOR EDUCATION PROGRAM SPECIALIST** (Human Resource Development)

Name of Nominee: \_\_\_\_\_

SDO: \_\_\_\_\_

Position: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
MOVs Submitted	Points													
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																			
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																			
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr></table>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																				
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*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<p><b>5. Other Meritorious Accomplishments specific to the position (50 points)</b></p> <p><b>5.1 Outreach Activity (5 points)</b></p> <ul style="list-style-type: none"> <li>Sponsored/conducted community-based personal and professional development programs <ul style="list-style-type: none"> <li>✓ Proponent/Organizer - 5 points</li> <li>✓ Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p><b>5.2 Conducted basic/action research approved by the DO Research Team (5 points)</b></p> <ul style="list-style-type: none"> <li>Finished basic/action research - 5 points</li> <li>Started the implementation - 4 points</li> <li>Approved basic/action research proposal - 3 points</li> <li>Conceptualized a basic/action research - 2 points</li> </ul> <p><b>5.3 Provided Technical Assistance (TA) to School Heads with identified priority needs related to professional development programs (5 points)</b></p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved personal and professional development (PPD) proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need with attachments like pictures, etc.)</li> <li>✓ Certificate of Recognition/Participation</li> <li>✓ Certificate of Completion (attach copy of the finished action/basic research)</li> <li>✓ Certification signed by the SDS/ASDS specifying the extent of the implementation (attach copy of the approved basic/action research proposal)</li> <li>✓ Certification signed by the SDS/ASDS specifying the approved basic/action research for implementation (attach copy of the approved basic/action research proposal)</li> <li>Copy of the basic/action research proposal</li> <li>✓ Annual TA plan</li> <li>✓ TA report</li> </ul>	

<table> <tr> <th>Percentage of School Heads who were provided Technical Assistance (TA) as identified in Annual TA Plan</th><th>Point/s Earned</th></tr> <tr> <td>90% - 100%</td><td>5 points</td></tr> <tr> <td>80% - 89%</td><td>4 points</td></tr> <tr> <td>70% - 79%</td><td>3 points</td></tr> <tr> <td>60% - 69%</td><td>2 points</td></tr> <tr> <td>50% - 59%</td><td>1 point</td></tr> </table>	Percentage of School Heads who were provided Technical Assistance (TA) as identified in Annual TA Plan	Point/s Earned	90% - 100%	5 points	80% - 89%	4 points	70% - 79%	3 points	60% - 69%	2 points	50% - 59%	1 point											
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60% - 69%	2 points																						
50% - 59%	1 point																						
<p><b>5.4 Implemented Recognized Professional Development Programs based on identified learning needs (5 points)</b></p> <table> <tr> <th>Number of Implemented Recognized Professional Development Programs</th><th>Point/s Earned</th></tr> <tr> <td>At least 3</td><td>5 points</td></tr> <tr> <td>2</td><td>3 points</td></tr> <tr> <td>1</td><td>1 point</td></tr> </table> <p><b>5.5 Submitted recommendations for policy directions in the formulation of HRD programs to RO/CO (5 points)</b></p> <table> <tr> <th>Number of submitted policy recommendations</th><th>Point/s Earned</th></tr> <tr> <td>At least 3</td><td>5 points</td></tr> <tr> <td>2</td><td>3 points</td></tr> <tr> <td>1</td><td>1 point</td></tr> </table> <p><b>5.6 Coordinated the screening and selection of applicants with SDO management to arrive at a final list/ pool of scholars (5 points)</b></p> <table> <tr> <th></th><th>Point/s Earned</th></tr> <tr> <td>SDO has pool of scholars for teaching and non-teaching personnel</td><td>5 points</td></tr> <tr> <td>SDO has pool of scholars for teaching or non-teaching personnel only</td><td>3 points</td></tr> </table>	Number of Implemented Recognized Professional Development Programs	Point/s Earned	At least 3	5 points	2	3 points	1	1 point	Number of submitted policy recommendations	Point/s Earned	At least 3	5 points	2	3 points	1	1 point		Point/s Earned	SDO has pool of scholars for teaching and non-teaching personnel	5 points	SDO has pool of scholars for teaching or non-teaching personnel only	3 points	<ul style="list-style-type: none"> <li>✓ Copy of the Certificate of Recognition</li> <li>✓ Activity Completion Report (ACR)</li> <li>✓ Program Implementation Review (PIR) Report duly signed by the SDS</li> <li>✓ Division Memorandum issued as to the screening and selection of scholars</li> <li>✓ SDO Pool of Scholars</li> </ul>
Number of Implemented Recognized Professional Development Programs	Point/s Earned																						
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<p><b>5.7 Coordinated the implementation of the succession planning system to create a candidate pool for critical positions in the SDO (5 points)</b></p> <p>*Approved succession plan - 5 points</p> <p><b>5.8 Reviewed, proposed, and coordinated the implementation of reward and recognition programs (5 points)</b></p> <p>*CSC-evaluated PRAISE system - 5 points Manual of the SDO</p> <p>*SDO has a PRAISE System - 3 points Manual but not CSC-evaluated</p> <p><b>5.9 Facilitated the Registration of DepEd NEAP-issued Sim Card (5 points)</b></p> <table><tr><th>Percentage of Registered Sim Card</th><th>Earned Point/s</th></tr><tr><td>91% - 100%</td><td>5 points</td></tr><tr><td>81% - 90%</td><td>4 points</td></tr><tr><td>71% - 80%</td><td>3 points</td></tr><tr><td>61% - 70%</td><td>2 points</td></tr><tr><td>At most 60%</td><td>1 point</td></tr></table> <p><b>5.10 Facilitated the Updating of the PDIS profile of teachers (5 points)</b></p> <table><tr><th>Percentage of Updated PDIS Profile</th><th>Earned Point/s</th></tr><tr><td>91% - 100%</td><td>5 points</td></tr><tr><td>81% - 90%</td><td>4 points</td></tr><tr><td>71% - 80%</td><td>3 points</td></tr><tr><td>61% - 70%</td><td>2 points</td></tr><tr><td>At most 60%</td><td>1 point</td></tr></table>	Percentage of Registered Sim Card	Earned Point/s	91% - 100%	5 points	81% - 90%	4 points	71% - 80%	3 points	61% - 70%	2 points	At most 60%	1 point	Percentage of Updated PDIS Profile	Earned Point/s	91% - 100%	5 points	81% - 90%	4 points	71% - 80%	3 points	61% - 70%	2 points	At most 60%	1 point	<p>✓ Succession plan signed by the SDS</p> <p>✓ Copy of the CSC-evaluated PRAISE System Manual of the SDO or PRAISE System Manual of the SDO</p> <p>✓ Report on DepEd NEAP-issued Sim Card Registration (to be provided by HRDD)</p> <p>✓ Report on the Updating of the PDIS profile of teachers (to be provided by HRDD)</p>
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<p><b>C. Education &amp; Learning and Development (10 points)</b></p> <p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"><li>• Doctorate/Doctor's Degree - 5 points</li><li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li><li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li><li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li><li>• Complete Academic Requirements for Master's Degree - 3 points</li><li>• Earned at least 18 MA Units - 2.5 points</li></ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>																								

<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING SENIOR EDUCATION PROGRAM SPECIALIST**  
**(School Management Monitoring, and Evaluation)**

Name of Nominee: \_\_\_\_\_

SDO: \_\_\_\_\_

Position: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>National Awardee - 10 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 7 points</li><li>Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 4 points</li><li>Nomination in the Division/ Awardee in the Barangay Level - 1 point</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																			
<p><b>3. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul></td></tr></table> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>													
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<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr></table>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Outreach Activity (5 points)</b> <ul style="list-style-type: none"> <li>Sponsored/conducted DepEd-related community-based feeding—program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 5 points</li> <li>✓ Member - 2.5 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li> <li>✓ Certificate of Recognition/Participation</li> </ul>	
<b>6. Other Meritorious Accomplishments specific to the position (15 points)</b>  <b>6.1 Facilitated the institutionalization of Division M&amp;E System through Orientation of personnel and organization of functional structures (5 points)</b>  Division, District, & School Level - 5 points Division and District - 4 points Division Level only - 3 points  <b>6.2 Consistently facilitated the effective conduct of Division Monitoring, Evaluation, Adjustment (DMEA) for the last two years (5 points)</b>  Quarterly conducted with Year-end accomplishment of 100% - 5 points  Quarterly conducted with Year-end accomplishment of 95.00% to 99.9% - 4 points  Quarterly conducted with Year-end accomplishment of 85.00% to 94.99% - 3 points  Quarterly conducted with Year-end accomplishment of 80.00% to 84.99% - 2 points		<ul style="list-style-type: none"> <li>✓ Copy of the contextualized Division M&amp;E System</li> <li>✓ Division Memorandum/issuance relative to the conduct of an orientation</li> <li>✓ Copy of the Activity completion Report (ACR) on the conduct of an orientation</li> <li>✓ Copy of the M&amp;E Organizational Structure with the defined roles and accountabilities</li> <li>✓ Copy of the Division M&amp;E Reports (Quarterly and Year-end)</li> </ul>	

<p>Quarterly conducted with Year-end - 1 point accomplishment of 79.99% or below</p>	
<p><i>Note:</i> 1. Average of the points earned every year shall be considered as the final rating to this indicator.</p>	
<p><b>6.3 Provided Technical Assistance (TA) to identified priority schools in the implementation of School MEA during the previous year (3 points)</b></p> <ul style="list-style-type: none"> <li>100% of the identified priority schools were provided with TA within the quarter - 3.0 points</li> <li>85% - 99% of the identified priority schools were provided with TA within the quarter - 2.5 points</li> <li>75% - 84% of the identified priority schools were provided with TA within the quarter - 2.0 points</li> <li>60% -74% of the identified priority schools were provided with TA within the quarter - 1.5 points</li> <li>50% -59% of the identified priority schools were provided with TA within the quarter - 1.0 point</li> <li>Below 50% of the identified priority schools were provided with TA within the quarter - 0.5 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of the approved TA Design/Plan</li> <li>✓ Copy of the report on the identified needs/gaps/research-based data addressed by the TA activity provided</li> <li>✓ Activity Completion Report (ACR)</li> <li>✓ M &amp; E results</li> </ul>
<p><b>6.4 Facilitated the utilization of Division M&amp;E Results (2 points)</b> Rating will be based on the presence of the following practices where M&amp;E Results are evidently utilized.</p> <ol style="list-style-type: none"> <li>Provision of technical assistance</li> <li>Policy recommendations and/or formulation of localized policies</li> <li>Research study/ies</li> <li>Enhancement of implemented processes</li> <li>Developing/designing innovations</li> </ol> <p>If five (5) of the practices are evident - 2.0 points If four (4) of the practices are evident - 1.6 points If three (3) of the practices are evident - 1.2 points If two (2) of the practices are evident - 0.8 point If only one (1) of the practices is evident - 0.4 point</p>	<ul style="list-style-type: none"> <li>✓ Documentation of the practices where utilization of M&amp;E Results is evident</li> </ul>



<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **SENIOR EDUCATION PROGRAM SPECIALIST** (PLANNING AND RESEARCH)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Criteria/Indicators	Means of Verification (MOVs)	Points Earned												
A. Performance (40 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s earned = (Average of the two IPCRF ratings/5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (45 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 7 points</li><li>• Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 4 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 1 point</li></ul> <p>Note: a) Points earned are cumulative but not to exceed the allotted points for the criterion. b) For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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School/Municipality/District Speakership	2.5 points																						

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		
<p><b>5. Outreach Activity (5 points)</b>  Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements</p> <ul style="list-style-type: none"> <li>• Proponent/organizer - 5 points</li> <li>• Member - 2.5 points</li> </ul> <p><i>Note:</i>  1. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video,</li> <li>✓ Certificate of Recognition/Participation</li> </ul>	
<p><b>6. Other Meritorious accomplishments specific to the position (20 points)</b></p> <p><b>6.1 Conducted basic/action research in relation to basic education data, policy implementation, and/or research management (5 points)</b></p> <ul style="list-style-type: none"> <li>• Finished a research on basic education data, policy implementation, and/or research management - 5 points</li> <li>• Started the implementation of a research on basic education data, policy implementation, and/or research management - 4 points</li> <li>• Approved research proposal on basic education data, policy implementation, and/or research management - 3 points</li> <li>• Conceptualized a research on basic education data, policy implementation, and/or research management - 2 points</li> </ul> <p><b>6.2 Provided Technical Assistance (TA) to priority schools, learning centers, and personnel based on the identified needs in relation to planning, updating of Data/Information Requirements on the Basic Education Information System (BEIS)/Learner Information System (LIS),</b></p>	<ul style="list-style-type: none"> <li>✓ Certificate of Completion (attach copy of the finished research)</li> <li>✓ Certification signed by the SDS/ASDS specifying the extent/scope of the implementation (attach copy of the approved basic/action research proposal)</li> <li>✓ Certification signed by the SDS/ASDS specifying the approved basic/action research for implementation (attach copy of the approved basic/action research proposal)  Copy of the basic/action research proposal</li> </ul> <ul style="list-style-type: none"> <li>✓ TA plan</li> <li>✓ Memorandum of the TA Activity/Deployment</li> <li>✓ TA report</li> </ul>	

<p><b>research management, and other matters on governance and operations (5 points)</b></p> <ul style="list-style-type: none"> <li>• 95% - 100% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 5 points</li> <li>• 90% - 94% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 4 points</li> <li>• 85% - 89% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 3 points</li> <li>• 80% - 84% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 2 points</li> <li>• 79% - 75% of the identified priority schools, learning centers, and personnel were provided with TA within the quarter - 1 point</li> </ul> <p><b>6.3 Prepared the Division research agenda based on Basic Education Research Agenda (BERA) guidelines and monitored its implementation (5 points)</b></p> <ul style="list-style-type: none"> <li>• Prepared the Division research agenda based on the 4 BERA core themes and 3 cross-cutting themes and monitored its implementation - 5 points</li> <li>• Prepared the Division research agenda based on 3 BERA core themes and 3 cross-cutting themes and monitored its implementation - 4 points</li> <li>• Prepared the Division research agenda based on 2 BERA core themes and 3 cross-cutting themes and monitored its implementation - 3 points</li> <li>• Prepared the Division research agenda based on 1 BERA core theme and 3</li> </ul>	<ul style="list-style-type: none"> <li>✓ Activity Completion Report (ACR) for the Workshop on the Development of Division Research Agenda</li> <li>✓ Copy of memorandum of the approved Division Research Agenda based on the BERA Themes</li> <li>✓ M&amp;E results on the implementation of the approved division research agenda</li> </ul>	
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<p>cross-cutting themes and monitored its implementation</p> <ul style="list-style-type: none"> <li>• Prepared the Division research agenda based on the 3 cross-cutting themes and monitored its implementation - 1 point</li> </ul> <p><b>6.4 Led in the design, coordination, and planning of research studies as identified in MEA and TA reports and Division Research Agenda (5 points)</b></p> <ul style="list-style-type: none"> <li>• Conducted 2 - 5 points coordination/ planning meetings or conferences with division, district, and school personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</li> <li>• Conducted 1 - 4 points coordination/ planning meeting or conference with division, district, and school personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</li> <li>• Conducted 1 - 3 points coordination/ planning meeting or conference with division and district personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</li> <li>• Conducted 1 - 2 points coordination/ planning meeting or conference with district and school research coordinators/personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</li> </ul>	<ul style="list-style-type: none"> <li>✓ Memorandum of Activity</li> <li>✓ Activity Completion Report (ACR)</li> <li>✓ Validated list of researches conducted as a result of the coordination/planning meeting</li> </ul>	
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<ul style="list-style-type: none"> <li>Conducted 1 - 1 point coordination/ planning meeting or conference with school research coordinators/ personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management</li> </ul>		
<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>The validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ol>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING SENIOR EDUCATION PROGRAM SPECIALIST**  
**(Social Mobilization and Networking)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division /Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																	
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"> <li>Sole authorship of a book - 5 points</li> <li>Co-authorship of a book - 5 points will be divided by the number of authors</li> <li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li> <li>Co-Writer of LRs - 4 points will be divided by the number of writers</li> <li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																	
<p><b>4. Other Meritorious Accomplishments specific to the position (55 points)</b></p>																		
<p><b>4.1 Awardee for Outstanding Implementation for the last 3 years (5 points)</b></p> <table border="1" data-bbox="268 1509 847 1760"> <thead> <tr> <th>Governance Level</th><th>Award</th><th>Point/s Earned</th></tr> </thead> <tbody> <tr> <td rowspan="2">National</td><td>1<sup>st</sup></td><td>5 points</td></tr> <tr> <td>2<sup>nd</sup></td><td>4 points</td></tr> <tr> <td rowspan="2">Regional</td><td>1<sup>st</sup></td><td>3 points</td></tr> <tr> <td>2<sup>nd</sup></td><td>2 points</td></tr> <tr> <td>Division</td><td>1<sup>st</sup></td><td>1 point</td></tr> </tbody> </table> <p><i>Note:</i> a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</p>	Governance Level	Award	Point/s Earned	National	1 <sup>st</sup>	5 points	2 <sup>nd</sup>	4 points	Regional	1 <sup>st</sup>	3 points	2 <sup>nd</sup>	2 points	Division	1 <sup>st</sup>	1 point	<p>✓ Certificate of Recognition</p>	
Governance Level	Award	Point/s Earned																
National	1 <sup>st</sup>	5 points																
	2 <sup>nd</sup>	4 points																
Regional	1 <sup>st</sup>	3 points																
	2 <sup>nd</sup>	2 points																
Division	1 <sup>st</sup>	1 point																

<p><b>4.2 Advocacy (print/online/etc.) (10 pts)</b> Initiated advocacy programs/projects/activities in various modalities for the last 3 years (e.g. leaflets, streamers, posters, radio/tv advertisements, etc.)</p> <table><tr><th>No. of advocacies initiated</th><th>Point/s Earned</th></tr><tr><td>5 and above</td><td>10 points</td></tr><tr><td>4</td><td>8 points</td></tr><tr><td>3</td><td>6 points</td></tr><tr><td>2</td><td>4 points</td></tr><tr><td>1</td><td>2 points</td></tr></table>	No. of advocacies initiated	Point/s Earned	5 and above	10 points	4	8 points	3	6 points	2	4 points	1	2 points	<p>✓ Copy of the advocacy material (hard copy or Screenshots/Pictures)</p> <p>✓ Audio-Video Recording/s (if applicable)</p>	
No. of advocacies initiated	Point/s Earned													
5 and above	10 points													
4	8 points													
3	6 points													
2	4 points													
1	2 points													
<p><b>4.3 Networking/Linkages (20 points)</b> Approved Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract as initiated by the nominee</p> <table><tr><th>No. of MOA/MOU/DOD/DOA approved, implemented, and monitored</th><th>Points Earned</th></tr><tr><td>5</td><td>20 points</td></tr><tr><td>4</td><td>16 points</td></tr><tr><td>3</td><td>12 points</td></tr><tr><td>2</td><td>8 points</td></tr><tr><td>1</td><td>4 points</td></tr></table> <p><i>Note:</i></p> <p>1. MOA/MOU/DODA/ Contract shall be counted from January to November of the Calendar Year.</p>	No. of MOA/MOU/DOD/DOA approved, implemented, and monitored	Points Earned	5	20 points	4	16 points	3	12 points	2	8 points	1	4 points	<p>✓ Approved MOA/MOU/DOD/DOA/ Contract</p> <p>✓ Accomplishment report w/ attachments: Pictures</p> <p>✓ Activity Completion Report (ACR)</p>	
No. of MOA/MOU/DOD/DOA approved, implemented, and monitored	Points Earned													
5	20 points													
4	16 points													
3	12 points													
2	8 points													
1	4 points													
<p><b>4.4 Regular Updating and compliance of schools in the DepEd Partnerships Data-Base System (DPDS) (20 points)</b></p> <table><tr><th>Percentage of Compliance</th><th>Points</th></tr><tr><td>90- 100%</td><td>20 points</td></tr><tr><td>75- 89%</td><td>16 points</td></tr><tr><td>51- 74%</td><td>12 points</td></tr><tr><td>Less than 50 percent</td><td>8 points</td></tr></table> <p><i>Note:</i></p> <p>a. Percentage of compliance is the average of compliance of the SDO for 11 months from January to November of the current Calendar Year.</p>	Percentage of Compliance	Points	90- 100%	20 points	75- 89%	16 points	51- 74%	12 points	Less than 50 percent	8 points	<p>✓ Complete screenshots of the dashboards for the Calendar Year</p>			
Percentage of Compliance	Points													
90- 100%	20 points													
75- 89%	16 points													
51- 74%	12 points													
Less than 50 percent	8 points													

<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING EDUCATION PROGRAM SPECIALIST II**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
Only a & b	4 points													
Only a	2 points													



<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>8 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>4 points</td></tr></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	8 points	Only a & b	6 points	Only a	4 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	8 points													
Only a & b	6 points													
Only a	4 points													
<p><b>4. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or - 0.5 point in each LR but not to exceed 3 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>													

video presenter, or Illustrator) of the Learning Resources																						
<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<p><b>5. Resource Speakership/Learning Facilitation (10 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Regional Office Speakership</td><td>5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>10 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	10 points	Regional Office Speakership	5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	10 points	Division/Provincial/City Level Speakership	5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	10 points	School/Municipality/District Speakership	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
National Level Speakership or Higher	10 points																					
Regional Office Speakership	5 points																					
<b>Nominees from the Schools Division Office</b>																						
Regional Level Speakership or Higher	10 points																					
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School/Municipality/District Speakership	5 points																					
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>																						
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"><li>• Doctorate/Doctor’s Degree - 5 points</li><li>• Complete Academic Requirements for Doctorate/Doctor’s Degree - 4.5 points</li><li>• Earned at least 18 Doctorate/ Doctor’s Degree units - 4 points</li><li>• Master’s Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li><li>• Complete Academic Requirements for Master’s Degree - 3 points</li><li>• Earned at least 18 MA Units - 2.5 points</li></ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>																					
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"><li>• International/National - 10 points</li><li>• Regional - 8 points</li><li>• Division - 6 points</li><li>• District - 4 points</li></ul>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>																					

<ul style="list-style-type: none"> <li>School - 2 points</li> </ul> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted                             <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING EDUCATION PROGRAM SPECIALIST II FOR ALTERNATIVE LEARNING SYSTEM (ALS)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned														
A. Performance (40 points)																
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p><b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40</p> <p><i>*Designated EPSAs are not qualified</i></p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> <p>✓ Service Record</p> <p>✓ Appointment as an EPSA</p>															
B. Outstanding/Meritorious Accomplishments (40 points)																
<p>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>																
<p><b>1. Outstanding Employee Award (5 points)</b></p> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition/Merit</p> <p>✓ Any issuance, memorandum or document showing the Criteria for the Search</p>															
<p><b>2. Innovation (5 points)</b></p> <table><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p><i>*Only ALS-related innovations are given points.</i></p>			MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p>	
MOVs Submitted	Points															
a, b, c, & d	5 points															
a, b, c, & e	5 points															
Only a, b, & c	3 points															
Only a & b	2 points															
Only a	1 point															

<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*Only ALS-related research is given points.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Article published in a journal/ newspaper/ magazine of wide circulation</li></ul></td><td><ul style="list-style-type: none"><li>- 1 point per article but not to exceed 4 points</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in each LR but</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Article published in a journal/ newspaper/ magazine of wide circulation</li></ul>	<ul style="list-style-type: none"><li>- 1 point per article but not to exceed 4 points</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>					
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
<ul style="list-style-type: none"><li>Article published in a journal/ newspaper/ magazine of wide circulation</li></ul>	<ul style="list-style-type: none"><li>- 1 point per article but not to exceed 4 points</li></ul>													
<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>													
<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in each LR but</li></ul>													

