



## Department of Education

SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI

20 Jun 2025

#### **DIVISION MEMORANDUM**

No. **091** , s. 2025

#### 2025 SARANGWANI AWARDS: DIVISION SEARCH FOR THE OUTSTANDING TEACHING AND NON-TEACHING EMPLOYEES

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD, and CID
Education Program Supervisors/Coordinators
SDO Section/Unit Heads & Staff
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Teaching and Non-teaching Employees
This Division

- 1. Pursuant to DepEd Order No. 9, s. 2002, DepEd Order No. 78, s. 2007, and CSC No. 03, s. 2012, The Division PRAISE Committee officially publish the enhanced **Guidelines on Rewards and Recognition in the Division of Sarangani.** The division PRAISE Committee shall be responsible for implementing the welfare and benefit programs including granting awards and monetary and/or non-monetary incentives to the teaching and non-teaching personnel who have rendered meritorious services or excellent performance.
- 2. The **Division Search for the Outstanding Teaching and Non-teaching Employees** conferred to teaching and non-teaching employees who have exemplified continuing commitment and outstanding performance in the service toward achieving organizational productivity and quality education. The guidelines for the search and selection process shall be aligned to the HRDD-2024-070, the **2024 KAFNGABAL AWARDS REGIONAL SEARCH FOR OUTSTANDING EMPLOYEES IN DEPED SOCCSKSARGEN**. (see attached memorandum for qualifications, criteria, and other details).

**Prizes/Incentives:** The awardees shall receive the following.

Worth of Plaque	Cash Incentives
1st P 2,000.00	P 10,000.00
2 <sup>nd</sup> P 1,500.00	P 7,000.00
3 <sup>rd</sup> P 1,000.00	P 5,000.00

3. The amount specified for monetary and non-monetary incentives shall represent the maximum amount that awardees can receive. However, this amount may be reduced depending on the availability of funds subject to the usual accounting, auditing rules, and regulations.







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4. Below is the timeline for the search and selection process. Deadline of submission of hard copy application documents is on August 29, 2025, at the HRDS Office

Activity	Timeline
School and District Level	May - June 2025
Municipal Level	July 2025
Division Level	July - August 2025
Provision of TA to Regional	August - September 2025
Nominees	
Division Awarding Ceremony	October 2025
Regional Level	October - November 2025

5. Documents and Evaluation Committee per cluster.

Time	Category by	Evaluation Secretariat	
	Cluster	Team/Interviewer	
	Cluster 1	Edward Ryan Gulam	
8:00am	SPED	Analiza A. Domingo	
-	ALIVE	Bedaria T. Hassan Ruel Sagolili	
5:00pm	ALS	Norie L. Bagnol	
	Kindergarten	Araceli J. Dinopol	
	Multigrade	Melchor Maguan	
	IPED		
	Cluster 2	Irma May G. Dinasas	Ismael Villaluz
	Teacher I-III (Elem)	Marlou De Arce	
	Teacher I-III (Sec)	Judith B. Alba	
	Master Teacher I-II	John Jerson Constantino	
	(Elem)		
	Master Teacher I-II		
	(Sec)		
	Cluster 3	Ma. Shirley M. Cardinal	Jestoni Sales
	EPS	Donna S. Panes	
	PSDS	Adriano A. Daligdig	
	Specialist	Reynaldo Tagala	
	Guidance Advocate	Mario S. Donio	
	Principal I-IV (Elem)	Rehanee P. Sambuto	
	Principal I-IV (Sec)		
	HT (Elem)		
	HT (Sec)		
			1.7
	Cluster 4	Grace M. Albarracin	Maegel Formoso
	Internal Support	Aurelio C. Cagang	Alimama
	Services Positions	Leonila Tabaranza	
		Joanne Gay Alquiza	
	(AO I-IV, ADAS I-IV,	Roel Balbareno	
	NURSE, Librarian,	Romeo Martin	







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Planning 1-II, PDO 1-II, Guidance Counselor		
Cluster 5 Middle Manager Positions  (Medical Officer, Legal, Officer, Engineer, Accountant, AOV, PDO III-IV, ITO, Dentist, Planning Officer III	Ranolyn Undray, CPA Felipe Tuyogon, Jr. Edmund C. Gulam Estylinda Tudayan	Madina P. Loguioman

- 6. The Municipal PRAISE Committee shall nominate 1 nominee in each category below.
  - a. One (1) Outstanding Elementary Teacher
  - b. One (1) Outstanding Secondary Teacher
  - c. One (1) Outstanding Elementary Master Teacher
  - d. One (1) Outstanding Secondary Master Teacher
  - e. One (1) Outstanding ALS Teacher
  - f. One (1) Outstanding IPEd Teacher
  - g. One (1) Outstanding Multi Grade Teacher
  - h. One (1) Outstanding Kindergarten Teacher
  - i. One (1) Outstanding ALIVE Teacher
  - j. One (1) Outstanding SPED Teacher
  - k. One (1) Outstanding Elementary Head Teacher
  - 1. One (1) Outstanding Secondary Head Teacher
  - m. One (1) Outstanding Elementary Principal
  - n. One (1) Outstanding Secondary Principal
  - o. One (1) Outstanding Public Schools District Supervisor
  - p. One (1) Outstanding Education Program Supervisor
  - q. One (1) Outstanding Education Program Specialist
  - r. One (1) Outstanding Guidance Counselor
  - s. One (1) Outstanding Nonteaching Employee for Internal Service Support Positions
  - t. One (1) Outstanding Middle Manager Position
- 7. For clarification, contact the Division PRAISE Committee.

Atty. Nelyn B. Frinal at nelyn.frinal@deped.gov.ph

Ms. Ma. Shirley M. Cardinal at mashirley.cardinal001@deped.gov.ph

Ms. Irma May G. Dinasas at irmamay.dinasas@deped.gov.ph

Ms. Grace M. Albarracin at grace.albarracin@deped.gov.ph

Mr. Reynaldo N. Balicaco at <a href="mailto:reynaldo.balicaco@deped.gov.ph">reynaldo.balicaco@deped.gov.ph</a>

Ms. Ranolyn A. Undray, CPA at <a href="mailto:ranolyn.undray@deped.gov.ph">ranolyn.undray@deped.gov.ph</a>









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Mr. Reynaldo C. Tagala at reynaldo.tagala@deped.gov.ph

Mr. Edward Ryan F. Gulam at <a href="mailto:edwardryan.gulam@deped.gov.ph">edwardryan.gulam@deped.gov.ph</a>

Mrs. Araceli J. Dinopol at araceli.dinopol001@deped.gov.ph

Ms. Rehanee P. Sambuto at rehanee.sambuto@deped.gov.ph

Ms. Madina P. Loguioman at madina.loguioman@deped.gov.ph

8. For information and guidance of all concerned.

#### RUTH L. ESTACIO PhD, CESO V

Schools Division Superintendent

Encl.: As stated Reference: As stated

To be indicated in the <u>Perpetual Index</u> under the following subjects:

**AWARDS** 

AAD/SGOD/DM – 2025 sarangwani awards: division search for the outstanding teaching and non-teaching employees 0529/June 20, 2025





**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province **Telephone No.:** (083) 508-2039

Website: www.depedsaragani.com
Email Address: sarangani@deped.gov.ph



## Department of Education

SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI



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Enclosure to Regional Memorandum HRDD-2024-070

#### Enhanced Guidelines for the Regional Search for Outstanding Employees in DepEd SOCCSKSARGEN

#### Rationale and Purpose

The Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002 in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department. Also, this program intends to recognize employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

In connection, DepEd SOCCSKSARGEN establishes the Regional Search for Outstanding Employees dubbed as the Kafngabal Awards to recognize and confer rewards to the top performing teachers, school administrators, related teaching and nonteaching employees who have demonstrated continuing commitment and outstanding performance in the service. This is in adherence to the principle that human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

Further, the initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. As integrated in the Results-Based Performance and Management System (RPMS) cycle which was operationalized through DO 2, s. 2015, performance rewarding and development planning comes at the fourth phase of the framework that enables the recognition of employee's performance and efforts for the whole year in delivering quality service and exemplary contribution to the department.

