DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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Republic of the Philippines
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
2nd P 1,500.00	P 7,000.00
3rd 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.**

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 Nominees	August - September 2025
Division Awarding Ceremony	October 2025
Regional Level	October - November 2025

5. Documents and Evaluation Committee per cluster.

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

	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
   l. 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 reynaldo.balicaco@deped.gov.ph
   Ms. Ranolyn A. Undray, CPA at ranolyn.undray@deped.gov.ph

Mr. Reynaldo C. Tagala at reynaldo.tagala@deped.gov.ph
Mr. Edward Ryan F. Gulam at edwardryan.gulam@deped.gov.ph
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.

Digitally signed by Ruth L. Estacio PhD, CESO V

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
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

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Enclosure to Regional Memorandum HRDD-2024-070

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

I. 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.

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II. General Guidelines

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

1. The award is **open to all teaching, school administrators, related-teaching, 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;
3. 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;
4. Nominees should be of good moral character and has no pending administrative/criminal case;
5. 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 related-teaching employees which shall include the following categories:

A.) Teaching Employees

Category	Qualification Requirements
Outstanding Elementary School Teacher **Outstanding Secondary School Teacher**	▪ Has permanent item as Teacher I, II, or III ▪ Either classroom advisers or subject teachers provided with five to six subject loads or six hours of teaching loads ▪ Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award
Outstanding Elementary Master Teacher **Outstanding Secondary 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 ▪ 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	▪ Has permanent item as Teacher I/ Kindergarten teacher ▪ Has at least two teaching loads of Kinder sessions or six hours of teaching loads. ▪ Has received the Division Outstanding Kindergarten Teacher Award
Outstanding ALIVE Teacher	▪ 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 ▪ Has at least four to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding ALIVE Teacher Award
Outstanding IPED Teacher	▪ Has permanent item as regular teacher tagged to IPED Program ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding IPED Teacher Award
Outstanding ALS Teacher	▪ Has permanent item as regular teacher tagged as ALS teacher ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding ALS Teacher Award
Outstanding SPED Teacher	▪ Has permanent item as regular teacher or SPET ▪ Has at least five to six teaching loads or six hours teaching loads assigned to SPED classes ▪ Has received the Division Outstanding SPED Teacher Award
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**	▪ Has permanent appointment as Principal I, II, III or IV ▪ Has served for at least three years as School Principal ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award
Outstanding Elementary Head Teacher **Outstanding Secondary Head Teacher**	▪ Has permanent appointment as Head Teacher I, II, III, IV, V, or VI ▪ Has served for at least three years as Head Teacher and should be handling school or supervising teachers ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY HEAD TEACHER Award

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

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Category	Qualification Requirements
▪ **Planning Officer III**	▪ Has received the Division Outstanding NONTEACHING EMPLOYEE FOR MIDDLE MANAGERS Award

IV. SELECTION CRITERIA AND RATING FOR TEACHING EMPLOYEES

CATEGORY	SELECTION CRITERIA AND RATING
1. Outstanding Elementary Teacher I-III **2. Outstanding Secondary Teacher I-III**	**Instructional Competence (25)** 1. Teaching Competence/ IPCRF Rating (25) Final Rating= Average Score of 3 consecutive ratings/5 X 25 *Documented Information* | 3-year IPCRF **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 paper signed by immediate supervisor Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results
Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

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

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with
National	4	

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

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 Recognition Memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

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

Community Development/ Services (10)

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

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

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

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

Professional Competence (25)

A. Education (10)

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

**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 Resource Speaker/ Facilitator Issuances and memorandum
Regional	8	
Division	6	
District	4	
School	2	

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

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

Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

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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
Occasionally Demonstrated	2
Fairly Demonstrated	1
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

3. Outstanding Elementary Master Teacher I-II

4. Outstanding Secondary Master Teacher I-II

Instructional Competence (25)

A. Teaching Competence/ IPCRF Rating (15)

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

Documented Information	3-year IPCRF

B. Instructional Supervision Skills (10)

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

Indicator	*Points*	*Documented Information*
Frequently demonstrated (4 or more per quarter)	2	Classroom Observation Tool