<div>Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</div> <div>not to exceed 3 points</div> <div>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div>																						
<div>5. Resource Speakership / Learning Facilitation (10 points)</div> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2">Nominees from the Regional Office</td></tr><tr><td>National Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Regional Office Speakership</td><td>5 points</td></tr><tr><td colspan="2">Nominees from the Schools Division Office</td></tr><tr><td>Regional Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>5 points</td></tr><tr><td colspan="2">Nominees from Schools</td></tr><tr><td>Division Level Speakership or Higher</td><td>10 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>5 points</td></tr></table> <div>*Points earned are cumulative but not to exceed the allotted points for the criterion.</div>	Level	Points	Nominees from the Regional Office		National Level Speakership or Higher	10 points	Regional Office Speakership	5 points	Nominees from the Schools Division Office		Regional Level Speakership or Higher	10 points	Division/Provincial/City Level Speakership	5 points	Nominees from Schools		Division Level Speakership or Higher	10 points	School/Municipality/District Speakership	5 points	<div>a. Issuance/Memorandum/ Invitation/Training Matrix;</div> <div>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</div> <div>c. Slide deck/s used and/or Session guide/s.</div>	
Level	Points																					
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<div>6. Other Meritorious Accomplishments specific to the position (10 points)</div>																						
<div>6.1 Instructional Supervision (5%)</div> <div>- Provided guidance and instructional supervision to ALS Teachers by observing and gathering data on their strengths and developmental needs for TA provision.</div> <div>- Assessed the situation of Learning Centers and put in place an enabling environment for ALS Teachers.</div> <div>- Coach ALS Teachers on how to improve teachers’ KSA in teaching-learning delivery and to raise academic performance.</div> <div>Submit the following MOVs:</div> <div>A. Approved Monitoring and Supervision Tool</div> <div>B. Instructional Supervisory Plan</div> <div>C. Instructional Supervisory Report</div> <div>D. Approved 2025 AIP</div>	<div>✓ Approved Monitoring and Supervision Tool</div> <div>✓ Instructional Supervisory Plan</div> <div>✓ Instructional Supervisory Report</div> <div>✓ Approved 2025 AIP</div>																					



<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>4</td><td>5</td></tr><tr><td>3</td><td>4</td></tr><tr><td>2</td><td>3</td></tr><tr><td>1</td><td>2</td></tr></table>	MOVs Submitted	Points	4	5	3	4	2	3	1	2				
MOVs Submitted	Points													
4	5													
3	4													
2	3													
1	2													
<b>6.2 Advocacy and Social Mobilization (5%)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>5 Partnered Stakeholders</td><td>5</td></tr><tr><td>4 Partnered Stakeholders</td><td>4</td></tr><tr><td>3 Partnered Stakeholders</td><td>3</td></tr><tr><td>2 Partnered Stakeholders</td><td>2</td></tr><tr><td>1 Partnered Stakeholder</td><td>1</td></tr></table>	MOVs Submitted	Points	5 Partnered Stakeholders	5	4 Partnered Stakeholders	4	3 Partnered Stakeholders	3	2 Partnered Stakeholders	2	1 Partnered Stakeholder	1	<ul style="list-style-type: none"><li>✓ Approved MOU/MOA</li><li>✓ DepEd Memorandum or any issuance</li><li>✓ Activity Completion Report</li><li>✓ Progress Monitoring Report</li></ul>	
MOVs Submitted	Points													
5 Partnered Stakeholders	5													
4 Partnered Stakeholders	4													
3 Partnered Stakeholders	3													
2 Partnered Stakeholders	2													
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<b>C. Education &amp; Learning and Development (15 points)</b>														
<b>1. Education (10 points)</b> <ul style="list-style-type: none"><li>• Doctorate/Doctor's Degree - 10 points</li><li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 9 points</li><li>• Earned at least 18 Doctorate/Doctor's Degree units - 8 points</li><li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 7 points</li><li>• Complete Academic Requirements for Master's Degree - 6 points</li><li>• Earned at least 18 MA Units - 5 points</li></ul>	<ul style="list-style-type: none"><li>✓ Transcript of Records</li><li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li></ul>													
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"><li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)<ul style="list-style-type: none"><li>• International/National - 5 points</li><li>• Regional - 4 points</li><li>• Division - 3 points</li><li>• District - 2 points</li><li>• School - 1 point</li></ul></li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional</p>	<ul style="list-style-type: none"><li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li></ul>													

<i>PRAISE committee.</i>		
<b>D. Potential (5 points)</b>		
✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING NURSE**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (45 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (35 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li><li>Nomination in the District - 1 point</li></ul> Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																			
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																			
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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Division Level Speakership or Higher	5 points																			

School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments specific to the position</b>  <b>5.1 Assisted in the Division Initiatives undertaken in the implementation of the 6 flagship programs under the School Health and Nutrition Section in the New Normal (5 points)</b> <ul style="list-style-type: none"> <li>6 or more initiatives - 5 points</li> <li>5 initiatives - 4 points</li> <li>4 initiatives - 3 points</li> <li>3 initiatives - 2 points</li> <li>1 -2 initiatives - 1 point</li> </ul> <b>5.2 Assistance in the conduct of training/ activity School Health &amp; Nutrition activities (5 points)</b> <ul style="list-style-type: none"> <li>Assisted in the conduct of Division activities - 5 points</li> <li>Assisted in the conduct of District activities - 3 points</li> <li>Assisted in the conduct of School activities - 1 point</li> </ul> <b>5.3 Submission of required reports (5 points)</b> <ul style="list-style-type: none"> <li>100% of required reports submitted before deadline - 5 points</li> <li>100% of required reports submitted on deadline - 3 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Memorandum</li> <li>✓ Activity Completion Report</li> <li>✓ Screenshots/Pictures/Videos</li> <li>✓ Certificate of Recognition/ Appreciation</li>   <li>✓ Certificate of Recognition/ Appreciation</li>   <li>✓ Transmittal</li> </ul>	
<b>C. Education &amp; Learning and Development (15 points)</b>			
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/ Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	

<ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	



**SEARCH FOR MOST OUTSTANDING MEDICAL OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (45 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 45	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (35 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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a, b, c, & d	5 points													
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Only a	1 point													

	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																					
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																					
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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*Points earned are cumulative but not to exceed the allotted points for the criterion.		
<b>5. Other Meritorious Accomplishments specific to the position</b>  <b>5.1 Division Initiatives undertaken in the Implementation of the 6 flagship Programs under School Health and Nutrition Section in the New Normal (5 points)</b> <ul style="list-style-type: none"> <li>• 6 or more initiatives - 5 points</li> <li>• 5 initiatives - 4 points</li> <li>• 4 initiatives - 3 points</li> <li>• 3 initiatives - 2 points</li> <li>• 1 -2 initiatives - 1 point</li> </ul> <b>5.2 Conducted/spearheaded training/ activity School Health &amp; Nutrition activities (5 points)</b> <ul style="list-style-type: none"> <li>• Division Level - 5 points</li> <li>• District Level - 3 points</li> <li>• School Level - 1 point</li> </ul> <b>5.3 Submission of required reports (5 points)</b> <ul style="list-style-type: none"> <li>• 100% of required reports submitted before deadline - 5 points</li> <li>• 100% of required reports submitted on deadline - 3 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Memorandum</li> <li>✓ Activity Completion Report</li> <li>✓ Screenshots/Pictures/Videos</li> <li>✓ Activity Completion Report</li> <li>✓ Duly received Transmittal</li> </ul>
<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>

<ul style="list-style-type: none"> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING DENTIST**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (45 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 45	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (35 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>National Awardee - 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																					
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
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<ul style="list-style-type: none"> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING DENTAL AIDE**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (50 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 50	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and CY 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (30 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>National Awardee - 10 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>Nomination in the Division/ Awardee in the Barangay Level - 4 points</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
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a, b, c, & d	5 points													
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	<p>by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
<p><b>3. Other Meritorious Accomplishments specific to the position (15 points)</b></p> <p><b>3.1 Attendance and Punctuality in Reporting to Office (10 points)</b></p> <ul style="list-style-type: none"> <li>Perfect attendance and no tardiness and undertime for three (3) consecutive months in a year - 10 points</li> <li>Two (2) authorized absences and tardiness for three (3) consecutive months in a year - 8 points</li> <li>Three (3) authorized absences and tardiness/undertime in a year - 6 points</li> <li>Five (5) authorized absences and tardiness/undertime in a year - 4 points</li> </ul> <p><b>3.2 Customer Satisfaction Survey Rating (5 points)</b></p> <p>Point/s Earned = (average of the ratings/5) x 5</p>	<p>✓ Certification of the HRMO/ School Head duly noted by the Head of Office</p> <p>✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 &amp; 2024) duly certified by SDS</p> <p>✓ Customer Feedback/ Appreciation (1 per quarter) – <b>Optional</b></p>	
<b>C. Education &amp; Learning and Development (15 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 5 points</li> <li>Complete Academic Requirements for Master's Degree - 4 points</li> <li>Earned 18 units of Master's Degree - 3 points</li> <li>College Graduate - 2 points</li> <li>Earned at least 18 units in college - 1 point</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings,</p>	<p>✓ Certificate of Participation issued by DepEd or other</p>	

<p>seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (25 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (60 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (10 points) <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 4 points</li></ul> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (10 points)														
<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	10 points													
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>8 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>4 points</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	8 points	Only a & b	6 points	Only a	4 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
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Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources	3 points																						
<i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>																							
<b>5. Resource Speakership/Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																					
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<b>6. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related networking/partnership projects and/or programs that will benefit the Office</li></ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <i>Note:</i> <i>a. For more than one proponent, points earned will be divided by the number of proponents.</i>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW																					
<b>7. Other Meritorious Accomplishments specific to the position</b>																							
<b>7.1 Conduct of Professional Development Programs (10 points)</b> <ul style="list-style-type: none"><li>Conducted professional development program/activity that addressed the</li></ul>		✓ Implemented approved proposal ✓ Narrative/Accomplishmen t report (depicting the																					



<p>needs of the teachers/school heads related to the PAPs supervised/ coordinated</p> <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 10 points</li> <li>✓ Member - 5 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p><b>7.2 Implemented a Region/Division/ District-wide action plan that has been recognized by the community to have improved the delivery of the DepEd recognized Program, Project, and Activity (PAPs) (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Adopted in the Region - 5 points</li> <li>✓ Adopted by/in the Districts/Division - 4 points</li> <li>✓ Shared/disseminated - 3 points</li> <li>✓ Fully implemented - 2 points</li> <li>✓ Conceptualized - 1 point</li> </ul>	<p>extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</p> <ul style="list-style-type: none"> <li>✓ Memorandum for the conduct of the program/activity</li> <li>✓ Special Order as focal person/coordinator</li> <li>✓ Approved Action Plan</li> <li>✓ Accomplishment Report</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum</li> <li>✓ Evidence showing positive impact of the action plan</li> </ul>	
<p><b>C. Education &amp; Learning and Development (10 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	

<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
EDUCATION PROGRAM SUPERVISOR  
(CURRICULUM IMPLEMENTATION)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Program:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award on learning area handled (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovations on learning area (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office	
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<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*Research studies conducted must be related to learning area handled.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research , within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
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<p>Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</p> <p>each LR but not to exceed 3 points</p> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>																						
<p><b>5. Resource Speakership / Learning Facilitation related to learning area handled (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
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<p><b>6. Conduct of Professional Development Programs (10 points)</b></p> <p>• Conducted professional development program/activity related to the <b>learning area handled</b> that addressed the needs of the teachers /school heads</p> <p>✓ Proponent/organizer: 4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points</p> <p>✓ Member: 4 to 5 development programs- 5 points 2 to 3 development programs- 3 points 1 development program - 2 points</p> <p><b>Note:</b></p>	<p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, ✓ Certificate of Recognition/Participation ✓ Memorandum for the conduct of the program/activity</p> <p>(Note: Incomplete MOVs will not be given point)</p>																					

<i>Points earned are cumulative but not to exceed the allotted points for the criterion.</i>		
<p><b>7. Reported to the Region the Accomplishment Report (15 pts.)</b></p> <p>Elements of the Accomplishment Report</p> <ol style="list-style-type: none"> <li>1. Basic Data (including enrolment, number of teachers, literacy, numeracy, learning outcomes, and other related data)</li> <li>2. Inventory of Resources use in the learning area</li> <li>3. SWOT Analysis</li> <li>4. Monitoring mechanisms, strategies, and tools</li> <li>5. Evaluation report on a. Schools Division Instructional Supervision Plan Implementation (focus on learning area handled); b. localized curriculum delivery/instructional strategies</li> <li>6. Issues/Challenges and corresponding interventions</li> <li>7. Policy recommendations towards improvement on the learning area for regional adoption.</li> <li>8. Significant accomplishments related to the <b>learning area handled</b></li> </ol> <p>8 elements-----15 pts. 6 elements - - - - 12 pts. 4 elements - - - - 10 pts. 2 elements - - - - 7 pts. 1 element - - - - 5 pts.</p>	<p>✓ Division Report duly received at the RO</p>	
<p><b>8. MPS of the learning area handled (10 points)</b></p> <p>Points Earned = (Average MPS of the learning area handled/100) x 10</p>	<p>✓ MPS results Summary of the learning area handled</p>	
<p><b>C. Education &amp; Learning and Development (10 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (5 points)</b></p>	<p>✓ Certificate of Participation issued by DepEd or other</p>	

<p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p> <p>•</p>	<p>agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	



**SEARCH FOR MOST OUTSTANDING  
EDUCATION PROGRAM SUPERVISOR  
(LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
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<b>2. Innovation Related to Learning Resources (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	
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<p><b>7. M and E and Provision of TA (15 points)</b> (Support to implementation of learning resources processes)</p>																						



<p>Processes and current programs and projects. <b>(5 points)</b></p> <p>Advocacy program is well-designed, - 5 pts. data-informed, and clearly aligned with DepEd priorities. Implementation is comprehensive, with strong stakeholder engagement.</p> <p>Program is relevant and - 3 pts. well-executed.</p>	<p>✓ Activity Completion Report/Accomplishment Report with complete documentation of activities conducted</p>																									
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<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"><li>• Doctorate/Doctor's Degree - 5 points</li><li>• Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree</li><li>• Earned at least 18 Doctorate/ Doctor's Degree units - 4 points</li><li>• Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)</li><li>• Complete Academic Requirements - 3 points for Master's Degree</li><li>• Earned at least 18 MA Units - 2.5 points</li></ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>																									
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.</p> <ul style="list-style-type: none"><li>• International/National - 5 points</li><li>• Regional - 4 points</li><li>• Division - 3 points</li><li>• District - 2 points</li></ul>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>																									

<ul style="list-style-type: none"> <li>• School - 1 point</li> </ul> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted                             <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING  
EDUCATION PROGRAM SUPERVISOR  
(PROGRAM IMPLEMENTATION)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Program:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (15 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (70 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award on SCPs, Inclusive Education, and other DepEd Programs handled (5 points) <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation on SCPs, Inclusive Education, and other DepEd Programs (10 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office	
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<p><b>6. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation on <b>SCPs, Inclusive Education, and other DepEd Programs</b> that benefitted the school and SDO</li></ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p> <p><i>Note: Incomplete MOVs will not be given point)</i></p>																					

<p><b>7. Conduct of Professional Development Programs (10 points)</b></p> <ul style="list-style-type: none"> <li>Conducted professional development program/activity related to the <b>SCPs, Inclusive Education, and other DepEd Programs</b> that addressed the needs of the teachers / school heads</li> </ul> <p>✓ Proponent/organizer:</p> <p>4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points</p> <p>✓ Member:</p> <p>4 to 5 development programs- 5 points 2 to 3 development programs- 3 points 1 development program - 2 points</p> <p><b>Note:</b> <i>Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	<p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video,</p> <p>✓ Certificate of Recognition/Participation</p> <p>✓ Memorandum for the conduct of the program/activity</p> <p><i>(Note: Incomplete MOVs will not be given point)</i></p>	
<p><b>8. Reported to the Region the Division Profile of Program Implementation (10 pts.)</b></p> <p>Elements of the Report</p> <ol style="list-style-type: none"> <li>Program Data (including enrolment, number of teachers handling SCPs different disciplines/specialization, classification of ICCs, types of disabilities, ALS qualifiers/passers, data on literacy, numeracy, learning outcomes, and other related data)</li> <li>Inventory of Resources use under the program</li> <li>SWOT Analysis</li> <li>Monitoring tools and evaluation reports</li> <li>Issues/Challenges and corresponding interventions</li> <li>Policy recommendations on the programs for regional adoption.</li> <li>Accomplishments related to the <b>SCPs, Inclusive Education, and other DepEd Programs</b></li> </ol> <p>7 elements-----10pts. 5 elements - - - - 8pts. 3 elements - - - - 6 pts. 2 elements - - - - 4 pts. 1 element - - - - 2 pts.</p>	<p>✓ Division Report duly received at the RO</p>	

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<b>1. Education (5 points)</b> <div><div>• Doctorate/Doctor’s Degree - 5 points</div><div>• Complete Academic Requirements for Doctorate/Doctor’s Degree - 4.5 points</div><div>• Earned at least 18 Doctorate/Doctor’s Degree units - 4 points</div><div>• Master’s Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</div><div>• Complete Academic Requirements for Master’s Degree - 3 points</div><div>• Earned at least 18 MA Units - 2.5 points</div></div>		<div>✓ Transcript of Records</div> <div>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</div>																								
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**SEARCH FOR MOST OUTSTANDING  
EDUCATION PROGRAM SUPERVISOR  
(SCHOOL GOVERNANCE AND OPERATIONS)**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with the date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit of ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of	
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
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<p><b>6. Networking/Linkages (7 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation that benefited the school and SDO</li></ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>		<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p> <p><i>Note: Incomplete MOVs will not be given point)</i></p>																					
<p><b>7. Conduct of Professional Development Programs (10 points)</b></p> <ul style="list-style-type: none"><li>Conducted professional development program/activity that addressed the needs of the teachers /school heads</li></ul> <p>✓ Proponent/organizer: 4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points</p> <p>✓ Member: 4 to 5 development programs- 5 points 2 to 3 development programs- 3 points</p>		<p>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, ✓ Certificate of Recognition/Participation ✓ Memorandum for the conduct of the program/activity</p>																					





<p>Advocacy program is well-designed, data-informed, and clearly aligned with DepEd priorities. Implementation is comprehensive, with strong stakeholder engagement. - 2 pts.</p> <p>Program is relevant and well-executed. - 1 pt.</p> <ul style="list-style-type: none"><li>Conducted monitoring and evaluation (together with School M&amp;E) on the status and progress of special programs and projects and provided feedback to management and stakeholders to obtain continuing support. <b>(2 points)</b></li></ul> <p>M&amp;E activities are well-planned, collaborative, and data-driven. Reports are comprehensive, with clear findings and actionable recommendations. Feedback was effectively communicated and led to visible improvements or sustained support. M&amp;E results are appropriately utilized. - 2 points</p> <p>M&amp;E was conducted systematically with relevant findings. Feedback was shared and acknowledged by stakeholders. - 1 point</p>	<ul style="list-style-type: none"><li>✓ Activity Completion Report/Accomplishment Report with complete documentation of activities conducted</li><li>✓ M&amp;E Plan</li><li>✓ M&amp;E Reports</li></ul>																		
<p><b>9. Utilization of the Downloaded PSF (10 points)</b></p> <table><tr><th>Obligation Rate (5 points)</th><th>Points Earned</th></tr><tr><td>100%</td><td>5</td></tr><tr><td>90-99%</td><td>4</td></tr><tr><td>80-89%</td><td>3</td></tr><tr><td>70-79%</td><td>2</td></tr><tr><td>Below 70%</td><td>1</td></tr></table> <table><tr><th>Disbursement Rate (5 points)</th><th>Points Earned</th></tr><tr><td>100%</td><td>5</td></tr><tr><td>90-99%</td><td>4</td></tr></table>	Obligation Rate (5 points)	Points Earned	100%	5	90-99%	4	80-89%	3	70-79%	2	Below 70%	1	Disbursement Rate (5 points)	Points Earned	100%	5	90-99%	4	<ul style="list-style-type: none"><li>✓ Approved WFP reflected in the PMIS</li><li>✓ Accomplishment Report signed by the Focal Person, Coordinator, Chief, Budget Officer, and SDS</li><li>✓ ACR, Impact evaluation, and other M&amp;E Tools</li><li>✓ Certification of Disbursement of funds from Finance Section</li></ul>
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**SEARCH FOR MOST OUTSTANDING ASSISTANT SCHOOL PRINCIPAL**

Name of Nominee: \_\_\_\_\_ SDO: \_\_\_\_\_  
 Position: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (15 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024 or CY 2024 and CY 2023</li></ul> ✓ Service Record													
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
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<p><b>8.6 Empowered teachers to conduct/ conceptualized action/basic research (5 points)</b></p> <ul style="list-style-type: none"><li>• Point/s Earned = (Number of teachers in the department who have conceptualized/conducted action/basic research divided by the Number of teachers in the department) x 5</li></ul>	<ul style="list-style-type: none"><li>✓ Certification from the Division Research Committee that the teachers conducted/ conceptualized action/ basic research</li></ul>													
<p><b>8.7 SBM Level of Practice (5 points)</b></p> <ul style="list-style-type: none"><li>• Level 3 – 5 points</li><li>• Level 2 – 3 points</li><li>• Level 1 – 1 point</li></ul>	<ul style="list-style-type: none"><li>✓ Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice</li></ul>													

<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree – 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree – 4.5 points</li> <li>• Earned at least 18 doctorate or doctor's degree units – 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) – 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree – 3 points</li> <li>• Earned at least 18 MA Units – 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies <ul style="list-style-type: none"> <li>• International/National – 5 points</li> <li>• Regional – 4 points</li> <li>• Division – 3 points</li> <li>• District – 2 points</li> <li>• School – 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING JHS HEAD TEACHER/DEPARTMENT HEAD**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (15 points)														
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p><b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024 or CY 2024 and CY 2023</li></ul> <p>✓ Service Record</p>													
B. Outstanding/Meritorious Accomplishments (70 points)														
<p>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>														
<p><b>1. Outstanding Employee Award (5 points)</b></p> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department or Awardee in the Region or Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region or Awardee in the Division or Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division or Awardee in the District or Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition/Merit</p> <p>✓ Any issuance, memorandum or document showing the Criteria for the Search</p>													
<b>2. Innovation (5 points)</b>														
<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of</p>	
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<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
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<ul style="list-style-type: none"><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	be divided by the number of writers - 0.5 point in each LR but not to exceed 3 points	Development/Quality Assurance Team																					
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<p><b>8.5 Served as coach to other teachers (5 points)</b></p> <table><tr><td>Percentage of the number of coachee/s as reflected in the Coaching Plan</td><td>Point/s Earned</td></tr><tr><td>90% - 100%</td><td>5 points</td></tr><tr><td>80% - 89%</td><td>4 points</td></tr><tr><td>70% - 79%</td><td>3 points</td></tr><tr><td>60% -69%</td><td>2 points</td></tr><tr><td>59 % below</td><td>1 point</td></tr></table>	Percentage of the number of coachee/s as reflected in the Coaching Plan	Point/s Earned	90% - 100%	5 points	80% - 89%	4 points	70% - 79%	3 points	60% -69%	2 points	59 % below	1 point	<ul style="list-style-type: none"><li>✓ Certification as a coach by the School Head</li><li>✓ Coaching Plan</li><li>✓ Coaching Completion Report</li></ul>	
Percentage of the number of coachee/s as reflected in the Coaching Plan	Point/s Earned													
90% - 100%	5 points													
80% - 89%	4 points													
70% - 79%	3 points													
60% -69%	2 points													
59 % below	1 point													
<p><b>8.6 Empowered teachers to conduct/ conceptualized action/basic research (5 points)</b></p> <ul style="list-style-type: none"><li>• Point/s Earned = (Number of teachers in the department who have conceptualized/conducted action/basic research divided by the Number of teachers in the department) x 5</li></ul>	<ul style="list-style-type: none"><li>✓ Certification from the Division Research Committee that the teachers conducted/conceptualized action/basic research</li></ul>													
<p><b>8.7 SBM Level of Practice (5 points)</b></p> <ul style="list-style-type: none"><li>• Level 3 – 5 points</li><li>• Level 2 – 3 points</li></ul>	<ul style="list-style-type: none"><li>✓ Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice</li></ul>													



<ul style="list-style-type: none"> <li>Level 1 – 1 point</li> </ul>		
<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree – 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree – 4.5 points</li> <li>Earned at least 18 doctorate or doctor's degree units – 4 points</li> <li>Master's Degree / Bachelor of points – 3.5</li> <li>Laws (Juris Doctor)</li> <li>Complete Academic Requirements for Master's Degree – 3 points</li> <li>Earned at least 18 MA Units – 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies <ul style="list-style-type: none"> <li>International/National – 5 points</li> <li>Regional – 4 points</li> <li>Division – 3 points</li> <li>District – 2 points</li> <li>School – 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **ADMINISTRATIVE OFFICER II (HRMO I)** **SDO LEVEL**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Current Position:** \_\_\_\_\_ **No. of years:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing • CY 2024 and 2023 ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>National Awardee - 10 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>  <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

\*Points earned are cumulative but not to exceed the allotted points for the criterion.