Hence, through this rewards and recognition system, it prepares our human resources more competitively for nomination and participation to the national level or international level awards program. This award program significantly opens more opportunities in giving support to teachers to teach better as rewards and recognition programs offer intrinsic motivations to improve performance in delivering quality basic education and services as encapsulated in the MATATAG Agenda.





Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal

Telephone Nos.: (083) 2288825/ (083) 2281893 Email Address: region12@deped.gov.ph

Website: depedroxii.org









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#### II. General Guidelines

Hereunder, are the general rules for the DepEd SOCCSKSARGEN Search for Outstanding Teaching and Non-Teaching Employees:

- The award is open to all teaching, school administrators, relatedteaching, and nonteaching employees of DepEd SOCCSKSARGEN who have rendered service for at least five years, and five years in the category applied for (except for nonteaching and related teaching categories);
- 2. Nominees should have met the set qualification requirements;
- Nominees should have at least Very Satisfactory IPCRF rating. The IPCRF rating for three school years are credited, however, if the nominee is on official leave due to training or scholarship, the performance rating prior to the study leave/leave of absence can be used;
- Nominees should be of good moral character and has no pending administrative/criminal case;
- The top three regional winners in each category of the previously concluded Kafngabal Awards will not be qualified to join the awards in the succeeding year.

#### III. Category and Qualification Requirements

The search shall cover both the teaching, and non-teaching and relatedteaching employees which shall include the following categories:

A.) Teaching Employees

Category	Qualification Requirements
	Quantication Requirements
Outstanding Elementary School Teacher	<ul> <li>Has permanent item as Teacher I, II, or III</li> <li>Either classroom advisers or subject teachers provided with five to six subject loads or six hours of teaching loads</li> </ul>
Outstanding Secondary School Teacher	Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award
Outstanding Elementary Master Teacher	Has permanent item as Master Teacher I, II, III, or IV     Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads
Outstanding Secondary Master Teacher	Has other designations like coordinator, mentor, grade/year level chairman     Has received the Division Outstanding Elementary/Secondary Master Teacher Award





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Category	Qualification Requirements		
Outstanding Kindergarten Teacher	<ul> <li>Has permanent item as Teacher I/ Kindergarten teacher</li> <li>Has at least two teaching loads of Kinder sessions or six hours of teaching loads.</li> <li>Has received the Division Outstanding Kindergarten Teacher Award</li> </ul>		
Outstanding ALIVE Teacher	<ul> <li>Has a permanent item as a regular teacher tagged to ALIVE Program or in contract of service that may either be a LET Passer or not, and may either be in Kulliyah (college level) Arabic or a graduate of Islamic Studies</li> <li>Has at least four to six teaching loads or six hours teaching loads</li> <li>Has received the Division Outstanding ALIVE Teacher Award</li> </ul>		
Outstanding IPED Teacher	<ul> <li>Has permanent item as regular teacher tagged to IPED Program</li> <li>Has at least five to six teaching loads or six hours teaching loads</li> <li>Has received the Division Outstanding IPED Teacher Award</li> </ul>		
Outstanding ALS Teacher	<ul> <li>Has permanent item as regular teacher tagged as ALS teacher</li> <li>Has at least five to six teaching loads or six hours teaching loads</li> <li>Has received the Division Outstanding ALS Teacher Award</li> </ul>		
Outstanding SPED Teacher	<ul> <li>Has permanent item as regular teacher or SPET</li> <li>Has at least five to six teaching loads or six hours teaching loads assigned to SPED classes</li> <li>Has received the Division Outstanding SPED Teacher Award</li> </ul>		
Outstanding Multi-Grade Teacher	Has permanent item as regular teacher     Has at least an average of six hours teaching loads assigned to multi-grade classes     Has received the Division Outstanding Multi-Grade Teacher Award		





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#### B. School Administrators

Outstanding Elementary School Principal Outstanding Secondary School Principal	<ul> <li>Has permanent appointment as Principal I, II, III or IV</li> <li>Has served for at least three years as School Principal</li> <li>Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award</li> </ul>
Outstanding Elementary Head Teacher Outstanding Secondary Head Teacher	<ul> <li>Has permanent appointment as Head Teacher I, II, III, IV, V, or VI</li> <li>Has served for at least three years as Head Teacher and should be handling school or supervising teachers</li> <li>Has received the Division Outstanding ELEMENTARY/ SECONDARY HEAD TEACHER Award</li> </ul>

#### C. Related Teaching Positions

Outstanding Public Schools District Supervisor (PSDS)	Has regular permanent appointment as Public Schools District Supervisor (PSDS)     Has served for at least three years as PSDS     Has received the Division Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR Award
Outstanding Education Program Supervisor (EPS)	Has Regular Permanent appointment as Education Program Supervisor (EPS)     Has served for at least three years as EPS     Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award
Outstanding Education Program Specialist	Has regular permanent appointment as Senior Education Program Specialist (SEPS) or Education Program Specialist-II (EPS-II)     Has served for at least two years as SEPS or EPS-II     Has received the Division Outstanding EDUCATION PROGRAM SPECIALIST Award





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Outstanding Guidance Counselors/ Designate/Advocate

- Has regular permanent appointment as Guidance Counselor or a teacher assigned as Guidance Designate/Advocate
- Has served for at least three years as Guidance Counselor/Guidance Designate or Advocate
- Has received the Division Outstanding GUIDANCE COUNSELOR/DESIGNATE/ADVOCATE Award

#### D. Nonteaching Employees

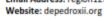
#### Category Qualification Requirements Outstanding The Outstanding Nonteaching Employee for Internal Nonteaching Support Service Award may be awarded to either of Employee (Internal the following positions: ACCOUNTANT II, Support Service ADMINISTRATIVE OFFICER I-IV, ADMINISTRATIVE Positions) ASSISTANT I-III, ADMINISTRATIVE AIDE I-VI, NURSE I-II, DENTIST I-II, PDO I-II, LIBRARIAN I-II, Accountant II SUPPLY OFFICER I-II Administrative Has permanent item in the position as ACCOUNTANT II/ ADMINISTRATIVE OFFICER I-IV/ Officer I-IV ADMINISTRATIVE ASSISTANT I-III/ Administrative ADMINISTRATIVE AIDE I-VI/ NURSE I-II/ DENTIST Assistant I-III I-II/ PDO I-II/ LIBRARIAN I-II/ SUPPLY OFFICER I-II Administrative Aide I-VI With at least 1 year of work experience relevant to the current position Dentist II Has a salary grade below 18 Nurse I-II Has received the Division Outstanding PDO I-II NONTEACHING EMPLOYEE FOR INTERNAL Librarian I-II SUPPORT SERVICE Award **Supply Officer** Outstanding The Outstanding Nonteaching Employee for Middle Nonteaching Manager Award may be awarded to either of the Employee following positions: MEDICAL OFFICER II-III, (Middle Manager ATTORNEY II-III, ENGINEER III, ACCOUNTANT III, Positions) ADMINISTRATIVE OFFICER V, INFORMATION TECHNOLOGY OFFICER, PLANNING OFFICER III Medical Officer Has permanent item in the position as MEDICAL II-III OFFICER II-III/ ATTORNEY II-III/ ENGINEER III/ Attorney III ACCOUNTANT III/ADMINISTRATIVE OFFICER V/ Engineer III INFORMATION TECHNOLOGY OFFICER/ PLANNING Accountant III OFFICER III Administrative With at least 1 year of work experience relevant to Officer V the current position Information Has a salary grade of 18 and above Technology Officer





