

### Republic of the Philippines

## Department of Education

**REGION VIII - EASTERN VISAYAS** 

July 3, 2025

#### REGIONAL MEMORANDUM

No. 775 178s. 2025

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

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

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

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





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







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







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

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





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

R. FETALVERO, CESO III Regional Director

Enclosures: As stated

References: 2025 HRDD WPP; DepEd Region VIII PRAISE System Manual

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

CRITERIA

**OUTSTANDING** 

**SEARCH** 

HRDD-RVR





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Enclosure to Regional Memorandum No. 775, s. 2025

### REGIONAL PRAISE COMMITTEE COMPOSITION

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

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Enclosure to Regional Memorandum No. 775, s. 2025

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

DepEd Region VIII PRAISE	Chairperson /	Members
Awards / Special Awards	Co-Chairperson	1. 5 1 5
A. Best Employee Award	Chairperson:	Mr. Dandy G. Acuin
1. Most Outstanding	Dr. Gertrudes C.	Mr. Dean Ric M.
Teacher (T I-III, MTs)	Mabutin	Endriano
1.1 Kindergarten	– OIC-Chief, CLMD	Ms. Amenia C. Aspa
1.2 Elementary		Mr. Alfredo P. Cafe
1.3 Junior High School	Co-Chairperson:	Ms. Nova P. Jorge
1.4 Senior High School	Mr. Joy B. Bihag	Mr. Ryan R. Tiu
1.5 ALS		Ms. Glendale B.
1.6 SPED		Lamiseria
1.7 Madrasah		Mr. Ernani S.
1.8 Multigrade		Fernandez Jr.
		Ms. Margie S. Balledo
2. Most Outstanding Non-		
Teaching/Teaching-Related		
Personnel (Level 2)		
2.1 School Level		
2.1.1 Librarian		
2.2 Schools Division Office		
(SDO) Level		
2.2.1 Division Librarian		
2.2.2 Project Development		
Officer II (Learning		
Resource)		
2.2.3 Education Program		
Specialist II for ALS		
(EPSA)		
2.2.4 Education Program		
Supervisor		
(Curriculum		
Implementation)		
2.2.5 Education Program		
Supervisor		
(Program		
Implementation)		
2.2.6 Education Program		
Supervisor for		
Learning Resource		
Management and		
Development		
2.2.7 Education Program		
Supervisor		
(School Governance		
(SCHOOL GOVERNANCE		1











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and Operations)		
3. Most Outstanding		
Coordinator (School Level)		
3.1 Literacy Coordinator		
(Elementary Level only)		
3.2 Numeracy Coordinator		
(Elementary Level only)		
A. Best Employee Award	Chairperson:	Mr. Rodel V. Rosales
1. Most Outstanding School	Dr. Elena S. De	Dr. Rowena T. Vacal
Head	Luna	Dr. Dina S. Superable
1.1 Elementary (Monograde	- Co-chairperson,	Mr. Clark Dave P.
School- Central Category)	PRAISE	Arante
1.2 Elementary (Monograde	Committee	Mr. Israel Gilvani D.
School-Non-Central		Malaca
Category)	Co-Chairperson:	Mr. Ted Juan C.
1.3 Elementary (Multigrade	Dr. Harvie D.	Peleño
School)	Villamor	Ms. Marilyn G.
1.4 Secondary School (Purely	- Chief, HRDD	Trinidad
Junior High School)		
1.5 Secondary School (JHS		
with SHS; Stand-Alone		
SHS)		
1.6 Integrated School		
(Elementary with		
JHS/SHS)		
2. Most Outstanding Non-		
Teaching/Teaching-Related		
Personnel (Level 2) (SDO		
Level)		
2.1 Senior Education		
Program Specialist		
(Human Resource		
Development)		
3. Most Outstanding		
Coordinator (SDO Level)		
3.1 GAD Coordinator		
A. Best Employee Award	Chairperson:	Ms. Elizabeth E.
1. Most Outstanding Non-	Dr. Rosemarie M.	Caboboy
Teaching Personnel/	Guino	Ms. Eva D. Rosales
Teaching-Related Personnel	- Chief, AD	Ms. Ma. Laura F.
1.1 For School/SDO Level 1	0 01 :	Paglinawan
1.1.1 Administrative Aide	Co-Chairperson:	Ms. Russel L. Resco
1.1.2 Administrative	Ms. Alma E. Suyom	Mr. Ariem V. Cinco
Assistant or equivalent	- Chief, FD	Ms. Apple T. Reyes
position		Atty. Eleanor C.
2. Most Outstanding Non-		Calumpiano
Teaching/Teaching-Related		Atty. Dulce C.
Personnel (Level 2)		Catubao
2.1 School Level		Mr. Jim Albert A.
2.1.1 Administrative Officer II		Lagado
2.1.2 Registrar		Ms. Jasmin F. Calzita
2.1.3 Implementing Unit		Ms. Gladys J. Fabillo







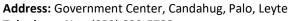




Bookkeeper/	Ms. Fe M. Gerona
Accountant	Mr. Gary Jay N.
	Calipayan
2.2 Schools Division Office	Ms. Yvonne Mae L.
(SDO) Level	Ripalda
2.2.1 Administrative Officer V	Ms. Judy Grace
2.2.2 Human Resource	Nirza
Management Officer	Ms. Ronafe A. Dolo
(HRMO)	wis. Rollate 11. Dolo
,	
2.2.3 Supply Officer	
2.2.4 Cashier	
2.2.5 Records Officer	
2.2.6 Legal Officer	
2.2.7 Accountant	
2.2.8 Budget Officer	
2.2.9 Planning Officer	
2.2.10 Information	
Technology Officer	
2.2.11 Education Program	
Specialist II	
2.2.12 Public Schools	
District Supervisor	
2.2.13 Assistant School	
Principal	
2.2.14 JHS Head Teacher/	
Department Head '	
2.2.15 Administrative Officer	
II (HRMO I)	
3. Most Outstanding	
Coordinator	
3.1 School Level	
3.1.1 ICT Coordinator	
3.2 SDO Level	
3.2.1 Division Information	
Officer	
Officer	
P. Smooiel Awards for Schools	
B. Special Awards for Schools Division Offices/RO FDs	
1. Best in Fund Utilization	
2. Top Performer on AOM/NS/	
ND Compliance	
3. Best Functional Division in	
Budget Utilization (GASS-	
MOOE) Award	
4. Best Functional Division in	
Budget Utilization	
(Downloaded funds) Award	
5. Best Implementer in	
Provident Fund	
6. Most Prompt in Submission	
of Financial Reports	
7. Best in Filling-up of Teaching	







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and Non-Teaching Items 8. Most Responsive in Submission of Administrative Reports 9. Best in Resolution of 8888/ PAAC/CCB Concerns 10. Best in Compliance Rate  A. Best Employee Award 1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level) 1.1 Senior Education Program Specialist (Planning and Research) 2. Most Outstanding Coordinator/Researcher 2.1 Open Category (School and SDO) 2.1.1 Researcher 2.2.2 SDO Level 2.2.1 SBM Coordinator 2.2.2 TA Coordinator  B. Best Office/School/ Learning Center Award 1. Most Outstanding School 1.1 Elementary (Multigrade School) 1.2 Secondary School (JHS with SHS; & Stand-Alone SHS) 1.2.1 Non-Implementing Unit 1.2.2 Implementing Unit 1.3 Integrated School (Elementary with JHS/SHS) 2. Most Outstanding Schools Division Office 2.1 Provincial Division 2.2 City Division	Chairperson: Dr. Rita R. Dimakiling -Chief, PPRD  Co-Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD	Ms. Maryjean S. Menil Ms. Hydelyn N. Cinco Ms. Marcelina L. Villamor Ms. Janice C. Delopere Ms. Ed Kathelen Q. Garcia Ms. Geraldine M. Mangaliman Mr. Reynaldo E. Nayre Ms. Ma. Almera M. Perolino
C. Special Awards for Schools		
<b>Division Offices</b> 1. PMIS Best Implementer		
A. Best Employee Award  1. Most Outstanding Non- Teaching/Teaching-Related Personnel (Level 2) (SDO Level)	Chairperson: Dr. Alejandra B. Lagumbay - Chief, ESSD	Dr. Elmer Albert E. Cuevas Ms. Eden A. Dadap Ms. Adara Lourdes S. Luaton







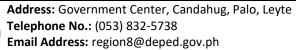




1.1 Engineer		Mr. Ryan Jay L.
1.2 Project Development	Co-Chairperson:	Bagon
Officer II	Dr. Angelica C.	Mr. Brent Christian S.
	_	
(Youth Formation)	Rodriguez	Andrada
1.3 Project Development		Ms. Hannah Rose M.
Officer II		Cuaderno
(Disaster Risk		Mr. Arvin B. Cerda
Reduction)		
1.4 Senior Education	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







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

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

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





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

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



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

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
January	Submit the Annual Report of	PRAISE Committee	Annual Report
21, 2025	the PRAISE Implementation	and/or Secretariat	submitted
	in the Regional Office to the		
M = ==1= 06	CSC Regional Office VIII	PRAISE Committee	Di 4 /Ei1i 4
March 26, 2025	PRAISE Committee 1st		Reviewed/Finalized
2023	Quarterly Meeting	and/or Secretariat	the DepEd Region VIII PRAISE system
			manual
June 25,	PRAISE Committee 2 <sup>nd</sup>	PRAISE Committee	Quarterly meeting
2025	Quarterly Meeting	and/or Secretariat	conducted
July 1,	Conduct of Mid-Year	PRAISE Committee	Mid-year assessment
2025	Assessment	and/or Secretariat	conducted
July 3,	Issuance of Memorandum	PRAISE Committee	Memorandum issued
2025	re; 2025 Search for the Most	and/or Secretariat	re: 2025 Search for
	Outstanding DepEd Region		the Most
	VIII		Outstanding DepEd
	Officials/Employees/Schools		Region VIII
	Division Offices/Schools		Officials/Employees/
			Schools Division
In 1 000E	Conduct of the selection	Division / District /	Offices/Schools
July 2025 to	procedure for nominating,	Division/District/ School PRAISE	Nominee per award category identified
September	evaluating, and identifying	Committee	category identified
4, 2025	Outstanding Employee and	Committee	
1, 2020	Offices at the Schools		
	Division Offices (SDOs)		
September	Deadline of Submission of	Each nomination	13 SDOs and/or RO
5, 2025	Nominees by the Schools	must include the	functional divisions
	Division Offices / RO	completed	submitted List of
	functional divisions	nomination form	Nominees with the
	corresponding to each award	and certified	required
	category	photocopies of all	documentary
		required	requirements
		supporting	
		documents per	
		award category. Submissions	
		should be made in	
		hard copy and	
		routed through the	
		Human Resource	
		Development	
		Division (HRDD) of	
		the Regional Office.	









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		Check and ensure the completeness of all the documents submitted for the different categories and transmit to the Regional PRAISE Secretariat.  Original documents are not required and should not be submitted.	
		Late submission of documents will not be accepted.	
September 11-12, 2025	Screening and Shortlisting of Nominees of the different PRAISE awards  • Evaluation of documents of the division/regional office nominees based on the prescribed search criteria.	In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)	Qualified nominees screened/evaluated
September 24-26, 2025	Conduct validation (document evaluation and interview) of qualified nominees  If face-to-face interview is not possible, teleconferencing, and other online platforms shall be considered and be maximized to proceed with the validation stage.	In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)	Qualified nominees validated thru teleconferencing/ video/onsite
September 30, 2025	PRAISE Committee 3 <sup>rd</sup> Quarterly Meeting	PRAISE Committee and/or Secretariat	Quarterly meeting conducted
October 8, 2025	Finalization of DepEd Region 8 PRAISE awards	PRAISE Committee convenes and deliberates the results	Deliberated results finalized
October 13, 2025	Announcement of Results of the 2025 Search	PRAISE Committee and/or Secretariat; Prepare logistics for the awarding	Memorandum issued re: Official Results of the 2025 Search







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







Enclosure to Regional Memorandum No. 775, s. 2025

### SEARCH AND SCREENING PROCEDURES

- 1. **General Conditions.** The following conditions shall strictly be followed:
  - 1.1 **Competition among Nominees.** Nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided under this Manual and/or as the PRAISE Committee may determine subject to the approval by the Regional Director.
  - 1.2 Cut-off Score. There shall be a cut-off score of 70 points for all awards to qualify as a regional nominee. The Regional PRAISE Committee shall not receive any nomination for nominees whose total score/point is below the cut-off score.
  - 1.3 Grounds for Disqualification. Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending case and/or had not been found guilty of any administrative, criminal, or civil case. Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charge has been filed against a candidate or nominee before a competent tribunal. Provided, further, that a case that has already been considered dismissed shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the disciplining authority/proper court.
    - 1.3.1 Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.
    - 1.3.2 Misrepresentation, bribery, and any form of special favors to the PRAISE Committee shall be ground for disqualification.
- 2. General Procedure for Nomination, Evaluation, and Identification of Awardees -The following procedures shall be used:
  - Procedure for Nominating, Evaluating, and Identifying for the Most 2.1 Outstanding SDO Employee/s
    - 2.1.1The School PRAISE committee shall conduct a selection process at the school level. The prescribed search criteria for each award category shall be used in evaluating the document of the candidates.
    - 2.1.2 In any award category, the School PRAISE Committee shall nominate to the District PRAISE Committee only one (1) candidate with the





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Page 17 of 461



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

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

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

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

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

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

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

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



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

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

- 2.2.1 The Division Chief shall nominate qualified employee/s for the award/s. A duly accomplished nomination form and all the other requirements shall be submitted by the functional division nominee to the Regional PRAISE Committee.
- 2.2.2 The Regional PRAISE Committee shall evaluate, review, and validate the documents of the functional division nominees using the prescribed search criteria. After the review and/or evaluation of the documents submitted, the Functional Division Nominees who fall below the cut-off score shall be automatically disqualified.

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

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

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

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



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- 2.3.2 Upon submission of the required documents to the Regional PRAISE Committee, all Provincial/City Schools Division Offices (SDOs) shall be considered as nominees of the Search for Most Outstanding Schools Division Office for Provincial/City division offices.
- 2.3.3 The Regional PRAISE Committee shall review and/or evaluate the documents of the division nominees using the prescribed search criteria.

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

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

### 3. Other General Provisions

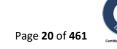
- 3.1 The PRAISE Committee shall strictly follow the scheduled dates.
- 3.2 Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.
- 3.3 For the national mandated awards such as Brigada Eskwela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





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

### 4. Basic Qualifications

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

### 5. List of Requirements

The Nomination Folder per nominee shall contain the following items:

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





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

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

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

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





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

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

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

The Committee shall identify the regional awardee for each category.

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

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

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

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





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



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



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Enclosure to Regional Memorandum No. 775, s. 2025

### **NOMINATION FORM**

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

#### THE PRAISE COMMITTEE

DepEd Regional Office VIII Government Center, Candahug, Palo, Leyte Recent 2" x 2" Picture of the Nominee

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

Name of Nominee:	
Category:	
Current Position of Nominee:	
Subject Area and Grade Level Taught:	
Unit Assigned and nature of Work:	
School/Office:	
School/Office Address:	
The nominee and the undersigned understand Committee is final and that we agree to abide by it.	correct.
Name of Nominator:	Position:
Signature of Nominator:	





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Enclosure to Regional Memorandum No. \_\_\_\_\_\_\_, s. 2025

OMNIBUS CERTIFICATION OF A	AUTHENTICITY AND V	ERACITY OF	DOCUMENTS
I	Filipino, of legal		
and state that:			
That each of the documents and faithful reproduction of the information provided therein are tr	original, complete a	_	
That I am assuming full reauthenticity of the documents sub-	esponsibility and accoumitted;	-	-
That I am aware that any	violation will automat	ically disquali	fy me from the
selection process;	C.1		D D1D :
That I am making these stat VIII PRAISE Awards 20 of the I By executing this Omnib Documents, I hereby authorize the authenticity of documents I have so	Department of Education us Certification of A e Department of Educa	n Eastern Visa uthenticity a	ayas. nd Veracity of
Nominee's	s Printed Name & Signa	ature	
Witness:			
Division PR	AISE Committee Chair	person	
SUBSCRIBE AND SWORN to before	ore me this	day of	, 20
affiant exhibiting to me his/her C	Community Tax Certific	cate No	issued on
at	, Philippines.		
Notary Public			
	Until		
	PTR No.		
	Date		
	Place		
D	Tin		
Doc no.			
Page no			
DUNK (III)			





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POTENTIAL/INTERVIEW CHECKLIST & RATIN	G SHEET
ne of Nominee:	
nool/Office:	
vision:	
tegory:	
rections: Put a check (/) on the space provided for if the lowing indicators AT ALL TIMES. Otherwise, put an (x).	nominee exhibit
INDICATORS	
. Communication Skills	
Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of	
individuals.	
3. Responds clearly.	
4. Response is relevant.	
Ability to Present Ideas	
1. Conveys information clearly and concisely.	
2. Adjusts tone, style, and language of messages to	
suit audience.	
3. Uses appropriate body language.	
4. Demonstrates self-awareness and self-control.	
5. Shows proficiency on the content/knowledge and	
expertise inherent to the position.	
Alertness	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
. Judgment	
1. Analyzes issues and/or information and gives	
objective views.  2. Draws accurate conclusions based on evidence/data.	
·	
<ul><li>3. Breaks problems down and weighs up options.</li><li>4. Explores possibilities and identifies solutions.</li></ul>	
5. Anticipates risks and suggests/makes	
improvements.	
. Stress Tolerance	_
1. Talks positively.	
2. Sees the big picture.	
3. Avoids being hijacked.	
4. Pays attention.	
No. of Checks (/)	
Point/s Earned = (No. of Checks / 21) x Allotted Points	

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







Enclosure to Regional Memorandum No. <u>775</u>, s. 2025: Certification

### **CERTIFICATION**

This is to certify that all div	ision nominees of	have been
	(Name	e of SDO)
evaluated through the Division P	RAISE Committee selection pr	ocess. Only the highest-
scoring nominees per award cate	gory who meet the prescribed (	cut-off score of 70 points
have been endorsed to the Region	nal PRAISE Committee.	
Issued this	_ day of	, 2025, at

### [Name of Schools Division Superintendent]

Schools Division Superintendent





Address: Government Center, Candahug, Palo, Leyte



Enclosure to Regional Memorandum No. <u>775</u>, s. 2025: Endorsement Letter

### [Schools Division Office Letterhead]

### [Date]

### [Name of Regional Director]

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

Thru: Regional PRAISE Committee

#### Madam:

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

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





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	Secondary School (JHS	1
2.5	with SHS; Stand-Alone	
	SHS)	
	Integrated School	
2.6	(Elementary with	
	JHS/SHS)	
	Outstanding Non-Teaching	
	/Teaching-Related	
Personnel		
	chool/SDO/RO Level 1:	
3.1.1		
3.1.2	Administrative Assistant	
3.2 Mo	or equivalent position st Outstanding Non-	
	Teaching-Related	
Personnel		
3.2.1 Scho	,	
3.2.1.1	Administrative Officer I-IV	
3.2.1.2	Registrar	
	Implementing Unit	
3.2.1.3	Bookkeeper/Accountant	
3.2.1.4	Librarian	
3.2.2 Scho	ools Division Office (SDO)	
Level		
3.2.2.1	Administrative Officer V	
	Human Resource	
3.2.2.2	Management Officer	
3.2.2.3	(HRMO)	
	113	
3.2.2.4		
3.2.2.5	Records Officer	
	Legal Officer	
3.2.2.7	Accountant	
3.2.2.8	Budget Officer	
3.2.2.9	Division Librarian	
3.2.2.10	Planning Officer	
3.2.2.11	Information Technology	
3.2.2.12	Officer Engineer	
3.2.2.13	Project Development	
0.2.2.10	Officer II	
	3.2.2.13.1 Youth Formation	
	3.2.2.13.2 Disaster Risk	
	Reduction	
	3.2.2.13.3 Learning	
	Resource	
3.2.2.14	Senior Education Program	
1	Specialist	







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







4.2.1	WinS Coordinator	
4.2.2	School-based Feeding	
	Program Coordinator	
4.2.3	GAD Coordinator	
4.2.4	SBM Coordinator	
4.2.5		
4.2.6	Learners' Rights and	
	Protection Coordinator	
4.2.7	±	
4.2.8	Division Information Officer	
4.3 Open		
(School an	• •	
4.3.1	Researcher	
	n (10) in National	
Examinati	ions	
B. Best Of	fice/School Award	
1. Most O	utstanding School	
	Elementary (Monograde	
1.1	School- Central Category)	
	Elementary (Monograde	
1.2	School-Non-Central	
	Category)	
1.3	Elementary (Multigrade School)	
1.4	,	
	Junior High School)	
	1.4.1 Non-Implementing	
	Unit	
	1.4.2 Implementing Unit	
	Secondary School (JHS	
1.5	with SHS; & Stand-Alone	
	SHS) 1.5.1 Non-Implementing	
	Unit	
	1.5.2 Implementing Unit	
	Integrated School	
1.6	(Elementary with	
<b>A 15</b>	JHS/SHS)	
2. Most O	utstanding Schools Office	
2.1	Provincial Division	
2.2	City Division	
	1 ,	

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





Address: Government Center, Candahug, Palo, Leyte



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

We respectfully forward these endorsements for your evaluation and consideration.