- d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

### 3. Research (5 points)

MOVs Submitted	Points
a, b, c, & d	5 points
a, b, c, & e	5 points
Only a, b, & c	3 points
Only a & b	2 points
Only a	1 point

\*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

\*Points earned are cumulative but not to exceed the allotted points for the criterion.

- a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- b. Accomplishment Report verified by the Head of Office
- c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office
- d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

### 4. Resource Speakership / Learning Facilitation (10 points)

Level	Points
<b>Nominees from the Regional Office</b>	
National Level Speakership or Higher	10 points
Regional Office Speakership	5 points
<b>Nominees from the Schools Division Office</b>	
Regional Level Speakership or Higher	10 points

- a. Issuance/Memorandum/Invitation/Training Matrix;
- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

Division/Provincial/City Level Speakership	5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	10 points		
School/Municipality/District Speakership	5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments specific to the position</b>			
<b>5.1 Salary Administration and Benefits Administration (5 points)</b>			
<ul style="list-style-type: none"> <li>100% of SDO Personnel timely received accurate salary and other benefits</li> </ul>	5 points	✓	Certification from the SDS as to percentage of School Personnel received salary and other benefits timely and accurately.
<ul style="list-style-type: none"> <li>95%-99% of SDO Personnel timely received accurate salary and other benefits</li> </ul>	4 points		
<ul style="list-style-type: none"> <li>90%-94% of SDO Personnel timely received accurate salary and other benefits</li> </ul>	3 points		- Indicate in the certification the total number of personnel versus the actual number of personnel received timely and accurate salary
<ul style="list-style-type: none"> <li>85%-89% of SDO Personnel timely received accurate salary and other benefits</li> </ul>	2 points		- In case 100% is not met, include justification
<ul style="list-style-type: none"> <li>84% and below of SDO Personnel timely received accurate salary and other benefits</li> </ul>	1 point		
<b>5.2 Personnel Records (5 points)</b>			
<ul style="list-style-type: none"> <li>100% Updated SDO Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS))</li> </ul>	5 points	✓	Certification from the SDO HRMO as to percentage of updated School Personnel Records
<ul style="list-style-type: none"> <li>95-99% Updated SDO Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS))</li> </ul>	4 points		- In case 100% is not met, include justification
		✓	PSIPOP/GMIS View (RO validator)

<ul style="list-style-type: none"> <li>• 90-94% Updated SDO Personnel 3 points Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> <li>• 85-89% Updated SDO Personnel 2 points Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> <li>• 84% and below Updated SDO 1 point Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> </ul>		
<p><b>5.3 Personnel Information System (5 points)</b></p> <ul style="list-style-type: none"> <li>• 100% of newly created items - 5 points filled up based on Program Management Information System (<i>PMIS</i>)</li> <li>• 95%-99% of newly created - 4 points items filled up based on Program Management Information System (<i>PMIS</i>)</li> <li>• 90%-94% of newly created - 3 points items filled up based on Program Management Information System (<i>PMIS</i>)</li> <li>• 85%-89% of newly created - 2 points items filled up based on Program Management Information System (<i>PMIS</i>)</li> <li>• 84% and below of newly - 1 point created items filled up based on Program Management Information System (<i>PMIS</i>)</li> </ul>	<p>✓ <i>PMIS</i> (RO validator)</p>	
<p><b>C. Education &amp; Learning and Development (15 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> </ul>	<p>✓ Transcript of Records</p>	

<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<p><b>2. Learning and Development (10 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE  
EDUCATION PROGRAM SUPERVISOR (EPS)**

**Name of Nominee:** \_\_\_\_\_ **FD:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (25 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (60 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 4 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
Only a & b	4 points													
Only a	2 points													



<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (10 points)</b></p> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>8 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>4 points</td></tr></tbody></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	8 points	Only a & b	6 points	Only a	4 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	8 points													
Only a & b	6 points													
Only a	4 points													
<p><b>4. Authorship (5 points)</b></p> <table><tbody><tr><td>• Sole authorship of a book</td><td>- 5 points</td></tr><tr><td>• Co-authorship of a book</td><td>- 5 points will be divided by the number of authors</td></tr><tr><td>• Writer/Developer/Contextualizer of LR/IEC</td><td>- 4 points</td></tr><tr><td>• Co-Writer of LR</td><td>- 4 points will be divided by the number of writers</td></tr><tr><td>• Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor,</td><td>- 0.5 point in each LR but not to exceed</td></tr></tbody></table>		• Sole authorship of a book	- 5 points	• Co-authorship of a book	- 5 points will be divided by the number of authors	• Writer/Developer/Contextualizer of LR/IEC	- 4 points	• Co-Writer of LR	- 4 points will be divided by the number of writers	• Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor,	- 0.5 point in each LR but not to exceed	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>		
• Sole authorship of a book	- 5 points													
• Co-authorship of a book	- 5 points will be divided by the number of authors													
• Writer/Developer/Contextualizer of LR/IEC	- 4 points													
• Co-Writer of LR	- 4 points will be divided by the number of writers													
• Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor,	- 0.5 point in each LR but not to exceed													

Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources	3 points																						
<i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>																							
<b>5. Resource Speakership/Learning Facilitation (5 points)</b>		a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.																					
<table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points		
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*Points earned are cumulative but not to exceed the allotted points for the criterion.																							
<b>6. Networking/Linkages (5 points)</b> <ul style="list-style-type: none"><li>Initiated DepEd-related networking/partnership projects and/or programs that will benefit the Office</li></ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <i>Note:</i> <i>a. For more than one proponent, points earned will be divided by the number of proponents.</i>		✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW																					
<b>7. Other Meritorious Accomplishments specific to the position</b>																							
<b>7.1 Conduct of Professional Development Programs (10 points)</b> <ul style="list-style-type: none"><li>Conducted professional development program/activity that addressed the</li></ul>		✓ Implemented approved proposal ✓ Narrative/Accomplishmen t report (depicting the																					

<p>needs of the teachers/school heads related to the PAPs supervised/ coordinated</p> <ul style="list-style-type: none"> <li>✓ Proponent/organizer - 10 points</li> <li>✓ Member - 5 points</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p><b>7.2 Implemented a Region/Division/ District-wide action plan that has been recognized by the community to have improved the delivery of the DepEd recognized Program, Project, and Activity (PAPs) (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Adopted in the Region - 5 points</li> <li>✓ Adopted by/in the Districts/Division - 4 points</li> <li>✓ Shared/disseminated - 3 points</li> <li>✓ Fully implemented - 2 points</li> <li>✓ Conceptualized - 1 point</li> </ul>	<p>extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation</p> <ul style="list-style-type: none"> <li>✓ Memorandum for the conduct of the program/activity</li> <li>✓ Special Order as focal person/coordinator</li> <li>✓ Approved Action Plan</li> <li>✓ Accomplishment Report</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum</li> <li>✓ Evidence showing positive impact of the action plan</li> </ul>	
<p><b>C. Education &amp; Learning and Development (10 points)</b></p>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	

<p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
REGIONAL OFFICE LEVEL 2 UNIQUE POSITION**

**Name of Nominee:** \_\_\_\_\_ **Functional Division:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (40 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 40	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (40 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (10 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 4 points</li><li>• Nomination in the District/ Awardee in the school - 2 points</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (10 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></tbody></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of	
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Only a	2 points													

<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>4 points</td></tr><tr><td>Only a &amp; b</td><td>3 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	4 points	Only a & b	3 points	Only a	2 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
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<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Member of the Development/</li></ul></td><td><ul style="list-style-type: none"><li>- 0.5 point in</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<ul style="list-style-type: none"><li>Member of the Development/</li></ul>	<ul style="list-style-type: none"><li>- 0.5 point in</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>							
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<div>Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</div> <div>each LR but not to exceed 3 points</div> <div>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div>																						
<div>5. Resource Speakership/Learning Facilitation (10 points)</div> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2">Nominees from the Regional Office</td></tr><tr><td>National Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Regional Office Speakership</td><td>5 points</td></tr><tr><td colspan="2">Nominees from the Schools Division Office</td></tr><tr><td>Regional Level Speakership or Higher</td><td>10 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>5 points</td></tr><tr><td colspan="2">Nominees from Schools</td></tr><tr><td>Division Level Speakership or Higher</td><td>10 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>5 points</td></tr></table> <div>*Points earned are cumulative but not to exceed the allotted points for the criterion.</div>	Level	Points	Nominees from the Regional Office		National Level Speakership or Higher	10 points	Regional Office Speakership	5 points	Nominees from the Schools Division Office		Regional Level Speakership or Higher	10 points	Division/Provincial/City Level Speakership	5 points	Nominees from Schools		Division Level Speakership or Higher	10 points	School/Municipality/District Speakership	5 points	<div>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</div>	
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<div>2. Learning and Development (10 points)</div> <div>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</div> <div><div><div>• International/National</div><div>- 10 points</div></div><div><div>• Regional</div><div>- 8 points</div></div><div><div>• Division</div><div>- 6 points</div></div><div><div>• District</div><div>- 4 points</div></div></div> <div>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</div>																						



<ul style="list-style-type: none"> <li>School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted                             <ul style="list-style-type: none"> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **REGIONAL OFFICE** **SECTION OR UNIT HEAD**

**Name of Nominee:** \_\_\_\_\_ **Functional Division:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (35 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 35	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b>  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li><li>• Nomination in the District/ Awardee in the school - 1 point</li></ul> <i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i> <i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (10 points)</b>  <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <i>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of	
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<p><b>6. Outreach Activity (3 points)</b></p> <ul style="list-style-type: none"><li>Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements<ul style="list-style-type: none"><li>✓ Proponent/organizer - 3 points</li><li>✓ Member - 1.5 points</li></ul></li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"><li>✓ Copy of the approved proposal</li><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video</li><li>✓ Certificate of Recognition/Participation</li></ul>																					
<p><b>7. Networking/Linkages (2 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school</li></ul>	<ul style="list-style-type: none"><li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li></ul>																					

<div>Proponent/organizer - 2 points</div> <div>Member - 1 point</div> <div>Note: a. For more than one proponent, points earned will be divided by the number of proponents.</div>	<div>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</div> <div>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</div>													
<div>8. Other Meritorious Accomplishments specific to the position</div> <div>8.1 Compliance on submission of RMEA and other reports (3 points)</div> <div><div>• 7 days or earlier - 3 points</div><div>• 4-6 days - 2 points</div><div>• 1-3 days - 1 point</div></div> <div>8.2 Managed/facilitated a related training/ activity conducted (2 points)</div> <div><div>• 2 or more activities managed/facilitated - 2 points</div><div>• 1 activity managed/facilitated - 1 point</div></div> <div>8.3 Timely preparation and submission of documents for the procurement of goods and services and payment thereof (5 points)</div> <div><table><tr><td></td><td>Preparation of Procurement Documents</td></tr><tr><td>With Complete Documents and without discrepancy</td><td>2.5 points</td></tr><tr><td>With Complete Documents and with minor discrepancy</td><td>1.5 points</td></tr></table><table><tr><td></td><td>Payment</td></tr><tr><td>At least 5 days after the conduct of the activity</td><td>2.5 points</td></tr><tr><td>6 days or more after the conduct of the activity</td><td>1.5 points</td></tr></table></div>		Preparation of Procurement Documents	With Complete Documents and without discrepancy	2.5 points	With Complete Documents and with minor discrepancy	1.5 points		Payment	At least 5 days after the conduct of the activity	2.5 points	6 days or more after the conduct of the activity	1.5 points	<div>✓ Copy of the Quarterly RMEA and other reports</div> <div>✓ Certificate of Recognition/ Certificate of Appreciation</div> <div>✓ Certification from the Finance Division</div>	
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<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **REGIONAL OFFICE** **ADMINISTRATIVE OFFICER**

**Name of Nominee:** \_\_\_\_\_ **Functional Division:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (45 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 45	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (35 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li><li>• Nomination in the District/ Awardee in the school - 1 point</li></ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of	
MOVs Submitted	Points													
a, b, c, & d	5 points													
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<p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																			
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>		<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																			
<p><b>4. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr></table>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																				
<b>Nominees from the Regional Office</b>																					
National Level Speakership or Higher	5 points																				
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Division Level Speakership or Higher	5 points																				




School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments specific to the position</b>  <b>5.1 Assisted in technical planning in any training, orientation, workshop, and other activities (10 points)</b> <ul style="list-style-type: none"> <li>National Level - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> </ul> <b>5.2 Membership in Working Committees/ BAC/Procurement-Related (5 points)</b> <ul style="list-style-type: none"> <li>At least three (3) Working Committees - 5 points</li> <li>Two (2) Working Committees - 3 points</li> <li>One (1) working committee - 2 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Certificate of Appreciation/ Recognition duly signed by the SDS (for SDO, district and school nominees) or RD (for RO nominees); or</li> <li>✓ Memorandum containing the name of the nominee</li>   <li>✓ Special Order/Memorandum (with the name of the Nominee)</li> </ul>	
<b>C. Education &amp; Learning and Development (15 points)</b>			
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>Complete Academic Requirements for Master's Degree - 3 points</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	

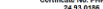
<p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<p><b>D. Potential (5 points)</b></p>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE ACCOUNTANT**

**Name of Nominee:** \_\_\_\_\_ **Functional Division:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 30	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (50 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee – 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level – 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level – 2 points</li></ul> <i>Note:</i> <ul style="list-style-type: none"><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li></ul>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	
MOVs Submitted	Points													
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**Address:** Government Center, Candahug, Palo, Leyte  
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**Email Address:** region8@deped.gov.ph  
**Website:** region8.deped.gov.ph


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<p><b>Office (10 points)</b></p> <p>Complete and accurate (on the 1<sup>st</sup> day of the workshop or earlier) - 10 points</p> <p>Complete and accurate (before the last day of the workshop) - 8 points</p> <p>Complete (within the submission date set/last day of the workshop) - 6 points</p> <p><b>4.2.2 Submission of Mid-Year and Year-End Financial Reports to COA (5 points)</b></p> <p>Complete and accurate (2 days or earlier before the deadline) - 5 points</p> <p>Complete and accurate (1 day before the deadline) - 4 points</p> <p>Complete and accurate on the deadline set - 3 points</p> <p><b>4.2.3 Submission of Monthly and Quarterly Financial Reports to Central Office, COA, DBM and other oversight agencies (10 points)</b></p> <p>Complete and accurate (2 days or earlier before the scheduled submission date set) - 10 points</p> <p>Complete and accurate (1 day before the scheduled submission date set) - 8 points</p> <p>Complete and accurate within the submission date - 6 points</p> <p><b>4.3 Attendance to Division/Section/Unit Activities (5 points)</b></p> <p>100% Attendance - 5 points</p> <p>80-99 % Attendance - 4 points</p> <p>60-79% Attendance - 3 points</p> <p>59% and below - 2 points</p>	<p>✓ Transmittal Letter received by COA</p> <p>✓ Transmittal Letter received by COA and DBM</p> <p>✓ Email to Central Office as proof of submission</p> <p>✓ Certification of Attendance duly signed by the CAO-FD</p>	
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<b>C. Education &amp; Learning and Development (15 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (10 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	



## SEARCH FOR MOST OUTSTANDING **SCHOOL LITERACY COORDINATOR** (Elementary Level only)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>															
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p><b>Point/s Earned</b> = (Average of the Two IPCRF Ratings/5) x 30</p>		<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> <p>✓ Service Record</p> <p>✓ Special Order/ Memorandum issued as to coordinatorship duly signed by authorities</p>													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b> <p>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>															
<b>1. Innovation (15 points)</b>															
<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>15 points</td></tr><tr><td>a, b, c, &amp; e</td><td>15 points</td></tr><tr><td>Only a, b, &amp; c</td><td>9 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>3 points</td></tr></table> <p>*Innovations shall address on the improvement of the literacy level.</p> <p>*For collaborative research innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		MOVs Submitted	Points	a, b, c, & d	15 points	a, b, c, & e	15 points	Only a, b, & c	9 points	Only a & b	6 points	Only a	3 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points														
a, b, c, & d	15 points														
a, b, c, & e	15 points														
Only a, b, & c	9 points														
Only a & b	6 points														
Only a	3 points														

<div>2. Development of Intervention Tools that led to improvement of numeracy level <b>(30 points)</b></div> <div>2.1 <b>Quality Assured (15 points)</b></div> <table><tr><th>Quality Assurance Level</th><th>Point/s Earned</th></tr><tr><td>Region</td><td>15</td></tr><tr><td>Division</td><td>10</td></tr><tr><td>District/School/Municipality</td><td>5</td></tr></table>	Quality Assurance Level	Point/s Earned	Region	15	Division	10	District/School/Municipality	5	<div>✓ Copy of the intervention tools developed duly approved by the School Head/SDS/RD (whichever should apply depending on the scope)</div>	
Quality Assurance Level	Point/s Earned									
Region	15									
Division	10									
District/School/Municipality	5									
<div>2.2 <b>Pilot tested</b> the intervention materials <b>(5 points)</b></div> <table><tr><th>No. of schools piloted</th><th>Point/s Earned</th></tr><tr><td>5 or more</td><td>5</td></tr><tr><td>2-4</td><td>4</td></tr><tr><td>1</td><td>3</td></tr></table>	No. of schools piloted	Point/s Earned	5 or more	5	2-4	4	1	3	<div>✓ Certification/Endorsement on the Quality Assured of the intervention tools from School Committee/SDO/RO Quality Assurance Team</div> <div>✓ Copy of the intervention tools on the conduct of pilot testing evidently shown with comments</div>	
No. of schools piloted	Point/s Earned									
5 or more	5									
2-4	4									
1	3									
<div>2.3 Implementation of the intervention materials <b>(10 points)</b></div> <table><tr><th>Implementation Level</th><th>Points Earned</th></tr><tr><td>Division</td><td>10</td></tr><tr><td>District</td><td>5</td></tr><tr><td>School</td><td>3</td></tr></table>	Implementation Level	Points Earned	Division	10	District	5	School	3	<div>✓ Copy of the finalized Intervention tools</div> <div>✓ Copy of letter/certification on the implementation and utilization of the intervention tools</div>	
Implementation Level	Points Earned									
Division	10									
District	5									
School	3									
<div>C. Results on the literacy performance <b>(20 points)</b></div> <div>• <b>Pre-Post Test Results</b></div> <div>Points Earned : Average of the following:</div> <div>• Grades 1-3 (CRLA Grade Ready Results/100) x 20);</div> <div>• Grades 4-6 (Phil-IRI Independent Results/100x20);</div>	<div>✓ Copy of the Report/Form A literacy report</div>									

<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted                             <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **SCHOOL NUMERACY COORDINATOR** (Elementary Level only)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (30 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings/5) x 30	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Service Record✓ Special Order/Memorandum issued as to coordinatorship duly signed by authorities													
<b>B. Outstanding/Meritorious Accomplishments (45 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
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MOVs Submitted	Points													
a, b, c, & d	15 points													
a, b, c, & e	15 points													
Only a, b, & c	9 points													
Only a & b	6 points													
Only a	3 points													

2. Development of Intervention Tools that led to improvement of numeracy level <b>(30 points)</b>										
2.1 <b>Quality Assured (15 points)</b>		✓ Copy of the intervention tools developed duly approved by the School Head/SDS/RD (whichever should apply depending on the scope)								
<table><tr><td>Quality Assurance Level</td><td>Point/s Earned</td></tr><tr><td>Region</td><td>15</td></tr><tr><td>Division</td><td>10</td></tr><tr><td>District/School/Municipality</td><td>5</td></tr></table>		Quality Assurance Level	Point/s Earned	Region	15	Division	10	District/School/Municipality	5	
Quality Assurance Level	Point/s Earned									
Region	15									
Division	10									
District/School/Municipality	5									
2.2 <b>Pilot tested</b> the intervention materials <b>(5 points)</b>		✓ Certification/Endorsement on the Quality Assured of the intervention tools from School Committee/SDO/RO Quality Assurance Team ✓ Copy of the intervention tools on the conduct of pilot testing evidently shown with comments								
<table><tr><td>No. of schools piloted</td><td>Point/s Earned</td></tr><tr><td>5 or more</td><td>5</td></tr><tr><td>2-4</td><td>4</td></tr><tr><td>1</td><td>3</td></tr></table>		No. of schools piloted	Point/s Earned	5 or more	5	2-4	4	1	3	
No. of schools piloted	Point/s Earned									
5 or more	5									
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2.3 Implementation of the intervention materials <b>(10 points)</b>		✓ Copy of the finalized Intervention tools. ✓ Copy of letter/certification on the implementation and utilization of the intervention tools.								
<table><tr><td>Implementation Level</td><td>Points Earned</td></tr><tr><td>Division</td><td>10</td></tr><tr><td>District</td><td>5</td></tr><tr><td>School</td><td>3</td></tr></table>		Implementation Level	Points Earned	Division	10	District	5	School	3	
Implementation Level	Points Earned									
Division	10									
District	5									
School	3									
<b>C. Results on the numeracy performance (20 points)</b>										
• <b>Pre-Post Test Results</b>  <b>Points Earned</b> = (RMA Result/100) x 20		✓ Copy of the Report/Form A numeracy report/RMA result								
<b>D. Potential (5 points)</b>										
✓ Interview and essay shall be conducted <ul style="list-style-type: none"><li>• Communication skills</li><li>• Ability to present ideas</li><li>• Alertness</li><li>• Judgment</li><li>• Stress Tolerance</li></ul>		✓ Potential/Interview Checklist & Rating Sheet								

## SEARCH FOR MOST OUTSTANDING **ICT COORDINATOR** (**SCHOOL LEVEL**)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (20 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Special Order/Memorandum issued as an ICT Coordinator duly signed by authorities													
B. Outstanding/Meritorious Accomplishments (65 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (10 points) <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li></ul> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (10 points)														
<table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the	
MOVs Submitted	Points													
a, b, c, & d	10 points													
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*Innovation must be ICT-related only.														