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Category	Qualification Requirements	
Planning     Officer III	<ul> <li>Has received the Division Outstanding NONTEACHING EMPLOYEE FOR MIDDLE MANAGERS Award</li> </ul>	

#### IV. SELECTION CRITERIA AND RATING FOR TEACHING EMPLOYEES

CATEGORY		SELECTION CRITERIA AND RATING		
1. Outstanding	Instructio	Instructional Competence (25)		
Elementary Teacher I-III	1. Teac	ching Competer	nce/ IPCRF	Rating (25)
Teacher 1-111	Final Rati	ng= Average Sc	ore of 3 cor	secutive ratings/5 X 25
		Documented I	nformation	3-year IPCRF
2. Outstanding				
Secondary		hments and C		
Teacher I-III	A. Imp	lemented resea	rch-based i	innovations and creative
	outp	outs within 3 ye	ears, such a	as workplace application
	proj	ect/s after atte	ndance to t	raining, conferences, or
	work	kshops, or any	learning ar	nd development
	app	lication projects	s/innovatio	ns (10)
		Indicator	Percentage	Documented
		maicator	rercentage	Information
		gnitude	30%	Research/concept
		ategic	30%	paper signed by
	_	portance		immediate supervisor
		kages and	20%	Recipient
	_	pport		Attendance/Logs
	Su	stainability	20%	Sustainability Plan Proof of
		Total	100%	utilization/adoption of
				the innovations duly
				signed by immediate
				supervisor
				*Evaluation Results
	Gair	ned evaluation j	percentage	x 10 = Rating
	B. Dep	Ed-endorsed av	wards or di	stinctions received (5)
		Level	Points	Documented Information
	Int	ernational	5	Certificate of
	Na	tional	4	Awards with





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Regional	3	Endorsement/n
Division	2	omination letter
District	1	signed by the
		SDS and/or
		Regional Head
		of Office

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Recognition
Division	3	
District	2	Memorandum
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

developed (5)			
Level	Points	Documented Information	
International	5	Copy of publication or	
National	4	authorship and	
Regional	3	acceptance letter/	
Division	2	Copy of developed	
District	1	learning resource	
		Proof of utilization/	
		adoption of the	
		produced material	

#### Community Development/ Services (10)

A. Membership / Leadership in duly recognized professional organizations (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Membership/
Division	3	Leadership and
District	2	Certificate of Good
School	1	Standing

B. Participation in community and civic movements/advocacies (5)





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Level	Points	Documented Information
National	5	Certificate of
Regional	4	Participation
Division	3	
District	2	
School	1	

#### Professional Competence (25)

A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

Level	Points	Documented Information	
National	10	Certificate as	
Regional	8	Resource Speaker/	
Division	6	Facilitator	
District	4	Issuances and	
School	2	memorandum	

 C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information	
National	5	Certificate of	
Regional	4	Participation	
Division	3	Memorandum	
District	2		
School	1		

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators







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	A. Self-Management (3)	
	Frequently Demonstrate	
	Occasionally Demonstra	ated 2
	Fairly Demonstrated	1
	Not Demonstrated	0
	B. Professionalism and Ethi	cs (3)
	Frequently Demonstrate	
	Occasionally Demonstra	
	Fairly Demonstrated	1
	Not Demonstrated	0
	C. Result Focus (3)	
	Frequently Demonstrate	ed 3
	Occasionally Demonstra	ated 2
	Fairly Demonstrated	1
	Not Demonstrated	0
	D. Teamwork (3)	
	Frequently Demonstrate	ed 3
	Occasionally Demonstra	ated 2
	Fairly Demonstrated	1
	Not Demonstrated	0
	E. Service Orientation (3)	
	Frequently Demonstrate	ed 3
	Occasionally Demonstra	ated 2
	Fairly Demonstrated	1
	Not Demonstrated	0
3. Outstanding	Instructional Competence (25	5)
Elementary	A. Teaching Competence/ II	PCRF Rating (15)
Master Teacher		
I-II	Final Rating= Average Score of	3 consecutive ratings/5 X 15
	Documented Informa	ation 3-year IPCRF
4. Outstanding		, , , , , , , , , , , , , , , , , , , ,
Secondary	B. Instructional Supervision	Skills (10)
Master Teacher	<ol> <li>Conducted at least 4 mer</li> </ol>	ntoring/ coaching activities
I-II	with teachers quarterly	
	Indicator Poi	ints Documented Information
	Frequently	2 Classroom
	demonstrated (4	Observation Tool
	or more per	
	quarter)	







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Occasionally 1 Coaching and mentoring or less per quarter)

Not Demonstrated 0

Managed performance of teachers following the RPMS Cycle

Cycle		
Indicator	Points	Documented
Tricticator	1 00110	Information
Facilitated and	2	Teachers'
managed 4		consolidated
phases of		IPCRF Ratings
performance cycle		duly signed by the
Facilitated and	1	Head of Office
managed 3		
phases or less of		Classroom
performance cycle		Observation Tool
Not Demonstrated	0	
		Agreements and
		Performance
		Monitoring and
		Coaching Form
		Summary of
		teacher's
		development plan
		duly signed by the
		Head of Office

Managed school program, projects and activities that facilitated for the increase of learners' performance

Indicator	Points	Documented Information
Frequently	2	Program
demonstrated (3		Completion
or more per		Reports
quarter)		SMEPA Reports
Occasionally	1	Learners progress
Demonstrated (2		report (e.g. GPA,
or less per		MPS, Proficiency
quarter)		level)
Not Demonstrated	0	





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 Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

-		
Indicator	Points	Documented Information
75% and above	2	M&E Reports
50%-74%	1	Accomplishment
Below 50%	0	Reports
		SMEPA Reports
		SF5

 Conducted DepEd/NEAP-recognized/ PRC-accredited Seminar /Workshop for Teachers in specific learning areas

Indicator	Points	Documented Information
At least 2 in a year	2	Approved
At least 1 in a year	1	program/activity
Not Demonstrated	0	design
		Accomplishment
		report

#### Accomplishments and Contributions (25)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any learning and development application projects/innovations (10)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)





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# Department of Education

# SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI



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Level	Points	Documented Information
International	5	Certificate of
National	4	Awards with
Regional	3	Endorsement/n
Division	2	omination letter
District	1	signed by the
		SDS and/or
		Regional Head
		of Office

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Recognition
Division	3	
District	2	Memorandum
School	1	

 D. Publication/ Authorship/ Learning Resource developed (5)

Level	Points	Documented Information
International	5	Copy of publication
National	4	or authorship and
Regional	3	acceptance letter/
Division	2	Copy of developed
District	1	learning resource
		Proof of utilization/
		adoption of the
		produced material

#### Community Development/ Services (10)

A. Membership/ Leadership in duly recognized professional organizations (5)

professional organizations (o)			
Level	Points	Documented Information	
National	5	Certificate of	
Regional	4	Membership/	
Division	3	Leadership and	
District	2	Certificate of Good	
School	1	Standing	





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B. Participation in community and civic

movements/advocacies (5)				
Level	Points	Documented Information		
National	5	Certificate of		
Regional	4	Participation		
Division	3			
District	2			
School	1			

#### Professional Competence (25)

A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for MT-I: Bachelor's degree for teacher or Bachelor's degree with 18 professional units in Education, and 18 units for MA in Education or its equivalent

Basic Qualification for MT-II: Bachelor's Degree for teachers or Bachelor's degree with 18 professional units in Education; 24 units for Master's Degree in Education or its equivalent.