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Occasionally Demonstrated (3 or less per quarter)	1	Coaching and mentoring report/documents
Not Demonstrated	0	

2. Managed performance of teachers following the RPMS Cycle

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

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

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

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4. 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 Accomplishment Reports SMEPA Reports SF5
50%-74%	1	
Below 50%	0	

5. 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 program/activity design Accomplishment report
At least 1 in a year	1	
Not Demonstrated	0	

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

Gained evaluation percentage x 10 = Rating

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

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

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 Recognition Memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

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

Community Development/ Services (10)

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

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

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

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

Professional Competence (25)

A. Education (10)

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

**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 Resource Speaker/ Facilitator Issuances and memorandum
Regional	8	
Division	6	
District	4	
School	2	

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

Level	*Points*	*Documented Information*
National	5	Certificate of Participation
Regional	4	

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Division	3	Memorandum
District	2	
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
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
Not Demonstrated	0

E. Service Orientation (3)

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

5. Outstanding Kindergarten Teacher

6. Outstanding ALIVE Teacher

Instructional Competence (25)
Teaching Competence/ IPCRF Rating (25)

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

Documented Information	3-year IPCRF

Accomplishments and Contributions (25)
A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application

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7. Outstanding IPEd Teacher

8. Outstanding SPED Teacher

9. 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 paper Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results
Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

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

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

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 Recognition Memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

Level	*Points*	*Documented Information*
International	5	
National	4	

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

Community Development/ Services (10)

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

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

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

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

Professional Competence (25)

A. Education (10)

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

**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 Resource Speaker/ Facilitator Issuances and memorandum
Regional	8	
Division	6	
District	4	
School	2	

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

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
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
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 Elementary Head 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	Accountant's certification
1-2 delays	3	
3 or more delays	1	

Efficiency (5)

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

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80% and below utilized MOOE/ School funds	1	

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)

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

Leadership and Instructional Supervisory Skills (10)

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

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

B. Managed performance of teachers following the RPMS Cycle

Indicator	*Points*	*Documented Information*

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

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

Indicator	*Points*	*Documented Information*
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports SMEPA Reports Learners progress report (e.g. GPA, MPS, Proficiency level)
Occasionally Demonstrated (2 or less per quarter)	1	
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 Accomplishment Reports SMEPA Reports SF5
50%-74%	1	
Below 50%	0	

E. Conducted/Assisted instructional supervision quarterly

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Indicator	*Points*	*Documented Information*
At least 4 instructional supervision in a year	2	Supervisory Plan and Monitoring Reports
3 or less instructional supervision in a year	1	
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%	Research/concept paper Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results
Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

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

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

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 Recognition Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Professional Competence (20)

A. Education (10)

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

**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 Resource Speaker/ Facilitator Issuances and memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

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

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
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 (Principal I-IV)

14. Outstanding Secondary School Principal (Principal I-IV)

Managerial Competence (35)

A. OPCRF Rating (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

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C. 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 certification
3 or more delays	1	

Efficiency (5)

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

Leadership and Instructional Supervisory Skills (10)

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

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

B. Managed performance of teachers following the RPMS Cycle

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

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

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

Indicator	*Points*	*Documented Information*
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports SMEPA Reports Learners progress report (e.g. GPA, MPS, Proficiency level)
Occasionally Demonstrated (2 or less per quarter)	1	
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 Accomplishment Reports SMEPA Reports SF5
50%-74%	1	
Below 50%	0	

E. Conducted instructional supervision quarterly

Indicator	*Points*	*Documented Information*
At least 3 instructional	2	

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supervision in a year		Supervisory Plan and Monitoring Reports
At least 2 instructional supervision in a year	1	
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 Importance	30%	Research/concept paper
Linkages and Support	20%	Recipient 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 with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	
District	1	

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 Recognition Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Professional Competence (20)

A. Education (10)

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

**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 Resource Speaker/ Facilitator Issuances and memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

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

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District	2
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
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
Not Demonstrated	0