Sincerely,

### [Name of Schools Division Superintendent]

Schools Division Superintendent



Address: Government Center, Candahug, Palo, Leyte



Enclosure to Regional Memorandum No. <u>175</u>, s. 2025: Search Criteria for the Bituon han Sinirangan

### SEARCH FOR MOST OUTSTANDING $\underline{\text{KINDERGARTEN TEACHER I-III}}$

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION Points (MOVs) Earned
A. Performance (15 points)			
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15		and	✓ IPCRF duly signed by authorities with date of signing  • SY 2023-2024 and SY 2024-2025  ✓ Service Record
B. Outstanding/Meritorious Accomplishments		· Scivice Record	
(70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.			
1. Outstanding Employee Award (5 points)  National Awardee - 5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		s s s s s	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the
MOVs Submitted a, b, c, & d a, b, c, & e Only a, b, & c Only a & b	Foints 5 points 5 points 3 points 2 points		designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.			Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office





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

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

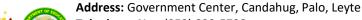
### 3. Research (5 points)

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

- \*For collaborative research studies, the total points divided shall be bv the number authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

- 4. Authorship (5 points)
  - Sole authorship of a book Co-authorship of a book
    - Writer/Developer/Contextualizer of LRs/IEC Co-Writer of LRs
  - Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or
- 5 points
- 5 points will be divided by the number of authors - 4 points
- 4 points will be divided by the number
- of writers - 0.5 point in each LR but not to exceed 3 points
- of the book Copy developed/contextualized learning resources/IEC
- ✓ Certificate of Recognition









video presenter, or Illustrator) of the Learning Resources

#### Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of





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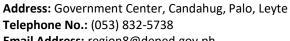


<sup>\*</sup>Points earned are cumulative but not to exceed the allotted points for the criterion.

7	Member	- 2.5 points	donation/ acceptance or
Note: a. Fo	r more than one pro	pponent, point/s earne number of proponents	any other valid proof  ✓ Accomplishment report w/ attachments: Pictures,  WFP/POW
8. Other Mer to the positi	_	olishments specific	
<ul><li>Served</li></ul>	as Demonstratio	iniques/ pedagogies oints ints oints oints	<ul> <li>✓ LP/DLL duly signed by at least 3 authorities</li> <li>✓ COT or Observation Chart from at least 3 observer-authorities</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)</li> </ul>
catego Region National	First S Placers P 5 points 4	District, Division, 10 points)  econd Third lacers Placers points 3 points	<ul> <li>✓ Memorandum/Advisory/ Bulletin</li> <li>✓ Certificate of Recognition as Coach/Contestant</li> </ul>
Regional Division District School	3 points 2 2 points 1	points 2 points points 1 point point 0.75 point 75 point 0.50 point	
<ul> <li>Organi</li> <li>Service</li> <li>activiti</li> </ul>	zed Learning Acti	on Cell (LAC)/ In- ing and Development ding improvement of	
	Action Cell (LAC) In-Service Trainings/Learn and Developmen activities/session organized	ing t ns	
District District	3 or more 1-2	5 points 4 points	
School	5 or more	3 points	







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	1	T		-
School	3-4	2 points		
School	1-2	1 point		
Lea	ot a record on the Analysis rners' Performance and su ne to the School Head ( <b>5 p</b> One point for each of t reports given below:	ubmitted the oints)	✓ Copy of the Analysis Report duly certified and received by the School Head	
	1. Pre-Early Childhood I (ECD) Results 2. Post ECD Results 3. Quarterly Progress Re 4. Most and Least Learn 5. Most and Least Learn	eports ed Items in ECD		
lette	duced learners showing 7ser knowledge and sound points)  80%-100% of the learners 60%-79% 40%-59% 20% - 39% 19% and below	production	✓ Summary of Assessment Report duly signed by School Head	
C. Educat	ion & Learning and Deve	elopment		
(10 poi	<u> </u>			
	<ul> <li>ion (5 points)</li> <li>Doctorate/Doctor's Degree</li> <li>Complete Academic Requireme for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/Doctor's Degree units</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor)</li> <li>Complete Academic Requireme for Master's Degree</li> </ul>	- 4 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
	• Earned at least 18 MA Units	- 2.5 points		
	ng and Development (5 p	•	✓ Certificate of Participation	
	Participation to Learning a Activities (such as train workshops, conferences, f	ings, seminars,	1	
	<ul><li>International/Nati</li><li>Regional</li><li>Division</li><li>District</li><li>School</li></ul>	onal - 5 points - 4 points - 3 points - 2 points - 1 point		





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Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

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## SEARCH FOR MOST OUTSTANDING <u>KINDERGARTEN MASTER TEACHER</u>

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS		IEANS OF VER (MOVs		Points Earned	
A. Performance (15 points)			(112010	,,	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)			ith date of 4-2025 and		
<b>Point/s Earned</b> = (Average of the Two IPo	CRF Ratings / 5)	v 15	SY 2023 Service Record		
B. Outstanding/Meritorious			Scrvice Record		
(70 points)	itstanding/merito gs shall be withi	orious n the			
	ward (5 noints)		Certificate	of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts nts	Recognition/M Any memorandum document sh Criteria for the	erit issuance, or owing the	
Otherwise, points earne 2. Innovation (5 points)			Proposal duly a		
			the Head of Off		
MOVs Submitted	Points		designated Res		
a, b, c, & d	5 points		Committee per s. 2017	DO No. 16,	
a, b, c, & e	5 points			at Donont	
Only a, b, & c	3 points		Accomplishmer verified by the l	-	
Only a & b Only a	2 points 1 point		Office	neau oi	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		Certification of the innovation within the school duly signed by Office Certification of the innovation by another school certification of the innovation of t	or research, ool/office the Head of adoption of or research		





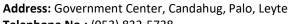




3. Research (5 points)		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  a. Proposal duly approved by
		the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of Office
Only a	1 point	c. Certification of utilization of
*For collaborative research state	lies the total points	the innovation or research,
*For collaborative research students shall be divided by		141.1
authors/researchers indicated in		duly signed by the Head of
authors/researchers indicated in	i tile copyright page.	Office
*Points earned are cumulative b allotted points for the criterion.		d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
4. Publication / Authorship (5		✓ Copy of the published
<ul><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	- 5 points - 5 points will	book/articles or
• Co-aumorship of a book	be divided by	developed/contextualized
	the number of authors	learning resources/IEC
Article published in a journ		✓ Certificate of Recognition
newspaper/ magazine of w	ide article but not	
circulation	to exceed 4 points	
Writer/Developer/Contexts		
of LRs/IEC • Co-Writer of LRs	- 4 points will	
25 WHO OF BAO	be divided by	
	the number of writers	
Member of the Development		
Quality Assurance team (C	ontent each LR but	
Reviewer, Language Editor Layout Artist, broadcaster		









video presenter, or Illustrator) of the Learning Resources

#### Note.

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of





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

a. For more than one proponent, point/s earned will be divided by the number of proponents.

donation/ acceptance or any other valid proof

✓ Accomplishment report w/ attachments: Pictures, WFP/POW

# 8. Other Meritorious Accomplishments specific to the position

 Served as Demonstration Teacher on innovative teaching techniques/pedagogies (5 points)

> National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Served as a mentor/coach to other teachers (5 points)

5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point ✓ Certification as a mentor by the school head

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

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

- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

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

> Division - 5 points District - 4 points School - 3 points

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - o Resource Package
  - Approved permit to conduct





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





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•	International/National Regional Division District	- 5 points - 4 points - 3 points - 2 points			
•	School	- 1 point			
Note:					
allotted points for the b. Validity of the lea	arning and development ac years from the cut-off data	ctivities shall			
D. Potential (5 p	points)				
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>		<b>✓</b>	Potential/Interview Checklist & Rating Sheet		

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

Name of Nominee:	SDC	):
Position:	School:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs)	
A. Performance (15 points)			
1. Performance Rating of the rating periods should be Out above)			✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and
<b>Point/s Earned</b> = (Average of the Two IF	PCRF Ratings / 5)	x 15	SY 2023-2024  ✓ Service Record
B. Outstanding/Meritorious	Accomplishmen	its	
*Validity of the or accomplishments and training last 2 years from the cut-off of PRAISE committee.		n the	
1. Outstanding Employee Award (5 points)  • National Awardee -5 points  • Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts nts	<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>
Otherwise, points earne 2. Innovation (5 points)	a are camatame.		a. Proposal duly approved by
(			the Head of Office or the
MOVs Submitted	Points		designated Research
a, b, c, & d	5 points		Committee per DO No. 16,
a, b, c, & e	5 points		s. 2017
Only a, b, & c	3 points		b. Accomplishment Report
Only a & b	2 points		verified by the Head of
Only a	1 point		Office
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the		c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	
allotted points for the criterio	n.		by another school/office





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3. Research (5 points)		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by
MOVs Submitted	Points	the Head of Office or the
	5 points	designated Research
a, b, c, & d a, b, c, & e	5 points 5 points	Committee per DO No. 16, s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of
Only a	1 point	Office
		c. Certification of utilization of
*For collaborative research stud	lies, the total points	the innovation or research,
	the number of	within the school/office
authors/researchers indicated in	n the copyright page.	duly signed by the Head of Office
*Points earned are cumulative b allotted points for the criterion.  4. Authorship (5 points)	ut not to exceed the	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  ✓ Copy of the book or
Sole authorship of a book	- 5 points	developed/contextualized
Co-authorship of a book	- 5 points will be divided by	learning resources/IEC
	the number	✓ Certificate of Recognition
Writer/Developer/Contexts	of authors aalizer - 4 points	
of LRs/IEC	•	
Co-Writer of LRs	- 4 points will be divided by the number of	
Member of the Developmer Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster video presenter, or Illustration the Learning Resources	ontent each LR but not to exceed or 3 points	
Note:		





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

# 5. Resource Speakership / Learning Facilitation (5 points)

T1	D
Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### *Note:*

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

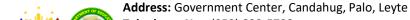
 Initiated DepEd-related resource generation projects and/or programs that will benefit the school

Proponent/organizer - 5 points Member - 2.5 points

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

Note:

a. For more than one proponent, point/s earned









will be divided by the number of proponents.

# 8. Other Meritorious Accomplishments specific to the position

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

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

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

11081011011 011101 (10 P011101)			
	First	Second	Third
	Placers	Placers	Placers
National	5 points	4 points	3 points
Regional	4 points	3 points	2 points
Division	3 points	2 points	1 point
District	2 points	1 point	0.75 point
School	1 point	0.75 point	0.50 point

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

> Division - 5 points District - 4 points School - 3 points

*Note:* 

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (**5 points**)

One point for each of the analysis reports/content:

- 1. Quarterly Progress Reports
- 2. Data of Learners' Summative Assessment Result with the Test Item Analysis

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - o Resource Package
  - Approved permit to conduct
  - o Sample Program
  - Attendance
  - Pictorials
- ✓ Copy of the Analysis Report duly certified and received by the School Head









3. Most and Least Learned Competencies	
4. Individual Learning Monitoring Plan (if	
any)	
5. Learners' Profile	
<ul> <li>Produced learners who attained at least</li> </ul>	
	✓ Summary of Assessment
Satisfactory (80%) rating ( <b>5 points</b> )	
000/ 1000/ 0/1 1	Report duly signed by
80%-100% of the learners - 5 points	School Head
60%-79% - 4 points	
40%-59% - 3 points 20% - 39% - 2 points	
19% and below - 1 points	
C. Education & Learning and Development	
(10 points)	
1. Education (5 points)	( m :
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements - 4.5 points</li> </ul>	✓ Transcript of Records
for Doctorate/Doctor's Degree	✓ Certificate of Completion
Earned at least 18 Doctorate/     - 4 points	of Academic Requirements
Doctor's Degree units  • Master's Degree / Bachelor of - 3.5 points	/ Certification of Units
Laws (Juris Doctor)	Earned
Complete Academic Requirements - 3 points	
for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (5 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.)	danctioned by DepLd
Cic.j	
• International/National - 5 points	
· · · · · · · · · · · · · · · · · · ·	
<ul><li>Regional - 4 points</li><li>Division - 3 points</li></ul>	
1	
• District - 2 points	
• School - 1 point	
Notes	
Note: a. Points earned are cumulative but not to	
exceed the allotted points for the criterion.	
b. Validity of the learning and development activities shall be within the last 2 years	
from the cut-off date set by the Regional	
PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
	Checking & Raining Sheet
Ability to present ideas	
• Alertness	
<ul> <li>Judgment</li> </ul>	
Stress Tolerance	









### SEARCH FOR MOST OUTSTANDING **ELEMENTARY MASTER TEACHER**

Name of Nominee:		SDO:		
Position:	School:			

CRITERIA/INDICATORS			IV.	IEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (15 points)				(1120 + 0)	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)		✓	IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and		
<b>Point/s Earned</b> = (Average of the Two IP	CRF Ratings / 5)	x 15	<b>√</b>	SY 2023-2024 Service Record	
				Dervice Record	
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.					
	ward (5 points)		✓	Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region /-3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts eeed	✓	Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
Otherwise, points earne  2. Innovation (5 points)			a.	Proposal duly approved by	
MOVs Submitted	Points			the Head of Office or the designated Research	
a, b, c, & d	5 points			Committee per DO No. 16,	
a, b, c, & e	5 points			s. 2017	
Only a, b, & c	3 points		b.	Accomplishment Report	
Only a & b	2 points			verified by the Head of	
Only a	1 point			Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.			Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office Certification of adoption of the innovation or research by another school/office		





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	·	
3. Research (5 points)		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by
o. Research to points		the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of
Only a	1 point	Office
		c. Certification of utilization of
*For collaborative research stud	<del>-</del>	the innovation or research,
5	the number of	within the school/office
authors/researchers indicated in	n the copyright page.	duly signed by the Head of Office
*Points earned are cumulative b	at not to oxogod the	d. Certification of adoption of
allotted points for the criterion.	ut not to exceed the	the innovation or research
anoticu points for the criterion.		by another school/office
		duly signed by the Head of
		Office
		e. Proof of citation by other
		researchers (whose
		study/research, whether
		published/unpublished, is
		likewise approved by
		authorized body) of the
		concept/s developed in the
A Dublication / A-A4 4 · · ·	i maintal	research.
4. Publication / Authorship (5  • Sole authorship of a book	<b>points)</b> - 5 points	Copy of the published
Co-authorship of a book	- 5 points will	book/articles or developed/contextualized
	be divided by	learning resources/IEC
	the number of authors	✓ Certificate of Recognition
Article published in a journ power program of warming of the program of the program of the program of the program of the published in a journ power power program of the published in a journ power power program of the published in a journ power power program of the published in a journ power pow		2 51 Mileato of Recognition
newspaper/ magazine of w circulation	ide article but not to exceed 4	
	points	
Writer/Developer/Contexts     of LRs/IEC	ualizer - 4 points	
• Co-Writer of LRs	- 4 points will	
	be divided by the number of	
	writers	
Member of the Developmer Ouglity Assurance team (C)		
Quality Assurance team (C Reviewer, Language Editor	, not to exceed	
Layout Artist, broadcaster video presenter, or Illustra	or 3 points	
THE CONTRACT OF HISTORICS		









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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points ✓ Member - 2.5 points
  - Note:
  - a. Points earned are cumulative but not to exceed the allotted points for the criterion.

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof





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

a. For more than one proponent, point/s earned will be divided by the number of proponents.

Accomplishment report w/ attachments: Pictures, WFP/POW

## 8. Other Meritorious Accomplishments specific to the position

Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points)

> National - 5 points - 4 points Region Division - 3 points District - 2 points School - 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Served as a mentor/coach to other teachers (5 points)

5 or more mentees - 5 points - 4 points 4 mentees - 3 points 3 mentees - 2 points 2 mentees only 1 mentee - 1 point

✓ Certification as a mentor by the school head

- Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (10 points)
- First Second Third Placers Placers Placers National 5 points 4 points 3 points Regional 4 points 2 points 3 points 2 points Division 3 points 1 point District 2 points 1 point 0.75 point 0.75 point School 1 point 0.50 point
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

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

> Division - 5 points - 4 points District - 3 points School

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - o Resource Package
  - Approved permit to conduct











- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- Sample Program
- o Attendance
- Pictorials
- ✓ Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points)

Based on number of instructional materials (IMs).

5 or more IMs - 5 points 4 IMs - 4 points 3 IMs - 3 points 2 IMs - 2 points 1 IM - 1 point

- Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources
- ✓ Sample of developed audio and video lessons and conducted online learning resources
- Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (5 points)

One point for each of the analysis reports (ARs) made.

5 or more ARs - 5 points 4 ARs - 4 points 3 ARs - 3 points 2 ARs - 2 points 1 AR - 1 point

- ✓ Copy of the Analysis
  Report duly certified and
  received by the School
  Head
- ✓ Completion Report with MOVs on the activity conducted

Transcript of Records

# C. Education & Learning and Development (10 points)

#### 1. Education (5 points)

Doctorate/Doctor's Degree - 5 points
Complete Academic Requirements for Doctorate/Doctor's Degree
Earned at least 18 Doctorate/ - 4 points
Doctor's Degree units

- 4.5 points

- 4 points

- 4 points

- 3.5 points

- 3 points

✓ Certificate of Completion of Academic Requirements / Certification of Units Earned

• Earned at least 18 MA Units - 2.5 points

2. Learning and Development (5 points)

Master's Degree / Bachelor of

Complete Academic Requirements

Laws (Juris Doctor)

for Master's Degree

✓ Participation to Learning and Development Activities (such as trainings,

Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd









<u> </u>		
seminars, workshops, conferences, fora, etc.)		
<ul> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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

lame of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION Points (MOVs) Earned
A. Performance (15 points)			(1120 4 0)
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024	
= (Average of the Two IPC			✓ Service Record
B. Outstanding/Meritorious (70 points)  *Validity of the outstand training last 2 years from the cut-off dependence of the property of the cut-off dependence of the cut-off d	utstanding/meritongs shall be withi	orious in the	
1. Outstanding Employee Award (5 points)  National Awardee - 5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts eeed	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
Otherwise, points earne  2. Innovation (5 points)	ed are cumulative.		a. Proposal duly approved by
MOVs Submitted	Points		the Head of Office or the designated Research
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point		Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	





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		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Research (5 points)		a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office c. Certification of utilization of	
*D 11 1 1	11 1	the innovation or research,	
*For collaborative research studentshall be divided by	=	within the school/office	
	the number of	duly signed by the Head of	
authors/researchers indicated in	ii tile copyrigiit page.	Office	
*Points earned are cumulative be allotted points for the criterion.	ut not to exceed the	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
<ul><li>4. Authorship (5 points)</li><li>Sole authorship of a book</li></ul>	E nainta	✓ Copy of the book or	
Co-authorship of a book	- 5 points - 5 points will	developed/contextualized	
·	be divided by	learning resources/IEC	
	the number of authors	✓ Certificate of Recognition	
Writer/Developer/Context			
of LRs/IEC  • Co-Writer of LRs	- 4 points will		
55	be divided by		
	the number of writers		
Member of the Developmen	nt/ - 0.5 point in		
Quality Assurance team (C Reviewer, Language Editor			
Layout Artist, broadcaster	or 3 points		
video presenter, or Illustra the Learning Resources	tor) of		
The Dearling Resources			
Note:			









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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

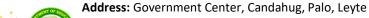
 Initiated DepEd-related resource generation projects and/or programs that will benefit the school

Proponent/organizer - 5 points Member - 2.5 points

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

Note:

a. For more than one proponent, point/s earned









will be divided by the number of proponents.

