



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

August 7, 2025

DIVISION MEMORANDUM

No. 254, s. 2025

**UPDATES ON THE 2025 SEARCH FOR THE MOST OUTSTANDING DEPED
NORTHERN SAMAR PERSONNEL, PROGRAM IMPLEMENTERS, AND
SCHOOLS RE: SCREENING AND EVALUATION OF DOCUMENTS**

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. In line with the conduct of the 2025 Search for the Most Outstanding DepEd Northern Samar Personnel, Program Implementers, and Schools, this Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, provides the updated timeline of activities for the screening, evaluation, and validation of documents, as detailed below:

Date	Activity	Person/s Involved	Expected Output
August 11, 2025	Deadline of Submission of District Nominees to the Schools Division Office corresponding to each award category	HRDS Team – Responsible for receiving and checking the completeness of the submitted documents per award category	List of Nominees from the 46 Districts and SDO Functional Offices with corresponding documents
August 12-13, 2025	Sorting of documents	HRDS Team – Responsible for categorizing the submitted documents per award category	Sorted/organized documents per award category

August 14-21, 2025	Evaluation of documents and shortlisting of nominees (top 3)	Division PRAISE Committee TWG – To assess nominees' documents based on set criteria, score entries, and identify top 3 per category for validation.	Evaluated documents and top 3 shortlisted nominees per award category
	Face-to-face/virtual validation of documents and interview of top 3 nominees	Division PRAISE Committee TWG – To conduct face- to-face validation, interview nominees, and verify supporting documents to ensure authenticity and merit of accomplishments.	Validated documents; interview results
August 22, 2025	Deadline of Submission of Rating Sheets to the PRAISE Secretariat	Division PRAISE Committee and TWG – To ensure timely submission of duly accomplished, signed, and verified rating sheets as basis for consolidation and final deliberation.	Complete and verified rating sheets per nominee submitted
August 23-25, 2025	Consolidation, preparation and finalization of results	PRAISE Secretariat – To review validation and interview findings, reconcile scores, and consolidate results per award category for presentation	Final consolidated results
August 26, 2025	Final Deliberation and Presentation of R&R Results to the PRAISE Committee/Subcommittees <i>Venue: Bulwagan ng mga Guro</i>	Division PRAISE Committee TWG – To formally present the consolidated results, supporting evidence, and	Approved list of awardees per category

		recommendations for final approval by the PRAISE Chair	
August 28, 2025	Announcement of the R&R Winners per award category	Division PRAISE Secretariat – To facilitate the official release and dissemination of results through a Division Memorandum	Official announcement of winners

2. Moreover, this Office also provides the updated PRAISE Committee Technical Working Group (TWG) and their respective assignments:

Award Categories	Chairperson	Members
Best Employee Award 1. Most Outstanding Teacher (TI-III, MTs) 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 Emily Adarayan Zyra D. Ultra
Best Employee Award 1. Most Outstanding Teacher (TI-III, MTs) 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 Roberto T. Orias Davy Aplan Medardo Baylon III
Best Employee Award and Best Office/School/Learning Center Award 1. Most Outstanding School Head (30%) and Most Outstanding School (70%) 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	Myra L. Bato Eva Baldoza Deah A. Gamao Merlita B. Fajardo Rudel Lutao Atty. Risty Adarayan
Best Employee Award	Chai: Nelida M. Lobos	Michelle D. Caguimbal Rolando Lucenecio Eunice V. Taringting

<p>1. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1) School/SDO Level 1.1. Administrative Aide 1.12. Administrative Assistant or equivalent position</p> <p>2.1. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1) School Level 2.1.1. Administrative Officer I-IV 2.1.2. Registrar 2.1.3. Implementing Unit Bookkeeper/ Accountant 2.1.4. Librarian</p> <p>2.2. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 2) SDO/School Level 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</p>		
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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 2.2.25. Administrative Officer II (HRMO I)		
Best Employee Award 1. Most Outstanding Coordinator/Coach/Trainer/Researcher School Level 1.1. Literacy Coordinator (Elementary only) 1.2. Numeracy Coordinator (Elementary only) 1.3. ICT Coordinator 1.4. Sports Coach/Trainer School/SDO Level 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 Open Category (School and SDO) 1.13. Researcher	Chair: Omar O. Ty	Dionesia Mercader Reynel M. Ignacio Shella Ann M. Rodriguez
Most Outstanding Coordinator/Adviser/Program Implementer 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 1.7. Gawad TALA	Chair: Elna D. Enano	Mark Manalo Lucila Balondo Jocelyn I. Acebuche

PRAISE SECRETARIAT

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

3. To ensure uninterrupted learning in case of face-to-face validation and interview of teacher-nominees, School Heads are directed to implement measures to maintain instructional continuity. Teacher-nominees, in coordination with their Master Teachers, Department Heads, or School Heads, must prepare advance lessons and learning activities with corresponding assessments. Classes must not be left without well-planned and well-communicated interventions in place.

4. Services rendered on weekends and holidays, specifically on the following dates: **August 16, 17, 21, 23, 24, and 25**, by the Division PRAISE Committee/Subcommittees in the entire screening process are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, s. 2004.

5. For guidance, information, and dissemination.


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

Enclosures: As stated

References: DM No. 245, s. 2025

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

REWARDS & RECOGNITION

PRAISE

2025 PASIDUNGOG

DepEd Northern Samar
RELEASED

By: 

Date: AUG 08 2025