E. Service Orientation (3)

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

RELATED TEACHING CATEGORIES

15. Outstanding Public Schools District Supervisor (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)

1. Supports Curriculum Management and Implementation

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

2. Strengthens shared accountability

Indicator	*Points*	*Documented Information*

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Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	M & E Report Program/ Project Design Annual Implementation Plan	
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4		
Conduct programs, projects and activities aligned with the educational development plan.	3		
Demonstrate knowledge and understanding of the operationalization of educational development plans	2		
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 and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	District BE-LCP TA reports Needs Analysis Report
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	

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

4. Develops Self and Others

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

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Fairly demonstrate understanding of different learning and development interventions.	1	

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

Gained evaluation percentage x 10 = Rating

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

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

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

Level	*Points*	*Documented Information*
National	5	Accomplishment Report with complete attachments
Regional	4	
Division	3	
District	2	
School	1	

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

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

Professional Competence (25)

A. Education (10)

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

**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)

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

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

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

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	School	1	

Personal Attributes/ Characteristics (15)
Refer to Core Behavioral Competencies and Leadership 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)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
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

16. Outstanding Division Education Program Supervisor

Instructional Supervisory Skills (30)

A. Performance ratings/IPCRF (10)

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

Documented Information	3-year IPCRF

B. Functional Supervisory Development (20)

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1. Supports Curriculum Management and Implementation

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

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 Implementation Plan
	Demonstrate knowledge and understanding of the operationalization of educational development plans	2	
	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 and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	District BE-LCP TA reports Needs Analysis Report
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	
Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	
Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
Fairly demonstrate understanding of instructional leadership for	1	

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continuous improvement of the teaching-learning process		

4. Develops Self and Others

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

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 paper Recipient Attendance/Logs Sustainability Plan
Strategic Importance	30%	
Linkages and Support	20%	
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 with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	
District	1	

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

Level	*Points*	*Documented Information*
National	10	Accomplishment Report with complete attachments
Regional	8	
Division	6	
District	4	
School	2	

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

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

Professional Development (25)

A. Education (10)

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

**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)

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

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

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
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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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
Not Demonstrated	0

E. Service Orientation (3)

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

17. Outstanding Education Program Specialist

18. Outstanding Guidance Counselor

Occupational Competence (25)

A. Work Experience/ IPCRF Rating (25)

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

Documented Information	3-year IPCRF

Accomplishments and Contributions (40)

A. Implemented research-based innovations and creative outputs, such as workplace application project/s after attendance to training, conferences, or workshops, or any interventions (20)

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

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		*Evaluation Results

Gained evaluation percentage x 20 = Rating

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

Level	*Points*	*Documented Information*
International	10	Certificate of Awards with endorsement/ nomination letter signed by the SDS and/or Regional Head of Office
National	8	
Regional	6	
Division	4	
District	2	

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

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

Professional Competence (20)

A. Education (10)

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

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

B. DepEd/NEAP Recognized and/or Government-sponsored Trainings/ Seminars attended (10)

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

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
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

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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 Information	3-year IPCRF

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

Gained evaluation percentage x 20 = Rating

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

Level	*Points*	*Documented Information*
International	10	Certificate of Awards with endorsement/ nomination letter signed by the SDS and/or Regional Head of Office
National	8	
Regional	6	
Division	4	
District	2	

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

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

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District	2	

Professional Competence (20)

A. Education (10)

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

**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 Government-sponsored Trainings/ Seminars attended (10)

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

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

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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

20. Outstanding Nonteaching Employee (Middle Manager Positions)

Occupational Competence (20)

Work Experience/ IPCRF Rating (20)

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

Documented Information	3-year IPCRF

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

Gained evaluation percentage x 20 = Rating

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

Level	*Points*	*Documented Information*
International	10	Certificate of Awards with
National	8	
Regional	6	

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

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

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

Professional Competence (25)

A. Education (10)

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

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

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

C. DepEd/NEAP Recognized and/or Government-sponsored Trainings/ Seminars attended (5)

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

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District	2
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
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
Not Demonstrated	0

E. Service Orientation (3)

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

D. 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
6. One (1) Outstanding IPEd Teacher
7. 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

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

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20. 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

Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsaragani.com
Email Address: sarangani@deped.gov.ph

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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.