## 8. Other Meritorious Accomplishments specific to the position

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

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

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

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

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

> Division - 5 points - 4 points District - 3 points School

Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- Kept a record on the Analysis Report on Learners' Performance and submitted the same to the School Head (5 points)

One point for each of the analysis reports/content:

- 1. Quarterly Progress Reports
- 2. Data of Learners' Summative Assessment Result

- ✓ LP/DLL duly signed by at least 3 authorities
- COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - Attendance
  - Pictorials
- Copy of the Analysis Report duly certified and received by the School Head





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<ul><li>3. Most and Least Learned Competencies</li><li>4. Individual Learning Monitoring Plan (if any)</li><li>5. Learners' Profile</li></ul>	
6. Test Item Analysis	
<ul> <li>Produced learners who attained at least Satisfactory (80%) rating (5 points)</li> <li>80%-100% of the learners - 5 points 60%-79% - 4 points 40%-59% - 3 points 20% - 39% - 2 points 19% and below - 1 point</li> </ul>	✓ Summary of Assessment Report duly signed by School Head
C. Education & Learning and Development	
(10 points)	
1. Education (5 points)  Doctorate/Doctor's Degree - 5 points  Complete Academic Requirements for Doctorate/Doctor's Degree  Earned at least 18 Doctorate/ - 4 points Doctor's Degree units  Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)  Complete Academic Requirements for Master's Degree  Earned at least 18 MA Units - 2.5 points	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and         Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)     </li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
<ul> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional</li> </ul>	
PRAISE committee.	
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet





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## SEARCH FOR MOST OUTSTANDING JUNIOR HIGH SCHOOL MASTER TEACHER

Name of Nominee:		_ SDO:	
Position:	School:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Earned	
A. Performance (20 points)			( /
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024  ✓ Service Record	
= (Average of the Two IP  B. Outstanding/Meritorious			V Service Record
(65 points)	itstanding/merito gs shall be withi	orious n the	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts nts	<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>
Otherwise, points earne  2. Innovation (5 points)	a are cumulalive.		a. Proposal duly approved by
MOVs Submitted	Points		the Head of Office or the designated Research
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point		Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	





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3. Research (5 points)		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by
MOVs Submitted	Points	the Head of Office or the designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points 1 point	verified by the Head of Office
Olly a	1 point	c. Certification of utilization of
*Points earned are cumulative b allotted points for the criterion.	the number of n the copyright page.  ut not to exceed the	the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
4. Publication / Authorship (5		✓ Copy of the published
<ul> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> </ul>	<ul> <li>5 points</li> <li>5 points will</li> <li>be divided by</li> <li>the number of</li> <li>authors</li> </ul>	book/articles or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
Article published in a journ newspaper/ magazine of w circulation	nal/ - 1 point per ide article but not to exceed 4 points	- Certificate of Recognition
Writer/Developer/Contexts     of LRs/IEC	ıalizer - 4 points	
• Co-Writer of LRs	<ul> <li>4 points will be divided by the number of writers</li> </ul>	
Member of the Developmer Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster	ontent each LR but not to exceed	









video presenter, or Illustrator) of the Learning Resources

#### Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- Certificate of Recognition/Participation

### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of





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

a. For more than one proponent, point/s earned will be divided by the number of proponents.

donation/ acceptance or any other valid proof

Accomplishment report w/ attachments: Pictures. WFP/POW

## 8. Other Meritorious Accomplishments specific to the position

Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points)

> National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Served as a mentor/coach to other teachers (5 points)

5 or more mentees - 5 points - 4 points 4 mentees 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point

- ✓ Certification as a mentor by the school head
- ✓ Duly signed Coaching and Mentoring documentation report
- Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (10 points)

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

- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

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

> Division - 5 points - 4 points District - 3 points School

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - o Resource Package
  - Approved permit to conduct











Note:	o Sample Program
a. Points earned are cumulative but not to	Attendance
exceed the allotted points for the criterion.	
exceed the dilotted points for the criterion.	o Pictorials
• I ad called a use in the interpretation and	
• Led colleagues in the interpretation and	✓ Copy of the Analysis
utilization of the following analysis reports	Report duly certified and
for the improvement of the teaching and	received by the School
learning process ( <b>5 points</b> )	Head
One point for each of the analysis reports	
(ARs) made.	
5 or more ARs - 5 points	
<u> </u>	
<u> </u>	
3 ARs - 3 points	
2 ARs - 2 points	
1 AR - 1 point	
C. Education & Learning and Development	
(10 points)	
1. Education (5 points)	
Doctorate/Doctor's Degree - 5 points	✓ Transcript of Records
Complete Academic Requirements - 4.5 points	✓ Certificate of Completion
for Doctorate/Doctor's Degree	_
• Earned at least 18 Doctorate/ - 4 points	of Academic Requirements
Doctor's Degree units  Master's Degree / Bachelor of - 3.5 points	/ Certification of Units
Laws (Juris Doctor)	Earned
Complete Academic Requirements - 3 points	
for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (5 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
<u>-</u>	sanctioned by DepEd
etc.)	
• International/National - 5 points	
• Regional - 4 points	
• Division - 3 points	
• District - 2 points	
• School - 1 point	
Note:	
a. Points earned are cumulative but not to	
exceed the allotted points for the criterion.	
b. Validity of the learning and development	
activities shall be within the last 2 years	
from the cut-off date set by the Regional	
PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
Ability to present ideas	
• Alertness	
<ul> <li>Judgment</li> </ul>	
Stress Tolerance	









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

Name of Nominee:	SDO:	
Position:	School:	

CDITEDIA/INDI	MEANS OF VERIFICATION	Points	
CRITERIA/INDICATORS		(MOVs)	Earned
A. Performance (15 points)			
1. Performance Rating of the rating periods should be Outs		✓ IPCRF duly signed by authorities with date of	
above)		signing	
Doint /s Formed		• SY 2024-2025 and	
<b>Point/s Earned</b> = (Average of the Two IP	CRF Ratings / 5) v 15	SY 2023-2024 ✓ Service Record	
B. Outstanding/Meritorious		• Service Record	
(70 points)	Accompnishments		
	ntstanding/meritoriou		
accomplishments and training			
last 2 years from the cut-off d	ate set by the Region		
PRAISE committee.			
1. Outstanding Employee A		✓ Certificate of	
National Awardee     National in the Diagram	- 5 points	Recognition/Merit	
Nomination in the De Awardee in the Regio		✓ Any issuance,	
in the Provincial Leve		memorandum or	
Nomination in the Re		document showing the	
Awardee in the Divisi in the Municipal Leve		Criteria for the Search	
Nomination in the Di			
Awardee in the Distr	ict/Awardee		
in the Barangay Leve	1		
Note: a. Points earned are cumu	lative but not to exceed		
the allotted points for th			
b. For same awards recei			
points earned shall be b	pased on the award		
received in the highest g			
Otherwise, points earne	d are cumulative.	Duna 1 1-1 1 1-	
2. Innovation (5 points)		a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office	
		c. Certification of utilization of	
*For collaborative innovations, the total points shall		the innovation or research,	
be divided by the number of authors/researchers		within the school/office	
indicated in the copyright page.		duly signed by the Head of Office	
*D :		d. Certification of adoption of	
*Points earned are cumulative but not to exceed the		the innovation or research	
allotted points for the criterion	11.	by another school/office	
		Sy allocated believing office	









#### duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by 3. Research (5 points) the Head of Office or the **MOVs Submitted Points** designated Research a, b, c, & d 5 points Committee per DO No. 16, s. 2017 a, b, c, & e 5 points Only a, b, & c b. Accomplishment Report 3 points verified by the Head of Only a & b 2 points Office Only a 1 point c. Certification of utilization of the innovation or research, \*For collaborative research studies, the total points within the school/office shall. be divided by the number duly signed by the Head of authors/researchers indicated in the copyright page. Office d. Certification of adoption of \*Points earned are cumulative but not to exceed the the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 4. Authorship (5 points) Copy of the book Sole authorship of a book - 5 points developed/contextualized - 5 points will Co-authorship of a book learning resources/IEC be divided by Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 0.5 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note:











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

# 5. Resource Speakership / Learning Facilitation (5 points)

T1	D.:
Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- Certificate of Recognition/Participation

### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

Note:

a. For more than one proponent, point/s earned



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will be divided by the number of proponents.

## 8. Other Meritorious Accomplishments specific to the position

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

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

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

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

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

> Division - 5 points District - 4 points - 3 points School

Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- Produced prepared SHS graduates/learners for the SHS Exits (5 points)

## For SHS Teachers under the Academic, Sports, and Arts and Design Track

Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)

5 learners and above - 5 points

- ✓ LP/DLL duly signed by at least 3 authorities
- COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - Attendance
  - Pictorials

Certified copy of Results on the Scholarship











4 learners - 4 points	
3 learners - 3 points	
2 learners - 2 points	
1 learner - 1 point	
For SHS Teachers under TVL	
Percentage of learners with NC (within	✓ TESDA Registry of
5 school years)	Certified Workers
80%-100% - 5 points	reflecting the names of the
60%-79% - 4 points	SHS Learners/ Graduates
40% -59% - 3 points	Sits Learners/ Graduates
20%-39% - 2 points	
19% and below - 1 point	
•	
<ul> <li>Kept a record on the Analysis Report on</li> </ul>	
Learners' Performance and submitted the	✓ Copy of the Analysis
same to the School Head ( <b>5 points</b> )	Report duly certified and
One point for each of the analysis reports	received by the School Head
given below:	
1. Diagnostic Test	
2. Written Summative Tests	
3. Performance-Based Records	
4. Quarterly Learning Outcomes	
5. Analysis on the Most and Least Learned	
Competencies	
-	
C. Education & Learning and Development	
(10 points)	
1. Education (5 points)	
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements - 4.5 points</li> </ul>	✓ Transcript of Records
for Doctorate/Doctor's Degree	✓ Certificate of Completion
<ul> <li>Earned at least 18 Doctorate/ - 4 points</li> </ul>	of Academic Requirements
Doctor's Degree units  Master's Degree / Bachelor of - 3.5 points	/ Certification of Units
<ul> <li>Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)</li> </ul>	Earned
Complete Academic Requirements - 3 points	
for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (5 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.)	Sanctioned by Depth
Cic.)	
• International/National - 5 points	
• Regional - 4 points	
• Division - 3 points	
• District - 2 points	
<u>-</u>	
<ul> <li>District - 2 points</li> <li>School - 1 point</li> </ul>	
• District - 2 points	











exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

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# SEARCH FOR MOST OUTSTANDING <u>SENIOR HIGH SCHOOL MASTER TEACHER</u>

Name of Nominee:		SDO: _	
Position:	School:		

CRITERIA/INDICATORS			Points Earned	
A. Performance (15 points)	A. Performance (15 points)		(112015)	
Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)      Point/s Earned		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024		
= (Average of the Two IPC			✓ Service Record	
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional				
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points  • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>		
Otherwise, points earns 2. Innovation (5 points)	ea are cumulative.		a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point	shall	Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research,	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office		





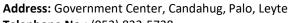
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		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the research.	
3. Research (5 points)		a. Proposal duly approved by	
		the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office	
	· · · · · · · · · · · · · · · · · · ·	c. Certification of utilization of	
*For collaborative research stud	dies, the total points	the innovation or research,	
	the number of	within the school/office	
authors/researchers indicated i	n the copyright page.	duly signed by the Head of	
		Office	
*Points earned are cumulative b	out not to exceed the	d. Certification of adoption of	
allotted points for the criterion.		the innovation or research	
		by another school/office	
		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the	
		research.	
4. Publication / Authorship (5  • Sole authorship of a book	points) - 5 points	Copy of the published	
<ul> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> </ul>	- 5 points - 5 points will	book/articles or	
	be divided by	developed/contextualized	
	the number of authors	learning resources/IEC	
Article published in a jour.	nal/ - 1 point per	✓ Certificate of Recognition	
newspaper/ magazine of w			
circulation	to exceed 4 points		
Writer/Developer/Context     FLD-/USC	-		
of LRs/IEC  Co-Writer of LRs	- 4 points will		
OS WITTER OF BITTER	be divided by		
	the number of		
Member of the Development	writers nt/ - 0.5 point in		
Quality Assurance team (C	Content each LR but		
Reviewer, Language Editor Layout Artist, broadcaster			
video presenter, or Illustra			
the Learning Resources			









#### Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points ✓ Member - 2.5 points
- *Note:*
- a. Points earned are cumulative but not to exceed the allotted points for the criterion.

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof





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

Note:

- a. For more than one proponent, point/s earned will be divided by the number of proponents.
- Accomplishment report w/ attachments: Pictures, WFP/POW

# 8. Other Meritorious Accomplishments specific to the position

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

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

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Served as a mentor/coach to other teachers (5 points)

5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point ✓ Certification as a mentor by the school head

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

Division - 5 points District - 3 points School - 1 points

Note:

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

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - o Resource Package
  - Approved permit to conduct
  - o Sample Program
  - Attendance
  - Pictorials
- Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (5 points)

One point for each of the instructional materials given below:
Contextualized Self-Learning Modules (SLMs)

Learning Activity Sheets (LAS)

Audio Lessons

- ✓ Sample copy of contextualized SLMs, LAS, Video and Audio Lessons, and Online learning resources duly certified by the school head
- ✓ Sample of contextualized SLMS, LAS, audio and video lessons and online learning resources





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Video lessons Online learning resources

Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process

(5 points)

One point for each of the analysis reports given below:

Diagnostic Test Written Summative Tests Performance-Based Records **Quarterly Learning Outcomes** Analysis on the Most and Least **Learned Competencies** 

Produced prepared SHS graduates/learners for the SHS Exits (5 points)

# For SHS Teachers under the Academic, Sports, and Arts and Design Track

Number of learners in handled classes who passed the DOST, UPCAT, and other related scholarships (within 5 school years)

> 5 learners and above - 5 points - 4 points 4 learners 3 learners - 3 points 2 learners - 2 points - 1 point 1 learner

- Copy of the Corrected Analysis Report duly certified and received by the School Head
- Activity Completion Report/Coaching Forms with MOVs on the activity conducted

Certified copy of Results on the Scholarship

✓ TESDA Registry of Certified Workers reflecting the names of the SHS Learners/ Graduates

### For SHS Teachers under TVL

Percentage of learners with NC (within 5 school years)

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

## C. Education & Learning and Development (10 points)

- 1. Education (5 points)
  - Doctorate/Doctor's Degree Complete Academic Requirements for Doctorate/Doctor's Degree
    - Earned at least 18 Doctorate/ Doctor's Degree units

- Transcript of Records
- Certificate of Completion of Academic Requirements





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- 5 points

- 4.5 points

- 4 points

Website: region8.deped.gov.ph



<ul> <li>Master's Degree / Bachelor of Laws (Juris Doctor)</li> <li>Complete Academic Requirements for Master's Degree</li> <li>Earned at least 18 MA Units - 2.5 points</li> <li>Participation to Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> <li>Note:         <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	/ Certification of Units Earned  ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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

Name of Nominee:	SDO:
Position:	School:

CRITERIA/INDICATORS		MEANS OF VERIFICATION Point (MOVs)	
A. Performance (15 points)			
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned			
= (Average of the Two IPC	CRF Ratings / 5) x 15	✓ Service Record	
B. Outstanding/Meritorious	<u> </u>		
(70 points)	ntstanding/meritorious ags shall be within the		
	word (8 noints)	✓ Certificate of	
1. Outstanding Employee Award (8 points)  • National Awardee -5 points  • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search  a. Proposal duly approved by	
2. Innovation (5 points)		the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report verified by the Head of	
Only a & b Only a	2 points 1 point	Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	





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		·	
		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Research (5 points)		a. Proposal duly approved by	
MOVs Submitted	Points	the Head of Office or the	
a, b, c, & d	5 points	designated Research Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office	
	<u> </u>	c. Certification of utilization of	
*For collaborative research stud	lies, the total points	the innovation or research,	
5	the number of	within the school/office	
authors/researchers indicated in	n the copyright page.	duly signed by the Head of	
*D :	1.1	Office d. Certification of adoption of	
*Points earned are cumulative b	ut not to exceed the	the innovation or research	
allotted points for the criterion.		by another school/office	
		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the	
A Authorchia (E mainta)		research.	
<ul><li>4. Authorship (5 points)</li><li>Sole authorship of a book</li></ul>	- 5 points	Copy of the book or	
Co-authorship of a book	- 5 points will	developed/contextualized learning resources/IEC	
	be divided by the number of	✓ Certificate of Recognition	
	authors	Serumente of recognition	
Writer/Developer/Contexts     of LPc/JEC	aalizer - 4 points		
of LRs/IEC  • Co-Writer of LRs	- 4 points will		
	be divided by		
	the number of writers		
Member of the Development			
Quality Assurance team (C Reviewer, Language Editor			
Layout Artist, broadcaster	or 3 points		
video presenter, or Illustrate the Learning Resources	torj of		











Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - Proponent/organizer - 5 points Member - 2.5 points
  - Note:
  - a. Points earned are cumulative but not to exceed the allotted points for the criterion.

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- Certificate of Recognition/Participation

## 7. With Outstanding Accomplishments on the Learners' Access (6 points)

- *Mapping for Enrolees (2 points)* 
  - 100 and above - 2.00 points
  - 80-99 - 1.75 points 0
  - 60-79 - 1.50 points 0
  - 40-59 - 1.25 points
  - 39 and below - 1.00 point
- ✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior)







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

- Enrolment (LIS –based) (2 points)
  - o 75 and above
- 2.0 points
- 0 57-74
- 1.5 points
- 0 37-56
- 1.0 point
- o 36 and below
- 0.5 point
- ✓ Programs Handled (2 points) [Programs cover but not limited to the following: (1) BLP; (2) A&E EL; (3) (A&E JHS); Plus at least 2 Informal Education Programs
  - 5 Programs and above
- 2.00 points
- 4 Programs
- 1.75 points
- 3 Programs
- 1.50 points

2 Programs

- 1.25 points

1 Program

- 1.00 point

- Signed Mapping Reports (LGU Officials/immediate superior)
- ✓ Copy of the generated list of enrolment from the LIS
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO
- ✓ Signed/Approved Class Program/ Teachers Program
- ✓ Copy of the list of learners under each of the programs handled
- ✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO

# 8. With Outstanding Accomplishments on the Quality of Outputs (13 points)

✓ Percentage of Completers (3 points)

(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)

- 0 91% 100%
- 3 points
- 81% 90%
- 2.5 points
- 0 71% 80%
- 0 61% 70%
- 2 points
- 1.5 points
- 60% and below
- 1 points

- ✓ Copy of the generated list of enrolment from the LIS
- ✓ Copy of the Masterlist of Completers based on LIS
- ✓ Copy of the report showing the percentage of completers
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO

✓ Percentage of Qualifiers (4 points)

(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)

- 91% 100%
- 4 points
- 81% 90%
- 3.5 points
- ✓ Copy of the Masterlist of Completers based on LIS
- ✓ Copy of the Masterlist of Qualifiers (based on the revalida)
- ✓ Copy of the report showing the percentage of Qualifiers (shall attach the





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0	71% - 80%	- 3 points
0	61% - 70%	- 2.5 points
0	60% and below	- 2 points

- duly accomplished copy of the Monitoring Tool)
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO
- ✓ Percentage of Passers (6 points) (Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)
  - 91% 100% 6 points
    81% 90% 5 points
    71% 80% 4 points
    61% 70% 3 points
    60% and below 2 points
- ✓ Copy of the Masterlist of Qualifiers (based on the revalida)
- ✓ Copy of the Masterlist of Passers (based on the revalida)
- ✓ Copy of the report showing the percentage of Passers (shall attach the duly accomplished copy of the Monitoring Tool)
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO

# 9. Networking/Linkages (5 points)

✓ Initiated DepEd-related resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC

80,000.00 and above - 5 points 60,000.00 - 79,000.00 - 4 points 40,000.00 - 59,000.00 - 3 points 20,000.00 - 39,000.00 - 2 points 19,000.00 and below - 1 point

#### Note:

- a. For more than one proponent, points earned will be divided by the number of proponents.
- b. Generated funds shall be the total accumulated amount within the recent 5 consecutive years.