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

Level	Points	Documented Information
National	10	Certificate as
Regional	8	Resource Speaker/
Division	6	Facilitator
District	4	Issuances and
School	2	memorandum

 C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Participation





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		SOCCSKSARGEN REGIO	DN	
		Division	3	Memorandum
		District	2	]
		School	1	
		onal Attributes/		
	Refer	to Core Behavior	al Competenci	es for Indicators
			. (2)	
	A.	Self-Managemer		
		Frequently Der		3
		Occasionally D		2
		Fairly Demons		1
		Not Demonstra	ited	0
	- Б	Professionalism	and Ethion (2	
	В.			3
		Frequently Der Occasionally D		2
		Fairly Demons		1
		Not Demonstra		0
		Not Demonstra	itea	0
	C	Result Focus (3)	1	
		Frequently Der		3
		Occasionally D		2
		Fairly Demons		1
		Not Demonstra		0
	D.	Teamwork (3)		
		Frequently Demonstrated		3
		Occasionally Demonstrated		2
		Fairly Demonstrated 1		1
		Not Demonstra	ited	0
	E.	Service Orientat		
		Frequently Der		3
		Occasionally D		2
		Fairly Demons		1
		Not Demonstra	ited	0
	Total	national Compa	(OF)	
5. Outstanding	Instr	uctional Compet Teaching Compe		Pating (25)
Kindergarten		reaching compe	tence/ irckr	Rating (25)
Teacher		Rating= Average	Score of 3 co	nsecutive ratings/5 X 25
				3-year IPCRF
			y	
6. Outstanding	Acco	mplishments an	d Contributio	ons (25)
ALIVE Teach		•		innovations and creative
		outputs within	3 years, such	as workplace application
		-		







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 Outstanding IPEd Teacher

8. Outstanding SPED Teacher

Outstanding ALS Teacher

10.Outstanding Multi-Grade Teacher project/s after attendance to training, conferences, or workshops, or any learning and development application projects/innovations (10)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of
National	4	Awards with
Regional	3	Endorsement/no
Division	2	mination letter
District	1	signed by the SDS
		and/or Regional
		Head of Office

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Recognition
Division	3	
District	2	Memorandum
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

developed (o)		
Level	Points	Documented Information
International	5	
National	4	1





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Regional	3	Copy of publication
Division	2	or authorship and
District	1	acceptance letter/
		Copy of developed
		learning resource
		Proof of utilization/
		adoption of the
		produced material

#### Community Development/ Services (10)

A. Membership / Leadership in duly recognized professional organizations (5)

professional organizations (5)				
Level	Points Documented Information			
National	5	Certificate of		
Regional	4	Membership/		
Division	3	Leadership and		
District	2	Certificate of Good		
School	1	Standing		

B. Participation in community and civic movements/advocacies (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Participation
Division	3	
District	2	
School	1	

#### Professional Competence (25)

A. Education (10)

Datacation (10)		
Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

\*or

Basic Qualification for the current position of the nominee shall apply (i.e. SPET, Master Teachers)





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B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

Level	Points	Documented Information	
National	10	Certificate as	
Regional	8	Resource Speaker/	
Division	6	Facilitator	
District	4	Issuances and	
School	2	memorandum	

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Attended (5)				
Level	Points	Documented Information		
National	5	Certificate of		
Regional	4	Participation		
Division	3	Memorandum		
District	2			
School	1			

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

2
1
0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

C. Result Focus (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

D. Teamwork (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1





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	Not Demonstrated	0
_		
E.	Service Orientation (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0

#### SCHOOL ADMINISTRATOR CATEGORIES

11. Outstanding
<b>Elementary Head</b>
Teacher

#### 12. Outstanding Secondary Head Teacher

## Managerial Competence (35)

A. IPCRF/OPCRF (15)

Final Rating= Average Score of 3 consecutive ratings/5 X 15

B. School Performance Rating for 3 years based on School Report Card (SRC) certified by the School Governing Council (SGC) and validated by the Division Planning Officer (10)

Final Rating= Average Score of 3 consecutive ratings/100 X 10

Documented Information	3-year School
	Performance Rating

\*For HT managing a school and functioning as a school head C. Fiscal Leadership on MOOE/school funds liquidation with timeliness and efficiency (10)

Timeliness (5)

Indicator	Points	Documented Information
Never been delayed in the liquidation	5	
1-2 delays	3	Accountant's
3 or more delays	1	certification

Efficiency (5)

Efficiency (5)		
Indicator	Points	Documented Information
91-100% utilized MOOE/ School funds	5	Accountant's certification
81-90% utilized MOOE/School funds	3	
MOOE/ School lunus	1	





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80% and below utilized	1	
MOOE/ School funds		

#### OR

\*For HT managing and supervising school faculty and staff

 C. Supervision and observations of teachers within a year to ensure effective and competent delivery of curriculum (10)

curriculum (10)		
Indicator	Points	Documented Information
Supervised, observed,	10	Observation
and monitored 91%-		and
100% of the school		Monitoring
teachers		Plan
Supervised, observed,	8	
and monitored 81-90%		Classroom
of the school teachers		observation
Supervised, observed,	6	reports
and monitored 71%-80%		
of the school teachers		Attendance
Supervised, observed,	4	sheet
and monitored 61%-70%		
of the school teachers		PMCF
Supervised, observed,	2	
and monitored 60% and		
below of the school		
teachers		

#### Leadership and Instructional Supervisory Skills (10)

 Conducted at least 4 mentoring/ coaching activities with teachers quarterly.

Indicator	Points	Documented Information
Frequently	2	Classroom
demonstrated (4		Observation Tool
or more quarterly)		
Occasionally	1	Coaching and
Demonstrated (3		mentoring
or less quarterly)		report/documents
Not Demonstrated	0	

 B. Managed performance of teachers following the RPMS Cycle

Points	Documented Information
	Points





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Facilitated and	2	Teachers'
managed 4		consolidated
phases of		IPCRF Ratings
performance cycle		duly signed by the
Facilitated and	1	Head of Office
managed 3		
phases or less of		Classroom
performance cycle		Observation Tool
Not Demonstrated	0	
		Agreements and
		Performance
		Monitoring and
		Coaching Form
		Summary of
		teacher's
		development plan
		duly signed by the
		Head of Office

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

facilitated for the inc	rease of I	earners' performance
Indicator	Points	Documented Information
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports SMEPA Reports
Occasionally Demonstrated (2 or less per quarter)	1	Learners progress report (e.g. GPA, MPS, Proficiency level)
Not Demonstrated	0	

D. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

Indicator	Points	Documented Information
75% and above	2	M&E Reports
50%-74%	1	Accomplishment
Below 50%	0	Reports
		SMEPA Reports
		SF5

 E. Conducted/Assisted instructional supervision quarterly





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Indicator	Points	Documented Information
At least 4	2	Supervisory Plan
instructional		and Monitoring
supervision in a		Reports
year		
3 or less	1	
instructional		
supervision in a		
year		
Not Demonstrated	0	

#### Accomplishments and Contributions (20)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)

workshops (10)		
Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of
National	4	Awards with
Regional	3	Endorsement/nom
Division	2	ination letter
District	1	signed by the SDS
		and/or Regional
		Head of Office

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

Level Points Documented Information





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National	5	Certificate of
Regional	4	Recognition
Division	3	
District	2	Memorandum
School	1	

#### Professional Competence (20)

A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for HT-I to HT-III: Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree w/ 18 professional education units

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (5)

Level	Points	Documented Information
National	5	Certificate as
Regional	4	Resource Speaker/
Division	3	Facilitator
District	2	Issuances and
School	1	memorandum

 C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Participation
Division	3	Memorandum
District	2	
School	1	

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)