<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>									
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LR/IEC - 4 points</li><li>Co-Writer of LR - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>									
<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points									
<b>Nominees from the Regional Office</b>										
National Level Speakership or Higher	5 points									
Regional Office Speakership	2.5 points									



<b>Nominees from the Schools Division Office</b>			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments as to the position (35 points)</b>			
<ul style="list-style-type: none"><li>Ensured the maximum utilization of DCP packages in teaching and learning. – 15pts</li><li>Maintained the usability of Microsoft school and learners’ accounts. – 15pts</li><li>Supported programs relative to the use of the DepEd Learning Management System. – 15pts.</li></ul>		Certification signed by CID Chief, ITO, and SDS	
		Certification signed by ITO and SDS	
		Certification signed by CID Chief, ITO, and SDS	
<b>C. Education &amp; Learning and Development (10 points)</b>			
<b>1. Education (5 points)</b>		<ul style="list-style-type: none"><li>✓ Transcript of Records</li><li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li></ul>	
<ul style="list-style-type: none"><li>Doctorate/Doctor’s Degree - 5 points</li><li>Complete Academic Requirements for Doctorate/Doctor’s Degree - 4.5 points</li><li>Earned at least 18 Doctorate/ Doctor’s Degree units - 4 points</li><li>Master’s Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li><li>Complete Academic Requirements for Master’s Degree - 3 points</li><li>Earned at least 18 MA Units - 2.5 points</li></ul>			
<b>2. Learning and Development (5 points)</b>		<ul style="list-style-type: none"><li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li></ul>	
<ul style="list-style-type: none"><li>Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li><li>International/National - 5 points</li><li>Regional - 4 points</li><li>Division - 3 points</li></ul>			
Note:			

<p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>		
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

## SEARCH FOR MOST OUTSTANDING **SPORTS COACH/TRAINER** **SCHOOL LEVEL**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (20 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024</li></ul> ✓ Special Order/Memorandum issued as a Sports Coach/Trainer duly signed by authorities													
B. Outstanding/Meritorious Accomplishments (65 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (10 points) <ul style="list-style-type: none"><li>• National Awardee - 10 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 8 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 6 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 4 points</li></ul> <p>Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (10 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> <p>*Innovation should be Sports-related only.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the	
MOVs Submitted	Points													
a, b, c, & d	10 points													
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<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>																	
<p><b>3. Authorship (5 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 5 points</li><li>Co-authorship of a book - 5 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer of LRs/IEC - 4 points</li><li>Co-Writer of LRs - 4 points will be divided by the number of writers</li><li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>		<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>																	
<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr></table>		Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																		
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<b>5. Other Meritorious Accomplishments as to the position (35 points)</b>																											
<b>5.1 Conduct of Professional Development Programs (PDPs) related to Sports (10 points)</b>  Conducted professional development program/activity that addressed the needs of Sports coaches/trainers		✓ Narrative/ Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery /learning outcome) with attachments: Pictorial, written output, video, ✓ Certificate of Recognition/Participation ✓ Memorandum for the conduct of the program/activity																									
<table border="1"> <thead> <tr> <th>Role</th> <th>Number of PDPs conducted</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Proponent/ Organizer</td> <td>4 or more</td> <td>10 points</td> </tr> <tr> <td>2-3</td> <td>8 points</td> </tr> <tr> <td>1</td> <td>6 points</td> </tr> <tr> <td rowspan="3">Member</td> <td>4 or more</td> <td>5 points</td> </tr> <tr> <td>2-3</td> <td>3 points</td> </tr> <tr> <td>1</td> <td>1 point</td> </tr> </tbody> </table>	Role	Number of PDPs conducted	Point/s Earned	Proponent/ Organizer	4 or more	10 points	2-3	8 points	1	6 points	Member	4 or more	5 points	2-3	3 points	1	1 point										
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<b>Note:</b> a. Points earned are cumulative but not to exceed the allotted points for the criterion.																											
<b>5.2 Award as Sports Trainer or Coach (25 points)</b>		✓ Certificate of Recognition/Appreciation as Sports Trainer or Coach of a Winning Athlete																									
<table border="1"> <thead> <tr> <th>Level</th> <th>Rank</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td rowspan="3">National</td> <td>1</td> <td>10 points</td> </tr> <tr> <td>2</td> <td>7 points</td> </tr> <tr> <td>3</td> <td>5 points</td> </tr> <tr> <td rowspan="3">Regional</td> <td>1</td> <td>5 points</td> </tr> <tr> <td>2</td> <td>3 points</td> </tr> <tr> <td>3</td> <td>1 point</td> </tr> <tr> <td rowspan="3">Division</td> <td>1</td> <td>3 points</td> </tr> <tr> <td>2</td> <td>2 points</td> </tr> <tr> <td>3</td> <td>1 point</td> </tr> </tbody> </table>	Level	Rank	Point/s Earned	National	1	10 points	2	7 points	3	5 points	Regional	1	5 points	2	3 points	3	1 point	Division	1	3 points	2	2 points	3	1 point			
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<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</i></p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING DIVISION WinS COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (15 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities													
B. Outstanding/Meritorious Accomplishments (65 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the Barangay Level - 2 points</li></ul> Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> *Innovation must be WinS-related only.	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research,	
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<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
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Level	Points													
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Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Networking/Linkages (20 points)</b> <ul style="list-style-type: none"> <li>Initiated DepEd-related resource generation projects and/or programs that will benefit the school</li> </ul> <p>Proponent/organizer - 5 points Member - 2.5 points</p> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>		<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>	
<b>6. Other Meritorious Accomplishments specific to the position</b> <p><b>6.1 3-Star Approach (25 points)</b></p> <ul style="list-style-type: none"> <li>Able to reach 3 stars for the past 2 yrs. - 25 points</li> <li>Able to reach 3 stars for the 1st time - 20 points</li> <li>Able to reach 2 stars for the past 2 yrs. - 15 points</li> <li>Able to reach 2 stars for the 1st time - 10 points</li> <li>Able to reach 1 star - 5 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Division Results</li> </ul>	
<b>C. Education &amp; Learning and Development (15 points)</b>			
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> </ul>		<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	

<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (10 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> </ul> <ul style="list-style-type: none"> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING  
SCHOOL-BASED FEEDING PROGRAM DIVISION COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (25 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 25	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities													
<b>B. Outstanding/Meritorious Accomplishments (60 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i>  <i>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
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Only a & b	2 points													
Only a	1 point													

<p>*Innovation should be School-based Feeding program-related only.</p> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>												
<p><b>3. Research (5 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*Research studies conducted should be School-based Feeding program-related only.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>
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<p><b>4. Resource Speakership / Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr></table>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</p> <p>c. Slide deck/s used and/or</p>						
Level	Points												
<b>Nominees from the Regional Office</b>													
National Level Speakership or Higher	5 points												

Regional Office Speakership	2.5 points	Session guide/s.	
<b>Nominees from the Schools Division Office</b>			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
<b>Nominees from Schools</b>			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exceed the allotted points for the criterion.			
<b>5. Other Meritorious Accomplishments specific to the position (40 points)</b>			
<b>5.1 Percentage of actual beneficiaries served versus the target beneficiaries (5 points)</b>		✓ Target beneficiaries from SDO versus Actual beneficiaries from School using SBFP Form 1	
100% of beneficiaries were served with NFP & Milk - 5 points 90-99% of beneficiaries were served with NFP & Milk - 3 points 89% and below of beneficiaries were served with NFP & Milk - 1 point			
<b>5.2 Prompt implementation of the program (5 points)</b>		✓ Narrative Report of implementation of program	
The program was implemented on schedule - 5 points  The program was implemented behind schedule - 4 points			
<b>5.3 Compliance to guidelines (5 points)</b>		✓ SBFP Core Group Members ✓ Activity Completion Report ✓ Narrative Reports ✓ Documentation	
<b>5.4 Presence &amp; completeness of the following forms (SBFP Form FY2021) (5 points)</b>		SBFP Forms FY 2021	

1 point each if complied <ul style="list-style-type: none"> <li>• Cycle Menu</li> <li>• SBFP Form 1</li> <li>• SBFP Form 2</li> <li>• SBFP Form 3</li> <li>• SBFP Form 7</li> </ul>		
<b>5.5 Prompt Submission of Liquidation Reports (5 points)</b>  Suppliers were fully paid within a month - 5 points Suppliers were fully paid more than one (1) month - 3 points Suppliers were fully paid more than two (2) months - 2 points	Liquidation Reports	
<b>5.6 Prompt submission of Program Terminal Report (PTR) (5 points)</b>  PTR was submitted complete and on time - 5 points  PTR was submitted late and incomplete - 4 points	SBFP PTR	
<b>5.7 Involvement/support of parents &amp; community (5 points)</b>  Involvement/support of parents & community are recorded and documented - 5 points  There is involvement/support of parents & community but not documented - 4 points	Activity Documentation Report	
<b>5.8 Conduct of advocacy and social/resource mobilization activities (5 points)</b>  Advocacy and social/resource mobilization activities were recorded and documented - 5 points  Advocacy and social/resource mobilization activities were conducted but not documented - 4 points	Activity Documentation Report	
<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements - 3 points</li> </ul>	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	



<p>for Master's Degree</p> <ul style="list-style-type: none"> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>		
<p><b>2. Learning and Development (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

**SEARCH FOR MOST OUTSTANDING  
DIVISION GENDER AND DEVELOPMENT (GAD) COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (20 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities													
<b>B. Outstanding/Meritorious Accomplishments (65 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Outstanding Employee Award (5 points)</b> <ul style="list-style-type: none"><li>• National Awardee – 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> <i>Note:</i> <ul style="list-style-type: none"><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li></ul>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
<b>2. Innovation (5 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></tbody></table>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of	
MOVs Submitted	Points													
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<p>*Innovation should be GAD-related only.</p> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
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<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>									
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of</li></ul>													

<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources</li></ul> <p>writers - 0.5 point in each LR but not to exceed 3 points</p> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>																						
<p><b>5. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
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School/Municipality/District Speakership	2.5 points																					
<p><b>6. Networking/Linkages (5 points)</b></p> <ul style="list-style-type: none"><li>Initiated DepEd-related networking/partnership projects and/or programs that will benefit the office</li></ul> <p><b>Points given to GAD-related networking /partnership projects and/or programs</b> Proponent/organizer - 5 points Member - 2.5 points</p> <p><b>Points given to non-GAD-related networking/partnership projects and/or programs</b> Proponent/organizer - 3 points Member - 1.5 points</p> <p><i>Note:</i> a. For more than one proponent, points earned will be divided by the number of proponents.</p>	<p>✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/ attachments: Pictures, WFP/POW</p>																					

<b>7. Other Meritorious Accomplishments as to the position/coordinatorship within the last 3 years from the cut-off date set by the Regional PRAISE committee (35 points)</b>											
<b>7.1 Functionality of GAD Focal Point System (GFPS) (10 points)</b> <table border="1"><tr><td>No. of Meetings Conducted within the last 3 years from the cut-off date set</td><td>Points Earned</td></tr><tr><td>At least 5</td><td>10 points</td></tr><tr><td>4</td><td>8 points</td></tr><tr><td>3</td><td>6 points</td></tr></table>		No. of Meetings Conducted within the last 3 years from the cut-off date set	Points Earned	At least 5	10 points	4	8 points	3	6 points	✓ Minutes of Meetings ✓ Accomplished GAD Mainstreaming Evaluation Framework (GMEF)	
No. of Meetings Conducted within the last 3 years from the cut-off date set	Points Earned										
At least 5	10 points										
4	8 points										
3	6 points										
<b>7.2 Submission of GAD Plan and Budget (GPB) (5 points)</b> <ul style="list-style-type: none"><li>Submitted GAD Plan and Budget - 5 pts. 3 days before the deadline</li><li>Submitted GAD Plan and Budget - 4 pts. 2 days before the deadline</li><li>Submitted GAD Plan and Budget - 3 pts. 1 day before the deadline</li><li>Submitted GAD Plan and Budget - 2 pts. on the deadline</li></ul>		✓ Copy of the GAD Plan and Budget (GPB) duly signed by the SDS									
<b>7.3 Submission of GAD Accomplishment Report (AR) (5 Points)</b> <ul style="list-style-type: none"><li>Submitted GAD Accomplishment Report 3 days before the deadline - 5 pts.</li><li>Submitted GAD Accomplishment Report 2 days before the deadline - 4 pts.</li><li>Submitted GAD Accomplishment Report 1 day before the deadline - 3 pts.</li><li>Submitted GAD Accomplishment Report on the deadline - 2 pts.</li></ul>		✓ Copy of the GAD Accomplishment Report/s duly signed by the SDS									
<b>7.4 Attributed Programs, Projects, and Activities (PPAs) subjected to Harmonized Gender and Development Guidelines (HGDG) (5 Points)</b> <table border="1"><tr><td>No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set</td><td>Point/s Earned</td></tr><tr><td>At least 5</td><td>5 points</td></tr><tr><td>4</td><td>3 points</td></tr></table>		No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set	Point/s Earned	At least 5	5 points	4	3 points	✓ Project Proposal/s duly approved by the SDS ✓ Accomplished HGDG form duly signed by the authorities			
No. of attributed Project Proposal/s Subjected to HGDG within the last 3 years from the cut-off date set	Point/s Earned										
At least 5	5 points										
4	3 points										

3		1 point			
<b>7.5 Activities conducted that addressed Gender issues (10 points)</b>				✓ Activity Completion Report/s	
No. of Activities conducted that addressed Gender of Conducted within the last 3 years from the cut-off date set		Points Earned			
At least 11		10 points			
10		6 points			
9		3 points			
<b>C. Education &amp; Learning and Development (10 points)</b>					
<b>1. Education (5 points)</b> <ul style="list-style-type: none"><li>• Doctorate/Doctor's Degree – 5 points</li><li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li><li>• Earned at least 18 doctorate or doctor's degree units - 4 points</li><li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li><li>• Complete Academic Requirements for Master's Degree - 3 points</li><li>• Earned at least 18 MA Units – 2.5 points</li></ul>				✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<b>2. Learning and Development (5 points)</b> ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies <ul style="list-style-type: none"><li>• International/National – 5 points</li><li>• Regional – 4 points</li><li>• Division – 3 points</li><li>• District – 2 points</li><li>• School – 1 point</li></ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>					
<b>D. Potential (5 points)</b>					
✓ Interview and essay shall be conducted <ul style="list-style-type: none"><li>• Communication skills</li><li>• Ability to present ideas</li><li>• Alertness</li><li>• Judgment</li><li>• Stress Tolerance</li></ul>				✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING  
DIVISION SCHOOL-BASED MANAGEMENT (SBM) COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (8 points)		
1. Performance rating of the nominee for the last 2 rating periods with Outstanding Rating (4.50-5.00)  Point/s Earned: = (Average of the two IPCRF Ratings / 5) x 8	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities	
B. Outstanding/Meritorious Accomplishments (82 points)		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (3 points) <ul style="list-style-type: none"><li>• National Awardee - 3 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 2 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 1 point</li></ul> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</p> <p>Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office	

MOVs Submitted	Points
a, b, c, & d	5 points
a, b, c, & e	5 points
Only a, b, & c	3 points
Only a & b	2 points
Only a	1 point

\*Innovation should be SBM-related only.



<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (3 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>3 points</td></tr><tr><td>a, b, c, &amp; e</td><td>3 points</td></tr><tr><td>Only a, b, &amp; c</td><td>2 points</td></tr><tr><td>Only a &amp; b</td><td>1 point</td></tr><tr><td>Only a</td><td>0.50 point</td></tr></table> <p>*Research studies conducted should be SBM-related only.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	3 points	a, b, c, & e	3 points	Only a, b, & c	2 points	Only a & b	1 point	Only a	0.50 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	3 points													
a, b, c, & e	3 points													
Only a, b, & c	2 points													
Only a & b	1 point													
Only a	0.50 point													
<p><b>4. Authorship (3 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book - 3 points</li><li>Co-authorship of a book - 3 points will be divided by the number of authors</li><li>Writer/Developer/Contextualizer - 2 points</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p>													

<div><div>of LR's/IEC</div><div><ul style="list-style-type: none"><li>Co-Writer of LR's</li><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources</li></ul></div></div> <div><div>Note:</div><div>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div>	<div>✓ Certificate Recognition</div> <div>of</div>																					
<div><div>5. Resource Speakership/Learning Facilitation (3 points)</div><table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2">Nominees from the Regional Office</td></tr><tr><td>National Level Speakership or Higher</td><td>3 points</td></tr><tr><td>Regional Office Speakership</td><td>1.5 points</td></tr><tr><td colspan="2">Nominees from the Schools Division Office</td></tr><tr><td>Regional Level Speakership or Higher</td><td>3 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>1.5 points</td></tr><tr><td colspan="2">Nominees from Schools</td></tr><tr><td>Division Level Speakership or Higher</td><td>3 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>1.5 points</td></tr></table><div>*Points earned are cumulative but not to exceed the allotted points for the criterion.</div></div>	Level	Points	Nominees from the Regional Office		National Level Speakership or Higher	3 points	Regional Office Speakership	1.5 points	Nominees from the Schools Division Office		Regional Level Speakership or Higher	3 points	Division/Provincial/City Level Speakership	1.5 points	Nominees from Schools		Division Level Speakership or Higher	3 points	School/Municipality/District Speakership	1.5 points	<div>a. Issuance/Memorandum /Invitation/Training Matrix;</div> <div>b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and</div> <div>c. Slide deck/s used and/or Session guide/s.</div>	
Level	Points																					
Nominees from the Regional Office																						
National Level Speakership or Higher	3 points																					
Regional Office Speakership	1.5 points																					
Nominees from the Schools Division Office																						
Regional Level Speakership or Higher	3 points																					
Division/Provincial/City Level Speakership	1.5 points																					
Nominees from Schools																						
Division Level Speakership or Higher	3 points																					
School/Municipality/District Speakership	1.5 points																					
<div>6. Other Meritorious Accomplishments specific to the position (65 points)</div>																						
<div><div>6.1 SDOs Achievement and Awards (SBM related project) on TA Provision (15 points)</div><div><div>Best Practice in TA Provision</div><div>Effective Practice in TA Provision</div><div>Innovative Practice in TA Provision</div></div><div><div>– 15 pts.</div><div>– 10 pts.</div><div>– 5 pts.</div></div></div>	<div>✓ Awards received and certificates or Plaque of recognition</div>																					
<div>6.2 Meet the 100% Target of Schools SBM Level II of Practice against to the total number of (excluding Level III) schools (10 points)</div>	<div>✓ Consolidated SBM Assessment Results duly signed by the Division Validators and duly approved by the</div>																					

<p>100% of the total number of Schools (Elem. &amp; Sec.) - 10 points</p> <p>95% - 99% of the total number of Schools (Elem. &amp; Sec.) - 8 points</p> <p>90% - 94% of the total number of Schools (Elem. &amp; Sec.) - 6 points</p> <p>85% - 89% of the total number of Schools (Elem. &amp; Sec.) - 4 points</p> <p>Below 85% of the total number of Schools (Elem. &amp; Sec.) - 2 points</p>	Schools Division Superintendent	
<p><b>6.3 Meet the 50% Target of Schools SBM Level III of Practice against to the total number of SBM Level II schools (10 points)</b></p> <p>50% of the total number of SBM Level II Schools (Elem. &amp; Sec.) - 10 points</p> <p>45%-49% of the total number of SBM Level II Schools (Elem. &amp; Sec.) - 8 points</p> <p>40% - 44% of the total number of SBM Level II Schools (Elem. &amp; Sec.) - 6 points</p> <p>35% - 39% of the total number of SBM Level II Schools (Elem. &amp; Sec.) - 4 points</p> <p>Below 35% of the total number of SBM Level II Schools (Elem. &amp; Sec.) - 2 points</p>	<p>✓ Consolidated SBM Assessment Results duly signed by the Division Validators and duly approved by the Schools Division Superintendent</p>	
<p><b>6.4 Meet the 100% Target of Schools SBM Level III of Practice region recognized against to the total number of SDOs` recommended SBM Level III schools for regional validation- at least 10 recommended schools for Provincial divisions and at least 5 recommended schools for City divisions (15 points)</b></p> <p>100% of the total no. of recommended Schools (Elem. &amp; Sec.) - 15 points</p> <p>95% - 99% of the total number of recommended schools (Elem. &amp; Sec.) - 12 points</p> <p>90% - 94% of the total - 9 points</p>	<p>✓ Consolidated SBM Assessment Results duly approved by the QAD Chief</p>	

<p>number of recommended School (Elem. &amp; Sec)</p> <p>85% - 89% of the total number of schools (Elem. &amp; Sec) - 6 points</p> <p>Below 85% of the total number of schools (Elem. &amp; Sec.) - 3 points</p>		
<p><b>6.5 SDO-SBM Coaching Plan Implementation (15 points)</b></p> <p>90-100% of the SBM Coaching Plan has been implemented - 15 points</p> <p>80% - 89.99% of the SBM Coaching Plan has been implemented - 12 points</p> <p>70% - 79.99% of the SBM Coaching Plan has been implemented - 9 points</p> <p>60% - 69.99% of the SBM Coaching Plan has been implemented - 6 points</p> <p>At most 59% of the SBM Coaching Plan has been implemented - 3 points</p>	<p>✓ Division Coaching Plan Implementation Report with MOVs</p>	
<p><b>C. Education &amp; Learning and Development (5 points)</b></p>		
<p><b>1. Education (3 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 3 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 2.5 points</li> <li>• Earned at least 18 doctorate or doctor's degree units - 2 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 1.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 1 point</li> <li>• Earned at least 18 MA Units - 0.5 point</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (2 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 2 pts.</li> <li>• Regional - 1.5 pts.</li> <li>• Division - 1 pt.</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	

<i>from the cut-off date set by the Regional PRAISE committee.</i>		
<b>D. Potential (5 points)</b>		
✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

**SEARCH FOR MOST OUTSTANDING  
DIVISION TECHNICAL ASSISTANCE (TA) COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (10 points)														
1. Performance rating of the nominee for the last 2 rating periods with Outstanding Rating (4.50-5.00)  Point/s Earned: = Average of the two IPCRF Ratings / 5) x 10	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>CY 2024 and CY 2023</li></ul> ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities													
B. Outstanding/Meritorious Accomplishments (80 points)														
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>National Awardee – 5 points</li><li>Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level – 3 points</li><li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 1 point</li></ul> <p>Note:</p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>5 points</td></tr><tr><td>a, b, c, &amp; e</td><td>5 points</td></tr><tr><td>Only a, b, &amp; c</td><td>3 points</td></tr><tr><td>Only a &amp; b</td><td>2 points</td></tr><tr><td>Only a</td><td>1 point</td></tr></table> <p>*Innovation should be TA-related only.</p>	MOVs Submitted	Points	a, b, c, & d	5 points	a, b, c, & e	5 points	Only a, b, & c	3 points	Only a & b	2 points	Only a	1 point	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office	
MOVs Submitted	Points													
a, b, c, & d	5 points													
a, b, c, & e	5 points													
Only a, b, & c	3 points													
Only a & b	2 points													
Only a	1 point													

<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (2 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>2 points</td></tr><tr><td>a, b, c, &amp; e</td><td>2 points</td></tr><tr><td>Only a, b, &amp; c</td><td>1 point</td></tr><tr><td>Only a &amp; b</td><td>0.50 point</td></tr><tr><td>Only a</td><td>0.25 point</td></tr></table> <p>*Research studies conducted should be TA-related only.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	2 points	a, b, c, & e	2 points	Only a, b, & c	1 point	Only a & b	0.50 point	Only a	0.25 point	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	2 points													
a, b, c, & e	2 points													
Only a, b, & c	1 point													
Only a & b	0.50 point													
Only a	0.25 point													
<p><b>4. Authorship (3 points)</b></p> <ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<p>- 3 points</p> <p>- 3 points will be divided by the number of authors</p> <p>✓ Copy of the book or developed/contextualized learning resources/IEC</p>													



<ul style="list-style-type: none"><li>• Writer/Developer/Contextualizer of LRs/IEC - 2 points</li><li>• Co-Writer of LRs - 2 points will be divided by the number of writers</li><li>• Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 1 point</li></ul> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>	✓ Certificate Recognition of																					
<b>5. Resource Speakership/Learning Facilitation (3 points)</b> <table><tr><th>Level</th><th>Points</th></tr><tr><td><b>Nominees from the Regional Office</b></td><td></td></tr><tr><td>National Level Speakership or Higher</td><td>3 points</td></tr><tr><td>Regional Office Speakership</td><td>1.5 points</td></tr><tr><td><b>Nominees from the Schools Division Office</b></td><td></td></tr><tr><td>Regional Level Speakership or Higher</td><td>3 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>1.5 points</td></tr><tr><td><b>Nominees from Schools</b></td><td></td></tr><tr><td>Division Level Speakership or Higher</td><td>3 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>1.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	3 points	Regional Office Speakership	1.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	3 points	Division/Provincial/City Level Speakership	1.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	3 points	School/Municipality/District Speakership	1.5 points	a. Issuance/Memorandum /Invitation/Training Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used  and/or Session guide/s.	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
National Level Speakership or Higher	3 points																					
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<b>Nominees from Schools</b>																						
Division Level Speakership or Higher	3 points																					
School/Municipality/District Speakership	1.5 points																					
<b>6. Other Meritorious Accomplishments specific to the position (62 points)</b>																						
<b>6.1 SDOs Achievement and Awards on TA Provision (15 points)</b>  Best Practice in TA Provision – 15 pts. Effective Practice in TA Provision – 12 pts. Innovative Practice in TA Provision – 9 pts. Ordinary Practice in TA Provision – 6 pts.	✓ Awards received and certificates of recognition																					
<b>6.2 Conducted Orientation on TA Mechanism thru the Orientation of the Contextualized TA Mechanism to the DFTACTs (5 points)</b>	✓ ACR on the Orientation of the DFTACTs on CTAM																					

