



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

August 5, 2026

DIVISION MEMORANDUM

No. 306, s. 2026

**UPDATES ON THE 2026 SEARCH FOR THE MOST OUTSTANDING DEPED
NORTHERN SAMAR PERSONNEL, PROGRAM IMPLEMENTERS,
AND SCHOOLS**

To: Assistant Schools Division Superintendents
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
Selected Non-Teaching Personnel
All Others Concerned

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, hereby issues the following clarifications and updates concerning the 2026 Search for the Most Outstanding DepEd Northern Samar Personnel, Program Implementers, and Schools:

1.1. Paragraph 7 of Division Memorandum No. 259, s. 2026, provides that:

"As stipulated in the DepEd Region VIII PRAISE Manual, Regional PRAISE awardees shall not be allowed to reuse documents pertaining to outstanding and/or meritorious accomplishments that were submitted in the previous search. Accordingly, for 2025 Regional PRAISE awardees who are division nominees in this year's search, only documents covering outstanding and/or meritorious accomplishments attained from October 1, 2025, to August 31, 2026, shall be considered valid for evaluation."

For clarity and uniform application of the foregoing provision, nominees shall be subject to the following guidelines:

1.1.1. Nominees who were declared winners at the division level within the preceding two-year reckoning period and were subsequently endorsed to the regional-level search, but were not declared Regional PRAISE awardees, may reuse the documents they previously submitted during the division-level search, provided that the accomplishments covered by such documents fall within the prescribed two-year reckoning period for the 2026 search.

1.1.2. Conversely, nominees who were endorsed to the regional-level search and were subsequently declared Regional PRAISE awardees shall be



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governed by Paragraph 7 of DM No. 259, s. 2026. Accordingly, they shall not reuse documents pertaining to outstanding and/or meritorious accomplishments that were considered in the previous search.

1.2. In summary, the restriction against reusing previously submitted documents applies only to nominees who were declared Regional PRAISE awardees. It does not apply to division-level winners who were endorsed to the regional-level search but were not selected as regional awardees, subject to compliance with the prescribed two-year reckoning period and all other documentary requirements of the search.

2. Deadline for submission of nominees is hereby extended from **August 14, 2026, to August 17, 2026 (Monday), no later than 5:00 p.m.** The extension is being granted to provide nominees with sufficient time to prepare and complete the required documents and in consideration of the work-from-home arrangement scheduled on the original deadline. Late and incomplete submissions will not be accepted.

3. To assist the Division PRAISE Secretariat in the receipt and initial review of nomination documents, the following **Non-Teaching Personnel** are hereby requested to serve as **Support Staff** on **August 17, 24, and 25, 2026**. They shall be responsible for receiving, checking, and verifying the completeness of the documents submitted under the different award categories, as well as sorting and organizing the documents according to their respective categories for proper endorsement to the concerned evaluation teams:

Name	Position	School/Station
Ryan Cardenas	PDO I	Catigbian NHS
Verner Rosales	AO II	Lagundi ES
Kris Jhon Lopez	AO II	SAAVS
Mark Gondez Alcera	AO II	Gamay ES
Angelo Lazo	AO II	Guin-arawayan ES

4. Consequently, the updated composition of the **Division PRAISE Committee Technical Working Groups (TWGs)**, together with the members' respective assignments and terms of reference, is hereby provided, as follows:

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 Davy Aplan Zyra D. Ultra Medardo Baylon III <i>Support Staff:</i> Verner Rosales
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		



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	Eva Baldoza Deah A. Gamao Merlita B. Fajardo Rudel Lutao Atty. Risty Adarayan <i>Support Staff:</i> Kris John Lopez
Best Employee Award 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 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 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	Chair: Nelida M. Lobos	Roberto T. Orias Mark Manalo Reynel M. Ignacio <i>Support Staff:</i> Ryan Cardenas

2.2.10. Planning Officer 2.2.11. Information Technology Officer 2.2.12. Engineer 2.2.13. Project Development Officer II a. Youth Formation b. Disaster Risk Reduction c. Learning Resource 2.2.14. Senior Education Program Specialist a. Human Resource Development b. School Management Monitoring and Evaluation c. Planning and Research d. Social Mobilization and Networking 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 a. Curriculum Implementation Division b. Schools Governance and Operations Division 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	Chair: Omar O. Ty	Alex B. Rejuso Dionesia Mercader Myra Bato Atty. Vergel Buna <i>Support Staff:</i> Mark Gondez Alcera

1.10. Learners' Rights and Protection Coordinator 1.11. Sports Officer 1.12. Division Information Officer Open Category (School and SDO) 1.13. Researcher		
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	Chair: Elna D. Enano	Emily Adarayan Jocelyn I. Acebuche <i>Support Staff:</i> Angelo Lazo
PRAISE SECRETARIAT Peter R. Bobiles Pepito E. Saldo Jr. Cindy Celespara 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.		

5. This Memorandum serves as the **Authority to Travel** for the field personnel involved in the activities specified herein.
6. 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.
7. 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, while travel expenses of the field personnel shall be



charged against their respective School MOOE, subject to the usual accounting and auditing rules and regulations.

8. For queries/clarification, please contact Mr. Peter R. Bobiles, HRDS SEPS, or send an email to **hrd.northernsamar@deped.gov.ph**.

9. 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. 829, s. 2026, DM No. 259, s. 2026

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

REWARDS & RECOGNITION

PRAISE

2026 PASIDUNGOG

DepEd Northern Samar
RELEASED

By: 
Date: 12 AUG 2026

Enclosure 1

UPDATED SCHEDULE OF ACTIVITIES

Dates	Activities	Persons Involved/ Participants
August 17, 2026 (until 5 PM only)	- Deadline of Submission of District Nominees to the Schools Division Office corresponding to each award category - Sorting and organizing of documents	HRD/PRAISE Secretariat, Support Staff
IMPORTANT NOTE: Nomination documents shall be accepted ONLY if they are COMPLETE, PROPERLY ARRANGED and PACKAGED, and APPROPRIATELY TABBED according to the prescribed sequence of requirements. Incomplete, improperly packaged, or untapped submissions shall not be accepted.		
August 18-19, 2026 (with meals)	- Revisitation of the R&R Policy and start - Start of evaluation of documents	Division PRAISE Committee All Division PRAISE Subcommittee Members
August 20, 2026 (with meals)	Evaluation of documents	Division PRAISE Subcommittee Members
August 21, 2026 (Holiday)	Online validation of documents and conduct of interviews	Division PRAISE Subcommittee Members
August 22-23, 2026	Continuation of online validation of documents and interviews	Division PRAISE Subcommittee Members, Top 3 nominees
August 24, 2026 (with meals)	- Deliberation on the evaluation and validation results by the Division PRAISE Committee Technical Working Groups (TWGs) - Deadline for the submission of evaluation results	Division PRAISE Subcommittee Members HRD/PRAISE Secretariat Support Staff
August 25, 2026	Consolidation, preparation and finalization of results	HRD/PRAISE Secretariat Support Staff
August 26, 2026	Presentation of R&R Results to the Division PRAISE Committee	HRD/PRAISE Secretariat, Division PRAISE Committee
August 27, 2026	Announcement of the R&R Winners per award category	HRD/PRAISE Secretariat
August 28-29, 2026	Sorting and packaging of R&R documents for submission to the Regional Office	HRD/PRAISE Secretariat, Regional PRAISE nominees
August 31, 2026	Endorsement of the official division nominees to the Regional PRAISE Committee for the 2026 Search for the Most Outstanding DepEd Region VIII Personnel, Schools Division Offices, and Schools	HRD/PRAISE Secretariat