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	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	B. Professionalism and Ethics (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	C. Result Focus (3)	3
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Fairly Demonstrated	0
	Not Demonstrated	0
	D. Teamwork (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	E. Service Orientation (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
13. Outstanding Elementary School Principal	Managerial Competence (35) A. OPCRF Rating (15)	
(Principal I-IV)	Final Rating= Average Score of 3 conse	cutive ratings/5 X 15
14. Outstanding Secondary School Principal (Principal I-IV)	B. School Performance Rating for 3 : Report Card (SRC) certified by the Council (SGC) and validated by the Officer (10)	e School Governing
	Final Rating= Average Score of 3 consec	utive ratings/100 X 1
	Liocumentea information 1 -	mance Rating





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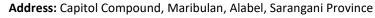
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 Fiscal Leadership on MOOE/school funds Liquidation with Accountant's Certificate indicating timeliness and efficiency (10)

#### Timeliness (5)

Indicator	Points	Documented Information
Never been delayed in the liquidation	5	Documented Information
1-2 delays	3	Accountant's
3 or more delays	1	certification

#### Efficiency (5)

Indicator	Points	Documented Information
91-100% utilized	5	Documented
MOOE/ School funds		Information
81-90% utilized	3	Accountant's
MOOE/School funds		certification
80% and below utilized	1	
MOOE/ School funds		

#### Leadership and Instructional Supervisory Skills (10)

 Conducted at least 4 mentoring/ coaching activities with teachers quarterly

with teachers quarterly		
Indicator	Points	Documented Information
Frequently	2	Documented
demonstrated (4		Information
or more per		
quarter)		
Occasionally	1	Classroom
Demonstrated (3		Observation Tool
or less per		
quarter)		Coaching and
Not Demonstrated	0	mentoring
		report/documents

 B. Managed performance of teachers following the RPMS Cycle

-,			
Indicator	Points	Documented Information	
Facilitated and	2	Teachers'	
managed 4		consolidated	
phases of		IPCRF Ratings	
performance cycle			





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Facilitated and	1	duly signed by the
managed 3		Head of Office
phases or less of		
performance cycle		Classroom
Not Demonstrated	0	Observation Tool
		Agreements and
		Performance
		Monitoring and
		Coaching Form
		Summary of
		teacher's
		development plan
		duly signed by the
		Head of Office

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

lacilitated for the increase of learners performance				
	Indicator	Points	Documented Information	
	Frequently	2	Program	
	demonstrated (3		Completion	
	or more per		Reports	
	quarter)		SMEPA Reports	
	Occasionally	1	Learners progress	
	Demonstrated (2		report (e.g. GPA,	
	or less per		MPS, Proficiency	
	quarter)		level)	
	Not Demonstrated	0		

D. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

Indicator	Points	Documented Information
75% and above	2	M&E Reports
50%-74%	1	Accomplishment
Below 50%	0	Reports
		SMEPA Reports
		SF5

E. Conducted instructional supervision quarterly

conducted moracular supervision quarterly				
Indicator	Points	Documented Information		
At least 3	2			





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supervision in a year		Supervisory Plan and Monitoring
At least 2 instructional supervision in a year	1	Reports
Not Demonstrated	0	

#### Accomplishments and Contributions (20)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)

Indicator	Percentage	Documented Information
Magnitude	30%	Documented
		Information
Strategic	30%	Research/concept
Importance		paper
Linkages and	20%	Recipient
Support		Attendance/Logs
Sustainability	20%	Sustainability Plan
Total	100%	Proof of
		utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of Awards
National	4	with
Regional	3	Endorsement/nomin
Division	2	ation letter signed by
District	1	the SDS and/or
		Regional Head of
		Office

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)





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Level	Points	Documented Information
National	5	Certificate of
Regional	4	Recognition
Division	3	
District	2	Memorandum
School	1	

#### Professional Competence (20)

A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for P-I: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units

Basic Qualification for P-II to P-IV: Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (5)

Level	Points	Documented Information
National	5	Certificate as
Regional	4	Resource Speaker/
Division	3	Facilitator
District	2	Issuances and
School	1	memorandum

 C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information
National	5	Certificate of
Regional	4	Participation
Division	3	Memorandum





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# Department of Education

# SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI



#### Republic of the Philippines

## Department of Education

SOCCSKSARGEN REGION

	SUCCSKSARGEN REGI	014	
	District	2	
	School	1	
1	ersonal Attributes/		• •
Re	efer to Core Behavion		s for Indicators
	A. Self-Managemen		
	Frequently Der	nonstrated	3
	Occasionally D	emonstrated	2
	Fairly Demons	trated	1
	Not Demonstra	ated	0
	B. Professionalism	and Ethics (3)	
	Frequently Der	nonstrated	3
	Occasionally D	emonstrated	2
	Fairly Demons	trated	1
	Not Demonstra	ated	0
	C. Result Focus (3		
	Frequently Der		3
	Occasionally D		2
	Fairly Demons		1
	Not Demonstra	ated	0
	D. Teamwork (3)		
	Frequently Der	nonstrated	3
	Occasionally D	emonstrated	2
	Fairly Demons	trated	1
	Not Demonstra	ated	0
	E. Service Orientat	tion (3)	
	Frequently Der	nonstrated	3
	Occasionally D	emonstrated	2
	Fairly Demons	trated	1
	Not Demonstra	ated	0

#### RELATED TEACHING CATEGORIES

15.	Outstanding
P	ublic Schools
D	istrict
S	upervisor
(1	PSDS)

#### Instructional Supervisory Skills (40)

A. Performance ratings/IPCRF (10)

Final Rating= Average Score of 3 consecutive ratings/5 X 10

B. Consolidated School Performance Rating for 3 years based on School Report Card (SRC) of all schools in the district certified by the School Governing Council







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(SGC) and validated by the Division Planning Officer (10)

Documented Information 3-year Consolidated School Performance Rating

Final Rating= Average Score of 3 consecutive ratings/100 X 0.10

- C. Functional Supervisory Development (20)
  - Supports Curriculum Management and Implementation

Indicator	Points	Documented
		Information
Lead in designing and	5	Programs
managing responsive support		implemented
for curriculum		
implementation through the		Technical
application of efficient and		Assistance
effective programs, projects		report signed
and activities		by CID Chief
Provide needs-based support	4	
for curriculum		
implementation through the		
application of efficient and		
effective programs, projects		
and activities		
Support curriculum	3	
implementation through the		
management of programs,		
projects and activities		
Demonstrate knowledge and	2	
understanding of curriculum		
implementation through		
integration to programs,		
projects and activities		
Fairly demonstrate support	1	
to curriculum management		
and implementation		

2. Strengthens shared accountability

Indicator Points Documented Information





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Model exemplary skills on evidence-based approaches	5	M & E Report
in the evaluation of		Program/
programs, projects and		Project
activities aligned with the		Design
educational development		
plan.		Annual
Develop and implement	4	Implementati
responsive programs,		on Plan
projects and activities aligned		
with the educational		
development plan.		
Conduct programs, projects	3	
and activities aligned with		
the educational development		
plan.		
Demonstrate knowledge and	2	
understanding of the		
operationalization of		
educational development		
plans		
Fairly demonstrate	1	
understanding of the		
operationalization of		
educational development		
plans		

#### 3. Fosters a Culture of Continuous Improvement

Indicator	Points	Documented Information
Lead colleagues in developing	5	District BE-
a compendium of effective		LCP
and efficient instructional		
leadership support strategies		TA reports
to address the identified		
priority needs of divisions/		Needs
districts/schools and/or		Analysis
learning centers.		Report
Mentor and coach colleagues	4	
in adapting relevant		
instructional leadership		
support strategies to address		
the harmonized needs of		
clusters of divisions/		
districts/schools and/or		
learning centers.		