<p>100% of the new members of the DFTACTs were oriented – 5 pts.</p> <p>95% - 99% of the new members of the DFTACTs were oriented – 4 pts.</p> <p>90% - 94% of the new members of the DFTACTs were oriented – 3 pts.</p> <p>85% - 89% of the new members of the DFTACTs were oriented – 2 pts.</p> <p>Below 85% of the new members of the DFTACTs were oriented – 1 pt.</p>		
<p><b>6.3 SDO Technical Assistance Plan Implementation (15 points)</b></p> <p>90-100% of the SDO TA Plan pts. Has been implemented – 15</p> <p>80% - 89.99% of the SDO TA Plan has been implemented – 12 pts.</p> <p>70% - 79.99% of the SDO TA Plan has been implemented – 9 pts.</p> <p>60% - 69.99% of the SDO TA Plan has been implemented – 6 pts.</p> <p>At most 59% of the SDO TA Plan has been implemented – 3 pts.</p>	<p>✓ 2023 and 2024 Division TA Plan Implementation Report with MOVs</p>	
<p><b>6.4 Percentage of Priority Schools Provided TA by the DFTACTs (10 Points)</b></p> <p>100% of the priority schools have been provided TA by the DFTACTs per quarter – 10 pts.</p> <p>95% - 99% of the priority schools have been provided TA by the DFTACTs per quarter – 8 pts.</p> <p>90% - 94% of the priority schools have been provided TA by the DFTACTs per quarter – 6 pts.</p> <p>85% - 89% of the priority schools have been provided TA by the DFTACTs per quarter – 4 pts.</p> <p>Below 85% of the priority schools have been provided TA by the DFTACTs per quarter – 2 pts.</p>	<p>✓ DFTACTs' Deployment Reports</p> <p>✓ DFTACTs' Deployment Log</p> <p>✓ DTAPP and DTAPE</p>	

<p><b>6.5 The Coordinator's TA Practices to the DFTACTs has demonstrated significant change/improvement of the Schools Division's Net Enrolment, Cohort Survival, and Completions Rates (17 Points)</b></p> <p>100% NER, CSR and CRs achieved – 17 pts. by the SDO</p> <p>95% - 99% NER, CSR and CRs achieved by the SDO – 14 pts.</p> <p>90% - 94% NER, CSR and CRs achieved by the SDO – 11 pts.</p> <p>85% - 89% NER, CSR and CRs achieved by the SDO – 8 pts.</p> <p>Below 85% NER, CSR and CRs achieved by the SDO – 5 pts.</p>	<p>✓ Improved Performance Indicators for SY 2023-2024 and SY 2024-2025 (NER, CSR, CR) of the Schools Division from PPRD</p>	
<b>C. Education &amp; Learning and Development (5 points)</b>		
<p><b>1. Education (3 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree – 3 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree – 2.5 points</li> <li>• Earned at least 18 doctorate or doctor's degree units – 2 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) – 1.5 points</li> <li>• Complete Academic Requirements for Master's Degree – 1 point</li> <li>• Earned at least 18 MA Units – 0.5 point</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (2 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies</p> <ul style="list-style-type: none"> <li>• International/National – 2 pts.</li> <li>• Regional – 1.5 pts.</li> <li>• Division – 1 pt.</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING  
DIVISION LEARNER RIGHTS AND PROTECTION COORDINATOR**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
<b>A. Performance (15 points)</b>														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record													
<b>B. Outstanding/Meritorious Accomplishments (70 points)</b> *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
<b>1. Innovation (15 points)</b> <table border="1"><thead><tr><th>MOVs Submitted</th><th>Points</th></tr></thead><tbody><tr><td>a, b, c, &amp; d</td><td>15 points</td></tr><tr><td>a, b, c, &amp; e</td><td>15 points</td></tr><tr><td>Only a, b, &amp; c</td><td>9 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>3 points</td></tr></tbody></table> *Innovations must be LRP-related.  *For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	MOVs Submitted	Points	a, b, c, & d	15 points	a, b, c, & e	15 points	Only a, b, & c	9 points	Only a & b	6 points	Only a	3 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted	Points													
a, b, c, & d	15 points													
a, b, c, & e	15 points													
Only a, b, & c	9 points													
Only a & b	6 points													
Only a	3 points													
<b>2. Other Meritorious Accomplishments specific to the position (55 points)</b>														
<b>2.1 Crisis Management (30 points)</b>	✓ Incident Reports ✓ Any proof of Actions Taken													

<p><b>a. Responds promptly and effectively to crisis situations involving learner safety or rights violations; and</b></p> <p><b>b. Implements emergency protocols and coordinates with relevant authorities to ensure swift resolution.</b></p> <p><b>(15 points)</b></p>	✓ Proof of coordination with appropriate authorities when needed													
<table><tr><th>Percentage of incidents acted and updated within 24 hours from receipt of Incident Report</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>15</td></tr><tr><td>90-99%</td><td>12</td></tr><tr><td>80-89%</td><td>9</td></tr><tr><td>70-79%</td><td>6</td></tr><tr><td>Below 70%</td><td>3</td></tr></table>	Percentage of incidents acted and updated within 24 hours from receipt of Incident Report	Point/s Earned	100%	15	90-99%	12	80-89%	9	70-79%	6	Below 70%	3		
Percentage of incidents acted and updated within 24 hours from receipt of Incident Report	Point/s Earned													
100%	15													
90-99%	12													
80-89%	9													
70-79%	6													
Below 70%	3													
<p><b>• Immediately acts on the complete provision of the intervention for the learner-victims/learner-perpetrators and others concerned (15 points).</b></p> <p>- <i>Submits Intervention Plans for all reported incidents (5 points)</i></p>	✓ Submitted Intervention Plans, duly endorsed by the SDS													
<table><tr><th>Percentage of Incidents where Intervention Plan was submitted</th><th>Points</th></tr><tr><td>100%</td><td>5</td></tr><tr><td>90-99%</td><td>4</td></tr><tr><td>80-89%</td><td>3</td></tr><tr><td>70-79%</td><td>2</td></tr><tr><td>Below 70%</td><td>1</td></tr></table>	Percentage of Incidents where Intervention Plan was submitted	Points	100%	5	90-99%	4	80-89%	3	70-79%	2	Below 70%	1		
Percentage of Incidents where Intervention Plan was submitted	Points													
100%	5													
90-99%	4													
80-89%	3													
70-79%	2													
Below 70%	1													
<p><b>▪ Complete implementation of Intervention Plans (10 points)</b></p>	✓ Implemented intervention program (duly signed by SDS)													
<table><tr><th>Percentage Implementation of Submitted Intervention Plans</th><th>Points</th></tr><tr><td>100%</td><td>10</td></tr><tr><td>90-99%</td><td>8</td></tr><tr><td>80-89%</td><td>6</td></tr><tr><td>70-79%</td><td>4</td></tr><tr><td>Below 70%</td><td>2</td></tr></table>	Percentage Implementation of Submitted Intervention Plans	Points	100%	10	90-99%	8	80-89%	6	70-79%	4	Below 70%	2		
Percentage Implementation of Submitted Intervention Plans	Points													
100%	10													
90-99%	8													
80-89%	6													
70-79%	4													
Below 70%	2													
<p><b>2.2 Advocacy and Support (print/online/etc.) (15 pts)</b></p> <p>• Actively advocates for learner rights (5 points)</p> <p>No. of advocacies conducted for the current Calendar Year</p>	✓ Copy of the complete document/ screenshots (for advocacy on social media)/Memorandum/transmittal/acknowledgement receipt (for advocacy materials disseminated to the field)													

<table><tr><th>No. of advocacies</th><th>Points</th></tr><tr><td>5 and above</td><td>5</td></tr><tr><td>4</td><td>4</td></tr><tr><td>3</td><td>3</td></tr><tr><td>2</td><td>2</td></tr><tr><td>1</td><td>1</td></tr></table>	No. of advocacies	Points	5 and above	5	4	4	3	3	2	2	1	1		
No. of advocacies	Points													
5 and above	5													
4	4													
3	3													
2	2													
1	1													
<ul style="list-style-type: none"><li>Conducted or facilitated awareness programs among learners on their rights and protection (10 points)</li></ul> <table><tr><th>No. of programs</th><th>Points</th></tr><tr><td>5 and above</td><td>10</td></tr><tr><td>4</td><td>8</td></tr><tr><td>3</td><td>6</td></tr><tr><td>2</td><td>4</td></tr><tr><td>1</td><td>2</td></tr></table>	No. of programs	Points	5 and above	10	4	8	3	6	2	4	1	2	✓ Activity Documentation Report/Certificate of Participation	
No. of programs	Points													
5 and above	10													
4	8													
3	6													
2	4													
1	2													
<p><b>2.3 Compliance to LRP Programs, Projects and Activities (10 points)</b></p> <ul style="list-style-type: none"><li><i>Prompt submission of Consolidated Reports on LRP-related incidents and cases to the Regional Office (5 points).</i></li></ul> <table><tr><th>Rank</th><th>Point/s Earned</th></tr><tr><td>Submitted consolidated reports on or before the deadline</td><td>5</td></tr><tr><td>Submitted consolidated reports one to seven days after the deadline</td><td>4</td></tr><tr><td>Submitted consolidated reports one to two weeks after the deadline</td><td>3</td></tr><tr><td>Submitted consolidated reports three weeks after the deadline</td><td>2</td></tr><tr><td>Submitted consolidated reports at least one month after the deadline</td><td>1</td></tr></table>	Rank	Point/s Earned	Submitted consolidated reports on or before the deadline	5	Submitted consolidated reports one to seven days after the deadline	4	Submitted consolidated reports one to two weeks after the deadline	3	Submitted consolidated reports three weeks after the deadline	2	Submitted consolidated reports at least one month after the deadline	1	✓ Copy of the Consolidated Reports duly validated and signed by the SDS and MOV for the date of submission (e.g. screenshot of email, message, acknowledgement receipt etc.)	
Rank	Point/s Earned													
Submitted consolidated reports on or before the deadline	5													
Submitted consolidated reports one to seven days after the deadline	4													
Submitted consolidated reports one to two weeks after the deadline	3													
Submitted consolidated reports three weeks after the deadline	2													
Submitted consolidated reports at least one month after the deadline	1													
<ul style="list-style-type: none"><li><i>Actively participates in LRPO PPAs and meetings (5 points).</i></li></ul> <table><tr><th>Percentage of LRPO PPAs and Meetings participated</th><th>Point/s Earned</th></tr><tr><td>100%</td><td>5</td></tr><tr><td>90-99%</td><td>4</td></tr><tr><td>80-89%</td><td>3</td></tr><tr><td>70-79%</td><td>2</td></tr><tr><td>Below 70%</td><td>1</td></tr></table>	Percentage of LRPO PPAs and Meetings participated	Point/s Earned	100%	5	90-99%	4	80-89%	3	70-79%	2	Below 70%	1	✓ Certificate of Participation/Screenshot of Meeting Attendance or Notes on the Meeting	
Percentage of LRPO PPAs and Meetings participated	Point/s Earned													
100%	5													
90-99%	4													
80-89%	3													
70-79%	2													
Below 70%	1													

<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	



**SEARCH FOR MOST OUTSTANDING DIVISION SPORTS OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned												
A. Performance (20 points)														
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• CY 2024 and CY 2023</li></ul> ✓ Special Order/Memorandum issued as to coordinatorship duly signed by authorities													
B. Outstanding/Meritorious Accomplishments (65 points) *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.														
1. Outstanding Employee Award (5 points) <ul style="list-style-type: none"><li>• National Awardee - 5 points</li><li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li><li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li><li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li></ul> Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (10 points) <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>6 points</td></tr><tr><td>Only a &amp; b</td><td>4 points</td></tr><tr><td>Only a</td><td>2 points</td></tr></table> *Innovation should be Sports-related only.	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	6 points	Only a & b	4 points	Only a	2 points	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	6 points													
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Only a	2 points													

<p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>													
<p><b>3. Research (10 points)</b></p> <table><tr><th>MOVs Submitted</th><th>Points</th></tr><tr><td>a, b, c, &amp; d</td><td>10 points</td></tr><tr><td>a, b, c, &amp; e</td><td>10 points</td></tr><tr><td>Only a, b, &amp; c</td><td>8 points</td></tr><tr><td>Only a &amp; b</td><td>6 points</td></tr><tr><td>Only a</td><td>4 points</td></tr></table> <p>*Research studies conducted should be Sports-related only.</p> <p>*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	MOVs Submitted	Points	a, b, c, & d	10 points	a, b, c, & e	10 points	Only a, b, & c	8 points	Only a & b	6 points	Only a	4 points	<p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p>	
MOVs Submitted	Points													
a, b, c, & d	10 points													
a, b, c, & e	10 points													
Only a, b, & c	8 points													
Only a & b	6 points													
Only a	4 points													
<p><b>4. Authorship (5 points)</b></p> <table><tr><td><ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul></td><td><ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul></td><td><ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>	<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>	<p>✓ Copy of the book or developed/contextualized learning resources/IEC</p> <p>✓ Certificate of Recognition</p>									
<ul style="list-style-type: none"><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	<ul style="list-style-type: none"><li>- 5 points</li><li>- 5 points will be divided by the number of authors</li></ul>													
<ul style="list-style-type: none"><li>Writer/Developer/Contextualizer of LRs/IEC</li><li>Co-Writer of LRs</li></ul>	<ul style="list-style-type: none"><li>- 4 points</li><li>- 4 points will be divided by the number of writers</li></ul>													

<ul style="list-style-type: none"><li>Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources</li></ul> <p>- 0.5 point in each LR but not to exceed 3 points</p> <p><i>Note:</i> <i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p>																						
<p><b>5. Resource Speakership/Learning Facilitation (5 points)</b></p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2"><b>Nominees from the Regional Office</b></td></tr><tr><td>National Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Regional Office Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from the Schools Division Office</b></td></tr><tr><td>Regional Level Speakership or Higher</td><td>5 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>2.5 points</td></tr><tr><td colspan="2"><b>Nominees from Schools</b></td></tr><tr><td>Division Level Speakership or Higher</td><td>5 points</td></tr><tr><td>School/Municipality/District Speakership</td><td>2.5 points</td></tr></table> <p>*Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	Level	Points	<b>Nominees from the Regional Office</b>		National Level Speakership or Higher	5 points	Regional Office Speakership	2.5 points	<b>Nominees from the Schools Division Office</b>		Regional Level Speakership or Higher	5 points	Division/Provincial/City Level Speakership	2.5 points	<b>Nominees from Schools</b>		Division Level Speakership or Higher	5 points	School/Municipality/District Speakership	2.5 points	<p>a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and c. Slide deck/s used and/or Session guide/s.</p>	
Level	Points																					
<b>Nominees from the Regional Office</b>																						
National Level Speakership or Higher	5 points																					
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Division Level Speakership or Higher	5 points																					
School/Municipality/District Speakership	2.5 points																					
<p><b>6. Networking/Linkages (5 points)</b></p> <p>Initiated Sports-related resource generation projects and/or programs that will benefit the school and SDO</p> <ul style="list-style-type: none"><li>Proponent - 5pts.</li><li>Co-Chair - 4pts.</li><li>Member - 3 pts.</li></ul> <p><i>Note:</i> <i>a. For more than one proponent, point/s earned will be divided by the number of proponents.</i></p>	<ul style="list-style-type: none"><li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li><li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance, or any other valid proof</li><li>✓ Activity Completion Report (ACR)</li></ul>																					
<p><b>7. Other Meritorious Accomplishments as to the position (30 points)</b></p>																						
<p><b>7.1 Conduct of Professional Development Programs (10 points)</b></p> <p>Conducted professional development program/activity that addressed the needs of the teachers /school heads related to the PAPs supervised/coordinated specifically on sports</p>	<ul style="list-style-type: none"><li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved</li></ul>																					

<p>✓ Proponent/organizer:  4 to 5 development programs - 10 points  2 to 3 development programs - 8 points  1 development program - 6 points</p> <p>✓ Member:  4 to 5 development programs - 5 points  2 to 3 development programs - 3 points  1 development program - 2 points</p> <p><b>Note:</b>  a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>service delivery /learning outcome) with attachments: Pictorial, written output, video,</p> <p>✓ Certificate of Recognition/Participation</p> <p>✓ Memorandum for the conduct of the program/activity</p>	
<p><b>7.2 Won in National and Regional sports competition (10 points)</b>  <i>(Note: Number of golds, silver, bronze medals for both individual and team sports prevail for the national level and rank for the regional level)</i></p> <p><b>National Level</b></p> <p>5 to 10 gold medals - 10 points  1 to 4 gold medals - 8 points  5 to 10 silver medals - 6 points  1 to 4 silver medals - 5 points  5 to 10 bronze medals - 4 points  1 to 4 bronze medals - 3 points</p> <p><b>Regional Level</b></p> <p>Rank 1 - 5 points  Rank 2 to 3 - 4 points  Rank 4 to 5 - 3 points  Rank 6 to 7 - 2 points  Rank 8 to 10 - 1 point</p> <p><b>Note:</b>  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition</p> <p>✓ Memorandum (reflecting the members of the Team and Officials)</p> <p>✓ Summary of EVRAA Results or any similar Official Results from the Record Committee duly signed by the authorized officials/Issuance (reflecting the winners with medals garnered or ranking)</p>	
<p><b>7.3 Facilitated/TWG on the Participation of the coaches and or officiating officials to the national and regional virtual/F2F sports trainings/seminars conducted (5 pts.)</b></p> <p>✓ <b>Number of Sports events facilitated in the participation to the national level:</b></p> <p>1 to 5 events facilitated the participation to the national - 5 points</p>	<p>✓ Memorandum</p> <p>✓ Certificate of Recognition/Participation</p>	

<p>level</p> <p>✓ <b>Number of Sports events facilitated in the participation to the regional level:</b></p> <p>1 to 5 regional sports events – 4 points facilitated</p> <p>✓ <b>Number of Sports events facilitated in the participation to the division level:</b></p> <p>1 to 5 regional sports events – 3 points facilitated</p>		
<b>C. Education &amp; Learning and Development (10 points)</b>		
<p><b>1. Education (5 points)</b></p> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<p>✓ Transcript of Records</p> <p>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</p>	
<p><b>2. Learning and Development (5 points)</b></p> <p>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</p> <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>	<p>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</p>	
<b>D. Potential (5 points)</b>		
<p>✓ Interview and essay shall be conducted</p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	<p>✓ Potential/Interview Checklist &amp; Rating Sheet</p>	

**SEARCH FOR MOST OUTSTANDING DIVISION INFORMATION OFFICER**

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>A. Performance (20 points)</b>		
<p>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</p> <p><b>Point/s Earned</b>  = (Average of the Two IPCRF Ratings / 5) x 20</p>	<p>✓ IPCRF duly signed by authorities with date of signing</p> <ul style="list-style-type: none"> <li>• CY 2024 and CY 2023</li> </ul> <p>✓ Special Order/Memorandum issued as to designation or advisership duly signed by authorities</p>	
<b>B. Outstanding/Meritorious Accomplishments (65 points)</b>		
<p>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</p>		
<p><b>1. Outstanding Employee Award (5 points)</b></p> <ul style="list-style-type: none"> <li>• National Awardee - 5 points</li> <li>• Nomination in the Department/ Awardee in the Region/Awardee in the Provincial Level - 4 points</li> <li>• Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level - 3 points</li> <li>• Nomination in the Division/ Awardee in the District/Awardee in the Barangay Level - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	<p>✓ Certificate of Recognition / Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd</p> <p>✓ Memorandum / Advisory with attached search criteria</p>	
<p><b>2. Innovations (10 points)</b></p> <ul style="list-style-type: none"> <li>• Adopted in the region/division - 10 points</li> <li>• Adopted in the district - 8 points</li> <li>• Fully implemented in the school - 6 points</li> <li>• Started the implementation - 4 points</li> <li>• Conceptualized - 2 points</li> </ul> <p><i>Note:</i></p> <p>a. For group/team innovations, point/s earned will be divided by the number of innovators.</p> <p>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Copy of the Innovation document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees)</p> <p>✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD</p>	



	(for Regional Office nominees)	
<b>3. Social Media Management (10 points)</b> <ul style="list-style-type: none"> <li>Personally manages active social media page, creates Social Media Communication Plan, and does regular analytics or monitoring – 10 pts.</li> <li>Co-manages active social media page, creates Social Media Communication Plan, and do regular analytics or monitoring – 7 pts</li> <li>Member of the social media administrators, creates Social Media Communication Plan, and does regular analytics or monitoring – 4 pts</li> <li>Provides content to the Social Media Page of the Division – 1 pt</li> </ul> <p><i>Note:</i> a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> <li>✓ Social Media Page address</li> <li>✓ Social Media Comm. Plan approved by SDS</li> <li>✓ Social Media Monitoring Tool</li> </ul>	
<b>4. Consultant/Resource Speaker/Learning Facilitator/Trainer (5 points)</b> <ul style="list-style-type: none"> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division / Provincial - 3 points</li> <li>District / Municipal - 2 points</li> <li>School / Barangay - 1 point</li> </ul> <p><i>Note:</i> a. Trainings should be related to Public Information, Dissemination, and Communication Management b. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Recognition/ Appreciation as Consultant/ Resource Speaker/ Learning Facilitator/ Trainer issued by DepEd or other agencies/organizations sanctioned by DepEd and other partner agencies</li> </ul>	
<b>5. Networking/Linkages (10 points)</b> Initiated Public Affairs-related programs that will benefit the school and SDO <ul style="list-style-type: none"> <li>Proponent - 10pts.</li> <li>Co-Chair - 6pts.</li> <li>Member - 2 pts.</li> </ul> <p><i>Note:</i> a. For more than one proponent, point/s earned will be divided by the number of proponents.</p>	<ul style="list-style-type: none"> <li>✓ Copy of the approved proposal</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance, or any other valid proof</li> <li>✓ Activity Completion Report (ACR)</li> </ul>	
<b>6. Other Meritorious Accomplishments as to the position (30 points)</b>		
<b>6.1 Conduct of Professional Development Programs for District and School Information Officers (10 points)</b>	<ul style="list-style-type: none"> <li>✓ Narrative/Accomplishment report (depicting the extent to which the activity has effectively and</li> </ul>	



<p>Conducted professional development program/activity that addressed the needs of the DICs and SICs /school heads related to the PAPs supervised/coordinated specifically on Public Affairs</p> <p>✓ Proponent/organizer:  4 to 5 Capacity buildings - 10 points  2 to 3 Capacity Buildings - 8 points  1 capacity Building - 6 points</p> <p>✓ Member:  4 to 5 Capacity Building - 5 points  2 to 3 Capacity building - 3 points  1 capacity building - 2 points</p> <p><b>Note:</b>  a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>efficiently addressed a pressing need or improved service delivery /learning outcome) with attachments: Pictorial, written output, video,</p> <p>✓ Certificate of Recognition/Participation</p> <p>✓ Memorandum for the conduct of the program/activity</p>	
<p><b>6.2 Compliance to DepEd Manual of Style and Communication Standards (10 points)</b></p> <ul style="list-style-type: none"> <li>• 100% of the schools compliant to DMOS and Communication Standard – 10 pts</li> <li>• 85% of the schools compliant to DMOS and Communication Standard – 8 pts</li> <li>• 75% of the schools compliant to DMOS and Communication Standard – 6 pts</li> <li>• 65% of the schools compliant to DMOS and Communication Standard – 4 pts</li> <li>• 50% of the schools compliant to DMOS and Communication Standard – 2 pts</li> </ul> <p><b>Note:</b>  a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p>	<p>✓ Certification from the SDO that all schools, including the SDOs are compliant to DMOS and Communication Standards of DepEd.</p>	
<p><b>6.3 Media Interviews (Recorded, live, print) (5 pts.)</b></p> <ul style="list-style-type: none"> <li>• 100% of media request for interviews granted – 5 pts</li> <li>• 85% of media request for interviews granted – 4 pts</li> <li>• 75% of media request for interviews granted – 3 pts</li> <li>• 65% of media request for interviews granted – 2 pts</li> <li>• 50% of media request for interviews granted – 1 pt</li> </ul>	<p>✓ Memorandum</p> <p>✓ Certificate of Recognition/Participation</p>	

<b>C. Education &amp; Learning and Development (10 points)</b>		
<b>1. Education (5 points)</b> <ul style="list-style-type: none"> <li>• Doctorate/Doctor's Degree - 5 points</li> <li>• Complete Academic Requirements for Doctorate/Doctor's Degree - 4.5 points</li> <li>• Earned at least 18 Doctorate/Doctor's Degree units - 4 points</li> <li>• Master's Degree / Bachelor of Laws (Juris Doctor) - 3.5 points</li> <li>• Complete Academic Requirements for Master's Degree - 3 points</li> <li>• Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
<b>2. Learning and Development (5 points)</b> <ul style="list-style-type: none"> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) <ul style="list-style-type: none"> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> </ul> </li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</p>	<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<b>D. Potential (5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Interview and essay shall be conducted <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential/Interview Checklist &amp; Rating Sheet</li> </ul>	

## SEARCH FOR MOST OUTSTANDING **RESEARCHER** (Open Category)

**Name of Nominee:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **School/Office:** \_\_\_\_\_

*Note:*

1. The selection shall be open to all teaching, non-teaching, and teaching-related research enthusiasts.
2. The SDO shall conduct the preliminary screening among their potential candidates and shall endorse only one (1) nominee to the Regional Office.
3. SDO nominee's rating/score shall be greater than or equal to the cut-off score of 70. SDO nominees with a rating/score below the cut-off score shall be automatically disqualified.