- ✓ Copy of the approved and implemented proposal(s) (for IGPs and other initiatives)
- ✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind)

Note: Use the computation in Brigada Eskwela in the conversion of materials/labor into cash

- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO









# 10. Other Meritorious Accomplishments specific to the position

Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points)

> National - 3 points - 2.5 points Region Division - 2 points - 1.5 points District - 1 point School

Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)

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

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

> Division - 5 points District - 4 points School - 3 points

Note:

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

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- ✓ Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - o Attendance
  - Pictorials

# C. Education & Learning and Development (10 points)

### 1. Education (5 points)

Doctorate/Doctor's Degree Complete Academic Requirements for Doctorate/Doctor's Degree

- 5 points - 4.5 points

Earned at least 18 Doctorate/ Doctor's Degree units

- 4 points

Master's Degree / Bachelor of

- 3.5 points

Laws (Juris Doctor)

Complete Academic Requirements for Master's Degree

- 3 points

Earned at least 18 MA Units - 2.5 points Transcript of Records

Certificate of Completion of Academic Requirements / Certification of Units Earned





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2 Learning and Development (5 points)	✓ Certificate of Participation
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet





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### **SEARCH FOR MOST OUTSTANDING**

## MASTER TEACHER IN THE ALTERNATIVE LEARNING SYSTEM (ALS)

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/IND	ICATORS		MEANS OF VERIFICATION Points
			(MOVs) Earned
A. Performance (15 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)			✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and
<b>Point/s Earned</b> = (Average of the Two IPCRF Ratings / 5) x 15		x 15	SY 2023-2024 ✓ Service Record
B. Outstanding/Meritorious (70 points)  *Validity of the outstand training last 2 years from the cut-off dependent of the	utstanding/merito ngs shall be within	rious n the	
PRAISE committee.  1. Outstanding Employee Award (4 points)  • National Awardee -4 points  • Nomination in the Department/ -3 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / -2 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ -1 point Awardee in the District/Awardee in the Barangay Level			<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>
Note:  a. Points earned are cumu  the allotted points for th  b. For same awards receiv  points earned shall be to the highest of the common of the points earned.	e criterion. ved in a school year, pased on the award governance level.	eed	a Dropogal duly approved by
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the
MOVs Submitted	Points		designated Research
a, b, c, & d	5 points		Committee per DO No. 16,
a, b, c, & e	5 points		s. 2017
Only a, b, & c	3 points		b. Accomplishment Report
Only a & b	2 points		verified by the Head of
Only a 1 point  *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	





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*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
3. Research (5 points)	Deinte	a. Proposal duly approved by the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of
Only a	1 point	Office c. Certification of utilization of
*For collaborative research stude shall be divided by the authors/researchers indicated in *Points earned are cumulative be allotted points for the criterion.  4. Publication / Authorship (5)	the number on the copyright page ut not to exceed the	within the school/office duly signed by the Head of Office
Sole authorship of a book	- 5 points	book/articles or
Co-authorship of a book	- 5 points will	developed/contextualized
	be divided by the number of	learning resources/IEC
	authors	✓ Certificate of Recognition
Article published in a journ newspaper/ magazine of wi circulation	,	
Writer/Developer/Contents	points	
Writer/Developer/Contextu of LRs/IEC	ualizer - 4 points	
Co-Writer of LRs	- 4 points will be divided by the number of	
Member of the Developmen	writers t/ - 0.5 point in	
Quality Assurance team (Co	•	





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Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources not to exceed 3 points

Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

### 6. Outreach Activity (3 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 3.0 points
  - ✓ Member 1.5 points

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

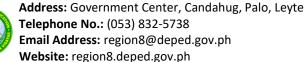
# 7. With Outstanding Accomplishments on the Learners' Access (6 points)

7.1 Mapping for Enrollees (2 points)

- 100 and above
- 2.00 points
- 80-99
- 1.75 points
- 60-79
- 1.50 points
- ✓ Signed Certification(s) from the concerned officials (Brgy Officials or immediate superior)









- 40-59
- 1.25 points
- 39 and below
- 1.00 point
- ✓ Signed Mapping Reports (LGU Officials/immediate superior)

## 7.2Enrolment (LIS -based) (2 points)

- 75 and above
- 2.0 points
- 57-74
- 1.5 points
- 37-56
- 1.0 point
- 36 and below
- 0.5 point
- ✓ Copy of the generated list of enrolment from the LIS
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO

# 7.3 Programs Handled (2 points)

[Programs cover but not limited to the following: (1) BLP; (2) A&E EL; (3) (A&E JHS); Plus at least 2 Informal Education Programs]

- 5 Programs and above- 2.00 points
- 4 Programs
- 1.75 points
- 3 Programs
- 1.50 points
- 2 Programs
- 1.25 points
- 1 Program
- 1.00 point

- ✓ Signed/Approved Class Program/ Teachers Program
- ✓ Copy of the list of learners under each of the programs handled
- ✓ Certification of the veracity of the information by an EPSA or any higher office as authorized by the Planning Office at the SDO

# 8. With Outstanding Accomplishments on the Quality of Outputs (12 points)

### 8.1 Percentage of Completers (3 points)

(Computed against the No. of Enrolment and taking the average from both the Elem and JHS levels)

- 91% 100%
- 3.0 points
- 81% 90%
- 2.5 points
- 71% 80%
- 2.0 points
- 61% 70%
- 1.5 points
- 60% and below
- 1.0 point

## 8.2 Percentage of Qualifiers (4 points)

(Computed against the No. of Completers and taking the average from both the Elem and JHS levels)

- ✓ Copy of the generated list of enrolment from the LIS
- ✓ Copy of the Masterlist of Completers based on LIS
- ✓ Copy of the report showing the percentage of completers
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO
- ✓ Copy of the Masterlist of Completers based on LIS
- ✓ Copy of the Masterlist of Qualifiers (based on the revalida)







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- 91% 100% 4.0 points
  81% 90% 3.5 points
  71% 80% 3.0 points
  61% 70% 2.5 points
  - 60% and below 2.0 points the Monitoring Tool)
    ✓ Certification of the veracity of the data by an EPSA or any higher office
    - EPSA or any higher office as authorized by the Planning Office at the SDO

Copy of the report showing

Qualifiers (shall attach the

duly accomplished copy of

the percentage of

## 8.3 Percentage of Passers (5 points)

(Computed against the No. of Qualifiers and taking the average from both the Elem and JHS levels)

- 91% 100% 5 points
  81% 90% 4 points
  71% 80% 3 points
  61% 70% 2 points
  60% and below 1 point
- ✓ Copy of the Masterlist of Qualifiers (based on the revalida)
- ✓ Copy of the Masterlist of Passers (based on the revalida)
- ✓ Copy of the report showing the percentage of Passers (shall attach the duly accomplished copy of the Monitoring Tool)
- ✓ Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO

### 9. Networking/Linkages (2 points)

Initiated DepEd-related resource generation projects and/or programs that will benefit the ALS learners and/or the entire CLC

- 80,000.00 and above
  60,000.00 79,000.00
  40,000.00 59,000.00
  20,000.00 39,000.00
  19,000.00 and below
  2 points
  1.5 points
  1 point
  0.75 point
  0.50 point
- Copy of the approved and implemented proposal(s) (for IGPs and other initiatives)
- ✓ Copy of the MOA(s) or MOU(s), deed of donation/acceptance or any other valid proof of receipt of any amount received (in cash or in kind)

Note: Use the computation applied in the Brigada Eskwela for the conversion of materials/labor into cash

✓ Accomplishment report w/ attachments: Pictures, WFP/POW

#### *Note:*

- a) For more than one proponent, point/s earned will be divided by the number of proponents.
- b) Generated funds shall be the total accumulated amount within the recent 5 consecutive years.





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	<b>√</b>	Certification of the veracity of the data by an EPSA or any higher office as authorized by the Planning Office at the SDO
10. Other Meritorious Accomplishments		

# 10. Other Meritorious Accomplishments (23 points)

- 10.1 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (3 points)
  - National 3.0 points
    Region 2.5 points
    Division 2.0 points
    District 1.5 points
    School 1.0 point
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)

✓ Certificate of Recognition

✓ LP/DLL duly signed by at least 3 authorities

✓ COT or Observation Chart

from at least 3 observer-

authorities

- 10.2 Served as a mentor/coach to other teachers (3 points)
  - 5 or more mentees 3.0 points
    4 mentees 2.5 points
    3 mentees 2.0 points
    2 mentees 1.5 points
    only 1 mentee 1.0 point
- ✓ Certification as a mentor by the school head

10.3 Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (5 points)

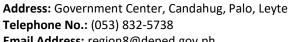
	First	Second	Third
	Placers	Placers	Placers
National	5.00	4.00	3.00
	points	points	points
Regional	4.00	3.00	2.00
	points	points	points
Division	3.00	2.00	1.00 point
	points	points	1.00 point
District	2.00	1.00 point	0.75 point
	points	1.00 point	0.75 point
School	1.00 point	0.75 point	0.50 point

- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

10.4 Organized Learning Action Cell (LAC)/ In-Service Trainings/Learning and ✓ Activity Completion Report with all the following attachments:







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Development activities/sessions regarding improvement of students' learning outcomes (4 points)

Division - 4 points
District - 3 points
School - 2 points

### Note:

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

- Approved SLACSession Plan
- o Resource Package
- Approved permit to conduct
- o Sample Program
- Attendance
- Pictorials

10.5 Led in the preparation and enrichment of the curriculum aligned with the distance learning modalities adopted by the school (3 points)

Based on number of instructional materials (IMs).

- 5 or more IMs
   4 IMs
   3 IMs
   2.5 points
   2 IMs
   1 IM
   3.0 points
   2.5 points
   1.5 points
   1.0 point
- ✓ Certificate of Recognition of being involved in the preparation and enrichment of Learning Resources such as ICT-supported Home-based Learning Facilitators' Toolkit (HBLF) Toolkit, Audio and Video Lessons, and Online and Offline learning resources
- ✓ Sample of developed audio and video lessons and conducted online learning resources
- 10.6 Led colleagues in the interpretation and utilization of the following analysis reports for the improvement of the teaching and learning process (**5 points**)

One point for each of the analysis reports (ARs) made.

- 5 or more ARs
   4 ARs
   3 ARs
   2 ARs
   1 AR
   5 points
   4 points
   2 points
   1 point
- Copy of the Analysis
  Report duly certified and
  received by the School
  Head
- ✓ Completion Report with MOVs on the activity conducted

# C. Education & Learning and Development (10 points)





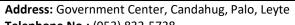
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1. Education (5 points)  Doctorate/Doctor's Degree - 5.0 points  Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree  Earned at least 18 Doctorate/ - 4.0 points Doctor's Degree units	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> </ul>
<ul> <li>Master's Degree / Bachelor of         Laws (Juris Doctor)</li> <li>Complete Academic Requirements         for Master's Degree</li> <li>Earned at least 18 MA Units         - 3.5 points         - 3.0 points         - 2.5 points</li> </ul>	Earned
2. Learning and Development (5 points)  Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • School - 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)  Interview and essay shall be conducted	
<ul> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet









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

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (20 points)		(		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20  B. Outstanding/Meritorious Accomplishments (65 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024  ✓ Service Record		
last 2 years from the cut-off dat				
PRAISE committee.				
1. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		chers	c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether	
2. Research (5 points)    MOVs Submitted   Points			published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017	
	•			
Only a, b, & c	3 points		b. Accomplishment Report	





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Only a & b	2 point	6		verified by the Head of	
Only a	2 point 1 poin			Office	
Offiny a	т ропт	ι		c. Certification of utilization of	
*For collaborative research studie	as the to	tal nain	ata	the innovation or research,	
*For collaborative research studie		_		within the school/office	
shall be divided by the			of	· ·	
authors/researchers indicated in	the copyr:	ight pag	ge.	duly signed by the Head of Office	
			.		
*Points earned are cumulative bu	t not to ex	kceed th	ne	d. Certification of adoption of	
allotted points for the criterion.				the innovation or research	
				by another school/office	
				duly signed by the Head of	
				Office	
				e. Proof of citation by other	
				researchers (whose	
				study/research, whether	
				published/unpublished, is	
				likewise approved by	
				authorized body) of the	
				concept/s developed in the	
				research.	
3. Authorship (5 points)	_	_		✓ Copy of the book or	
<ul><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>		points points will	1	developed/contextualized	
Co-authorship of a book		divided by		learning resources/IEC	
	the	number o		✓ Certificate of Recognition	
Whiten/Developen/Contextue		hors			
<ul> <li>Writer/Developer/Contextual of LRs/IEC</li> </ul>	nzer - 4	points			
Co-Writer of LRs		points wil			
		divided by e number	_		
		iters	01		
<ul> <li>Member of the Development/</li> </ul>	- 0.5	5 point in			
Quality Assurance team (Con		LR but			
Reviewer, Language Editor, Layout Artist, broadcaster or		to exceed oints			
video presenter, or Illustrator) of					
the Learning Resources					
Note:					
мою: a. Points earned are cum	ulative hut	not to			
a. Foints earned are cam exceed the allotted poi			,		
esteeds the attothed pour	, 01 1110				
4. Resource Speakership / Lea	rning Fac	cilitatio	on	a. Issuance/Memorandum/	
(5 points)			Invitation/Training		
(- F)			Matrix;		
Level Points		${s}$	b. Certificate of		
Nominees from the Regional Office		<del>-</del>	Recognition/Merit/		
National Level Speakership o		5	-	Commendation/	
ivational bevel speakership of	i ingilei	points	<u> </u>	Appreciation; and	
Pagional Office Cras	lzorobie		<u> </u>	c. Slide deck/s used and/or	
Regional Office Spea	akersinp	2.5	_	Session guide/s.	
		points	S	Session Saide/ 5.	



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**Nominees from the Schools Division** 

Regional Level Speakership or Higher

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5 points



Division/Provincial/City Level Speakership	2.5 points			
Nominees from Schools	рошо			
Division Level Speakership or Higher	5 points			
School/Municipality/District Speakership	2.5 points			
*Points earned are cumulative but not to ex allotted points for the criterion.	cceed the			
community-based feeding medical/dental missions, tree clean-up drives, and other condevelopment activities or engagements  ✓ Proponent/organizer - 5	mmunity r civic points 2.5 points not to	p p t e a a e p s o a w ✓ C	Copy of the approved broposal Varrative/Accomplishmen report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved ervice delivery/learning butcome) with attachments: Pictorial, written output, video Certificate of Recognition/Participation	
Networking/Linkages (5 points)     Initiated DepEd-related generation projects and/or path that will benefit the school  Proponent/organizer - 5 point Member - 2.5 point Member -	nts points	p o p ✓ C o d a ✓ A	Copy of the approved proposal (for IGPs and other special programs/projects) Copy of Partnership MOAs or MOUs, deed of lonation/ acceptance or any other valid proof accomplishment report w/attachments: Pictures, VFP/POW	
<ul> <li>Serves as an officer of the organization at the division Level <ul> <li>Serves as president or chairman at the school level</li> <li>Serves as an officer at the school</li> </ul> </li> </ul>	anization elfare of milies.	n tl ✓ R ✓ tl ✓ P ✓ S	Certification of nembership Record of attendance of the organization Picto-narrative Supporting documents howing the organizations objectives and goals to the target clientele	





Identified as a member of the organization in any level

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Telephone No.: (053) 832-5738 Email Address: region8@deped.gov.ph Website: region8.deped.gov.ph

- 1 point



# 8. Other Meritorious Accomplishments specific to the position

 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (15 points)

> National - 15 points Region - 12 points Division - 9 points District - 6 points School - 3 points

• SPED Instructional Materials/LRs Developed and Utilized in the DLDM **(5 points)** 

Distributed & utilized IMs/LRs to 95-100% of the learners

- 5 points

Distributed & utilized IMs/LRs to 90-94% of the learners

- 4 points

Distributed & utilized IMS/LRs to 85-89% of the learners

- 3 points

Distributed & utilized IMs/LRs to 80-84% of the learners

- 2 points

Distributed & utilized IMs/LRs to 75-79% of the learners

- 1 point

 Technical Assistance on SPED to Other Teachers, Parents/Families, Student-Teachers/SPED Specializers, Project Partners, and Other SPED Advocates/Volunteers (5 points)

Gave TA to multiple clients to more than 3 of the categories

- 5 points

mentioned

Gave TA to multiple clients from only two of the categories

- 4 points

mentioned above

Gave TA to multiple clients from

- 3 points

only 1 of the categories mentioned above

1

Gave TA to only one client from at least two of the groups

- 2 points

mentioned above

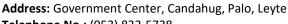
Gave TA to only one client in any - 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Certification from the school head or department head

- ✓ Photos,
- ✓ Text messages/chat
- ✓ letters from stakeholders/parents,
- ✓ certificate of appreciation/recognition









of the groups mentioned above	
or the Broads marriaged above	
• Length of Service and Experience (5 points)	✓ Service record
More than 5 years teaching - 5 points	
experience	
Five years teaching experience - 4 points	
Four years teaching experience - 3 points	
Three years teaching experience - 2 points	
At least two years teaching - 1 point	
experience	
C. Education & Learning and Development	
(10 points)	
1. Education (5 points)  Doctorate/Doctor's Degree Complete Academic Requirements for Doctorate/Doctor's Degree Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of Laws (Juris Doctor) Complete Academic Requirements for Master's Degree Earned at least 18 MA Units - 2.5 points  Note: The degree must be relevant to the SPED and Inclusive Education Programs  2. Learning and Development (5 points)	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned  ✓ Certificate of Participation
<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)         <ul> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> </li> <li>Note:         <ul> <li>a. Point/s earned is cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	/ Detentiol/Intermi
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet









## SEARCH FOR MOST OUTSTANDING <u>SPED MASTER TEACHER</u>

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (20 points)		, ,		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20  B. Outstanding/Meritorious Accomplishments		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024  ✓ Service Record		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.  1. Innovation (5 points)		n the	a. Proposal duly approved by	
, ,			the Head of Office or the	
<b>MOVs Submitted</b> a, b, c, & d a, b, c, & e	Points 5 points 5 points		designated Research Committee per DO No. 16, s. 2017	
Only a, b, & c Only a & b Only a	3 points 2 points 1 point		b. Accomplishment Report verified by the Head of Office	
*For collaborative innovations be divided by the number of a	*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	
*Points earned are cumulative but not to exceed the allotted points for the criterion.		d the	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
2. Research (5 points)			a. Proposal duly approved by	
MOTE OF LIVE			the Head of Office or the	
MOVs Submitted a, b, c, & d	Points 5 points		designated Research Committee per DO No. 16,	
1 A. D. C. (V. ()	5 points	<b>⊣</b>	Commutee per DO No. 10,	
a, b, c, & e	5 points		s. 2017	









Only	√a&b	2 point	ts		verified by the Head of	
Only		1 poin			Office	
		1		c.	Certification of utilization of	
*For collaborative research studies, the total points				the innovation or research,		
shall be			nber of		within the school/office	
	searchers indicated in				duly signed by the Head of	
addiois/ic	scarcifers marcated in	i the copyr	igiit page.		Office	
*Points ear	ned are cumulative b	ut not to e	xceed the	d.	Certification of adoption of	
	nts for the criterion.	<b>u</b> t 110t to c.	Acced the		the innovation or research	
anotted por	into for the effection.				by another school/office	
					duly signed by the Head of	
					Office	
				e	Proof of citation by other	
				· ·	researchers (whose	
					study/research, whether	
					published/unpublished, is	
					likewise approved by	
					authorized body) of the	
					concept/s developed in the	
					research.	
3 Publica	tion / Authorship (5	i nointel		<b>√</b>	Copy of the published	
• abilea	Sole authorship of a book	-	points		book/articles or	
•	Co-authorship of a book	- 5	points will		developed/contextualized	
			divided by		learning resources/IEC	
			e number of thors	<b>✓</b>	Certificate of Recognition	
•	Article published in a journ		point per	•	Certificate of Recognition	
	newspaper/ magazine of w		ticle but not			
	circulation		exceed 4 ints			
•	Writer/Developer/Contexts	-	points			
	of LRs/IEC	4				
•	Co-Writer of LRs		points will divided by			
			e number of			
	M 1 64 D 1		riters			
•	Member of the Developmer Quality Assurance team (C		5 point in h LR but			
	Reviewer, Language Editor		to exceed			
	Layout Artist, broadcaster		oints			
	video presenter, or Illustra the Learning Resources	tor) of				
	_					
	Vote:					
	a. Points earned are cu					
	exceed the allotted p	vints for the	cruerion.			
4 D	- O 1 1 / T -		- !1!4 - 4!	_	T / D. f /	
	ce Speakership / Le	arning Fa	cilitation	a.	Issuance/Memorandum/	
(5 points)					Invitation/Training	
	т 1			1 <sub>L</sub>	Matrix;	
- ·	Level	O CC*	Points	D.	Certificate of	
	from the Regional				Recognition/Merit/	
Nation	al Level Speakership	or Higher	5		Commendation/	
			points		Appreciation; and	
	Regional Office Sp	eakership	2.5	c.	Slide deck/s used and/or	
			points		Session guide/s.	
			1 7	1		i



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Nominees from the Schools Division

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Regional Level Speakership or Higher	5	
	points	
Division/Provincial/City Level	2.5	
Speakership	points	
Nominees from Schools	_	
Division Level Speakership or Higher	5	
	points	
School/Municipality/District	2.5	
Speakership	points	
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the	
5. Outreach Activity (5 points)		✓ Copy of the approved
• Sponsored/conducted DepE community-based feeding medical/dental missions, tree clean-up drives, and other condevelopment activities of engagements  ✓ Proponent/organizer - 5	ommunity or civic 5 points 2.5 points not to	proposal  ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video  ✓ Certificate of Recognition/Participation
that will benefit the school  Proponent/organizer - 5 points Member - 2.5 points  Note:  a. For more than one proponent, point, will be divided by the number of proponent.	ooints /s earned oponents.	<ul> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>
resource speaker Serves only as an organizer - 4 Serves only as a speaker - 5 Serves as a learning facilitator - 2	points points points points points points points	✓ ACR ✓ Certification from the school head/department head





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# 8. Other Meritorious Accomplishments specific to the position

 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (15 points)

> National - 15 points Region - 12 points Division - 9 points District - 6 points School - 3 points

• SPED Instructional Materials/LRs Developed and Utilized in the DLDM **(5 points)** 

Distributed & utilized IMs/LRs to 95-100% of the learners

- 5 points

Distributed & utilized IMs/LRs to 90-94% of the learners

- 4 points

Distributed & utilized IMS/LRs to 85-89% of the learners

- 3 points

Distributed & utilized IMs/LRs

- 2 points

to 80-84% of the learners

- 1 point

- Distributed & utilized IMs/LRs to 75-79% of the learners
- Technical Assistance on SPED to Other Teachers, Parents/Families, Student-

Teachers/SPED Specializers, Project Partners, and Other SPED

Advocates/Volunteers (5 points)

Gave TA to multiple clients to more than 3 of the categories mentioned

- 5 points

Gave TA to multiple clients from

- 4 points

only two of the categories

mentioned above

\_ .