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Apply appropriate	3	
instructional leadership		
support strategies to help		
divisions/districts/schools		
and/or learning centers with		
the continuous improvement		
of the teaching-learning		
process		
Demonstrate knowledge and	2	
understanding of		
instructional leadership for		
continuous improvement of		
the teaching-learning process		
Fairly demonstrate	1	
understanding of		
instructional leadership for		
continuous improvement of		
the teaching-learning process		

#### 4. Develops Self and Others

Indicator	Points	Documented Information
Model exemplary practices in	5	Mentoring
the delivery of different		program
learning and development		
interventions to support		Certificate of
divisions/districts/schools		Membership/
and/or learning centers.		Recognition
Sustain the effective delivery	4	from
of different learning and		Community
development interventions to		of Learning
support		
divisions/districts/schools		
and/or learning centers.		]
Ensure the delivery of	3	
different learning and		
development interventions to		
support divisions/		
districts/schools and/or		
learning centers.		]
Demonstrate knowledge and	2	
understanding of different		
learning and development		
interventions.	l	I





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Fairly demonstrate	1	
understanding of different		
learning and development		
interventions.		

#### Accomplishments and Contributions (25)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed Awards or distinctions received (5)

Level	Level Points	Documented	
		Information	
International	5	Certificate of Awards	
National	4	with	
Regional	3	Endorsement/nominat	
Division	2	ion letter signed by the	
District	1	SDS and/or Regional	
		Head of Office	

 C. Conducted DepEd/NEAP Recognized/ PRC Accredited Trainings or Seminars (5)

Trainings or Seminars (5)				
Level	Points	Documented Information		
National	5	Accomplishment		
Regional	4	Report with complete		
Division	3	attachments		
District	2			
School	1			





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D. Publication/ Authorship/ Learning Resource

developed (5)		
Level	Points	Documented
Level	rounts	Information
International	5	Copy of publication or
National	4	authorship and
Regional	3	acceptance letter/
Division	2	Copy of developed
District	1	learning resource
		Proof of utilization/
		adoption of the
		produced material

#### Professional Competence (25)

A. Education (10)

Increments from	Points	Documented
minimum QS		Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for EPS: Master's degree in education or its equivalent

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (5)

racintation for the last o rears (o)				
Level	Points	Documented Information		
National	5			
Regional	4	Certificate as Resource		
Division	3	Speaker/ Facilitator		
District	2	Issuances and		
School	1	memorandum		

C. DepEd/NEAP Recognized Trainings/ Seminars

Attended (5)		
Level	Points	Documented Information
National	5	
Regional	4	Certificate of
Division	3	Participation
District	2	Memorandum





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		SOCCSKSARGEN REC	JON			
		School		1		
	Person	nal Attributes	/ Cha	racteris	tics (	15)
		to Core Behavio			•	•
	_	etencies for Ind		-		•
	A.	Self-Managem	ent (3	3)		
		Frequently D	emon	strated		3
		Occasionally	Demo	onstrated		2
		Fairly Demon	strat	ed		1
		Not Demonst	rated			0
	В.	Professionalis	n and	i Ethics (	3)	
		Frequently D	emon	strated		3
		Occasionally	Demo	onstrated		2
		Fairly Demon	strat	ed		1
		Not Demonst	rated			0
	C.	Result Focus (	3)			
		Frequently D	-	strated		3
		Occasionally				2
		Fairly Demon				1
		Not Demonst				0
	D.	Teamwork (3)				
		Frequently D				3
				2		
		Fairly Demonstrated		1		
	Not Demonstrated 0		0			
	E.	Service Orient	ation	(3)		
		Frequently D	emon	strated		3
		Occasionally				2
		Fairly Demonstrated		1		
		Not Demonst	rated			0
16. Outstanding	Instru	ictional Super	visor	y Skills (	30)	
Division		Performance r		•		
Education Program	Final Rating= Average Score of 3 consecutive ratings/5 X 10					
Supervisor	-					
	Documented 3-year IPCRF		'			
	Ir	ıformation				
	В.	Functional Su	pervi	sory Deve	lopm	ent (20)





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 Supports Curriculum Management and Implementation

implementation		
Indicator	Points	Documented Information
Lead in designing and	5	
managing responsive support		Programs
for curriculum		implemented
implementation through the		
application of efficient and		Technical
effective programs, projects		Assistance
and activities		report signed
Provide needs-based support	4	by CID Chief
for curriculum		
implementation through the		
application of efficient and		
effective programs, projects		
and activities		
Support curriculum	3	
implementation through the		
management of programs,		
projects and activities		
Demonstrate knowledge and	2	
understanding of curriculum		
implementation through		
integration to programs,		
projects and activities		
Fairly demonstrate support	1	
to curriculum management		
and implementation		

2. Strengthens shared accountability

Indicator	Points	Documented Information
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Documented Information
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	M & E Report  Program/ Project Design
Conduct programs, projects and activities aligned with	3	





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the educational development plan.		Annual Implementati
Demonstrate knowledge and understanding of the operationalization of educational development plans	2	on Plan
Fairly demonstrate understanding of the operationalization of educational development plans	1	

3. Fosters a Culture of Continuous Improvement

		*
Indicator	Points	Documented Information
Lead colleagues in developing a compendium of effective	5	District BE-
and efficient instructional		LCP
leadership support strategies to address the identified		TA reports
priority needs of divisions/ districts/schools and/or		Needs
learning centers.		Analysis
Mentor and coach colleagues	4	Report
in adapting relevant instructional leadership		
support strategies to address		
the harmonized needs of clusters of divisions/		
districts/schools and/or		
learning centers.		
Apply appropriate instructional leadership	3	
support strategies to help		
divisions/districts/schools		
and/or learning centers with		
the continuous improvement of the teaching-learning		
process		
Demonstrate knowledge and	2	
understanding of instructional leadership for		
continuous improvement of		
the teaching-learning process		
Fairly demonstrate	1	
understanding of instructional leadership for		







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continuous improvement of the teaching-learning process

#### 4. Develops Self and Others

Indicator	Points	Documented Information
Model exemplary practices in	5	
the delivery of different		Mentoring
learning and development		program
interventions to support		
divisions/districts/schools		Certificate of
and/or learning centers.		Membership/
Sustain the effective delivery	4	Recognition
of different learning and		from
development interventions to		Community
support		of Learning
divisions/districts/schools		
and/or learning centers.		
Ensure the delivery of	3	
different learning and		
development interventions to		
support divisions/		
districts/schools and/or		
learning centers.		
Demonstrate knowledge and	2	
understanding of different		
learning and development		
interventions.		
Fairly demonstrate	1	
understanding of different		
learning and development		
interventions.		