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
<b>A. Performance (15 points)</b>												
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  <b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15	✓ IPCRF duly signed by authorities with date of signing <ul style="list-style-type: none"><li>• SY 2024-2025 and SY 2023-2024 or</li><li>• CY 2024 and CY 2023</li></ul> ✓ Service Record											
<b>B. Outstanding/Meritorious Accomplishments (85 points)</b>												
1. Number and Scope of basic educational researches (including theses and dissertations) completed for the last 5 years <b>(20 points)</b>  <b>1.1 Number of Researches (15 points)</b> <table border="1"><tr><td>Number of Researches</td><td>Point/s Earned</td></tr><tr><td>5 and above</td><td>15</td></tr><tr><td>3-4</td><td>10</td></tr><tr><td>1-2</td><td>5</td></tr></table>  <b>1.2 Scope (5 points)</b> <table border="1"><tr><td>Scope</td><td>Point/s Earned</td></tr></table>	Number of Researches	Point/s Earned	5 and above	15	3-4	10	1-2	5	Scope	Point/s Earned	✓ Certificate of completion ✓ Abstract ✓ Certificate/Letter of approval	
Number of Researches	Point/s Earned											
5 and above	15											
3-4	10											
1-2	5											
Scope	Point/s Earned											

<table border="1"> <tr> <td>National/Regional</td> <td>5</td> </tr> <tr> <td>Division/Congressional District</td> <td>4</td> </tr> <tr> <td>District/Municipal</td> <td>3</td> </tr> <tr> <td>School</td> <td>2</td> </tr> <tr> <td>Classroom</td> <td>1</td> </tr> </table>	National/Regional	5	Division/Congressional District	4	District/Municipal	3	School	2	Classroom	1					
National/Regional	5														
Division/Congressional District	4														
District/Municipal	3														
School	2														
Classroom	1														
<i>(Research conducted in the highest level shall be considered)</i>															
<b>2. Number of researches presented (oral or poster) through conferences for the last 5 years (10 points)</b>		✓ Memorandum ✓ Certificates ✓ Program of Activity													
<table border="1"> <thead> <tr> <th>Number of Researches presented (oral or poster)</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td>5 and above</td> <td>10</td> </tr> <tr> <td>4</td> <td>8</td> </tr> <tr> <td>3</td> <td>6</td> </tr> <tr> <td>2</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> </tr> </tbody> </table>		Number of Researches presented (oral or poster)	Point/s Earned	5 and above	10	4	8	3	6	2	4	1	2		
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5 and above	10														
4	8														
3	6														
2	4														
1	2														
<b>3. Number of basic education researches utilized or adopted for the last 5 years (15 points)</b>		✓ Certificate of utilization of the research findings duly signed by the Head of Office ✓ ADR of the utilization or adoption													
<table border="1"> <thead> <tr> <th>Number of basic education researches utilized or adopted for the last 5 years</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td>5 and above</td> <td>15</td> </tr> <tr> <td>4</td> <td>12</td> </tr> <tr> <td>3</td> <td>9</td> </tr> <tr> <td>2</td> <td>6</td> </tr> <tr> <td>1</td> <td>3</td> </tr> </tbody> </table>		Number of basic education researches utilized or adopted for the last 5 years	Point/s Earned	5 and above	15	4	12	3	9	2	6	1	3		
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<div>4. Number of basic education researches published in professional publications for the last 5 years <b>(10 points)</b></div> <table><tr><td>Number of basic education researches published in professional publications for the last 5 years</td><td>Point/s Earned</td></tr><tr><td>5 and above</td><td>10</td></tr><tr><td>4</td><td>8</td></tr><tr><td>3</td><td>6</td></tr><tr><td>2</td><td>4</td></tr><tr><td>1</td><td>2</td></tr></table>	Number of basic education researches published in professional publications for the last 5 years	Point/s Earned	5 and above	10	4	8	3	6	2	4	1	2	<div>✓ Proof of peer-reviewed Publication</div>	
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Number of basic education researches cited in professional publications for the last 5 years	Point/s Earned													
5 and above	5													
4	4													
3	3													
2	2													
1	1													

<p>6. Research related meritorious achievements (CY 2023-2024) <b>(15 points)</b></p> <p>6.1 Level of Award/s received <b>(10 points)</b></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td>International</td> <td>10</td> </tr> <tr> <td>National</td> <td>8</td> </tr> <tr> <td>Regional</td> <td>6</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>Area/District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table> <p><i>(Award in the highest level shall be considered)</i></p>	Level	Point/s Earned	International	10	National	8	Regional	6	Division	4	Area/District	2	School	1	<ul style="list-style-type: none"> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>	
Level	Point/s Earned															
International	10															
National	8															
Regional	6															
Division	4															
Area/District	2															
School	1															
<p>6.2 Speakership <b>(5 points)</b></p> <table border="1"> <thead> <tr> <th>Number of speakership or being a resource person on research-related activities</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td>5 and above</td> <td>5</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>3</td> <td>3</td> </tr> <tr> <td>2</td> <td>2</td> </tr> <tr> <td>1</td> <td>1</td> </tr> </tbody> </table>	Number of speakership or being a resource person on research-related activities	Point/s Earned	5 and above	5	4	4	3	3	2	2	1	1	<ul style="list-style-type: none"> <li>✓ Issuance/Memorandum/ Invitation/Training Matrix;</li> <li>✓ Certificate of Recognition/Merit/ Commendation/ Appreciation; and</li> <li>✓ Slide deck/s used and/or Session guide/s</li> </ul>			
Number of speakership or being a resource person on research-related activities	Point/s Earned															
5 and above	5															
4	4															
3	3															
2	2															
1	1															
<p>7. Number of research-related seminars/conferences attended (CY 2023 and CY 2024) <b>(10 points)</b></p> <p>7.1 Number of research-related seminars/conferences attended (CY 2023 and CY 2024) <b>(5 points)</b></p> <table border="1"> <thead> <tr> <th>Number of research-related seminars/conferences attended (CY 2023-2024)</th> <th>Point/s Earned</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Number of research-related seminars/conferences attended (CY 2023-2024)	Point/s Earned			<ul style="list-style-type: none"> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>											
Number of research-related seminars/conferences attended (CY 2023-2024)	Point/s Earned															

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National	5														
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**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL  
(MONOGRADE SCHOOL - CENTRAL CATEGORY)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
(Performance Indicator for the last two [2] years)												
1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table>	Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned	0%	5 points	0.01% - 1%	4 points	1.01% - 2%	3 points	3% and above	2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned											
0%	5 points											
0.01% - 1%	4 points											
1.01% - 2%	3 points											
3% and above	2 points											
2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none"><li>High: At least 10% increase or at least 95% CSR - 5 points</li><li>Average: At least 7% increase or at least 93% - 94% - 3 points</li><li>Marginal: at least 5% increase or at least 90% - 92% - 1 point</li></ul>												
3. Completion Rate (5 points) Baseline:75% <ul style="list-style-type: none"><li>High: at least 10% increase or at least 95% CR - 5 points</li><li>Average: At least 7% increase or at least 93% - 94% - 3 points</li><li>Marginal: at least 5% increase or at least 90% - 92% - 1 point</li></ul>												
4. School Performance based on Comprehensive Rapid Literacy Assessment (CRLA) / Early Language, Literacy, and Numeracy Assessment (ELLNA) results (5 points)  Point/s Earned = (CRLA or ELLNA result/100) x 5	✓ Latest ELLNA results  Note: Replace with CRLA results if ELLNA results are not available											
5. School Literacy Rate/Improved Reading Level (5 points)  Points Earned = (Phil-IRI result/100) x 5	✓ Consolidated Phil-IRI Result (Pre and Post Tests)											

<p><b>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</b></p> <p><b>Points Earned = (ERUNT Result/100) x 5</b></p>	<p>✓ Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)</p>											
<p><b>7. Instructional Supervision (IS) (4 points)</b></p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"><li>a. DLL/DLP, SLM and LAS preparation</li><li>b. Designing assessment tools/items</li><li>c. Analyzing assessment results</li><li>d. Regular updating of school forms</li><li>e. Classroom Observation using PPST-COT</li><li>f. ICT Integration</li><li>g. Adopting appropriate teaching methodologies and learning delivery modes</li></ul> <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table>	Number of the above-cited practices are evident in the conduct of IS	Point/s Earned	7	4 points	5-6	3 points	3-4	2 points	1-2	1 point	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	
Number of the above-cited practices are evident in the conduct of IS	Point/s Earned											
7	4 points											
5-6	3 points											
3-4	2 points											
1-2	1 point											
<p><b>B. LEARNING ENVIRONMENT (20 points)</b></p>												
<p><b>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</b></p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ul style="list-style-type: none"><li>a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;</li><li>b. Organized a functional Child Protection Committee (CPC);</li><li>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</li><li>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</li><li>e. Adopted a student Code of Conduct to be followed by every pupil or learner; and</li><li>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</li></ul>	<p>✓ Copy of the Child Protection Committee with their TORs and ACRs</p> <p>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</p> <p>✓ Approved Training/LAC Design/s and ACR</p> <p>✓ Copies of Advocacy Materials used</p> <p>✓ School Handbook</p> <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p>											

	<table><tr><td>Number of the above-cited indicators that are present</td><td>Point/s Earned</td></tr><tr><td>6</td><td>5 points</td></tr><tr><td>5</td><td>4 points</td></tr><tr><td>4</td><td>3 points</td></tr><tr><td>3</td><td>2 points</td></tr><tr><td>2</td><td>1 point</td></tr></table>	Number of the above-cited indicators that are present	Point/s Earned	6	5 points	5	4 points	4	3 points	3	2 points	2	1 point							
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<b>2. WInS (2.5 points)</b> <ul style="list-style-type: none"><li>School's WInS-OMS rating of 3 Stars - 2.5 points</li><li>School's WInS-OMS rating of 2 Stars - 1.5 points</li><li>School's WInS-OMS rating of 1 Star - 0.5 points</li></ul>		✓ WInS Checklist duly certified by the SDO Coordinator and District Nurse										
<b>3. Rewards and Recognition received by the school for the current Calendar Year (5.5 points)</b> <ul style="list-style-type: none"><li>National/International - 2.5 points</li><li>Region - 2 points</li><li>Division - 1.5 points</li><li>District - 1 point</li></ul> <p><i>Note:</i></p> <p><i>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</i></p> <p><i>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</i></p>		✓ Plaque/Certificate of Recognition/ Appreciation/ medals (First Placer or Champion) ✓ Program invitation/Memo										

*Note:*

- Points earned are cumulative but not to exceed the allotted points for the criterion.*
- For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.*

**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL  
(MONOGRADE SCHOOL – NON-CENTRAL CATEGORY)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
(Performance Indicator for the last two [2] years)												
<div>1. Drop-out Rate (5 points)</div> <table> <tr> <td>Percentage of drop-out from the baseline data from year to year in 2 years</td> <td>Point/s Earned</td> </tr> <tr> <td>0%</td> <td>5 points</td> </tr> <tr> <td>0.01% - 1%</td> <td>4 points</td> </tr> <tr> <td>1.01% - 2%</td> <td>3 points</td> </tr> <tr> <td>3% and above</td> <td>2 points</td> </tr> </table>	Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned	0%	5 points	0.01% - 1%	4 points	1.01% - 2%	3 points	3% and above	2 points	<div>✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS</div>	
Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned											
0%	5 points											
0.01% - 1%	4 points											
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<div>2. Cohort Survival Rate (5 points)</div> <div>Baseline:75%</div> <div> <div>• High: At least 10% increase or at least 95% CSR</div> <div>- 5 points</div> </div> <div> <div>• Average: At least 7% increase or at least 93% - 94%</div> <div>- 3 points</div> </div> <div> <div>• Marginal: at least 5% increase or at least 90% - 92%</div> <div>- 1 point</div> </div>												
<div>3. Completion Rate (5 points)</div> <div>Baseline:75%</div> <div> <div>• High: at least 10% increase or at least 95% CR</div> <div>- 5 points</div> </div> <div> <div>• Average: At least 7% increase or at least 93% - 94%</div> <div>- 3 points</div> </div> <div> <div>• Marginal: at least 5% increase or at least 90% - 92%</div> <div>- 1 point</div> </div>												
<div>4. School Performance based on Comprehensive Rapid Literacy Assessment (CRLA) / Early Language, Literacy, and Numeracy Assessment (ELLNA) results (5 points)</div> <div>Point/s Earned = (CRLA or ELLNA result/100) x 5</div>	<div>✓ Latest ELLNA results</div> <div>Note: Replace with CRLA results if ELLNA results are not available</div>											
<div>5. School Literacy Rate/Improved Reading Level (5 points)</div> <div>Points Earned = (Phil-IRI result/100) x 5</div>	<div>✓ Consolidated Phil-IRI Result (Pre and Post Tests)</div>											



<p><b>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</b></p> <p><b>Points Earned = (ERUNT Result/100) x 5</b></p>	Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)											
<p><b>7. Instructional Supervision (IS) (4 points)</b></p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"><li>a. DLL/DLP, SLM and LAS preparation</li><li>b. Designing assessment tools/items</li><li>c. Analyzing assessment results</li><li>d. Regular updating of school forms</li><li>e. Classroom Observation using PPST-COT</li><li>f. ICT Integration</li><li>g. Adopting appropriate teaching methodologies and learning delivery modes</li></ul> <table><tr><td>Number of the above-cited practices are evident in the conduct of IS</td><td>Point/s Earned</td></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table>	Number of the above-cited practices are evident in the conduct of IS	Point/s Earned	7	4 points	5-6	3 points	3-4	2 points	1-2	1 point	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	
Number of the above-cited practices are evident in the conduct of IS	Point/s Earned											
7	4 points											
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<b>B. LEARNING ENVIRONMENT (20 points)</b>												
<p><b>1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)</b></p> <p>The school has implemented the CPP and Anti-Bullying Law with the following:</p> <ul style="list-style-type: none"><li>a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;</li><li>b. Organized a functional Child Protection Committee (CPC);</li><li>c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;</li><li>d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;</li><li>e. Adopted a student Code of Conduct to be followed by every pupil or learner; and</li><li>f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law</li></ul>	<p>✓ Copy of the Child Protection Committee with their TORs and ACRs</p> <p>✓ Copy of the School Child Protection Policy and Anti-Bullying Law</p> <p>✓ Approved Training/LAC Design/s and ACR</p> <p>✓ Copies of Advocacy Materials used</p> <p>✓ School Handbook</p> <p>✓ School Records of Cases/complaints under CPP and anti-Bullying Law</p>											



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<b>4. Maintenance of School facilities and equipment (5 points)</b>  <b>Points Earned</b> = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5	✓ Property Custodian's Accomplishment Report																				
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<b>2. WInS (2.5 points)</b>						
<ul style="list-style-type: none"> <li>School's WInS-OMS rating of 3 Stars - 2.5 points</li> <li>School's WInS-OMS rating of 2 Stars - 1.5 points</li> <li>School's WInS-OMS rating of 1 Star - 0.5 points</li> </ul>				✓ WInS Checklist duly certified by the SDO Coordinator and District Nurse		
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**SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL  
(MULTIGRADE SCHOOL)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
(Performance Indicator for the last two [2] years)												
1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table>	Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned	0%	5 points	0.01% - 1%	4 points	1.01% - 2%	3 points	3% and above	2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
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2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none"><li>High: At least 10% increase or at least 95% CSR - 5 points</li><li>Average: At least 7% increase or at least 93% - 94% - 3 points</li><li>Marginal: at least 5% increase or at least 90% - 92% - 1 point</li></ul>												
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4. School Performance based on Comprehensive Rapid Literacy Assessment (CRLA) / Early Language, Literacy, and Numeracy Assessment (ELLNA) results (5 points)  Point/s Earned = (CRLA or ELLNA result/100) x 5	✓ Latest ELLNA results  Note: Replace with CRLA results if ELLNA results are not available											
5. School Literacy Rate/Improved Reading Level (5 points)  Points Earned = (Phil-IRI result/100) x 5	Consolidated Phil-IRI Result (Pre and Post Tests)											

<p><b>6. School Numeracy Rate (Improved Numeracy Level) (5 points)</b></p> <p><b>Points Earned = (ERUNT Result/100) x 5</b></p>	Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)											
<p><b>7. Instructional Supervision (IS) (4 points)</b></p> <p>Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"><li>a. DLL/DLP, SLM and LAS preparation</li><li>b. Designing assessment tools/items</li><li>c. Analyzing assessment results</li><li>d. Regular updating of school forms</li><li>e. Classroom Observation using PPST-COT</li><li>f. ICT Integration</li><li>g. Adopting appropriate teaching methodologies and learning delivery modes</li></ul> <table><tr><th>Number of the above-cited practices are evident in the conduct of IS</th><th>Point/s Earned</th></tr><tr><td>7</td><td>4 points</td></tr><tr><td>5-6</td><td>3 points</td></tr><tr><td>3-4</td><td>2 points</td></tr><tr><td>1-2</td><td>1 point</td></tr></table>	Number of the above-cited practices are evident in the conduct of IS	Point/s Earned	7	4 points	5-6	3 points	3-4	2 points	1-2	1 point	✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report	
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**SEARCH FOR THE MOST OUTSTANDING  
SECONDARY SCHOOL (PURELY JUNIOR HIGH SCHOOL)  
(NON-IMPLEMENTING UNIT)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
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CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
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Points Earned = (ERUNT Result/100) x 5	Result (Pre and Post Tests)											
<p><b>7. Instructional Supervision (IS) (4 points)</b> Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ul style="list-style-type: none"><li>a. DLL/DLP, SLM and LAS preparation</li><li>b. Designing assessment tools/items</li><li>c. Analyzing assessment results</li><li>d. Regular updating of school forms</li><li>e. Classroom Observation using PPST-COT</li><li>f. ICT Integration</li><li>g. Adopting appropriate teaching methodologies and learning delivery modes</li></ul>	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>											
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**SEARCH FOR THE MOST OUTSTANDING  
SECONDARY SCHOOL (PURELY JUNIOR HIGH SCHOOL)  
(IMPLEMENTING UNIT)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
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**SEARCH FOR THE MOST OUTSTANDING  
SECONDARY SCHOOL (JHS with SHS; and Stand-Alone SHS)  
(NON-IMPLEMENTING UNIT)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
(Performance Indicator for the last two [2] years)												
1. Drop-out Rate (5 points) <table><tr><td>Percentage of drop-out from the baseline data from year to year in 2 years</td><td>Point/s Earned</td></tr><tr><td>0%</td><td>5 points</td></tr><tr><td>0.01% - 1%</td><td>4 points</td></tr><tr><td>1.01% - 2%</td><td>3 points</td></tr><tr><td>3% and above</td><td>2 points</td></tr></table>	Percentage of drop-out from the baseline data from year to year in 2 years	Point/s Earned	0%	5 points	0.01% - 1%	4 points	1.01% - 2%	3 points	3% and above	2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
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2. Cohort Survival Rate (5 points) Baseline:75% <ul style="list-style-type: none"><li>High: At least 10% increase or at least 95% CSR - 5 points</li><li>Average: At least 7% increase or at least 93% - 94% - 3 points</li><li>Marginal: at least 5% increase or at least 90% - 92% - 1 point</li></ul>												
3. Completion Rate (5 points) Baseline:75% <ul style="list-style-type: none"><li>High: at least 10% increase or at least 95% CR - 5 points</li><li>Average: At least 7% increase or at least 93% - 94% - 3 points</li><li>Marginal: at least 5% increase or at least 90% - 92% - 1 point</li></ul>												
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**SEARCH FOR THE MOST OUTSTANDING  
SECONDARY SCHOOL (JHS with SHS; and Stand-Alone SHS)  
(IMPLEMENTING UNIT)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned										
A. INSTRUCTIONAL LEADERSHIP (34 points)												
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<p><b>7. Instructional Supervision (IS) (4 points)</b>            Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:</p> <ol style="list-style-type: none"> <li>DLL/DLP, SLM and LAS preparation</li> <li>Designing assessment tools/items</li> <li>Analyzing assessment results</li> <li>Regular updating of school forms</li> <li>Classroom Observation using PPST-COT</li> <li>ICT Integration</li> <li>Adopting appropriate teaching methodologies and learning delivery modes</li> </ol> <table border="1"> <tr> <td>Number of the above-cited practices are evident in the conduct of IS</td> <td>Point/s Earned</td> </tr> <tr> <td>7</td> <td>4 points</td> </tr> <tr> <td>5-6</td> <td>3 points</td> </tr> <tr> <td>3-4</td> <td>2 points</td> </tr> <tr> <td>1-2</td> <td>1 point</td> </tr> </table>	Number of the above-cited practices are evident in the conduct of IS	Point/s Earned	7	4 points	5-6	3 points	3-4	2 points	1-2	1 point	<p>✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report</p>	
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**SEARCH FOR THE MOST OUTSTANDING INTEGRATED SCHOOL**  
**(Elementary with JHS/SHS)**

**Name of School:** \_\_\_\_\_ **SDO:** \_\_\_\_\_

**School Head:** \_\_\_\_\_

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4. School Performance based on National Achievement Test (NAT) results (5 points)  Point/s Earned = ((Average of NAT & ELLNA/CRLA results)/100) x 5	✓ Latest NAT results ✓ Latest ELLNA results  Note: Replace with CRLA results if ELLNA results are not available											
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<b>F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)</b>														
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<table border="1"> <thead> <tr> <th>SBM Level</th><th>Validation Level</th><th>Allotted Points</th></tr> </thead> <tbody> <tr> <td>III</td><td>Division</td><td>5 points</td></tr> <tr> <td>II</td><td>Division</td><td>3 points</td></tr> <tr> <td>I</td><td>Division</td><td>1 point</td></tr> </tbody> </table>	SBM Level	Validation Level	Allotted Points	III	Division	5 points	II	Division	3 points	I	Division	1 point	and approved by the Division SBM Task Force ✓ Memorandum/ Certificate of Accreditation or level duly signed by SDS	
SBM Level	Validation Level	Allotted Points												
III	Division	5 points												
II	Division	3 points												
I	Division	1 point												
<b>2. WInS (2.5 points)</b> School's WInS-OMS rating of 3 Stars - 2.5 points School's WInS-OMS rating of 2 Stars - 1.5 points School's WInS-OMS rating of 1 Star - 0.5 points	✓ WInS Checklist duly certified by the SDO Coordinator and District Nurse													
<b>3. Rewards and Recognition received by the school for the current Calendar Year (5.5 points)</b> <ul style="list-style-type: none"> <li>National/International - 2.5 points</li> <li>Region - 2 points</li> <li>Division - 1.5 points</li> <li>District - 1 point</li> </ul> <p><i>Note:</i></p> <p>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</p> <p>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</p>	✓ Plaque/Certificate of Recognition/ Appreciation/ medals (First Placer or Champion) ✓ Program invitation/Memo													