Gave TA to multiple clients from only 1 of the categories

mentioned above

- 3 points

Gave TA to only one client from

at least two of the groups

- 2 points

mentioned above

Gave TA to only one client in any of the groups mentioned above

- 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Certification from the school head or department head

- ✓ Photos,
- ✓ Text messages/chat
- ✓ letters from stakeholders/parents,
- ✓ certificate of appreciation/recognition









• Length of Service and Experience ( <b>5 points</b> )	✓ Service record	
More than 5 years teaching - 5 points experience		
Five years teaching experience - 4 points		
Four years teaching experience - 3 points		
Three years teaching experience - 2 points		
At least two years teaching - 1 point		
Experience		
C. Education & Learning and Development		
(10 points)		
1. Education (5 points)		
	✓ Transcript of Records	
Doctorate/Doctor's Degree - 5 points	✓ Certificate of Completion	
Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree	of Academic Requirements	
Earned at least 18 Doctorate/ - 4 points	/ Certification of Units	
Doctor's Degree units	Earned	
Master's Degree / Bachelor of - 3.5 points  Laws (Juris Degree)		
Laws (Juris Doctor)  Complete Academic Requirements - 3 points		
for Master's Degree		
• Earned at least 18 MA Units - 2.5 points		
Note: The degree must be relevant to the SPED and		
Inclusive education Programs		
2. Learning and Development (5 points)	✓ Certificate of Participation	
✓ Participation to Learning and	issued by DepEd or other	
Development Activities (such as trainings,	agencies/organizations	
·		
seminars, workshops, conferences, fora,	sanctioned by DepEd	
etc.)		
International/National Findings		
International/National - 5 points     Project - 4 points		
<ul><li>Regional - 4 points</li><li>Division - 3 points</li></ul>		
1		
• District - 2 points		
• School - 1 point		
Note:		
a. Point/s earned is cumulative but not to		
exceed the allotted points for the criterion.		
b. Validity of the learning and development		
activities shall be within the last 2 years		
from the cut-off date set by the Regional		
PRAISE committee.		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview	
Communication skills	Checklist & Rating Sheet	
Ability to present ideas		
Alertness		
• Judgment		
Stress Tolerance		









# SEARCH FOR MOST OUTSTANDING MADRASAH TEACHER (ASATIDZ)

Name of Nominee:		SDO:
Position:	School:	

CRITERIA/INDI	CATORS		MEANS OF VERIFICATION Point (MOVs)	
A Performance (25 noints)			(MOVS)	-
A. Performance (25 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)		✓ IPCRF duly signed by authorities with date of signing		
Point/s Earned = (Average of the Two IP			• SY 2024-2025 and SY 2023-2024 ✓ Service Record	
B. Outstanding/Meritorious (55 points)  *Validity of the out accomplishments and training last 2 years from the cut-off department of the property of the prop	utstanding/merito gs shall be withi	orious in the		
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts eeed	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
Otherwise, points earne  2. Innovation (5 points)  MOVs Submitted	Points		a. Proposal duly approved by the Head of Office or the designated Research	
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a  *For collaborative innovations be divided by the number of a indicated in the copyright pag  *Points earned are cumulative allotted points for the criterion	5 points 5 points 2 points 1 point 4, the total points withors/researchese. 2 but not to excee	ers	Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	





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		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
3. Authorship (5 points)		✓ Copy of the book or
	points	developed/contextualized
be the	points will divided by number of thors	learning resources/IEC  ✓ Certificate of Recognition
<ul> <li>Writer/Developer/Contextualizer - 4 of LRs/IEC</li> </ul>	points	
• Co-Writer of LRs - 4 be	points will divided by e number of citers	
Quality Assurance team (Content eac Reviewer, Language Editor, not	5 point in h LR but to exceed oints	
Note: a. Points earned are cumulative but exceed the allotted points for the		
<ol> <li>Resource Speakership / Learning Fa</li> </ol>	cilitation	a. Issuance/Memorandum/
5 points)		Invitation/Training Matrix;
5 points)  Level	Points	,
•	Points	Matrix; b. Certificate of Recognition/Merit/
Level  Nominees from the Regional Office  National Level Speakership or Higher	5 points	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
Level  Nominees from the Regional Office	5	Matrix; b. Certificate of Recognition/Merit/ Commendation/
Level  Nominees from the Regional Office  National Level Speakership or Higher  Regional Office Speakership  Nominees from the Schools Division	5 points 2.5	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or
Level  Nominees from the Regional Office  National Level Speakership or Higher  Regional Office Speakership	5 points 2.5 points	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or
Level  Nominees from the Regional Office  National Level Speakership or Higher  Regional Office Speakership  Nominees from the Schools Division Office	5 points 2.5 points	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or
Level  Nominees from the Regional Office  National Level Speakership or Higher  Regional Office Speakership  Nominees from the Schools Division Office  Regional Level Speakership or Higher  Division/Provincial/City Level	5 points 2.5 points  5 points 2.5	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or
Level  Nominees from the Regional Office  National Level Speakership or Higher  Regional Office Speakership  Nominees from the Schools Division Office  Regional Level Speakership or Higher  Division/Provincial/City Level Speakership	5 points 2.5 points  5 points 2.5	Matrix; b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and c. Slide deck/s used and/or





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#### 5. Outreach Activity (5 points) Copy of the approved Sponsored/conducted DepEd-related proposal Narrative/Accomplishmen community-based feeding program, t report (depicting the medical/dental missions, tree planting, extent to which the clean-up drives, and other community activity has effectively and development activities or civic efficiently addressed a engagements Proponent/organizer - 5 points pressing need or improved Member - 2.5 points service delivery/learning outcome) with Note: attachments: Pictorial, a. Points earned are cumulative but not to written output, video exceed the allotted points for the criterion. Certificate of Recognition/Participation 6. Other Meritorious Accomplishments specific to the position Outstanding/Meritorious ✓ Certificate of Recognition Memorandum Accomplishments as Coach in MUSABAQAH (20 points) National - 20 points Regional - 15 points Division - 10 points District - 8 points School - 5 points Special Order Outstanding/Meritorious Accomplishment Report Accomplishments as Chairperson/TWG in duly signed by the School School related activities (5 points) Head Chair - 5 points - 3 points Co-Chair Member - 2 points C. Education & Learning and Development (15 points) 1. Education (10 points) At least 18 units in Masters - 10 points Certified True Copy: College Graduate - 8 points Transcript of Records College Level - 6 points ✓ Diploma High School Graduate - 4 points ✓ Permanent Record High School Level - 2 points 2. Learning and Development (5 points) Certificate of Participation Participation to Learning and issued by DepEd or other Development Activities (such as trainings, agencies/organizations seminars, workshops, conferences, fora, sanctioned by DepEd etc.) International/National - 5 points Regional - 4 points Division - 3 points District - 2 points - 1 point School





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Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	

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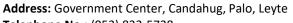
### SEARCH FOR MOST OUTSTANDING MULTIGRADE TEACHER I-III

Name of Nominee:		_ SDO:
Position:	School:	

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (30 points)	(MOVS)	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned	✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024	
= (Average of the Two IPCRF Ratings / 5) x 30	✓ Service Record	
<ul> <li>B. Outstanding/Meritorious Accomplishments (55 points)</li> <li>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>		
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)	a. Proposal duly approved by	
MOVs SubmittedPointsa, b, c, & d5 pointsa, b, c, & e5 pointsOnly a, b, & c3 pointsOnly a & b2 pointsOnly a1 point*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.*Points earned are cumulative but not to exceed the allotted points for the criterion.	the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	





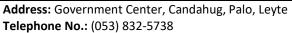




		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the	
3. Research (5 points)		research.  a. Proposal duly approved by	
o. Research (o points)		the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
		Office	
Only a	1 point	c. Certification of utilization of	
*For collaboration re	ling the total	the innovation or research,	
*For collaborative research stud	_	within the school/office	
5	the number of	duly signed by the Head of	
authors/researchers indicated in	n the copyright page.	Office	
*D.:		d. Certification of adoption of	
*Points earned are cumulative b	ut not to exceed the	the innovation or research	
allotted points for the criterion.		by another school/office	
		,	
		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the	
		research.	
4. Authorship (5 points)		✓ Copy of the book or	
<ul><li>Sole authorship of a book</li><li>Co-authorship of a book</li></ul>	- 5 points	developed/contextualized	
• Co-authorship of a book	- 5 points will be divided by	learning resources/IEC	
	the number of	✓ Certificate of Recognition	
Waiten De elementos esta	authors		
Writer/Developer/Contexts     of LRs/IEC	ualizer - 4 points		
Co-Writer of LRs	- 4 points will		
	be divided by the number of		
	writers		
Member of the Development	nt/ - 0.5 point in		
Quality Assurance team (C			
Reviewer, Language Editor Layout Artist, broadcaster			
video presenter, or Illustra			
the Learning Resources			
Note:			
a. Points earned are cu	mulative but not to		







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exceed the allotted points for the criterion.

### 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - Proponent/organizer - 5 points
  - Member - 2.5 points

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

Initiated DepEd-related resource generation projects and/or programs that will benefit the school

Proponent/organizer - 5 points Member - 2.5 points

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- Accomplishment report w/ attachments: Pictures, WFP/POW

#### Note:

a. For more than one proponent, point/s earned will be divided by the number of proponents.





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

# 8. Other Meritorious Accomplishments specific to the position

 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points)

National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point

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

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

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

Division - 5 points
District - 4 points
School - 3 points

*Note:* 

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

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - o Attendance
  - Pictorials

# C. Education & Learning and Development (10 points)

#### 1. Education (5 points)

 Doctorate/Doctor's Degree
 Complete Academic Requirements for Doctorate/Doctor's Degree - 5 points - 4.5 points ✓ Transcript of Records

 Earned at least 18 Doctorate/ Doctor's Degree units
 Master's Degree / Bachelor of

4 points3.5 points

Certificate of Completion
of Academic Requirements
/ Certification of Units

Laws (Juris Doctor)

Complete Academic Requirements for Master's Degree

- 3 points

Earned



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• Earned at least 18 MA Units - 2.5 points	
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> <li>Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet





### SEARCH FOR MOST OUTSTANDING MULTIGRADE MASTER TEACHER

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION Points (MOVs) Earned
A. Performance (25 points)			(110 43)
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)			✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024
<b>Point/s Earned</b> = (Average of the Two IPO	CRF Ratings / 5) x	25	✓ Service Record
			Service Record
B. Outstanding/Meritorious Accomplishments (60 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional			
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points  • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		nts nts eed	<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>
Otherwise, points earne <b>2. Innovation (5 points)</b>	ed are cumulative.		a. Proposal duly approved by
MOVs Submitted	Points		the Head of Office or the designated Research
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point		Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	





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3. Research (5 points)		duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  a. Proposal duly approved by
		the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points 3 points	s. 2017 b. Accomplishment Report
Only a, b, & c Only a & b	2 points	verified by the Head of
Only a & b	1 point	Office
, ~	_ pomit	c. Certification of utilization of
*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research, within the school/office duly signed by the Head of Office  e. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office  e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
<ul><li>4. Publication / Authorship (5</li><li>Sole authorship of a book</li></ul>	- 5 points	✓ Copy of the published book/articles or
Co-authorship of a book	- 5 points will be divided by	developed/contextualized
	the number o	,
Article published in a journ	nal/ - 1 point per	✓ Certificate of Recognition
newspaper/ magazine of w circulation	ide article but no to exceed 4	t
	points	
Writer/Developer/Contexts     of LRs/IEC	ıalizer - 4 points	
Co-Writer of LRs	- 4 points will be divided by the number o writers	
Member of the Developmer  Overlier Assurance team (C)	nt/ - 0.5 point in	
Quality Assurance team (C Reviewer, Language Editor	, not to exceed	
Layout Artist, broadcaster	or 3 points	









video presenter, or Illustrator) of the Learning Resources

#### Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
  - Proponent/organizer 5 points Member - 2.5 points
- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of





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

#### Note:

a. For more than one proponent, point/s earned will be divided by the number of proponents.

donation/ acceptance or any other valid proof

✓ Accomplishment report w/ attachments: Pictures, WFP/POW

# 8. Other Meritorious Accomplishments specific to the position

 Served as Demonstration Teacher on innovative teaching techniques/ pedagogies (5 points)

> National - 5 points Region - 4 points Division - 3 points District - 2 points School - 1 point

- ✓ LP/DLL duly signed by at least 3 authorities
- ✓ COT or Observation Chart from at least 3 observerauthorities
- ✓ Certificate of Recognition
- Memorandum and Matrix reflecting Demonstration Teaching Activity (if available)
- Won as coach or contestant (for teacher category) in the School, District, Division, Regional and National (10 points)
- First Second Third Placers Placers Placers National 5 points 4 points 3 points Regional 4 points 3 points 2 points Division 3 points 2 points 1 point District 0.75 point 2 points 1 point School 1 point 0.75 point 0.50 point
- ✓ Memorandum/Advisory/ Bulletin
- ✓ Certificate of Recognition as Coach/Contestant

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

Division - 5 points
District - 4 points
School - 3 points

#### Note:

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

- ✓ Activity Completion Report with attachments such as:
  - Approved SLAC Session Plan
  - Resource Package
  - Approved permit to conduct
  - Sample Program
  - o Attendance
  - Pictorials
- Served as a mentor/coach to other teachers
   (5 points)

✓ Certification as a mentor by the school head





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5 or more mentees - 5 points 4 mentees - 4 points 3 mentees - 3 points 2 mentees - 2 points only 1 mentee - 1 point  C. Education & Learning and Development		
(10 points)		
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units - 2.5 points	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (5 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • School - 1 point	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	





## SEARCH FOR MOST OUTSTANDING SCHOOL HEAD

Name of Nominee:		SDO:	
Position:	School Category:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
1. Person	al a	ınd		
Professional D	evelonme	ent		
(30%)	o voiopiii.			
A. Performance (35 points)				
1. Performance Rating of the rating periods should be O above)		II.	<ul> <li>✓ OPCRF/IPCRF duly signed by authorities with date of signing</li> <li>• CY 2024 and CY</li> </ul>	
Point/s Earned = (Average of the Two OP	CRF Ratings / 5)	x 35	2023 or SY 2024-2025 and SY 2023-2024 ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	its		
(40 points)  *Validity of the out accomplishments and training last 2 years from the cut-off dependent of the cut-off dep	_	in the		
1. Outstanding Employee Award (10 points)  National Awardee - 10 points  Nomination in the Department/ - 8 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 6 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 4 points Awardee in the District/Awardee in the Barangay Level		oints nts nts	<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>	
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.				
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
<b>MOVs Submitted</b> a, b, c, & d a, b, c, & e	Points 5 points 5 points		designated Research Committee per DO No. 16, s. 2017	
Only a, b, & c Only a & b	3 points 2 points			









Office Only a 1 point c. Certification of utilization of \*For collaborative innovations, the total points shall the innovation or research. within the school/office be divided by the number of authors/researchers indicated in the copyright page. duly signed by the Head of Office \*Points earned are cumulative but not to exceed the d. Certification of adoption of the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by 3. Research (5 points) the Head of Office or the **MOVs Submitted Points** designated Research a, b, c, & d 5 points Committee per DO No. 16, a, b, c, & e 5 points s. 2017 Only a, b, & c 3 points b. Accomplishment Report verified by the Head of Only a & b 2 points Office Only a 1 point c. Certification of utilization of the innovation or research, \*For collaborative research studies, the total points within the school/office divided number shall. be bv the duly signed by the Head of authors/researchers indicated in the copyright page. Office d. Certification of adoption of \*Points earned are cumulative but not to exceed the the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Copy of the book/s or 4. Authorship (5 points) developed/contextualized Sole authorship of a book - 5 points learning resources/IEC Co-authorship of a book - 5 points will ✓ Certificate of Recognition be divided by the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC





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- Co-Writer of LRs
- 4 points will be divided by the number of writers
- Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources
- 0.5 point in each LR but not to exceed 3 points

#### Note:

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

## 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - Proponent/organizer - 5 points - 2.5 points Member

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation





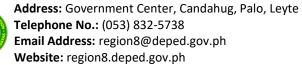
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7. Networking/Linkages (5 points)  • Initiated DepEd-related resource generation projects and/or programs that will benefit the school  Proponent/organizer - 5 points Member - 2.5 points  Note:  a. For more than one proponent, points earned will be divided by the number of proponents.	<ul> <li>✓ Copy of the approved proposal (for IGPs and other special programs/projects)</li> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>
C. Education & Learning and Development	
(20 points)	
Doctorate/Doctor's Degree - 10 points     Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 8 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units - 5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units Earned</li> </ul>
2. Learning and Development (10 points)	✓ Certificate of Participation
<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>● International/National - 10 points</li> <li>● Regional - 8 points</li> <li>● Division - 6 points</li> <li>● District - 4 points</li> <li>● School - 2 points</li> <li>Note:         <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet









	ool Management adership (70%)	
· To	be taken from the	
O <sub>1</sub>	tstanding School	
<b>C</b> r	<mark>iteria</mark>	

## Summary:

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



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Website: region8.deped.gov.ph



# SEARCH FOR MOST OUTSTANDING $\underline{\text{ADMINISTRATIVE AIDE}}$

Name of Nominee:	School/SDO/FD:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)		Points Earned
A. Performance (50 points)			`	
Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)      Point/s Earned     = (Average of the Two IPCRF Ratings / 5) x 50		:	IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023 or SY 2024-2025 and SY 2023-2024 Service Record	
B. Outstanding/Meritorious	Accomplishments			
*Validity of the ou accomplishments and trainin last 2 years from the cut-off de PRAISE committee.				
1. Outstanding Employee Award (10 points)  National Awardee - 10 points  Nomination in the Department/ - 8 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 6 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 4 points Awardee in the District/Awardee in the Barangay Level  Nomination in the District/ - 2 points Awardee in the school  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		✓ ;	Certificate of Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
Otherwise, points earner 2. Innovation (5 points)	a are cantalalive.	a I	Proposal duly approved by	
MOVs Submitted  a, b, c, & d  a, b, c, & e	Points 5 points 5 points	1	the Head of Office or the designated Research Committee per DO No. 16, s. 2017	
Only a, b, & c Only a & b Only a	3 points 2 points 1 point	b. A	Accomplishment Report verified by the Head of Office Certification of utilization of the innovation or research, within the school/office	





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*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Other Meritorious Accomplishments specific to the position  3.1 Attendance and Punctuality in Reporting to Office (10pts)  • Perfect attendance and no - 10 points tardiness and undertime  • 1-2 record of tardiness and/or - 8 points	✓ Certification of the HRMO/ School Head duly noted by the Head of Office	
<ul> <li>1-2 record of tardiness and/or - 6 points undertime</li> <li>3-4 record of tardiness and/or - 6 points undertime</li> <li>5-6 record of tardiness and/or - 4 points undertime</li> </ul>		
3.2 Customer Satisfaction Survey Rating (5 points)  Point/s Earned = (average of the ratings/5) x 5	✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional	
C. Education & Learning and Development (15 points)		
1. Education (5 points)  • Master's Degree / Bachelor of - 5 points Laws (Juris Doctor)  • Complete Academic Requirements - 4 points for Master's Degree  • Earned 18 units of Master's Degree - 3 points  • College Graduate - 2 points  • Earned at least 18 units in college - 1 point  2. Learning and Development (10 points)	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units Earned</li> <li>✓ Certificate of Participation</li> </ul>	
✓ Participation to Learning and Development Activities (such as trainings,	issued by DepEd or other agencies/organizations sanctioned by DepEd	







seminars, workshops, conferences, fora, etc.)		
<ul> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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#### SEARCH FOR MOST OUTSTANDING

#### **ADMINISTRATIVE ASSISTANT OR EQUIVALENT POSITION**

Name of Nominee:	School/SDO/FD:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs)
A. Performance (40 points)		
1. Performance Rating of the rating periods should be C above)  Point/s Earned = (Average of the Two IP)	Outstanding (4.50 and CRF Ratings / 5) $\times$ 40	
B. Outstanding/Meritorious	Accomplishments	
*Validity of the ou accomplishments and training last 2 years from the cut-off dependent of the present of the		
1. Outstanding Employee A		✓ Certificate of
National Awardee Nomination in the De Awardee in the Regio in the Provincial Leve Nomination in the Re Awardee in the Division the Municipal Leve Nomination in the Di Awardee in the District in the Barangay Leve Nomination in the Di Awardee in the District in the Barangay Leve Nomination in the Di Awardee in the school	an/Awardee el egion / - 6 points ion/Awardee el ivision/ - 4 points ict/Awardee evel astrict/ - 2 points el lative but not to exceed	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search
the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		
Otherwise, points earne	•	
2. Innovation (5 points)		a. Proposal duly approved by
MOVs Submitted Points		the Head of Office or the
a, b, c, & d	Points 5 points	designated Research Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of
Only a & b	1 point	Office
Ciny a point		c. Certification of utilization of the innovation or research,