#### Accomplishments and Contributions (30)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	





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Total	100%	Proof of
		utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed Awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of Awards
National	4	with
Regional	3	Endorsement/nominat
Division	2	ion letter signed by the
District	1	SDS and/or Regional
		Head of Office

C. Conducted DepEd/NEAP Recognized/ PRC Accredited Trainings or Seminars (10)

Trainings of Schimars (10)			
Level	Points	Documented Information	
National	10	Accomplishment	
Regional	8	Report with complete	
Division	6	attachments	
District	4		
School	2		

D. Publication/ Authorship/ Learning Resource Developed (5)

Developed (5)				
Level	Points	Documented Information		
International	5	Copy of publication or		
National	4	authorship and		
Regional	3	acceptance letter/		
Division	2	Copy of developed		
District	1	learning resource		
		Proof of utilization/		
		adoption of the		
1		produced material		

#### Professional Development (25)

A. Education (10)





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crements from	Points	Documented
inimum QS		Information
or more	10	Transcript of Record
crements		with CAV
9 increments	8	
7 increments	6	
5 increments	4	
3 increments	2	
	orements from inimum QS or more crements g increments f increments increments increments increments	inimum QS 0 or more 10 crements 9 increments 8 7 increments 6 5 increments 4

\*Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for EPS: Master's degree in education or other relevant degrees/ Master's degree with a specific area of specialization

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

racintation for the more reary (10)		
Level	Points	Documented Information
National	10	Certificate as
Regional	8	Resource Speaker/
Division	6	Facilitator
District	4	Issuances and
School	2	memorandum

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Attended (5)				
Level	Points	Documented Information		
National	5			
Regional	4	Certificate of		
Division	3	Participation		
District	2	Memorandum		
School	1			

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2







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	so so	CCSKSARGEN REGION		
	1	Fairly Demonstrat	ed	1
		Not Demonstrated		0
	C. R	Result Focus (3)		
	[]	Frequently Demon	strated	3
		Occasionally Dem	onstrated	2
		Fairly Demonstrat	ed	1
	Į Li	Not Demonstrated	l	0
	D. <u>T</u>	eamwork (3)		
		Frequently Demon	strated	3
		Occasionally Dem	onstrated	2
	L	Fairly Demonstrat	ed	1
	L1	Not Demonstrated		0
	E. S	Service Orientation	(3)	
	L	Frequently Demon	strated	3
	. ⊢	Occasionally Dem		2
	L	Fairly Demonstrat	ed	1
	Li	Not Demonstrated	l .	0
17. Outstanding	Occupa	tional Competen	ce (25)	
Education	A. W	Vork Experience/	PCRF Rati	ng (25)
Program				
Specialist	Final R			
				secutive ratings/5 X 25
	Doc	cumented	3-year	
18. Outstanding	Doc			
Guidance	Doc Info	cumented ormation	3-year	IPCRF
	Doc Info	cumented ormation olishments and C	3-year	ns (40)
Guidance	Accomp	cumented primation plishments and C mplemented resear	3-year  ontributio	ns (40) nnovations and creative
Guidance	Accomp A. Ir	cumented cornation  plishments and C mplemented resear utputs, such as w	3-year  ontributio rch-based i orkplace a	ns (40) nnovations and creative oplication project/s after
Guidance	Accomp A. Ir	cumented cornation  plishments and C mplemented reseas utputs, such as w ttendance to train	3-year  ontributio rch-based i orkplace aping, confer	ns (40) nnovations and creative
Guidance	Accomp A. Ir	cumented cornation  plishments and C mplemented resear utputs, such as w	3-year  ontributio rch-based i orkplace aping, confer	ns (40) nnovations and creative pplication project/s after ences, or workshops, or
Guidance	Accomp A. Ir	cumented cornation  plishments and C mplemented reseas utputs, such as w ttendance to train	3-year  ontributio rch-based i orkplace aping, confer	ns (40) nnovations and creative pplication project/s after ences, or workshops, or  Documented
Guidance	Accomp A. Ir	cumented cornation  plishments and C mplemented resease utputs, such as w ttendance to train ny interventions (2	3-year  ontributio rch-based i orkplace aj ing, confere 20)  Percentage	ns (40) innovations and creative oplication project/s after ences, or workshops, or  Documented Information
Guidance	Accomp A. Ir	plishments and Complemented research training the second s	3-year  ontributio rch-based i orkplace ap ing, confere 20)  Percentage 30%	ns (40) innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept
Guidance	Accomp A. Ir	plishments and Complemented research training the second s	3-year  ontributio rch-based i orkplace aj ing, confere 20)  Percentage	ns (40) innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept paper
Guidance	Accomp A. Ir	plishments and Complemented research training the second s	3-year  ontributio rch-based i orkplace ap ing, confere 20)  Percentage 30%	ns (40) innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept paper Recipient
Guidance	Accomp A. Ir	plishments and Complemented research training the second s	3-year  ontributio rch-based i orkplace ap ing, confere 20)  Percentage 30% 30%	ns (40) innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept paper
Guidance	Accomp A. Ir	plishments and Complemented research training the second s	3-year  ontributio rch-based i orkplace ap ing, confere 20)  Percentage 30% 30%	ns (40) Innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept paper Recipient Attendance/Logs
Guidance	Accomp A. Ir	plishments and Complemented research training the second state of	3-year  ontributio rch-based i orkplace aping, confere 20)  Percentage 30% 30%	ns (40) Innovations and creative oplication project/s after ences, or workshops, or  Documented Information Research/concept paper Recipient Attendance/Logs Sustainability Plan





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of the innovations duly signed by immediate supervisor



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\*Evaluation Results
Gained evaluation percentage x 20 = Rating

 B. DepEd-recognized and/or Government-sponsored Awards and Recognition (10)

Documented Level Points Information Certificate of Awards International with endorsement/ National 8 nomination letter signed Regional 6 by the SDS and/or Division 4 Regional Head of Office District

 Provisions of technical assistance and/or support to tasks assigned as TWG (10)

Level	Points	Documented Information
International	10	TA/Accomplishment
National	8	Report
Regional	6	Certificate
Division	4	Memorandum
District	2	

#### Professional Competence (20)

A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for SEPS and EPS-II: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

Basic Qualification for Guidance Counselor: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

for Guidance Designate: Required basic qualification for the current plantilla position

B. DepEd/NEAP Recognized and/or Governmentsponsored Trainings/ Seminars attended (10)





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## Department of Education

# SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI



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Level	Points	Documented Information
National	10	
Regional	8	Certificate of
Division	6	Participation
District	4	Memorandum
School	2	

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

3
2
1
0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

C. Result Focus (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

D. Teamwork (3)

1 /	
Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

E. Service Orientation (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0





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#### NONTEACHING CATEGORIES

19. Outstanding Nonteaching Employee (Internal Support Service Positions)

#### Occupational Competence (25)

A. Work Experience/ IPCRF Rating (25)

Final Rating= Average Score of 3 consecutive ratings/5 X 25

Documented 3-year IPCRF Information

#### Accomplishments and Contributions (40)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any interventions that may improve office processes and management (20)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (10)

remained and recogn	muon (10)	
Level	Points	Documented
Dever	1 outto	Information
International	10	Certificate of Awards
National	8	with endorsement/
Regional	6	nomination letter signed
Division	4	by the SDS and/or Regional Head of Office
District	2	Regional Head of Office

 Provisions of technical assistance and/or support to tasks assigned as TWG (10)

thore thought to the (10)		
Level	Points	Documented Information
International	10	TA/Accomplishment
National	8	Report
Regional	6	Certificate
Division	4	Memorandum





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Professional Competence (20)

Education (10)		
Increments from	Points	Documented
minimum QS		Information
10 or more	10	Transcript of Record
increments		with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for the current plantilla position based on CSC approved minimum QS

B. DepEd/NEAP Recognized and/or Governmentred Trainings/ Seminars attended (10)

sponsored framings/ beinnars attended (10)		
Level	Points	Documented Information
National	10	
Regional	8	Certificate of
Division	6	Participation
District	4	Memorandum
School	2	

#### Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3	
Occasionally Demonstrated	2	
Fairly Demonstrated	1	
Not Demonstrated	0	

C. Result Focus (3)

result rocus (o)			
	Frequently Demonstrated	3	
	Occasionally Demonstrated	2	
	Fairly Demonstrated	1	
	Not Demonstrated	0	





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D. Italiiwork (3)					
Frequently Demonstrated	3				
Occasionally Demonstrated	2				
Fairly Demonstrated	1				
Not Demonstrated	0				
E. Service Orientation (3)					
Frequently Demonstrated	3				
Occasionally Demonstrated	2				

20. Outstanding Nonteaching Employee (Middle Manager Positions)

#### Occupational Competence (20)

Fairly Demonstrated Not Demonstrated

Work Experience/ IPCRF Rating (20)