**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE**  
**(PROVINCIAL DIVISION)**

**SDO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>A. OPCRf RATINGS for the Last 2 Rating Periods (30 points)</b>		
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) <b>(30 points)</b>  <b>Point/s Earned</b> = (Average of the Two OPCRf Ratings / 5) x 30	✓ OPCRf certified by the PMT for CY 2024 and CY 2023	
<b>B. STRATEGIC MANAGEMENT (13 points)</b>		
1. Division Education Development Plan <b>(2.5 points)</b> <ul style="list-style-type: none"> <li>100% of the targets set for FY 2020 - 2.5 pts. were successfully accomplished</li> <li>95%-99.99% of the targets set for FY 2020 were successfully accomplished - 2 pts.</li> <li>90%-94.99% of the targets set for FY 2020 were successfully accomplished - 1.5 pts.</li> <li>85% -89.99% of the targets set for FY 2020 were successfully Accomplished - 1 pt.</li> </ul>	✓ Targets set FY 2024 ✓ Accomplishments per quarter	
2. Division Program Implementation Review <b>(2.5 points)</b>  <b>Points Earned</b> = (Percentage of accomplishment of annual physical and financial targets/100) x 2.5	✓ Validated Division PIR Results	
3. Provision of Technical Assistance <b>(3 points)</b> <ul style="list-style-type: none"> <li>95% - 100% of the schools provided with TA improved performance - 3 pts.</li> <li>90% - 94% of the schools provided with TA improved performance - 2.5 pts.</li> <li>85% - 89% of the schools provided with TA improved performance - 2 pts.</li> <li>80% - 84% of the schools provided with TA improved performance - 1.5 pts.</li> <li>75% - 79% of the schools provided with TA improved performance - 1 pt.</li> </ul>	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2024  ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	

<p>4. Promoting a Culture of Research <b>(3 points)</b></p> <ul style="list-style-type: none"> <li>At least 40 researches have been endorsed to RO for the last 2 years - 3 pts.</li> <li>30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts.</li> <li>20-29 researches have been endorsed to RO for the last 2 years - 2 pts.</li> <li>10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts.</li> <li>9 and below researches have been endorsed to RO for the last 2 years - 1 pt.</li> </ul>	<p>✓ Endorsement from the SDS to Regional Office</p>	
<p>5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees <b>(2 points)</b></p> <p>Due date for submission: Every 2<sup>nd</sup> week of the following month</p> <ul style="list-style-type: none"> <li>1 week before deadline - 2 points</li> <li>on the deadline - 1 point</li> </ul>	<p>✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2024</p>	
<p><b>C. Curriculum Management and Instruction (20 points)</b></p>		
<p>1. SDO Performance Indicators for the last two (2) years <b>(4 points)</b></p> <p>✓ Net Enrolment Rate <b>(1 point)</b></p> <p>Points Earned = Net Enrolment Rate/100</p> <p>✓ Cohort Survival Rate <b>(1 point)</b> <i>Baseline:75%</i></p> <p><b>Points Earned</b> = Cohort Survival Rate/100</p> <p>✓ Completion Rate <b>(1 point)</b> <i>Baseline:75%</i></p> <p><b>Points Earned</b>= Completion Rate/100</p> <p>✓ Drop-out Rate <b>(1 point)</b></p> <ul style="list-style-type: none"> <li>Zero (0) drop -out from the baseline data from year to year in 2 years - 1 pt.</li> <li>0.01% -1% drop-out from the baseline data from year to year in 2 years - 0.75 pt.</li> <li>1.01% - 2% drop-out from the baseline data from year to year in 2 years - 0.5 pt.</li> <li>3% &amp; above drop-out from the baseline data from year to year in 2 years - 0.25 pt.</li> </ul>	<p>✓ Copy of the Net Enrolment Rate, Drop-out Rate, Cohort Survival Rate, and Completion Rate for the last two years validated by PPRD</p>	



<p>2. SDO Literacy Rate/Improved Reading Level <b>(2.5 points)</b></p> <p><b>Points Earned</b></p> <p>= (Percentage of learners who are at least Instructional Readers/100) x 2.5</p>	<p>✓ Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD</p>	
<p>3. SDO Numeracy Rate (Improved Numeracy Level) <b>(2.5 points)</b></p> <p><b>Points Earned</b></p> <p>= (Percentage of learners who are highly numerates/100) x 2.5</p>	<p>✓ Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD</p>	
<p>4. Academic Performance of Learners <b>(6 points)</b> *ERUNT, CRLA, Phil-IRI, NAT, &amp; ELNNA results</p> <p><b>Points Earned</b></p> <p>= ((Average rate of ERUNT, CRLA, Phil-IRI, NAT, &amp; ELNNA results)/100) x 6</p>	<p>✓ ERUNT, CRLA, Phil-IRI, ELLNA, and NAT results</p>	
<p><b>D. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (12 points)</b></p>		
<p>1. Implementation of L and D System <b>(2.5 points)</b></p> <ul style="list-style-type: none"> <li>• Full implementation of L&amp;D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel – 2.5 points</li> <li>• 4 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 2 points</li> <li>• 3 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1.5 points</li> <li>• 2 and below L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1 point</li> </ul>	<p>✓ LDNA Report ✓ L &amp; D Plan ✓ L &amp; D Design ✓ Program/Activity Completion Report</p>	
<p>2. Percentage of Target SDO Personnel Trained <b>(4.5 points)</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching Personnel (1.5 points)</b></li> </ul>	<p>✓ Activity Completion Report ✓ LDNA Report</p>	

<p><b>Points Earned</b> = (Percentage of Teaching Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li><b>Teaching-Related Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Teaching-Related Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li><b>Non-Teaching Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Non-Teaching Personnel Trained/100) x 1.5</p>		
<p>3. Filling up of Items (Teaching Personnel) <b>(2.5 points)</b></p> <p><b>Points Earned</b> = (Percentage of filled-up new and existing teaching personnel items/100) x 2.5</p>	<ul style="list-style-type: none"> <li>✓ Percentage of newly created and existing vacant teaching and non-teaching items</li> <li>✓ Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)</li> </ul>	
<p>4. Filling up of Items (Non-Teaching Personnel) <b>(2.5 points)</b></p> <p><b>Points Earned</b> = (Percentage of filled-up new and existing Non-teaching personnel items/100) x 2.5</p>	<ul style="list-style-type: none"> <li>✓ Certification of data of filling up from the Personnel Section of the Admin. Division as of September 2025</li> </ul>	
<b>E. RESOURCE MANAGEMENT (10 points)</b>		
<p>1. Monthly Downloading and Liquidation of Funds <b>(2 points)</b></p> <p><b>Points Earned</b> = (Percentage of monthly downloading of funds to the schools and liquidation reports submitted on time/100) x 2</p>	<ul style="list-style-type: none"> <li>✓ Certification of the percentage of monthly downloading of MOOE to the schools</li> <li>✓ Certification of Budget Utilization Report from the Finance Division as of Quarter 3 of the current fiscal year subject for validation</li> </ul>	
<p>2. AOM Received <b>(4 points)</b></p> <ul style="list-style-type: none"> <li>1 - 5 AOMs Received – 2 pts.</li> <li>6 - 10 AOMs Received – 1.5 pts.</li> <li>11-15 AOMs Received – 1 pt.</li> <li>No NS and ND plus 2 points</li> </ul>		

3. Budget Utilization Rate (Obligation and Disbursement) (4 points)		✓ Submitted emailed of validated EBMS													
*Obligation Rate (2 points)															
Points Earned = (Obligation rate/100) x 2															
*Disbursement Rate (2 points)															
Points Earned = (Disbursement rate/100) x 2															
F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points)															
1. Forged MOA/MOU with partners (3 points)		✓ Accomplishment Report in terms of partnership													
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G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (17 points)															
1. SBM- WinS (2.5 points)		✓ Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team													
<ul style="list-style-type: none"><li>At least 5% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 2.5 pts.</li><li>4% - 4.99% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 2 pts.</li><li>3% - 3.99% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 1.5 pts.</li><li>At least 2% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 1 pt.</li><li>At least 1% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 0.5 pt.</li></ul>															
2. Rewards and Recognition received by the SDO for the current Calendar Year (7.5 points)		✓ Plaque/Certificate of Recognition/Appreciation/medals (First Placer or Champion)													
a. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (5 points)															
<ul style="list-style-type: none"><li>International - 5 pts.</li><li>National - 3 pts.</li><li>Region - 1 pt.</li></ul>															

b. CSC PRIME-HRM <b>(2.5 points)</b> <ul style="list-style-type: none"> <li>PRIME-HRM Level III Recognized – 2.5 pts.</li> <li>PRIME-HRM Level II Recognized - 1.5 pts</li> </ul>	✓ PRIME-HRM Certification	
3. Supervising the operations of all public and private elementary, secondary and integrated schools <b>(2 points)</b> <ul style="list-style-type: none"> <li>✓ EBEIS and LIS (1 point) <ul style="list-style-type: none"> <li>100% of the total number of public And private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 1 pt.</li> <li>90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.75 pt.</li> <li>80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.5 pt.</li> <li>70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.25 pt.</li> </ul> </li> <li>✓ PMIS (1 point) <ul style="list-style-type: none"> <li>100% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 1 pt.</li> <li>90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.75 pt.</li> <li>80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.5 pt.</li> <li>70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.25 pt.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Percentage of Public and Private Schools submitting/encoding/ updating EBEIS, LIS, and PMIS</li> <li>✓ Certification from the PPRD</li> </ul>	
4. Customer Satisfaction Measurement (CSM) (January 2024 to September 2025) <b>(5 points)</b> <p>Points Earned = Average Rating of CSM results</p>	✓ CSM Results Analysis	

**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE**  
**(CITY DIVISION)**

**SDO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>A. OPCRf RATINGS for the Last 2 Rating Periods (30 points)</b>		
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) <b>(30 points)</b>  <b>Point/s Earned</b> = (Average of the Two OPCRf Ratings / 5) x 30	✓ OPCRf certified by the PMT for CY 2024 and CY 2023	
<b>B. STRATEGIC MANAGEMENT (13 points)</b>		
1. Division Education Development Plan <b>(2.5 points)</b> <ul style="list-style-type: none"> <li>100% of the targets set for FY 2020 - 2.5 pts. were successfully accomplished</li> <li>95%-99.99% of the targets set for FY 2020 were successfully accomplished - 2 pts.</li> <li>90%-94.99% of the targets set for FY 2020 were successfully accomplished - 1.5 pts.</li> <li>85% -89.99% of the targets set for FY 2020 were successfully Accomplished - 1 pt.</li> </ul>	✓ Targets set FY 2024 ✓ Accomplishments per quarter	
2. Division Program Implementation Review <b>(2.5 points)</b>  <b>Points Earned</b> = (Percentage of accomplishment of annual physical and financial targets/100) x 2.5	✓ Validated Division PIR Results	
3. Provision of Technical Assistance <b>(3 points)</b> <ul style="list-style-type: none"> <li>95% - 100% of the schools provided with TA improved performance - 3 pts.</li> <li>90% - 94% of the schools provided with TA improved performance - 2.5 pts.</li> <li>85% - 89% of the schools provided with TA improved performance - 2 pts.</li> <li>80% - 84% of the schools provided with TA improved performance - 1.5 pts.</li> <li>75% - 79% of the schools provided with TA improved performance - 1 pt.</li> </ul>	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2024  ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	

<p>4. Promoting a Culture of Research <b>(3 points)</b></p> <ul style="list-style-type: none"> <li>At least 40 researches have been endorsed to RO for the last 2 years - 3 pts.</li> <li>30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts.</li> <li>20-29 researches have been endorsed to RO for the last 2 years - 2 pts.</li> <li>10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts.</li> <li>9 and below researches have been endorsed to RO for the last 2 years - 1 pt.</li> </ul>	<p>✓ Endorsement from the SDS to RO</p>	
<p>5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees <b>(2 points)</b></p> <p>Due date for submission: Every 2<sup>nd</sup> week of the following month</p> <ul style="list-style-type: none"> <li>1 week before deadline - 2 points</li> <li>on the deadline - 1 point</li> </ul>	<p>✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2024</p>	
<p><b>C. Curriculum Management and Instruction (20 points)</b></p>		
<p>1. SDO Performance Indicators for the last two (2) years <b>(4 points)</b></p> <p>✓ Net Enrolment Rate (1 point)</p> <p><b>Points Earned</b> = Net Enrolment Rate/100</p> <p>✓ Cohort Survival Rate (1 point) <i>Baseline:75%</i></p> <p><b>Points Earned</b> = Cohort Survival Rate/100</p> <p>✓ Completion Rate (1 point) <i>Baseline:75%</i></p> <p><b>Points Earned</b> = Completion Rate/100</p> <p>✓ Drop-out Rate</p> <ul style="list-style-type: none"> <li>Zero (0) drop -out from the baseline data from year to year in 2 years - 1 pt.</li> <li>0.01% -1% drop-out from the baseline data from year to year in 2 years - 0.75 pt.</li> <li>1.01% - 2% drop-out from the baseline data from year to year in 2 years - 0.5 pt.</li> <li>3% &amp; above drop-out from the baseline data from year to year in 2 years - 0.25 pt.</li> </ul>	<p>Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD</p>	

<p>2. SDO Literacy Rate/Improved Reading Level <b>(2.5 points)</b></p> <p><b>Points Earned</b></p> <p>= (Percentage of learners who are at least Instructional Readers/100) x 2.5</p>	<p>Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD</p>	
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<p><b>D. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (12 points)</b></p>		
<p>1. Implementation of L and D System <b>(2.5 points)</b></p> <ul style="list-style-type: none"> <li>Full implementation of L&amp;D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel – 2.5 points</li> <li>4 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 2 points</li> <li>3 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1.5 points</li> <li>2 and below L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1 point</li> </ul>	<p>✓ LDNA Report ✓ L &amp; D Plan ✓ L &amp; D Design ✓ Program/Activity Completion Report</p>	
<p>2. Percentage of Target SDO Personnel Trained <b>(4.5 points)</b></p> <ul style="list-style-type: none"> <li><b>Teaching Personnel (1.5 points)</b></li> </ul>	<p>✓ Activity Completion Report ✓ LDNA Report</p>	



<p><b>Points Earned</b> = (Percentage of Teaching Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li><b>Teaching-Related Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Teaching-Related Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li><b>Non-Teaching Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Non-Teaching Personnel Trained/100) x 1.5</p>		
<p>3. Filling up of Items (Teaching Personnel) <b>(2.5 points)</b></p> <p><b>Points Earned</b> = (Percentage of filled-up new and existing teaching personnel items/100) x 2.5</p>	<ul style="list-style-type: none"> <li>✓ Percentage of newly created and existing vacant teaching and non-teaching items</li> <li>✓ Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)</li> </ul>	
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<b>E. RESOURCE MANAGEMENT (10 points)</b>		
<p>1. Monthly Downloading and Liquidation of Funds <b>(2 points)</b></p> <p><b>Points Earned</b> = (Percentage of monthly downloading of funds to the schools and liquidation reports submitted on time/100) x 2</p>	<ul style="list-style-type: none"> <li>✓ Certification of the percentage of monthly downloading of MOOE to the schools</li> <li>✓ Certification of Budget Utilization Report from the Finance Division as of Quarter 3 of the current fiscal year subject for validation</li> </ul>	
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*Obligation Rate (2 points)															
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c. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (5 points)															
<ul style="list-style-type: none"><li>International - 5 pts.</li><li>National - 3 pts.</li><li>Region - 1 pt.</li></ul>															
d. CSC PRIME-HRM (2.5 points)															

<ul style="list-style-type: none"> <li>PRIME-HRM Level III Recognized – 2.5 pts.</li> <li>PRIME-HRM Level II Recognized – 1.5 pts</li> </ul>	✓ PRIME-HRM Certification	
<p>3. Supervising the operations of all public and private elementary, secondary and integrated schools <b>(2 points)</b></p> <p>✓ EBEIS and LIS (1 point)</p> <ul style="list-style-type: none"> <li>100% of the total number of public And private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline – 1 pt.</li> <li>90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.75 pt.</li> <li>80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.5 pt.</li> <li>70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline – 0.25 pt.</li> </ul> <p>✓ PMIS (1 point)</p> <ul style="list-style-type: none"> <li>100% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline – 1 pt.</li> <li>90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.75 pt.</li> <li>80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.5 pt.</li> <li>70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline – 0.25 pt.</li> </ul>	<p>✓ Percentage of Public and Private Schools submitting/encoding/ updating EBEIS, LIS, and PMIS</p> <p>✓ Certification from the PPRD</p>	
<p>4. Customer Satisfaction Measurement (CSM) (January 2024 to September 2025) <b>(5 points)</b></p> <p>Points Earned = Average Rating of CSM results</p>	✓ CSM Results Analysis	

**BEST IN FUND UTILIZATION**  
**(SPECIAL AWARD)**  
**SDO Level**

SDO: \_\_\_\_\_

<b>A. Financial Management (Budget Utilization Rate) (100 points)</b>	<b>MEANS OF VERIFICATION (MOV)</b>	<b>Points Earned</b>
<p><b>1. Budget Utilization Rate (BUR) Obligation (50 pts)</b></p> <ul style="list-style-type: none"> <li>• BUR of 98-100% - 50 pts.</li> <li>• BUR of 96-97% - 45 pts.</li> <li>• BUR of 94-95% - 40 pt.</li> <li>• BUR of 93% and below - 35 pt.</li> </ul> <p><b>2. Budget Utilization Rate (BUR) Disbursement (50 pts)</b></p> <ul style="list-style-type: none"> <li>• BUR of 95-100% - 50 pts.</li> <li>• BUR of 90-94% - 45 pts.</li> <li>• BUR of 85-89% - 40 pt.</li> <li>• BUR of 84% and below - 35 pt.</li> </ul>	<p>✓ Certified Status of BUR at RO-FD</p>	

**BEST PRACTICES ON TECHNICAL ASSISTANCE PROVISION**  
**(Special Award)**  
**SDO LEVEL**

**SCHOOLS DIVISION:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ENTRY TITLE:** \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
<b>A. STRATEGY/MODALITY OF IMPLEMENTATION - 20 Points</b>		
<b>1.The Division has a clear plan for the development, implementation, and promotion of technical assistance provision (5 points)</b>	<b>Division TA Plan</b>	
<ul style="list-style-type: none"> <li>Complete with elements of a plan (general and specific objectives/strategies/responsible persons/budget and sources/timeframe) and duly signed by the TA/SBM Coordinator, Alternate TA/SBM Coordinator, the Chairman of each DFTACT, recommended by the ASDS and approved by the SDS</li> </ul>		
<ul style="list-style-type: none"> <li>Contents and activities are relevant to TA provision</li> </ul>		
<ul style="list-style-type: none"> <li>Covers access, equity, quality, resiliency and well-being, and governance in education</li> </ul>		
<ul style="list-style-type: none"> <li>Presented in a well-organized and logical format</li> </ul>		
<ul style="list-style-type: none"> <li>Activities presented are substantial for the DFTACTs to maximize TA provision</li> </ul>		
<div> <div>– All indicators are met</div> <div>5 pts.</div> </div>		
<div> <div>– Only 4 indicators are met</div> <div>4 pts</div> </div>		
<div> <div>– Only 3 indicators are met</div> <div>3 pts</div> </div>		
<div> <div>– Only 2 indicators are met</div> <div>2 pts</div> </div>		
<div> <div>– Only 1 indicator is met</div> <div>1 pt</div> </div>		
<b>2. Appropriate and effective methods, strategies, and resources are used to implement the practice to schools</b>  <b>(10 points)</b>	<b>DTAPP and DTAPE</b>	

<ul style="list-style-type: none"> <li>• Methods and resources are deemed very appropriate and effective in addressing schools' poor performance with 75% - 100% increase/decrease</li> </ul>	10 pts		
<ul style="list-style-type: none"> <li>• Methods and resources are deemed appropriate and effective in addressing schools' poor performance with 50% - 74% increase/decrease</li> </ul>	8 pts		
<ul style="list-style-type: none"> <li>• Methods and resources are deemed somewhat appropriate and effective in addressing schools' poor performance with 26% - 49% increase/decrease</li> </ul>	6 pts		
<ul style="list-style-type: none"> <li>• Some methods and strategies are deemed quite inappropriate and ineffective in addressing schools' poor performance with 15% - 25% increase/decrease</li> </ul>	4 pts		
<ul style="list-style-type: none"> <li>• Most methods and strategies are deemed quite inappropriate and ineffective in addressing schools' poor performance with 1% - 14% increase/decrease</li> </ul>	2 pts		
<b>3. Monitoring and evaluation mechanisms or processes are identified to safeguard the immediate and long-term outcomes of the practice (5 points)</b>		<b>Accomplished Monitoring and Evaluation Tools based on plans and procedures</b>	
<ul style="list-style-type: none"> <li>• A very comprehensive M&amp;E tool and procedures have been prepared and are judiciously used</li> </ul>	5 pts		
<ul style="list-style-type: none"> <li>• A comprehensive M&amp;E tool and procedures have been prepared and are judiciously used</li> </ul>	4 pts		
<ul style="list-style-type: none"> <li>• M&amp;E tools and procedures have been prepared and are sparingly used</li> </ul>	3 pts		
<ul style="list-style-type: none"> <li>• M&amp;E tools and procedures have been prepared</li> </ul>	2 pts		

but not used			
• No M&E tool and procedures have been developed	1 pt		
<b>B. INNOVATION AND CREATIVITY - 10 Points</b>			
<b>1. The practice has demonstrated instructive and innovative modes in promoting the practice to schools divisions (5 points)</b>		<b>Accomplished Monitoring and Evaluation Tools based on plans and procedures</b>	
• The Division has conducted at least five instructive and innovative advocacy campaign activities	5 pts		
• The Division has conducted at least four instructive and innovative advocacy campaign activities	4 pts		
• The Division has conducted at least three instructive and innovative advocacy campaign activities	3 pts		
• The Division has conducted at least two instructive and innovative advocacy campaign activities	2 pts		
• No M&E tool and procedures have been developed	1 pt		
<b>2. The entry is a new idea/concept or an improved/adapted version of an existing activity, implemented by the Division (5 points)</b>		<b>Comprehensive conceptual framework</b>	
• A very comprehensive Conceptual Framework has been developed with very clear descriptions	5 pts		
• A comprehensive Conceptual Framework has been developed with very clear descriptions	4 pts		
• A Conceptual Framework has been developed	3 pts		



with very clear descriptions			
<ul style="list-style-type: none"> <li>• A Conceptual Framework has been developed</li> </ul>	2 pts		
with no description			
<ul style="list-style-type: none"> <li>• There is no Conceptual Framework presented</li> </ul>	1 pt		
<b>C. RELIABILITY AND ACHIEVEMENT - 35 Points</b>			
<b>1. Accomplishments in KPIs</b>		<b>Copy of the 3 year-comparative data of the SDO's Completion and Cohort Survival Rates</b>	
<b>Comparative data in schools' Completion and Cohort Survival Rates (8 points)</b>			
○ <b>Completion Rate</b>			
• 10% or more and consistent increase	4.0 pts.		
• 5% -9% consistent increase	3.0 pts.		
• 4% and below/slight but consistent increase	2.0 pts.		
• Fluctuating increase	1.0 pt.		
○ <b>Cohort Survival Rate</b>			
• 10% or more and consistent increase	4.0 pts.		
• 5% -9% consistent increase	3.0 pts.		
• 4% and below/slight but consistent increase	2.0 pts.		
• Fluctuating increase	1.0 pt.		
○ <b>Participation Rate (NER) (3 points)</b>		<b>Copy of the SDO's Comparative NER in 3 Consecutive School Years</b>	
• 90% - 100% Net Enrollment Ratio	3.0 pts.		
• 80% - 89% Net Enrollment Ratio	2.5 pts.		
• 70% - 79% Net Enrollment Ratio	2.0 pts.		
• 60% - 69% Net Enrollment Ratio	1.5 pts.		
• 59% and below Net Enrollment Ratio	1.0 pt.		