\*For collaborative innovations, the total points shall within the school/office be divided by the number of authors/researchers duly signed by the Head of indicated in the copyright page. Office d. Certification of adoption of \*Points earned are cumulative but not to exceed the the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 3. Other Meritorious Accomplishments specific to the position 3.1 Attendance and Punctuality in ✓ Certification of the HRMO/ School Head duly Reporting to Office (10pts) Perfect attendance and no noted by the Head of - 10 points tardiness and undertime Office 1-2 record of tardiness and/or - 8 points undertime 3-4 record of tardiness and/or - 6 points undertime 5-6 record of tardiness and/or - 4 points undertime 3.2 Assisted in a training/activity conducted in at least two days (5 points) Regional Level - 5 points Certificate of Recognition / Division Level - 4 points Certificate of Appreciation District Level - 3 points School Level - 2 points ✓ Duly approved ACR 3.3 Membership in Working Committees (5 points) At least three (3) Working - 5 points Committees Two (2) Working Committees - 3 points Special One (1) working committee - 1 point Order/Memorandum (with



points)





3.4 Customer Satisfaction Survey Rating (5

Point/s Earned = (average of the ratings/5)  $\times$  5

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the name of the Nominee)

	✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional	
C. Education & Learning and Development (15 points)		
1. Education (5 points)  • Master's Degree / Bachelor of - 5 points Laws (Juris Doctor)  • Complete Academic Requirements - 4 points for Master's Degree  • Earned 18 units of Master's Degree - 3 points  • College Graduate - 2 points  • Earned at least 18 units in college - 1 point	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<ul> <li>2. Learning and Development (10 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	







# SEARCH FOR MOST OUTSTANDING <u>ADMINISTRATIVE OFFICER I-IV (AO I-IV)</u> SCHOOL LEVEL

Name of Nominee:	 School:	
Current Position: _	 No. of ye	ars:

CRITERIA/INDICATO	RS	N	IEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (35 points)				
Performance Rating of the nomin rating periods should be Outstan above)      Point/s Earned     = (Average of the Two IPCRF Rates)	ding (4.50 and	✓	IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023 Service Record	
B. Outstanding/Meritorious Accor	nnlishments			
(45 points)	ling/meritorious all be within the			
1. Outstanding Employee Award (5	5 points)	✓	Certificate of	
<ul> <li>National Awardee -5 points</li> <li>Nomination in the Department/ -4 points</li></ul>		✓	Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (3 points)			a. Proposal duly	
			approved by the Head	
MOVs Submitted	Points		of Office or the	
a, b, c, & d	3 points		designated Research	
a, b, c, & e	3 points		Committee per DO No.	
Only a, b, & c	2 points		16, s. 2017 b. Accomplishment	
Only a & b	1 point		Report verified by the	
*For collaborative innovations, the to be divided by the number of auth indicated in the copyright page.			Head of Office c. Certification of the innovation or research,	
			within the school/office duly	





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



(5 points)



Level

Nominees from the Regional Office

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Points

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m/Invitation/Training

Recognition/Merit/

Matrix; b. Certificate of

National Level Speakership or Higher	5	Commendation/
	points	Appreciation; and
Regional Office Speakership	2.5	c. Slide deck/s used
	points	and/or Session
Nominees from the Schools Division		guide/s.
Office		
Regional Level Speakership or Higher	5	
D: : : /D : : 1/0;	points	
Division/Provincial/City Level	2.5	
Speakership	points	
Nominees from Schools		
Division Level Speakership or Higher	5	
0.1. 1/24 11 12 12	points	
School/Municipality/District	2.5	
Speakership	points	
	1 .1	
Points earned are cumulative but not to ex	xceea the	
llotted points for the criterion.		
Other Westeries Accomplishments		
<ul> <li>Other Meritorious Accomplishments so the position</li> </ul>	specific	
o the position		
<ul> <li>5.1 Personnel Administration-Salar Benefits (5 points)</li> <li>100% of School Personnel timely received accurate salary and other benefits</li> <li>95%-99% of School Personnel timely received accurate salary and other benefits</li> <li>90%-94% of School Personnel timely received accurate salary and other benefits</li> <li>85%-89% of School Personnel timely received accurate salary and other benefits</li> <li>84% and below of School Personnel timely received accurate salary and other benefits</li> <li>84% and below of School Personnel timely received accurate salary and other benefits</li> </ul>	10 points 8 points 6 points 4 points 2 points	✓ Certification from the School Head as to percentage of School Personnel received salary and other benefits timely and accurately.  - Indicate in the certification the total number of personnel versus the actual number of personnel received timely and accurate salary  - In case 100% is not met, include justification
<ul> <li>5.2 Personnel Records (5 points)</li> <li>100% Updated School Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower</li> </ul>	_	✓ Certification from the SDO HRMO as to percentage of updated School Personnel Records





Information System (GMIS)





- 95-99% Updated SDO Personnel 4 points
  Records
  (Service Records, 201 File,
  Personnel Services Itemization
  Plantilla of Personnel
  (PSIPOP)/Government Manpower
  Information System (GMIS)
- 90-94% Updated SDO Personnel 3 points
  Records
  (Service Records, 201 File,
  Personnel Services Itemization
  Plantilla of Personnel
  (PSIPOP)/Government Manpower
  Information System (GMIS)
- 85-89% Updated SDO Personnel 2 points
  Records
  (Service Records, 201 File,
  Personnel Services Itemization
  Plantilla of Personnel
  (PSIPOP)/Government Manpower
  Information System (GMIS)
- 84% and below Updated SDO
   Personnel Records
   (Service Records, 201 File,
   Personnel Services Itemization
   Plantilla of Personnel
   (PSIPOP)/Government Manpower
   Information System (GMIS)

#### 5.3 Reports Submission (5 points)

- 100% of required HR-related 5 points reports complied with
- 95%-99% of required HR-related 4 points reports complied with
- 90%-94% of HR-related 3 points reports complied with
- 85%-89% of required HR-related 2 points reports complied with
- 84% and below of required 1 point HR-related reports complied with

#### 5.4 Property Custodianship (5 points)

• 100% updated inventory on 5 points supplies, materials, equipment, textbooks, and learning resources

 Certification from the SDO HRMO as to percentage of compliance of HR-related reports required by the SDO

 Certification from the SDO Supply Officer as to percentage of updated inventory on supplies,





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• 95%-99% updated inventory on supplies, materials, equipment, textbooks, and learning resources	4 points	materials, equipment, textbooks, and learning resources - Attach photocopy of	
<ul> <li>90%-94% updated inventory on supplies, materials, equipment, textbooks, and learning resources</li> </ul>	3 points	the inventory card of the school	
• 85%-89% updated inventory on supplies, materials, equipment, textbooks, and learning resources	2 points		
<ul> <li>84% and below updated inventory on supplies, materials, equipment, textbooks, and learning resources</li> </ul>	1 point		
5.5 General Administrative Support	(5	✓ Certification from the	
points)	(-	School Head as to number	
<ul> <li>20-30 administrative support provided to the School Head and Teachers</li> </ul>	5 points	of administrative support provided to School Head and teachers	
<ul> <li>15-19 administrative support provided to the School Head and Teachers</li> </ul>	4 points	- Attach MOV/list of activities provided support	
<ul> <li>10-14 administrative support provided to the School Head and Teachers</li> </ul>	3 points		
<ul> <li>5-9 administrative support provided to the School Head and Teachers</li> </ul>	2 points		
<ul> <li>1-4 administrative support provided to the School Head and Teachers</li> </ul>	1 point		
5.6 Financial Management (5 points	.1		
• 100% required financial reports submitted to SDO on time	5 points	✓ Certification from the SDO Accountant as to percentage of reports	
<ul> <li>95-99% required financial reports submitted to SDO on time</li> </ul>	4 points	submitted on time of the concerned AO II/school	
<ul> <li>90-94% required financial reports submitted to SDO on time</li> </ul>	3 points		
85-89% required financial reports submitted to SDO on time	2 points		
<ul> <li>84% and below required financial reports submitted</li> </ul>	1 point		









to SDO on time		
to SDO on time		
C. Education & Learning and Development		
(15 points)		
1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units • Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor) • Complete Academic Requirements - 3 points for Master's Degree • Earned at least 18 MA Units - 2.5 points  2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 10 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<ul> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul>		
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	





## SEARCH FOR MOST OUTSTANDING SCHOOL REGISTRAR

Name of Nominee: _		SDO:			
Position:	School:				

			MEANS OF VERIFICATION Points
CRITERIA/INDICATORS		(MOVs) Earned	
A. Performance (35 points)			
<ol> <li>Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned         <ul> <li>(Average of the Two IPCRF Ratings / 5) x 35</li> </ul> </li> </ol>		) and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record
B. Outstanding/Meritorious	Accomplishmen	nts	
<ul> <li>B. Outstanding/Meritorious Accomplishments (45 points)</li> <li>*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>		orious in the	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned		nts nts te	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (5 points)			a. Proposal duly approved by
MOYA Catanita	Datata	]	the Head of Office or the designated Research
MOVs Submitted	Points 5 points		Committee per DO No. 16,
a, b, c, & d a, b, c, & e	5 points 5 points		s. 2017
Only a, b, & c	3 points		b. Accomplishment Report
Only a & b	2 points		verified by the Head of
Only a	1 point		Office c. Certification of utilization of
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office	





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*D.:		data signed by the Head of
*Points earned are cumulative b	ut not to exceed the	duly signed by the Head of
allotted points for the criterion.		Office e. Proof of citation by other
		researchers (whose
		study/research, whether
		published/unpublished, is
		likewise approved by
		authorized body) of the
		concept/s developed in the
		✓ research.
3. Research (5 points)		a. Proposal duly approved by
( F ======,		the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b	2 points	verified by the Head of
Only a	1 point	Office
Jan. j u	1 201110	c. Certification of utilization of
*For collaborative research stud	lies the total points	
	the number of	:41.:
authors/researchers indicated in		
authors/researchers indicated in	ii the copyright page.	Office
*Dainta come of one communications in		d. Certification of adoption of
*Points earned are cumulative b	ut not to exceed the	the innovation or research
allotted points for the criterion.		by another school/office
•		•
		duly signed by the Head of
		Office
		e. Proof of citation by other
		researchers (whose
		study/research, whether
		published/unpublished, is
		likewise approved by
		authorized body) of the
		concept/s developed in the
		research.
4. Authorship (5 points)		✓ Copy of the book or
Sole authorship of a book	- 5 points	developed/contextualized
Co-authorship of a book	- 5 points will be divided by	learning resources/IEC
	the number	✓ Certificate of Recognition
White Develop of Court of	of authors	
Writer/Developer/Contexts     of LRs/IEC	ualizer - 4 points	
• Co-Writer of LRs	- 4 points will	
	be divided by	
	the number of writers	
Member of the Development		
Quality Assurance team (C		
Reviewer, Language Editor Layout Artist, broadcaster		
video presenter, or Illustra		
the Learning Resources	•	
Note:		
a. Points earned are cu		
exceed the allotted p	oints for the criterion.	







# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	1 011100
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

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

#### 6. Outreach Activity (3 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 3 points
  - ✓ Member 1 point

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- Certificate of Recognition/Participation

# 7. Other Meritorious Accomplishments specific to the position

# 7.1 Customer Satisfaction Survey Rating (7 points)

Point/s Earned = (average of the ratings/5) x 7

- Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS
- ✓ Customer Feedback/ Appreciation (1 per quarter) – **Optional**

#### 7.2 Linkages and Network (5 points)

Each descriptor warrants the candidate 1.25 points.

- ✓ Memorandum
- ✓ Policy Guidelines
  - Notice of Meetings/ Minutes of Meeting





Address: Government Center, Candahug, Palo, Leyte



1. Established Records Management Improvement Committee in the School 2. Followed DMOS in communication and correspondence. 3. Facilitated smooth communication with Regional Records Office by maintaining accessibility through different means: email, phone, and messenger. 4. Attended meetings and convergences at the District, Division, and Regional Level  7.3 Involvement in Office Activities (5 points)  Program Director - 5 points Chairperson of Working Committee - 4 points Program Host/ Script Writer - 3 points Member of TWG - 2 points	✓ Sample Correspondences verified by Regional Records ✓ Activity Completion Report  ✓ Memorandum ✓ Certificate of Recognition ✓ Program ✓ Photos of the Event/ Activity
Participant/Attendee - 1 point	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)  Doctorate/Doctor's Degree Complete Academic Requirements for Doctorate/Doctor's Degree Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of Laws (Juris Doctor) Complete Academic Requirements for Master's Degree Earned at least 18 MA Units  Laws (Juris Doctor) Tarricipation to Learning and Development (10 points)  Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.  International/National - 10 points Regional - 8 points Division - 6 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>
-	
• District - 4 points	
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	( D ( 1/1 ) .
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet







### SEARCH FOR MOST OUTSTANDING

### **IMPLEMENTING UNIT BOOKKEEPER/ACCOUNTANT**

Name of Nominee: _	SDO:
Position:	

CRITERIA/INDICATORS		,	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (20 Points)				
Performance Rating of the rating periods should be Ou above)      Point/s Earned     = (Average of the Two IPCRI	etstanding (4.50 and F Ratings / 5) x 20		IPCRFs for SY 2024- 2025 and SY 2023-2024 duly signed by authorities with date of signing Service Record Special Order/Memorandum issued and duly signed by authorities	
B. Outstanding/Meritorious	Accomplishments			
*Validity of the outsaccomplishments and trainin last 2 years from the cut-Regional PRAISE committee.	$oldsymbol{\cup}$			
1. Outstanding Employee Award (5 points)  • National Awardee -5 points • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		✓ ✓	Certificate of Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)		a.	Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017		
Only a, b, & c	3 points 2 points		Accomplishment Report	
Only a & b			verified by the Head of Office	
Only a	1 point	c. Certification of utilization o		
*For collaborative innovations, the total points shall be divided by the number of			the innovation or research, within the school/office duly signed by the Head of	





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authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.  3. Resource Speakership / Learning Facilitation		Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  a. Issuance/Memorandum/
(5 points)		Invitation/Training Matrix;
	- ·	b. Certificate of
Level	Points	Recognition/Merit/
Nominees from the Regional Office	_	Commendation/
National Level Speakership or Higher	5	Appreciation; and
Danis and Office Constraints	points	c. Slide deck/s used and/or
Regional Office Speakership	2.5	Session guide/s.
Nominees from the Schools Division	points	
Office		
Regional Level Speakership or Higher	5	
	points	
Division/Provincial/City Level	2.5	
Speakership	points	
Nominees from Schools		
Division Level Speakership or Higher	5 points	
School/Municipality/District	2.5	
Speakership	points	
*Points earned are cumulative but not to exthe allotted points for the criterion.	xceed	
4. Other Meritorious Accomplishments to the position/designation (50 points)	specific	
<ul> <li>4.1 Membership in Organizations/Committees (5 points)</li> <li>Membership in technical planning committee</li> </ul>		✓ Memorandum/ Certificates/ Special Order
3 or more Committees - 5 2 Committees - 3	points points points	
4.2 Budget Utilization Rate (OBLIGATION and DISBURSEMENT) (5points)		✓ Certified Status of BUR at RO-FD
• BUR of 98-100% - 5 pt	S.	
= 111 11 2 10 10 7 0 PC		1







BUR of 95-97% - 4 pts. BUR of 90-94% - 3 pts. BUR of 85-89% - 2 pts. BUR of 88-89% - 2 pts. BUR of 88-89% - 2 pts. BUR of 84% and below - 1 pt.  4.3 Non-Incurrence of Overdraft in the current year (5 points)  No overdraft in allotment - 5 pts. incurred in the current year  4.4 Compliance with Reporting Requirements  4.4.1 Submission of Mid-Year and Year-End Financial and Budgetary Reports (5 points) Complete and accurate -5 points (within 24 hours from start of workshop) Complete (within the workshop) Complete (within the submission of ate set/last day of the workshop)  4.4.2 Submission of Monthly and Quarterly Financial and Budgetary Reports (5 points) Complete and accurate -5 points (3 days before the scheduled submission date set) Complete and accurate -3 points (2 days before the scheduled submission date) Complete and accurate -1 point (1 day before the scheduled submission date set) Complete and accurate -1 point (1 day before the scheduled submission date set) Complete and accurate -1 point (1 day before the scheduled submission date set)  4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)  • 100% Liquidation of School -5 points MOOE/CA for the rating period • 96-99% Liquidation of School -4 points MOOE/CA for the rating period • 91-95% Liquidation of School -3 points MOOE/CA for the rating period • 88-89% Liquidation -1 point rate  4.4.4 AOM Compliance (5 points) • NO AOM received within -5 points the year -4 points • NO MOOM received within -5 points the year -4 points					
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**No overdraft in allotment	year (5 noints)			Utilization certified by	
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4.4.2 Submission of Monthly and Quarterly Financial and Budgetary Reports (5 points)  • Complete and accurate		•			
Financial and Budgetary Reports (5 points)  Complete and accurate -5 points (3 days before the scheduled submission date)  Complete and accurate -3 points (2 days before the scheduled submission date set)  Complete and accurate -1 point (1 day before the scheduled submission date set)  4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)  100% Liquidation of School -5 points MOOE/CA for the rating period  96-99% Liquidation of School -4 points MOOE/CA for the rating period  91-95% Liquidation of School -3 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation -1 point rate  4.4.4 AOM Compliance (5 points)  NO AOM received within -5 points  COA and Status of AOM	day of the workshop)				
Financial and Budgetary Reports (5 points)  Complete and accurate -5 points (3 days before the scheduled submission date)  Complete and accurate -3 points (2 days before the scheduled submission date set)  Complete and accurate -1 point (1 day before the scheduled submission date set)  4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)  100% Liquidation of School -5 points MOOE/CA for the rating period  96-99% Liquidation of School -4 points MOOE/CA for the rating period  91-95% Liquidation of School -3 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation of School -2 points MOOE/CA for the rating period  98-89% Liquidation -1 point rate  4.4.4 AOM Compliance (5 points)  NO AOM received within -5 points  COA and Status of AOM					
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(3 days before the scheduled submission date)  Complete and accurate	Financial and Budgetary Reports	(5 points)		by the SDO Accountant	
submission date)  • Complete and accurate	Complete and accurate	– 5 points		and Budget Officer	
• Complete and accurate	, ·				
(2 days before the scheduled submission date set)  • Complete and accurate	,				
• Complete and accurate		– 3 points			
• Complete and accurate (1 day before the scheduled submission date set)  4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)  • 100% Liquidation of School -5 points MOOE/CA for the rating period • 96-99% Liquidation of School -4 points MOOE/CA for the rating period • 91-95% Liquidation of School -3 points MOOE/CA for the rating period • 91-95% Liquidation of School -2 points MOOE/CA for the rating period • 86-89% Liquidation of School -2 points MOOE/CA for the rating period • 85% and below Liquidation -1 point rate  4.4.4 AOM Compliance (5 points) • NO AOM received within -5 points the year					
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4.4.3 MOOE/Cash Advances/Other Funds Liquidation (5 points)  • 100% Liquidation of School	, •				
Liquidation (5 points)  • 100% Liquidation of School	submission date set)				
Liquidation (5 points)  • 100% Liquidation of School	4.4.3 MOOE/Cash Advances/Othe	r Funds	<b>√</b>	Certified Status Report	
• 100% Liquidation of School				-	
MOOE/CA for the rating period  • 96-99% Liquidation of School − 4 points MOOE/CA for the rating period  • 91-95% Liquidation of School − 3 points MOOE/CA for the rating period  • 86-89% Liquidation of School − 2 points MOOE/CA for the rating period  • 86-89% Liquidation of School − 1 point MOOE/CA for the rating period  • 85% and below Liquidation − 1 point rate   4.4.4 AOM Compliance (5 points)  • NO AOM received within − 5 points the year		– 5 points		· ·	
period  • 96-99% Liquidation of School — 4 points MOOE/CA for the rating period  • 91-95% Liquidation of School — 3 points MOOE/CA for the rating period  • 86-89% Liquidation of School — 2 points MOOE/CA for the rating period  • 85% and below Liquidation — 1 point rate   4.4.4 AOM Compliance (5 points)  • NO AOM received within — 5 points the year    APPSI Validated by COA and Status of AOM				and Budget Officer	
MOOE/CA for the rating period  • 91-95% Liquidation of School − 3 points MOOE/CA for the rating period  • 86-89% Liquidation of School − 2 points MOOE/CA for the rating period  • 85% and below Liquidation − 1 point rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within − 5 points the year   APPSI Validated by COA and Status of AOM	period				
period  • 91-95% Liquidation of School - 3 points MOOE/CA for the rating period  • 86-89% Liquidation of School - 2 points MOOE/CA for the rating period  • 85% and below Liquidation - 1 point rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within - 5 points the year  • 91-95% Liquidation of School - 3 points  APPSI Validated by COA and Status of AOM		– 4 points			
• 91-95% Liquidation of School - 3 points MOOE/CA for the rating period • 86-89% Liquidation of School - 2 points MOOE/CA for the rating period • 85% and below Liquidation - 1 point rate  4.4.4 AOM Compliance (5 points) • NO AOM received within - 5 points the year  • 91-95% Liquidation - 3 points  APPSI Validated by COA and Status of AOM	,				
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MOOE/CA for the rating period  • 85% and below Liquidation — 1 point rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within — 5 points the year  • COA and Status of AOM	,				
period  • 85% and below Liquidation — 1 point rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within — 5 points the year  • ROPSI Validated by COA and Status of AOM		– 2 points			
• 85% and below Liquidation - 1 point rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within - 5 points the year  • 85% and below Liquidation - 1 point APPSI Validated by COA and Status of AOM					
rate  4.4.4 AOM Compliance (5 points)  • NO AOM received within − 5 points the year  • APPSI Validated by COA and Status of AOM	_	1 noint			
<b>4.4.4 AOM Compliance (5 points)</b> • NO AOM received within − 5 points the year  ✓ APPSI Validated by COA and Status of AOM	_	- 1 hount			
NO AOM received within – 5 points COA and Status of AOM the year			<b>√</b>	APPSI Validated by	
the year		– 5 points			
		o pomito			
		– 4 points			







of 50% and above  • Compliance within the year of 30-49%  • Compliance within the year of 10-29%  • Compliance within the year of 10% and below  4.4.5 NS Compliance (5 points)  • NO NS balance by December 31  • Compliance/Settlement within the year of 50% and above within the year  • Compliance/settlement within the year of 30-49%  • Compliance/settlement within the year of 10-29%  • Compliance within the year of 10-29%  • Compliance within the year of 10% and below	- 3 points - 2 points - 1 point - 5 points - 4 points - 3 points - 2 points - 1 point	certified by RO- Accounting Section  ✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)
<ul> <li>4.4.6 ND Compliance (5 points)</li> <li>NO ND balance by December 31</li> <li>Compliance/Settlement within the year of 50% and above within the year</li> <li>Compliance/settlement within the year of 30-49%</li> <li>Compliance/settlement within the year of 10-29%</li> <li>Compliance within the year of 10% and below</li> </ul>	<ul><li>5 points</li><li>4 points</li><li>3 points</li><li>2 points</li><li>1 point</li></ul>	✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)
<ul> <li>4.4.7 Attendance to Division and Call Ups (5 points)</li> <li>100% Attendance to Division and RO call-ups for CY 2023</li> <li>95-99% Attendance to Division and RO call-ups for CY 2023</li> <li>90-94% Attendance to Division and RO call-ups for CY 2023</li> <li>86-89% Attendance to Division and RO call-ups for CY 2023</li> <li>At least 85% Attendance to Division and RO call-ups for CY 2023</li> <li>At least 85% Attendance to Division and RO call-ups for CY 2021</li> </ul>	<ul> <li>5 points</li> <li>4 points</li> <li>3 points</li> <li>2 points</li> <li>1 point</li> </ul>	✓ Certification of Attendance duly signed by the SDO Accountant and Budget Officer (for Division call-ups) ✓ Certification of Attendance duly signed by the CAO-FD (for Regional call-ups)
C. Education and Learning and Devel (10 Points)  1. Education (5 points)  Doctorate/Doctor's Degree	- 5 points	✓ Transcript of Records







Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units - 2.5 points	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>● International/National - 5 points</li> <li>● Regional - 4 points</li> <li>● Division - 3 points</li> <li>● District - 2 points</li> <li>● School - 1 point</li> <li>Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
<ul> <li>D. Potential (5 Points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



Address: Government Center, Candahug, Palo, Leyte Telephone No.: (053) 832-5738

**Email Address:** region8@deped.gov.ph **Website:** region8.deped.gov.ph



## SEARCH FOR MOST OUTSTANDING SCHOOL LIBRARIAN

Name of Nominee:	SDO:
Position:	

CDIMEDIA /INDI	CATORS		MEANS OF VERIFICATION	Points
CRITERIA/INDICATORS		(MOVs)	Earned	
A. Performance (30 points)				
<ol> <li>Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned         = (Average of the Two IPCRF Ratings / 5) x 30</li> </ol>		✓ IPCRF duly signed by authorities with the date of signing  • SY 2024-2025 and SY 2023-2024  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	ts		
*Validity of the ou accomplishments and trainin last 2 years from the cut-off d PRAISE committee.	<u> </u>	n the		
1. Outstanding Employee Av	vard (5 points)		✓ Certificate of	
<ul> <li>National Awardee</li></ul>		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search		
are cumulative. <b>2. Innovation (5 points)</b>			a. Proposal duly approved by	
			the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of Office	
*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of		





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the innovation or research \*Points earned are cumulative but not to exceed the by another school/office duly signed by the Head of allotted points for the criterion. Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by 3. Research (10 points) the Head of Office or the designated Research **MOVs Submitted Points** Committee per DO No. 16, a, b, c, & d 10 points s. 2017 a, b, c, & e 10 points b. Accomplishment Report verified by the Head of Only a, b, & c 6 points Office Only a & b 4 points c. Certification of utilization of Only a 2 points the innovation or research, within the school/office duly signed by the Head of \*For collaborative research studies/innovations, the Office total points shall be divided by the number of d. Certification of adoption of authors/researchers indicated in the copyright page. the innovation or research by another school/office duly signed by the Head of \*Points earned are cumulative but not to exceed the Office allotted points for the criterion. e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 4. Authorship (10 points) Copy of the book Sole authorship of a book - 10 points developed/contextualized Co-authorship of a book - 10 points will learning resources/IEC be divided by ✓ Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 1 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.











# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5 points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5 points
Division/Provincial/City Level Speakership	2.5
	points
Nominees from Schools	
Division Level Speakership or Higher	5 points
School/Municipality/District Speakership	2.5
	points

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

- \*Points earned are cumulative but not to exceed the allotted points for the criterion.
- 6. Outreach Activity (2.5 points)
  - Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
    - ✓ Proponent/organizer 2.5 points
      - Member 1 point

Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

- 7. Networking/Linkages (2.5 points)
  - Initiated DepEd-related resource generation projects and/or programs that would support the library operations the 🗸 and services in implementation of the K to 12 Curriculum program (i.e. resources, facilities, equipment, etc.) (divided by the number of proponents)
    - ✓ Proponent/organizer 2.5 points
    - ✓ Member
- 1 point

- Approved and implemented proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW
- 8. Other Meritorious Accomplishment specific to the position **(15 points)**
- 8.1 Establishment of a Functional School Library **(5 points)**
- At least 1minute video documentation of the school library (inside and outside) and;





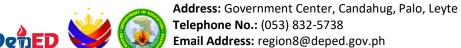
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Presence of 30 or more items indicated in the table below	5 pts.
Presence of 25 or more items indicated in the table below	4 pts.
Presence of 20 or more items indicated in the table below	3 pts.
Presence of 15 or more items indicated in the table below	2 pts.
Presence of 10 or more items indicated in the table below	1 pt.

Photo documentation of all the sections and services of the school library.

Presence of the following:
General Reference Section
Librarian's Office/Section
Local Collections Section
Teaching Guide Section
Rare Collection Section
Classic Fiction Section
E-Resources Section
Multimedia Section
Donations' Section
Circulation Section
Computer Section
Filipiniana Section
Reference Section
Periodical Section
Technical Section
Textbook Section
Research Section
Archives Section
Fiction Section
New Collections Display Area
Log in and Log out area
Discussion Area



Website: region8.deped.gov.ph



Children's Area
Teacher's Area
Reading Area
Visitor's Area
Play Area
Library Management System
Wash Room/Comfort Room
Displayed Library Floorplan
Learning Commons Space
Internet Connectivity
Suggestion Box
Security Gates
Organized collections with proper labels / coding
Organized sections with proper labels
Other Sections / Services that are not mentioned in this list

Actual documents of the records management

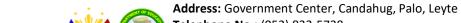
- Physical Management to be observed/inspected in the School
- ✓ School Library Pictorials

## 8.2 Conducted School Library Activities (2.5 points)

10 and above activities conducted	2.5 pts.
8-9 activities conducted	2.0 pts.
6-7 activities conducted	1.5 pts
4-5 activities conducted	1.0 pts.
1-3 activities conducted	0.5 pt.

## SCHOOL ACTIVITIES/PROGRAMS

Updated the Bulletin Board/ Information Board to promote School Library and **Information Services** 









Conducted Orientation on the use of the School Library and its services for students and teachers.

Conducted regular activities that promote School Library and information services.

Conducted classroom visits to promote School Library and information services.

Used various platforms to promote

School Library and information services.

Prepared annual implementation plan on School Library operations.

Conducted / Assisted in the implementation of Numeracy / Literacy Hubs

Conducted Library Tours/ Orientation

Conducted Benchmarking activities

Conducted Library Instruction

Conducted activities relevant to LIS Month celebration

Organized Student Organization that are helpful in carrying out the programs/projects/activities of the Library (i.e. Book Lovers Club, Book Enthusiasts, etc.)

### 8.3 School Library Management (2.5 points)

Presence of 15 or more	2.5 pts.
items indicated in the	
table below	
Presence of 12-14 items in	2.0 pts.
the table below	
Presence of 9-11 items in	1.5 pts.
the table below	
Presence of 6-8 items in	1.0 pt.
the table below	
Presence of 3-5 items or	0.5 pt.
less in the table below	_

### PHYSICAL / RECORDS **MANAGEMENT**

School Library Policy

School Library Development Plan

Staff Development Plan

Collection Development Policy / Plan

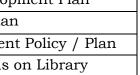
Issuance and Records on Library Cards

the School

✓ Physical Management to be observed/inspected in

Actual documents of the records management

✓ School Library Pictorials











Presence of an Organizational Chart Composition of a Library Committee Collections' Retention Program / Policy School Library holdings inventory (purchased, acquired through donations, disposed/donated, repaired, lost, etc.) School Library financial report School Library system flow chart School Library schedule School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan CoVid19 safety measures	
Collections' Retention Program / Policy School Library holdings inventory (purchased, acquired through donations, disposed/donated, repaired, lost, etc.) School Library financial report School Library system flow chart School Library schedule School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	Presence of an Organizational Chart
Policy School Library holdings inventory (purchased, acquired through donations, disposed/donated, repaired, lost, etc.) School Library financial report School Library system flow chart School Library schedule School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	Composition of a Library Committee
(purchased, acquired through donations, disposed/donated, repaired, lost, etc.)  School Library financial report  School Library system flow chart  School Library schedule  School Library handbook  Appropriate and functional furniture  Proper lighting and ventilation  Library Statistics  Transaction records  School Library Maintenance  School Library users logbook  Adequate space  Accession records  Vertical files  Presence of Evacuation / Emergency  Plan	
School Library system flow chart School Library schedule School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	( purchased, acquired through donations,
School Library schedule School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	School Library financial report
School Library handbook Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	School Library system flow chart
Appropriate and functional furniture Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	School Library schedule
Proper lighting and ventilation Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	School Library handbook
Library Statistics Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	Appropriate and functional furniture
Transaction records School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	Proper lighting and ventilation
School Library Maintenance School Library users logbook Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	Library Statistics
School Library users logbook  Adequate space  Accession records  Vertical files  Presence of Evacuation / Emergency Plan	Transaction records
Adequate space Accession records Vertical files Presence of Evacuation / Emergency Plan	School Library Maintenance
Accession records  Vertical files  Presence of Evacuation / Emergency Plan	School Library users logbook
Vertical files Presence of Evacuation / Emergency Plan	Adequate space
Presence of Evacuation / Emergency Plan	Accession records
Plan	Vertical files
CoVid19 safety measures	
	CoVid19 safety measures

# 8.4 Conducted School Reading Program / Activities (5 points)

Presence of 5 or more	5 pts.
items indicated in the	
table below	
Presence of 4 items in the	4 pts.
table below	
Presence of 3 items in the	3 pts.
table below	
Presence of 2 items in the	2 pts.
table below	
Presence of 1 items or less	1 pt.
in the table below	

Brigada Pagbasa
Book Talk
Book Shower
Story Telling
Book Nook
Reading Contest
Book Review
Library Reading Program

- ✓ Memorandum / Issuances
- ✓ ACR with complete attachments
- ✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the AIP, etc.)

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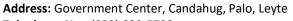




Other related reading activities		
C. Education & Learning and Development (10		
points)		
1. Education (5 points)  Doctorate/Doctor's Degree - 5 points Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree  Earned at least 18 Doctorate/ - 4 points Doctor's Degree units  Master's Degree Units  Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)  Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points  Learning and Development (5 points)	<ul> <li>Transcript of Records</li> <li>Certificate of Completion of Academic Requirements         / Certification of Units         Earned</li> <li>✓ Certificate of Participation</li> </ul>	
2.1 Participation to Learning and	5 1	
Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) (2.5 point)  International/National - 2.5 points Regional - 2 points Division - 1.5 points District - 1 point School - 0.5 point		
Note:		
<ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> </ul>		
b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
2.2 Conducted Learning and	✓ Memorandum / Invitation	
Development Activities (such as formal	✓ Activity Completion Report	
trainings: seminar, workshop, orientation),	✓ Coaching Documentation	
Focus Group Discussion (FGD), Job	✓ Travel order	
Embedded Learning), and LAC Sessions to	✓ Any document that	
the Districts and/or Schools) (2.5 points)	justifies the conduct of the	
5 and above - 2.5 points	learning and development activities	
4 - 2.0 points	activities	
3 - 1.5 points		
2 - 1.0 points		
1 - 0.5 points		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview	
Communication skills	Checklist & Rating Sheet	
Ability to present ideas		
• Alertness		
• Judgment		
Stress Tolerance		









## SEARCH FOR MOST OUTSTANDING <u>ADMINISTRATIVE OFFICER V</u>

Name of Nominee:	SD0	D:
Position:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION Point	
A. Performance (40 points)			(MOVs) Earne	ea
<ol> <li>Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned         = (Average of the Two IPCRF Ratings / 5) x 40</li> <li>B. Outstanding/Meritorious Accomplishments</li> </ol>			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record	
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional				
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee - 5 points • Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.			✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d  a, b, c, & e  5 points  Only a, b, & c  3 points  Only a & b  Only a  1 point  *For collaborative innovations, the total points shall  Commit s. 2017  b. Accomp verified  Office c. Certificate the innovations			Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research,	
be divided by the number of indicated in the copyright pag	•	chers	within the school/ office duly signed by the Head of Office d. Certification of adoption of	





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\*Points earned are cumulative but not to exceed the the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 3. Authorship (5 points) Copy of the book Sole authorship of a book - 5 points developed/contextualized Co-authorship of a book - 5 points will learning resources/IEC be divided by ✓ Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 0.5 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. 4. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (5 points) b. Certificate of Recognition/ Merit/Commendation/ Points Level Appreciation; and Nominees from the Regional Office c. Slide deck/s used and/or National Level Speakership or Higher 5 Session guide/s. points Regional Office Speakership 2.5 points Nominees from the Schools Division Office Regional Level Speakership or Higher 5 points





**Nominees from Schools** 

Division/Provincial/City Level

School/Municipality/District

Division Level Speakership or Higher

Speakership

Speakership



2.5

points

5 points

2.5

points



\*Points earned are cumulative but not to exceed the allotted points for the criterion. 5. Other Meritorious Accomplishments specific to the position 5.1 Compliance on submission of Reports Transmittal of Report with (5 points) date of receipt of Complete and accurate - 5 points concerned Office/s (submitted 7days before deadline) Complete and accurate - 4 points (submitted 6 days before deadline) • Complete and accurate - 3 points (submitted 5 days before deadline) Complete and accurate - 2 points (submitted on due date) 5.2 Managed/facilitated a related ✓ Certificate of Recognition / training/activity conducted (5 points) Certificate of Appreciation or Regional Level - 5 points Duly approved Activity Division Level - 4 points Completion Report (in lieu District Level - 3 points of Certificates as SDOs do School Level - 2 points not give Certificates) ✓ Memorandum Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. 5.3 Chairmanship/Co-Chairmanship in Memorandum / Special Working Committees/BAC/ Order **Procurement-Related** (5 points) At least three (3) Working - 5 points Committees Two (2) Working Committees - 3 points One (1) working committee - 2 points 5.4 Well-managed workplace and adherence **Pictures** to health and safety standards (5 Memorandum points) Monitoring tool Note: Nominee shall be rated based on evidence presented showing the following: 1. Well-kept and clean grounds and offices 2. Wash area 3. Thermal Scanner 4. Sanitizers 5. Education, Information, and Communication Materials/Signages on health and safety





measures







<ul><li>6. Memorandum/Guidelines on implementation or compliance of health and safety protocols</li><li>7. Monitoring Tool</li></ul>	
All indicators are present - 5 points 6 indicators are present - 4 points 5 indicators are present - 3 points 4 indicators are present - 2 points At most 3 indicators are present - 1 point	
C. Education & Learning and Development	
(15 points)	
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)     Complete Academic Requirements - 3 points for Master's Degree	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>
• Earned at least 18 MA Units - 2.5 points	
<ul> <li>2. Learning and Development (10 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet









### **SEARCH FOR MOST OUTSTANDING**

## **HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)**

Name of Nominee:	SD	O:
Position:		

CRITERIA/IND	ICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (35 points)		(110 4 3)	
1. Performance Rating of the rating periods should be Cabove)  Point/s Earned  = (Average of the Two IPC	Outstanding (4.50 and		
B. Outstanding/Meritorious	Accomplishments		
(45 points)	utstanding/meritorious		
<ul> <li>National Awardee</li> <li>National Awardee</li> <li>Nomination in the De Awardee in the Region in the Provincial Leve</li> <li>Nomination in the Re Awardee in the Division the Municipal Leve</li> <li>Nomination in the Di Awardee in the Barardee</li> </ul>	- 5 points epartment/ - 4 points on/Awardee el egion / - 3 points ion/Awardee el ivision/ - 2 points	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
Note: a. Points earned are cumu the allotted points for th b. For same awards receiv points earned shall be be received in the highest of	ne criterion. ved in a calendar year, vased on the award governance level.		
2. Innovation (5 points)		a. Proposal duly approved by	
MOVE Section 144 a d	Doints	the Head of Office or the	
MOVs Submitted	Points 5 points	designated Research Committee per DO No. 16,	
a, b, c, & d a, b, c, & e	5 points 5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office	
*For collaborative innovations be divided by the number of indicated in the copyright page	s, the total points shall of authors/researchers	c. Certification of utilization of the innovation or research,	





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*Points earned are cumulative be allotted points for the criterion.	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs SubmittedPointsa, b, c, & d3 pointsa, b, c, & e3 pointsOnly a, b, & c2 pointsOnly a & b1 pointOnly a0.5 point*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.*Points earned are cumulative but not to exceed the allotted points for the criterion.		the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose
4. Authorship (5 points)  • Sole authorship of a book  • Co-authorship of a book  • Writer/Developer/Contexts of LRs/IEC  • Co-Writer of LRs  • Member of the Development	- 4 points will be divided by the number of writers	study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  ✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster	ontent each LR but not to exceed	





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video presenter, or Illustrator) of the Learning Resources

#### Note:

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

# 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/
Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

## 6. Other Meritorious Accomplishments specific to the position

## 6.1 Recruitment, Selection and Placement /PRIME HRM (10 points)

- Completed RSP processes from posting to appointment within 3 months / PRIME HRM Level 2 for RSP
  - Completed RSP processes 8 points from posting to appointment within 4 months
- Completed RSP processes within 5 months
- Completed RSP processes from posting to appointment within 6 months

- ✓ Report on Appointments
  Issued with the date of
  publication and
  appointment duly certified
  by the SDS
- ✓ PRIME-HRM Award Certificate
- ✓ CSC Website

### 6.2 Personnel Records (5 points)

Points   Efficiency   Quality   Timeliness	Points	Efficiency	Quality	Timeliness	Points Earned
--	--------	------------	---------	------------	------------------

- ✓ Transmittal of Report Submitted
- ✓ RO Record of Reports Submission





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- 10 points

- 6 points

- 4 points

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

5	100% submission	No Error	Submitted before the				
3	100% submission	No Error	deadline Submitted of the deadline				
0	100% submission	No Error	Submitted after the deadline				
6 po	• Updated Itemization Personne 3 times a • Updated Itemization Personne twice a m • Updated Itemization	Personal Son and Plarel (PSIPOP) and PSIPOP) a	of ratings) of required ation Systemation Systematics at least ervices at least	reports  em (5  - 5 points  - 3 points  - 1 point	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Certification of frequency of PSIPOP updating as of the date of nomination signed by the SDS PSIPOP View (RO validator)	
po	oints)	newly creat	·	- 5 points		Time (ite validator)	
	filled up Managen System (	based on Pr nent Inform <i>PMIS</i> ) – 5 pt	rogram ation ss	-			
	items fille Program	of newly c ed up based Manageme ion System	l on nt	- 4 points			
	• 90%-94% items fille Program	of newly control of of newly control of one of the control of the	reated l on nt	- 3 points			
	items fille Program Informati	of newly could be of newly could be of newly could be of the c	l on nt ( <i>PMIS</i> )	- 2 points			
	created it on Progra	below of no tems filled u am Manage ion System	ıp based ment	- 1 point			
	tion & Lea	rning and	Developn	nent			
(15 po							
1. Educa	tion (5 poi	·			✓	Transcript of Records	
	<ul> <li>Doctorate</li> </ul>	/Doctor's Degi	ree	- 5 points	i		