Final Rating= Average Score of 3 consecutive ratings/5 X 20

| Documented | 3-year IPCRF |
| Information |

#### Accomplishments and Contributions (40)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any interventions that may improve office processes and management (20)

Indicator	Percentage	Documented Information
Magnitude	30%	Research/concept
Strategic	30%	paper
Importance		Recipient
Linkages and	20%	Attendance/Logs
Support		Sustainability Plan
Sustainability	20%	Proof of
Total	100%	utilization/adoption
		of the innovations
		duly signed by
		immediate supervisor
		*Evaluation Results

Gained evaluation percentage x 20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (10)

Awarus and Recogn	muon (r	U)
Level	Point s	Documented Information
International	10	Certificate of Awards
National	8	with
Regional	6	]







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Division	4	Endorsement/nominati
District	2	on letter signed by the
		SDS and/or Regional
		Head of Office

C. Provisions of technical assistance and/or support to

asks assigned as TWG (10)

tasks assigned as 1	WG (10	
Level	Point	Documented
Level	s	Information
International	10	TA/Accomplishment
National	8	Report
Regional	6	Certificate
Division	4	Memorandum
District	2	

#### Professional Competence (25)

A. Education (10)

Points	Documented
	Information
10	Transcript of Record
	with CAV
8	
6	
4	
2	

<sup>\*</sup>Refer to DO\_s2023\_007, Table 2.a Increments Table - Education

Basic Qualification for the current plantilla position based on CSC approved minimum  $\ensuremath{\mathsf{QS}}$ 

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

Level	Points	Documented Information
National	10	Certificate as Resource
Regional	8	Speaker/ Facilitator
Division	n 6 Iss	Issuances and
District	4	memorandum
School	2	

C. DepEd/NEAP Recognized and/or Governmentsponsored Trainings/ Seminars attended (5)

sponsored framings/ benindre deterided (b)			
Level	Points	Documented Information	
National	5	Certificate of	
Regional	4	Participation	
Division	3	Memorandum	





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	SOCCSKSARGEN REGION	
	District 2	
	School 1	
	Personal Attributes/ Characteristi Refer to Core Behavioral Competencie	
	A. Self-Management (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	B. Professionalism and Ethics (3 Frequently Demonstrated	3
		,
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	C. Result Focus (3)	
	Frequently Demonstrated	3 2
	Occasionally Demonstrated	
	Fairly Demonstrated Not Demonstrated	1 0
	D. Teamwork (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	E. Service Orientation (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
1	Not Demonstrated	0

#### Search and Selection Process School Level/Cluster of Schools/Districts

. The search and awards committee of the school shall review the performance of teachers in the school, based on the results of the IPCRF of individual teachers including their portfolio of accomplishments or innovations.





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- The search committee shall prepare a shortlist of potential nominees for each of the categories based on the IPRCF and Portfolio of accomplishments of teachers.
- The search committee led by the principal shall conduct interviews of shortlisted teachers who are potential nominees for the Division Level search
- The school head shall nominate one (1) Outstanding Teacher for each of the categories as entries for the Division Level Search for Outstanding Teachers.

#### **Division Level**

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding teachers and intensify the promotion or advocacy for this awards and recognition program for teachers.
- The Division Search and Awards Committee shall review the nomination documents submitted by the school for each of the categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- Division winners (1st Placers) in all categories shall also be recognized during the education week apart from the KAFNGABAL CEREMONIES.
- The SDS shall nominate and endorse only one (1) outstanding employee for each category to the regional office for the Regional Level Search for Outstanding Employees in DepEd SOCCSKSARGEN.

## Division Level Search and Selection Process for Outstanding Principals, PSDS, EPS and other Non-Teaching Employees:

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding Principals, District Supervisors/ PSDS and Education Program Supervisor. The SDO shall intensify the promotion or advocacy for the awards and recognition program and open the opportunity to all Principals, PSDS or EPS who meet the general entry qualifications for nomination.
- The nominations for the Outstanding Principal, District Supervisor and Education Program Supervisor shall be endorsed by the teachers'







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organization/s, parents' associations, PTCA, local LGUs or any organizational partners of the school where the nominee is currently working/deployed.

- The Division Search and Awards Committee shall review the nomination documents submitted for the principal, district supervisor and education program supervisor categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10
  potential nominees for each category who will undergo final interview by the
  committee.
- The SDS shall nominate and endorse to the Regional Office for the Regional Level Search the following:

#### Teachers

- 1. One (1) Outstanding Elementary Teacher
- 2. One (1) Outstanding Secondary Teacher
- 3. One (1) Outstanding Elementary Master Teacher
- 4. One (1) Outstanding Secondary Master Teacher
- 5. One (1) Outstanding ALS Teacher
- One (1) Outstanding IPEd Teacher
- One (1) Outstanding Multi Grade Teacher
- 8. One (1) Outstanding Kindergarten Teacher
- 9. One (1) Outstanding ALIVE Teacher
- 10.One (1) Outstanding SPED Teacher

#### School Administrators

- 11.One (1) Outstanding Elementary Head Teacher
- 12. One (1) Outstanding Secondary Head Teacher
- 13.One (1) Outstanding Elementary Principal
- 14. One (1) Outstanding Secondary Principal

#### Related Teaching Employees

- 15.One (1) Outstanding Public Schools District Supervisor
- 16.One (1) Outstanding Education Program Supervisor
- 17. One (1) Outstanding Education Program Specialist
- 18.One (1) Outstanding Guidance Counselor

#### **Nonteaching Employees**

 One (1) Outstanding Nonteaching Employee for Internal Service Support Positions







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 One (1) Outstanding Nonteaching Employee for Middle Manager Positions

 The division shall conduct awarding and recognition for division level top awardees.

## Regional Level Search and Selection Process for Outstanding Employees in DepEd SOCCSKSARGEN

- The search and selection committee at all levels shall require all nominees to submit the electronic copy (soft copy) and scanned copy in PDF format and hard copy of the required documents as basis for evaluation;
- All documents in PDF (soft copy) or portfolio (hard copy) shall be submitted in the Regional Office through the Human Resource Development Division, to include in order the following:
  - A. Nomination Form with Endorsement and Omnibus Certification of Authentication and Veracity (CAV) and Data Privacy Form (can be retrieved from bit.ly/2024KafngabalNomForm)
  - B. Write-up of accomplishments and its impact in not more than 2000 words (template can be retrieved from bit.ly/2024KafngabalWriteUps)
  - C. Certification of Awards and Nomination from the SDO PRAISE Committee (can be retrieved from bit.ly/2024KafngabalPRAISECert)
  - D. CS Form 212 or Personal Data Sheet (updated within the month of submission with photo, signature of the employee, and signature of the person administering oath)
  - E. Photocopy of valid and updated PRC ID;
  - F. Photocopy of scholastic/academic records;
  - G. Certification from the HRMO reflecting a summary of IPCRF/OPCRF ratings of at least Very Satisfactory obtained for three school years
  - H. Updated Service Record duly certified by the agency's HRMO
  - I. Photocopy of latest appointment
  - J. Certification from the HRMO of good moral character
  - K. Certification from the legal officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination





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conducted through face-to-face and shall be published online via social media platforms.

- Awardees and nominees shall be given honor incentives and certificates. As a
  form of non-monetary incentives, the awardees shall be prioritized for
  international and local external awards, and scholarship opportunities.
- The RO team shall lead the public announcement or publicity of the awards and the regional level awardees via issuance and social media broadcast. The official results of the search shall also be posted on the official website and FB account of DepEd Tayo SOCCSKSARGEN for wider publicity and recognition of all regional awardees.

This guideline shall take effect immediately upon issuance of a regional memorandum.





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