○ <b>Drop-out Rate (3 points)</b>		<b>Dropout Rate in 3 Consecutive School Years</b>	
● <b>0% - 0.09% Drop-out Rate</b>	3.0 pts.		
● <b>1% - 1.9% Drop-out Rate</b>	2.5 pts.		
● <b>2% - 2.9% Drop-out Rate</b>	2.0 pts.		
● <b>3% - 3.9% Drop-out Rate</b>	1.5 pts.		
● <b>5% and above Drop-out Rate</b>	1.0 pt.		
<b>2. Effect of Instructional Supervision as reflected in Reading and Numeracy Results (16 points)</b>		<b>Comparative Results of the Reading Levels from Pre- to Post Test</b>	
○ <b>Improved Reading Level</b>			
● 90-100% of the learners are at least Instructional Readers	8.0 pts.		
● 80% - 89.99% of the learners are at least Instructional Readers	6.5 pts.		
● 70% - 79.99% of the learners are at least Instructional Readers	5.0 pts.		
● 60% - 69.99% of the learners are at least Instructional Readers	3.5 pts.		
● At least 59% of the learners are at Instructional Readers	2.0 pts.		
○ <b>Improved Numeracy Level</b>		<b>Comparative Results of the Numeracy Test from Pre- to Post</b>	
● 90-100% of the learners are highly numerates	8.0 pts.		
● 80% - 89.99% of the learners are highly numerates	6.5 pts.		
● 70% - 79.99% of the learners are highly numerates	5.0 pts.		
● 60% - 69.99% of the learners are	3.5 pts.		

highly numerates			
● At least 59% of the learners are highly numerates	2.0 pts.		
<b>3. Proof of other achievements of the Schools Division is demonstrated (5 points)</b>		<b>Plaques, Certificates of Recognitions, and awards received</b>	
<b>Top 3 Regional, National, and International Awards and Recognitions received by the Schools and Divisions (Academic/Sports/Personnel/Programs/Projects)</b>			
● 21 and above rewards received	5 pts		
● 16-20 rewards received	4 pts		
● 11-15 rewards received	3 pts		
● 6-10 rewards received	2 pts		
● 5 and below rewards received	1 pt		
<b>D. PARTICIPATORY AND INCLUSIVEVENESS - 10 Point</b>			
<b>1. The Division has demonstrated the use of inclusive, consultative, and participatory processes with all the technical personnel in the Division in planning and implementing the TA practice (5 points)</b>		<b>Activity completion reports on the DFTACTs' Pre-deployment, Deployment, and Post-Deployment Conferences, minutes of meetings, proofs of attendance, etc.</b>	
Maximum involvement of the members of the DFTACTs and other technical personnel during:			
o	Pre-Deployment Conference		
o	DFTACT Deployment		
o	Post-Deployment Conference		
● All of the indicators are evident	5 pts		
● 2 of the indicators are evident	3 pts		
● 1 of the indicators is evident	1 pt		
<b>2. The Division has demonstrated the relationships that exist between schools divisions and local communities, local education authorities,</b>			

<b>and other organizations to support the Division’s TA practice (5 points)</b>		<b>MOAs, MOUs, Resolutions of Support, and other fund support evidences</b>	
Maximum involvement of stakeholders in the activities relative to the provision of technical assistance in the division and schools			
o Attendance/Participations (attendance sheet)			
o MOA/MOU/USUFRUCT			
o Resolutions			
o Funding/MOU/USUFRUCT			
● All of the indicators are evident	5 pts		
● 4 of the indicators are evident	4 pts		
● 3 of the indicators are evident	3 pts		
● 2 of the indicators are evident	2 pts		
● 1 of the indicators is evident	1 pt		
<b>E. SUSTAINABILITY - 5 Points</b>			
<b>The Division has integrated Technical Assistance provision in the DEDP (5 points)</b>		<b>DEDP</b>	
● Integration of TA Provision is evident in all the performance improvement areas (access, equity, quality, resiliency and well-being, and governance) in the DEDP	5 pts		
● Integration of TA Provision is evident only in 4 of the performance improvement areas (access, equity, quality, resiliency and well-being, governance) in the DEDP	4 pts		
● Integration of TA Provision is evident only in 3 of the performance improvement areas (access equity, quality, resiliency and well-being, governance) in the DEDP	3 pts		
● Integration of TA Provision is evident only in 2 of the performance improvement areas	2 pts		

(access equity, quality, resiliency and well-being, governance) in the DEDP			
● Integration of TA Provision is evident only in 1 of the performance improvement area (access equity, quality, resiliency and well-being, governance) in the DEDP	1 pt		
<b>F. IMPACT/EFFECTIVENESS - 20 Points</b>			
<b>1. Results of the evaluation on the implementation of the practice identified positive transformation and change among the identified schools (10 points)</b>		<b>List of priority schools per quarter for TA provision with indicated improved performance as a result of the DFTACTs' TA provision</b>	
○ <b>Schools with Improved Performance</b>			
● 90% - 100% of schools provided TA have improved performance	10 pts		
● 60% - 89% of schools provided TA have improved performance	9 pts		
● 40% - 59% of schools provided TA have improved performance	8 pts		
● 20% - 39% of schools provided TA have improved performance	7 pts		
● 1% - 19% of schools provided TA have improved performance	6 pts		
<b>2. The Division has demonstrated that the practice has significantly changed improved the schools division's performance (10 points)</b>		<b>List of priority schools per quarter for TA provision with indicated improved performance as a result of the</b>	
○ <b>Schools Division's Performance</b>			
The Division has made significant changes in the following indicators from SY 2020-2021 to 2022-2023:			
○ Increased Reading Level			
○ Increased Numeracy Level			
○ Improved Periodic MPS			
○ Decreased Dropout Rate/ SARDO/PARDO			

o	Improved Cohort Survival, Completion, and Net Enrolment Rates	<b>DFTACTs' TA provision</b>	
o	Other		
	• All of the indicators are evident	10 pts	
	• 4 of the indicators are evident	9 pts	
	• 3 of the indicators are evident	8 pts	
	• 2 of the indicators are evident	7 pts	
	• 1 of the indicators is evident	6 pts	
<b>Grand Total</b>		<b>100 pts.</b>	
<b>Description</b>			

<b>SCORING:</b>	Range	Description
	90 – 100%	- Best Practice
	75 – 89%	- Effective Practice
	50 – 74%	- Innovative Practice
	49% & below	- Ordinary Practice

**REGIONAL EVALUATOR:**

\_\_\_\_\_  
(Signature over Printed Name & Date Signed)

\_\_\_\_\_  
(Signature over Printed Name & Date Signed)

\_\_\_\_\_  
(Signature over Printed Name & Date Signed)

**MOST PROMPT IN SUBMISSION OF FINANCIAL REPORTS**  
**(SPECIAL AWARD)**  
**SDO Level**

SDO: \_\_\_\_\_

A. Financial Management (Submission of Financial Reports) (100 points)	Means of Verification (MOV)	Points Earned
<p><b>1. Submission of Mid-Year Consolidated Reports (20 pts)</b></p> <ul style="list-style-type: none"> <li>Complete submission before start of the Workshop - 20 pts.</li> <li>Complete submission on Day 1-2 of the workshop - 15 pts.</li> <li>Complete submission on the last day of the workshop - 10 pts.</li> <li>Complete submission after the workshop - 5 pts.</li> </ul> <p><b>2. Submission of Year-End Consolidated Reports (20 pts)</b></p> <ul style="list-style-type: none"> <li>Complete submission before start of the Workshop - 20 pts.</li> <li>Complete submission on Day 1-2 of the workshop - 15 pts.</li> <li>Complete submission on the last day of the workshop - 10 pts.</li> <li>Complete submission after the workshop - 5 pts.</li> </ul> <p><b>3. Submission of FARS (1, 1A, 1B, 3, 4, 5, and 6) (20 pts)</b></p> <ul style="list-style-type: none"> <li>Submission 3 days before the deadline - 20 pts.</li> <li>Submission 2 days before the deadline - 15 pts.</li> <li>Submission 1 day before the deadline - 10 pts.</li> <li>Submission on the deadline - 5 pts.</li> </ul> <p><b>4. Submission of MOOE Downloading and Quarterly Cash Advances (20 pts)</b></p> <ul style="list-style-type: none"> <li>Submission 3 days before - 20 pts.</li> </ul>	<p>✓ Certified Status of Reports Submission at RO-FD</p> <p>✓ Certified Status of Reports Submission at RO-FD</p> <p>✓ Certified Status of Reports Submission thru the URS at DBM-RO</p> <p>✓ Certified Status of Reports</p>	



<p>the deadline</p> <ul style="list-style-type: none"> <li>• Submission 2 days before the deadline - 15 pts.</li> <li>• Submission 1 day before the deadline - 10 pts.</li> <li>• Submission on the deadline - 5 pts.</li> </ul>	Submission at RO-FD	
<p><b>5. Submission of Monthly Financial Reports and Paid DVs to SDO-COA (20 pts)</b></p> <ul style="list-style-type: none"> <li>• Submission 1 day before the deadline - 20 pts.</li> <li>• Submission on the deadline - 10 pts.</li> <li>• Submission after the deadline - 5 pts.</li> </ul>	<p>✓ Certified Copies of transmittal of submission to SDO-COA (with stamp received)</p>	

**BEST IN FILLING-UP OF TEACHING AND NON-TEACHING ITEMS**  
**(SPECIAL AWARD)**  
**SDO Level**

SDO: \_\_\_\_\_

<b>Best in Filling-up of Teaching and Non-Teaching Items (100 points)</b>		<b>MOV</b>	<b>Points Earned</b>
100% of newly created items filled-up as of December 31 of the preceding year	- 100 pts.	<b>Performance Management Information System (PMIS)</b>	
90-99% of newly created items filled-up as of December 31 of the preceding year	- 90 pts.		
80-89% of newly created items filled-up as of December 31 of the preceding year	- 80 pts.		
70-79% of newly created items filled-up as of December 31 of the preceding year	- 70 pts.		
69% and below of newly created items filled-up as of December 31 of the preceding year	- 60 pts.		

A. Submission of Administrative Reports (100 points)		MOV	Points Earned																														
<p><b>1. Personnel Related Reports/Documents (50 pts)</b></p> <ul style="list-style-type: none"> <li>Unfilled Principal 1 Positions (January 9, 2024)</li> <li>Status of Filling-Up Excel File (every 10<sup>th</sup> of the month)</li> <li>Special Hardship Allowance (March 14, 2024)</li> <li>Clustering of AO II (February 14, 2024)</li> <li>Reclassification (February 29, 2024)</li> <li>Philhealth Konsulta Package (March 12, 2024)</li> <li>Data on Vacation Service Credits and Compensatory Time-Off (March 14, 2024)</li> <li>Personnel Complement for COA (March 25, 2024)</li> <li>Inventory of SDO Personnel (April 1, 2024)</li> <li>Hiring of COS</li> <li>Others reports which will be required until cut-off date</li> </ul> <p><b>Rubrics:</b></p> <table border="1"> <thead> <tr> <th>Points</th> <th>Efficiency</th> <th>Quality</th> <th>Timeliness</th> <th>Points Earned</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>100% submission</td> <td>Minimal error</td> <td>Submitted 3 days before the deadline</td> <td></td> </tr> <tr> <td>15</td> <td>100% submission</td> <td>Minimal error</td> <td>Submitted 2 days before the deadline</td> <td></td> </tr> <tr> <td>10</td> <td>100% submission</td> <td>Minimal error</td> <td>Submitted 1 day before the deadline</td> <td></td> </tr> <tr> <td>5</td> <td>100% submission</td> <td>Minimal error</td> <td>Submitted on deadline</td> <td></td> </tr> <tr> <td>0</td> <td>No submission</td> <td>NA</td> <td>NA</td> <td>0</td> </tr> </tbody> </table> <p>Point/s Earned = (summation of ratings) divided by the number of required reports</p>		Points	Efficiency	Quality	Timeliness	Points Earned	20	100% submission	Minimal error	Submitted 3 days before the deadline		15	100% submission	Minimal error	Submitted 2 days before the deadline		10	100% submission	Minimal error	Submitted 1 day before the deadline		5	100% submission	Minimal error	Submitted on deadline		0	No submission	NA	NA	0	<p>✓ RO-Personnel Section certified record of submission</p>	
Points	Efficiency	Quality	Timeliness	Points Earned																													
20	100% submission	Minimal error	Submitted 3 days before the deadline																														
15	100% submission	Minimal error	Submitted 2 days before the deadline																														
10	100% submission	Minimal error	Submitted 1 day before the deadline																														
5	100% submission	Minimal error	Submitted on deadline																														
0	No submission	NA	NA	0																													
<p><b>2. Supply Management Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li><b>Inventory</b></li> </ul>		<p>✓ RO-Asset Management Unit</p>																															

<p><b>3. Cash Management Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li>• <b>Liquidation Report</b></li> </ul> <p><b>4. Records Management Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li>• <b>CAV</b></li> </ul> <p><b>5. Procurement Related Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li>• <b>APP</b></li> <li>• <b>PPMP</b></li> <li>• <b>Philgeps</b></li> </ul> <p><b>6. General Services Related Reports (10 pts)</b></p> <ul style="list-style-type: none"> <li>• <b>Submission of Division Ban</b></li> </ul>	<p>certified record of submission</p> <p>✓ RO-Cash Section certified record of submission</p> <p>✓ RO-Records Section certified record of submission</p> <p>✓ RO-Procurement Unit certified record of submission</p> <p>✓ RO-General Services certified record of submission</p>	
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**PROGRAM MANAGEMENT INFORMATION SYSTEM BEST IMPLEMENTER**  
**(Special Award)**  
**SDO Level**

**SDO:** \_\_\_\_\_

<b>CRITERIA/INDICATORS</b>	<b>MEANS OF VERIFICATION (MOVs)</b>	<b>Points Earned</b>
<b>A. Planning (30 points)</b>		
Number of SubAROs with budget allocation (15 points) x 0.15	Screenshot of Dashboard of OSDS, CID, and SGOD	
(Number of allocations with WFP Completed / Number of SubAROs with budget allocations) x 15	Screenshot of Dashboard of OSDS, CID, and SGOD	
<b>B. Implementation (40 points)</b>		
(Number of AR/ATC approved / Number of AR/ATC requested) x 30	Screenshot of AR/ATC Dashboard of OSDS, CID, and SGOD	
Number of issuances relative to the implementation of PMIS in the Schools Division 5 or more = 10 points 4 = 8 points 3 = 6 points 2 = 4 points 1 = 2 points 0 = no points	Copy of Division Memoranda relative to PMIS implementation	
<b>C. Progress Monitoring (30 points)</b>		
Number of operating units with physical accomplishment report 3 OUs = 15 points 2 OUs = 10 points 1 OUs = 5 points	Screenshot of Dashboard of OSDS, CID, and SGOD	
Number of operating units with financial accomplishment report 3 OUs = 15 points 2 OUs = 10 points 1 OUs = 5 points	Screenshot of Dashboard of OSDS, CID, and SGOD	

**TOP PERFORMER ON AOM/NS/ND COMPLIANCE**  
**(SPECIAL AWARD)**  
**SDO Level**

SDO: \_\_\_\_\_

<b>A. Financial Management (AOM, NS, &amp; ND Compliance) (100 points)</b>		
<p><b>1. AOM Compliance (50 points)</b></p> <ul style="list-style-type: none"> <li>• NO AOM received within the year – 50 points</li> <li>• Compliance within the year of 50% and above – 45 pts.</li> <li>• Compliance within the year of 30-49% – 40 point</li> <li>• Compliance within the year of 29% and below – 35 point</li> </ul> <p><b>2. NS Compliance (25 points)</b></p> <ul style="list-style-type: none"> <li>• NO NS balance by December 31 – 25 points</li> <li>• Compliance/Settlement within the year of 50% and above within the year – 20 points</li> <li>• Compliance/settlement within the year of 30-49% – 15 point</li> <li>• Compliance/settlement within the year of 29% and below – 10 point</li> </ul> <p><b>3. ND Compliance (25 points)</b></p> <ul style="list-style-type: none"> <li>• NO ND balance by December 31 – 25 points</li> <li>• Compliance/Settlement within the year of 50% and above within the year – 20 points</li> <li>• Compliance/settlement within the year of 30-49% – 15 point</li> <li>• Compliance/settlement within the year of 29% and below – 10 point</li> </ul>	<p>✓ APPSI Validated by COA and Status of AOM certified by RO-Accounting Section</p> <p>✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)</p> <p>✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)</p>	

**BEST IMPLEMENTER IN PROVIDENT FUND**  
**(SPECIAL AWARD)**  
**SDO Level**

SDO: \_\_\_\_\_

<b>A. Financial Management (Annual Utilization, Grant of Loans and Collection Rate) (100 points)</b>		<b>MOVS</b>	
<b>1. Percentage of Collection of Loans Receivable (50 pts)</b> <i>(Principal payments over Outstanding Loans Receivable)</i>		<ul style="list-style-type: none"> <li>✓ Certified Consolidated Status Report at RO-FD</li> <li>✓ Certified Report of Checks Issued from SDO</li> </ul>	
Percentage	Points		
25% above	50		
20%-24%	45		
15%-19%	40		
10%-14%	35		
6%-9%	30		
5% and below	25		
<b>2. Number of Loans Granted over Plantilla Positions (25 pts)</b> <i>(Number of Loans granted for the year over Total Number of Plantilla Positions)</i>		<ul style="list-style-type: none"> <li>✓ Annexes A and B</li> <li>✓ Signed Aging of Loans Receivable</li> </ul>	
Percentage	Points		
96% - 100%	25		
91% - 95%	20		
86% - 90%	18		
81% - 85%	15		
76 % - 80%	10		
75% and below	5		
<b>3. Percentage of Delinquent Loans (25 pts)</b> <i>(Total Delinquent Loans over Total Loans Receivable)</i>		<ul style="list-style-type: none"> <li>✓ Certified Report of Delinquent Loans at RO-FD</li> </ul>	
Percentage	Points		
75% and below	25		
76 % - 80%	20		
81% - 85%	18		
86% - 90%	15		
91% - 95%	10		
96% - 100%	5		



**CRITERIA FOR THE DEPED REGIONAL OFFICE/DEPED REGION VIII  
BITUON HAN SINIRANGAN SPECIAL AWARDS/ON-THE-SPOT AWARDS**

**1. MOST PUNCTUAL AWARD**

This award shall be given to DepEd Regional Office VIII permanent employees who have rendered at least 9 months of service within the time frame.

*Time Frame: Month of conduct of the latest Awarding Ceremony to a month before the conduct of the next Awarding Ceremony*

1. Completion of 8-hour a day/40-hour per week
2. No record of Tardiness regardless of number of minutes
3. No record of Undertime regardless of number of minutes
4. No record of Pass Slip on going out of the Office premises on Personal Business
5. No record of going out of the office premises without pass slip
6. No Record of Absence/s without Official Leave
7. Attendance to Flag Raising Ceremony except on official travel/leave

***To be provided by the Personnel Section based on the submitted Daily Time Records (DTRs)***

**2. LOYALTY AWARD**

This award shall be given to DepEd Regional Office VIII permanent employees.

*Time Frame: January to December or a month before the conduct of the Awarding Ceremony*

Pursuant to CSC MC No. 6, s. 2002

1. An official or employee who rendered ten (10) years of continuous and satisfactory service in the government and every five (5) years thereafter.

2. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period for the 1st 10 years.

3. An official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period for the succeeding 5-year milestone.

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

***To be provided by the Personnel Section based on the Service Records***

**3. PROMPT SUBMISSION OF REPORTS AWARD**

This award shall be given to DepEd Regional Office VIII permanent employees.

*Time Frame: January to December or a month before the conduct of the Awarding Ceremony*

1. Daily Time Record (DTR) (based on the Chief's record of signing the DTR)
2. Submission of Individual Performance Commitment Review Form (IPCRF) Target and Accomplishments (based on the Chief's record of submission of IPCRF)
3. Reports required for the Regional Monitoring Evaluation and Adjustment (RMEA)/Program Implementation Review (PIR) (to be identified by the Chief/Immediate Head)
4. Assigned reports based on KRA and other relevant reports (to be identified by the Chief/Immediate Head)

***To be provided by the Chief of each Functional Division/Office of the Regional Director based on the record of reports submission of the Immediate Superior***

#### **4. ACTIVE PARTICIPATION TO RO ACTIVITIES AWARD**

This award shall be given to DepEd Regional Office VIII permanent employees.

\*Only for activities which are applicable to all RO employees like Zumba, Flag Raising/Retreat, Christmas Party, Anniversary, and other RO required activities.

**Note:**

***1. To be provided by the Chief of each Functional Division/Office of the Regional Director based on the record of participation of the Immediate Superior.***

***2. One awardee per Functional Division except for Administrative Division with three (3) allocations having the highest number of personnel.***

#### **5. INNOVATION AWARD**

This award shall be given to DepEd Regional Office VIII permanent employee/s who introduce new ideas, goods, services, and practices which are intended to be useful and could address gaps on access, quality and relevance, and governance or management of education services.

The recommendation of the Immediate Superior shall be supported with the following Means of Verification (MOVs):

- a. Proposal duly approved by the Head of Office
- b. Accomplishment Report verified by the Head of Office
- c. Certification of utilization of the innovation within the office duly signed by the Head of Office
- d. Certification of adoption of the innovation by another division/school/office duly signed by the Head of Office

***For collaborative innovation, each member shall be awarded with Plaque/Certificate of Recognition, while cash award, if there is any, shall be divided equally among the number of authors.***

## 6. REGIONAL DIRECTOR'S AWARD

This award is given to DepEd Region VIII employee/s with distinguished accomplishment as determined by the Regional Director.

This award shall be also given in recognition to an “extra-ordinary achievement” that is successfully implemented an idea that contributed to the efficiency and economy of individual, functional division’s productivity, or improvement in operations or in the welfare of co-employees.

## 7. Hall of Fame Award

This award shall be given to any DepEd Region VIII permanent official/employee/school/office/ unit who has been awarded for the same award of the same category for three (3) consecutive years except for the Regional Office Special Awards.

## 8. Good Housekeeping Award / Quality Workplace Award

This award shall be given to DepEd RO VIII Divisions/Units/Sections whose physical areas of responsibility are well maintained and follow good office-keeping practices based on the results of the assessment on Good Housekeeping following the quality procedure.

## 9. On-the-Spot Award

### 9.1 Outstanding or Meritorious Performance Award

This award shall be given to any DepEd employee or office recognized by DepEd or other agencies or organizations sanctioned by DepEd for outstanding or meritorious performance.

**BEST FUNCTIONAL DIVISION IN BUDGET UTILIZATION – GASS MOOE**  
**(REGIONAL OFFICE SPECIAL AWARD)**

**Functional Division:** \_\_\_\_\_

<b>A. Financial Management (Budget Utilization Rate) (100 points)</b>		
<p><b>1. Budget Utilization Rate (BUR) Obligation (50 pts)</b></p> <ul style="list-style-type: none"> <li>BUR of 98-100% - 50 pts.</li> <li>BUR of 96-97% - 45 pts.</li> <li>BUR of 94-95% - 40 pt.</li> <li>BUR of 93% and below - 35 pt.</li> </ul> <p><b>2. Budget Utilization Rate (BUR) Disbursement (50 pts)</b></p> <ul style="list-style-type: none"> <li>BUR of 95-100% - 50 pts.</li> <li>BUR of 90-94% - 45 pts.</li> <li>BUR of 85-89% - 40 pt.</li> <li>BUR of 84% and below - 35 pt.</li> </ul>	<p>✓ Certified Status of BUR at RO-FD</p>	

**BEST FUNCTIONAL DIVISION IN BUDGET UTILIZATION – DOWNLOADED FUNDS**  
**(REGIONAL OFFICE SPECIAL AWARD)**

**Functional Division:** \_\_\_\_\_

<b>A. Financial Management (Budget Utilization Rate) (100 points)</b>		
<p><b>1. Budget Utilization Rate (BUR) Obligation (50 pts)</b></p> <ul style="list-style-type: none"> <li>BUR of 98-100% - 50 pts.</li> <li>BUR of 96-97% - 45 pts.</li> <li>BUR of 94-95% - 40 pt.</li> <li>BUR of 93% and below - 35 pt.</li> </ul> <p><b>2. Budget Utilization Rate (BUR) Disbursement (50 pts)</b></p> <ul style="list-style-type: none"> <li>BUR of 95-100% - 50 pts.</li> <li>BUR of 90-94% - 45 pts.</li> <li>BUR of 85-89% - 40 pt.</li> <li>BUR of 84% and below - 35 pt.</li> </ul>	<p>✓ Certified Status of BUR at RO-FD</p>	