Doctorate/Doctor's Degree



- 5 points



Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units - 2.5 points	✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
<ul> <li>2. Learning and Development (10 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>● International/National - 10 points</li> <li>● Regional - 8 points</li> <li>● Division - 6 points</li> <li>● District - 4 points</li> <li>● School - 2 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet





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## SEARCH FOR MOST OUTSTANDING $\underline{\text{SUPPLY OFFICER}}$

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points
A Doubourge (40 maints)			(MOVs)	Earned
A. Performance (40 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023	
= (Average of the Two IPC	CRF Ratings / 5) x	x 40	✓ Service Record	
B. Outstanding/Meritorious Accomplishments				
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional				
PRAISE committee.	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region /-3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.			Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a 1 point  *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the		Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		
allotted points for the criterion			the innovation or research	





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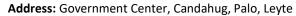


		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
3. Research (3 points)		a. Proposal duly approved by the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	3 points	Committee per DO No. 16,
a, b, c, & e	3 points	s. 2017
Only a, b, & c	2 points	b. Accomplishment Report
Only a & b	1 point	verified by the Head of
Only a	0.50 point	Office
	_	c. Certification of utilization of the innovation or research,
*For collaborative research study shall be divided by the number of authors/researchers indicated in page.  *Points earned are cumulative by allotted points for the criterion.	of n the copyright	within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
4. Authorship (2 points)		✓ Copy of the book or
<ul> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> </ul>	- 2 points - 2 points will be divided by the number of authors	developed/contextualized learning resources/IEC  ✓ Certificate of Recognition
Writer/Developer/Contextu of LRs/IEC	ıalizer - 1 point	
• Co-Writer of LRs	- 1 point will be divided by the number of writers	
Member of the Developmen Quality Assurance team (C Reviewer, Language Editor, Layout Artist, broadcaster	ontent each LR but not to exceed or 1.50 points	





video presenter, or Illustrator) of the Learning Resources





Note:

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

## 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

## 6. Other Meritorious Accomplishments specific to the position

## 6.1 Updated Report on the Physical Count of PPE and Report on Physical **Count of Inventories (10 points)**

- Complete and accurate - 10 points (submitted before the deadline)
- Complete and accurate - 6 points (submitted on the deadline)
- Transmittal of RPCPPE with date of receipt by COA and other concerned Office/s
- Transmittal of RPCI with date of receipt by COA and other concerned Office/s

### 6.2 Updated and Timely Submission of Report of Supplies and Materials Issued (RSMI) (5 points)

- 100% submitted before - 5 points the deadline
- 100% submitted on the deadline 3 points

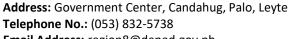
Transmittal letters of RSMI

### 6.3 AOM Compliance (5 pts)

No (zero) AOM received - 5 points Copy of AAPSI from COA







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

Received and complied - 3 points	S
AOMs 2 days before deadline	
<ul> <li>Received and complied AOMs - 1 point</li> </ul>	
on due date	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)	
• Doctorate/Doctor's Degree - 5 points	✓ Transcript of Records
• Complete Academic Requirements - 4.5 points	✓ Certificate of Completion
for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points	of Academic Requirements
Doctor's Degree units	/ Certification of Units
• Master's Degree / Bachelor of - 3.5 points	Earned
Laws (Juris Doctor)  • Complete Academic Requirements - 3 points	
for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (10 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
1	ÿ <u>-</u>
Development Activities (such as trainings	·
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.)	
• International/National - 10 points	S
• Regional - 8 points	
• Division - 6 points	
• District - 4 points	
• School - 2 points	
AT /	
Note:	
a. Points earned are cumulative but not to	
exceed the allotted points for the criterion	•
b. Validity of the learning and development	
activities shall be within the last 2 years	
from the cut-off date set by the Regional PRAISE committee.	
i Maiole communee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
	Checkinst & Rathing Sheet
Ability to present ideas	
<ul> <li>Alertness</li> </ul>	
<ul> <li>Judgment</li> </ul>	
<ul> <li>Stress Tolerance</li> </ul>	



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## SEARCH FOR MOST OUTSTANDING CASHIER

Name of Nominee:	SD0	D:
Position:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (35 points)		, ,		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35		and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> <li>✓ Service Record</li> </ul> </li> </ul>	
B. Outstanding/Meritorious	Accomplishment	:s		
(40 points)	itstanding/meritor gs shall be within	rious the		
	ward (5 points)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		ts ts ts	Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVE Cut with a	Dainte		the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16, s. 2017	
a, b, c, & e	5 points		b. Accomplishment Report	
Only a, b, & c Only a & b	3 points		verified by the Head of	
Only a & b	2 points 1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		









\*Points earned are cumulative but not to exceed the the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 3. Research (5 points) a. Proposal duly approved by the Head of Office or the **MOVs Submitted** designated Research **Points** Committee per DO No. 16, a, b, c, & d 5 points a, b, c, & e 5 points s. 2017 b. Accomplishment Report Only a, b, & c 4 points verified by the Head of Only a & b 3 points Office Only a 2 points c. Certification of utilization of the innovation or research, \*For collaborative research studies, the total points within the school/ office shall be divided by the number of duly signed by the Head of authors/researchers indicated in the copyright Office page. d. Certification of adoption of the innovation or research \*Points earned are cumulative but not to exceed the by another school/office allotted points for the criterion. duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 4. Authorship (5 points) Copy of the book Sole authorship of a book - 5 points developed/contextualized Co-authorship of a book - 5 points will learning resources/IEC be divided by ✓ Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers





Member of the Development/

Layout Artist, broadcaster or

the Learning Resources

Quality Assurance team (Content Reviewer, Language Editor,

video presenter, or Illustrator) of



- 0.5 point in each LR but

not to exceed

3 points



#### Note:

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

## 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Other Meritorious Accomplishments specific to

#### the position

- 6.1 Cash Collection ad Deposit (5 points)
  - 100% collection deposited to bank a day after receipt and issuance of Official Receipt
- 5 points
- 100% collection deposited to bank 2 days after receipt and issuance of Official Receipt
- 4 points
- 100% collection deposited to bank 3 days after receipt and issuance of Official Receipt
- 3 points
- 100% collection deposited to bank 4 days after receipt and issuance of Official Receipt
- 2 points
- 100% collection deposited to bank 5 days after receipt and issuance of Official Receipt
- 1 point
- 6.2 Cash Disbursement, payment, and

Report of Collection and Deposits/Collection Receipt Record/ Cash book showing Date of Collection and Deposits







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

Remittance (5 points)	✓ Report of Check	
<ul> <li>100% of approved Disbursement - 5 points Vouchers were processed for payment and released to payees within 5 days</li> <li>100% of approved Disbursement - 4 points Vouchers were processed for payment and released to payees within 6 days</li> <li>100% of approved Disbursement - 3 points Vouchers received were processed for payment and released to payees within 7 days</li> </ul>	Issued/Report of ADA Issued/Check and ADA Disbursement Record/ Warrant Registry showing dates of check/ADA preparation and date of Release.	
6.3 Liquidation and Reporting (5 points)		
<ul> <li>100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 2 days before deadline</li> <li>100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 1 day before deadline</li> <li>100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit 1 day before deadline</li> <li>100% complete and accurate of required reports for Collection, Disbursements and Liquidation were submitted to Accounting Unit within deadline</li> </ul>	✓ Transmittal of Report/ Reports with date of submission	
C. Education & Learning and Development		
(15 points)		
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree      Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
2. Learning and Development (10 points)	✓ Certificate of Participation	
<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd	











• District - 4 points	
• School - 2 points	
-	
Note:	
a. Points earned are cumulative but not to	
exceed the allotted points for the criterion.	
b. Validity of the learning and development	
activities shall be within the last 2 years	
from the cut-off date set by the Regional	
PRAISE committee.	
D. Potential (10 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet
<ul> <li>Ability to present ideas</li> </ul>	
• Alertness	
• Judgment	
Stress Tolerance	
• Sucss Tolerance	

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## SEARCH FOR MOST OUTSTANDING RECORDS OFFICER

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (35 points)		,		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35		and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Service Record</li> </ul>	
B. Outstanding/Meritorious	Accomplishment	is		
(45 points)	itstanding/meritor gs shall be within	rious 1 the		
	ward (5 points)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		ts ts ts	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
Otherwise, points earne  2. Innovation (5 points)			a. Proposal duly approved by	
			the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16, s. 2017	
a, b, c, & e	5 points		b. Accomplishment Report	
Only a, b, & c Only a & b	3 points		verified by the Head of	
Only a & b	2 points 1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		





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*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a  *For collaborative research study shall be divided by authors/researchers indicated in *Points earned are cumulative b allotted points for the criterion.	the number of n the copyright page.	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
Sole authorship of a book     Co-authorship of a book     Co-authorship of a book      Writer/Developer/Contexts of LRs/IEC     Co-Writer of LRs      Member of the Developmer Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster)	- 4 points will be divided by the number of writers - 0.5 point in ontent each LR but not to exceed	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition











video presenter, or Illustrator) of the Learning Resources

#### Note:

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

# 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/
Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Outreach Activity (3 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 3 points
  - ✓ Member 1 point

#### Note:

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

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video,
  Certificate of
  Recognition/Participation





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

## 7. Other Meritorious Accomplishments specific to the position

## 7.1 Customer Satisfaction Survey Rating (7 points)

Point/s Earned = (average of the ratings/5)  $\times 7$ 

- Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS
- Customer Feedback/ Appreciation (1 per quarter) -**Optional**

Memorandum

Sample

Records

Report

Correspondences

Policy Guidelines

Notice of Meetings/ Minutes of Meeting

verified by Regional

**Activity Completion** 

#### 7.2 Linkages and Network (5 points)

Each descriptor warrants the candidate 1 point.

- 1. Established Records Management Improvement Committee in the Division
- 2. Oriented / Provided Technical Assistance to School Registrars with Records Processes (CAV, Authentication, Document Handling)
- 3. Submitted Directory of School Records Custodians, Records Officers, and Registrars
- 4. Follows etiquette in communication and correspondence. Facilitated smooth communication with Regional Records Office by maintaining accessibility through Different means: email, phone, and messenger.
- 5. Created Communication Network for Records Custodians and Registrars in the Division.
- Memorandum
  - Certificate of Recognition

- Program
- Photos of the Event/ Activity

## 7.3 Involvement in Office Activities (5 points)

Program Director - 5 points - 4 points Chairperson of Working Committee Program Host/ Script Writer - 3 points Member of TWG - 2 points Participant/Attendee - 1 point

### C. Education & Learning and Development (15 points)

### 1. Education (5 points)

Doctorate/Doctor's Degree Complete Academic Requirements for Doctorate/Doctor's Degree

Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of

Laws (Juris Doctor) Complete Academic Requirements for Master's Degree

- 5 points - 4.5 points

- 4 points

- 3.5 points

- 3 points

- Transcript of Records
- Certificate of Completion of Academic Requirements / Certification of Units Earned





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■ Formed at least 19 MA Units 0.5 maints		
• Earned at least 18 MA Units - 2.5 points  2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 10 points • Regional - 8 points • Division - 6 points • District - 4 points • School - 2 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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## SEARCH FOR MOST OUTSTANDING LEGAL OFFICER

Name of Nominee: _	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (35 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35		<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Service Record</li> </ul>		
B. Outstanding/Meritorious	Accomplishmen	its		
(40 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.				
1. Outstanding Employee Av	ward (5 points)		✓ Certificate of	
National Awardee - 5 points Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search		
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted Points			the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		<ul> <li>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</li> <li>d. Certification of adoption of</li> </ul>		





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*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
3. Research (5 points)  MOVs Submitted Points  a, b, c, & d 5 points  a, b, c, & e 5 points  Only a, b, & c 4 points  Only a & b 3 points  Only a 2 points  *For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
Authorship (5 points)     Sole authorship of a book     Co-authorship of a book      Writer/Developer/Contexts of LRs/IEC     Co-Writer of LRs      Member of the Developmer Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster)	- 4 points will be divided by the number of writers - 0.5 point in ontent each LR but not to exceed	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition





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video presenter, or Illustrator) of the Learning Resources a. Points earned are cumulative but not to exceed the allotted points for the criterion. 5. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (5 points) b. Certificate of Recognition/ Merit/Commendation/ Level 1 Points Appreciation; and Nominees from the Regional Office c. Slide deck/s used and/or National Level Speakership or Higher 5 Session guide/s. points Regional Office Speakership 2.5 points Nominees from the Schools Division Office Regional Level Speakership or Higher 5 points Division/Provincial/City Level 2.5 Speakership points **Nominees from Schools** 5 Division Level Speakership or Higher points School/Municipality/District 2.5 Speakership | points \*Points earned are cumulative but not to exceed the allotted points for the criterion. 6. Other Meritorious Accomplishments specific to the position 6.1 Investigation conducted within a Copy of Submitted **Investigation Reports** reasonable period (10 points) with its attachments 100% of endorsed complaints - 10 points are investigated and terminated within 30 days from receipt of authority to conduct investigation 81-99% of endorsed complaints - 8 points are investigated and terminated within 30 days from receipt of authority to conduct investigation 75-80% of endorsed complaints - 6 points are investigated and terminated within 30 days from receipt of authority to conduct investigation 6.2 Acted complaints lodged at DepEd Public Copy of proof of the Assistance Action Center (PAAC), CSC action taken







Contact Center ng Bayan (CCB), and other

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Appropriate Government Centers (5 points)	
100% of referrals received - 5 points acted within the reglementary period	
81-99% of referrals received - 4 points acted within the reglementary period	
• 75-80% of referrals received - 3 points acted within the reglementary period	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)	
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)     Complete Academic Requirements - 3 points for Master's Degree	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
<u> </u>	( 0 .:5
<ul> <li>2. Learning and Development (10 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (10 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview Checklist & Rating Sheet





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## SEARCH FOR MOST OUTSTANDING SDO ACCOUNTANT

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (35 points)			(2.2000)	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 35		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	ıts		
(45 points)	utstanding/meritongs shall be within	orious in the		
	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.			Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		
allotted points for the criterion.		the innovation or research		





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		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/	
(5 points)		Invitation/Training Matrix; b. Certificate of Recognition/	
Level	Points	Merit/Commendation/	
Nominees from the Regional Office	1 011165	Appreciation; and	
National Level Speakership or Higher	5	c. Slide deck/s used and/or	
No.	points	Session guide/s.	
Regional Office Speakership	2.5		
	points		
Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level	2.5		
Speakership	points		
Nominees from Schools	5		
Division Level Speakership or Higher	points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the		
4. Other Meritorious Accomplishments sto the position	specific		
4.1 Membership in Organizations, Committees (5 points)	1	✓ Memorandum/Certificates / Special Order	
<ul> <li>Membership in organization/to planning committee</li> </ul>	echnical		
4 Organizations/Committees - 5 3 Organizations/Committees - 3 2 Organization/Committee - 2			
4.2 Compliance with Reporting			





Requirements (25 pts)

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#### 4.2.1 Submission of Mid-Year and Year-End Financial Reports (5 points)

- Complete and accurate

   (within 24 hours from start of workshop)
   5 points
- Complete and accurate

   (before the last day of the workshop)
- Complete (within the submission date set/last day of the workshop)

✓ Certified Status Report by the RO-FD

Certified Status Report by

the RO-FD

# 4.2.2 Submission of Monthly and Quarterly Financial Reports every 5<sup>th</sup> day of the following month/quarter (5 points)

- Complete and accurate

   5 points

   (3 days before the scheduled submission date)
- Complete and accurate

   (2 days before the scheduled submission date set)
- Complete and accurate

   1 point

   (1 day before the scheduled submission date set)

#### 4.2.3 MOOE/Other Funds Liquidation every 5<sup>th</sup> day of the following month (5 points)

• 100% Liquidation of School - 5 points

MOOE for the rating period

- 96-99% Liquidation of School 4 points MOOE for the rating period
- 91-95% Liquidation of School 3 points MOOE for the rating period
- 86-89% Liquidation of School 2 points MOOE for the rating period
- 85% and below Liquidation 1 point rate

✓ Certified Status Report by the RO-FD

#### 4.2.4 AOM Compliance (5 points)

NO AOM for Compliance
Compliance of 50% and above
Compliance of 30-49%
Compliance of 10-29%
Compliance of 10% and below
1 points

✓ APPSI Validated by COA





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<ul> <li>4.2.5 Attendance to Regional Call Ups (5 points)</li> <li>• 100% Attendance - 5 points</li> <li>• 80-99 % Attendance - 4 points</li> <li>• 60-79% Attendance - 3 points</li> <li>• 59% and below - 1 point</li> </ul>	✓ Certification of Attendance duly signed by the CAO-FD
C. Education & Learning and Development (15 points)	
1. Education (5 points)  • Doctorate/Doctor's Degree -5 points • Complete Academic Requirements for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ -4 points Doctor's Degree units • Master's Degree / Bachelor of -3.5 points Laws (Juris Doctor) • Complete Academic Requirements for Master's Degree • Earned at least 18 MA Units -2.5 points  2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 10 points • Regional -8 points • Division -6 points • District -4 points • District -4 points • School -2 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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#### SEARCH FOR MOST OUTSTANDING <u>SDO BUDGET OFFICER</u>

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points
-		(MOVs)	Earned	
A. Performance (30 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)		✓ IPCRF duly signed by authorities with date of signing		
Point/s Earned = (Average of the Two IPC	CRF Ratings / 5) 2	x 30	• CY 2024 and CY 2023 ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	ıts		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional				
PRAISE committee.	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search		
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a  *For collaborative innovations be divided by the number of indicated in the copyright page.	of authors/resear		Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
*Points earned are cumulative but not to exceed the allotted points for the criterion.		d. Certification of adoption of the innovation or research		





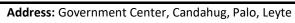
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		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/	
(5 points)		Invitation/Training Matrix;	
		b. Certificate of Recognition/	
Level	Points	Merit/Commendation/	
Nominees from the Regional Office	5	Appreciation; and c. Slide deck/s used and/or	
National Level Speakership or Higher	_	Session guide/s.	
Regional Office Speakership	points 2.5	Session garde, s.	
Regional Office Speakership	points		
Nominees from the Schools Division	pomito		
Office			
Regional Level Speakership or Higher	5		
	points		
Division/Provincial/City Level	2.5		
Speakership	points		
Nominees from Schools			
Division Level Speakership or Higher	5 points		
School/Municipality/District	2.5		
Speakership	points		
*Points earned are cumulative but not to eallotted points for the criterion.	xceed the		
4. Other Meritorious Accomplishments to the position	specific		
4.1 Membership in the Technical Wo Group (5 points)	rking	<ul><li>✓ Regional Memo/Division Memo/Special Order/Certificates</li></ul>	
<ul> <li>Regional</li> <li>Division / Provincial</li> <li>District / Municipal</li> </ul>	5 points 4 points 3 points 2 points 1 point		
4.2 Compliance with Reporting Requ (30 points)	irement		









- 5 points

#### 4.2.1 Submission of Mid-Year and Year-**End Reports to Central Office** (5 points)

Certified Status of Submission at FD-RO

- Complete and accurate (on the 1st day of the workshop or earlier)
- Complete and accurate - 4 points

(before the last day of the workshop)

- Complete (within the - 3 points submission date set/ last day of the workshop)
- ✓ Certified Status of Submission at FD-RO

#### 4.2.2 Submission of Mid-Year and Year-**End Reports to COA and DBM** (5 points)

- Complete and accurate (2 days or earlier before the deadline)
- Complete and accurate - 4 points (1 day before the deadline)
- Complete and accurate - 3 points on the deadline set
- 4.2.3 Submission of Quarterly and Monthly Reports to Central Office, COA, DBM, and other oversight agencies (5 points)
  - 5 points

- 5 points

- Complete and accurate (3 days or earlier before the scheduled submission date)
  - Complete and accurate - 4 points (2 days before the scheduled

submission date set)

- Complete and accurate - 3 points (1 day before the scheduled submission date set)
- Complete and accurate - 2 points (on the scheduled submission date set)

✓ Certified Status of Submission at FD-RO

#### 4.2.4 Budget Utilization Rate (OBLIGATION) (5points)

- BUR of 98-100% - 5 points
- 4 points • BUR of 90-94% - 3 points

✓ Certified Status of BUR at RO-FD







BUR of 95-97%





• BUR of 85-89% - 2 points BUR of 84% and below - 1 point 4.2.5 Incurrence of Overdraft in Allotment (5 points) ✓ Submitted Year-end SDO Consolidated Budgetary • Zero Overdraft - 5 points Report • Overdraft of 1-2% of the - 4 points Total Allotment per PPA • Overdraft of 3-4% of the - 3 points Total Allotment per PPA Overdraft of 5-6% of the - 2 points Total Allotment Overdraft of 7% and - 1 point above of the Total Allotment 4.2.6 Attendance to Regional Call-Ups (5 points) ✓ Certified Report of Attended All Activities - 5 points Attendance at the RO-FD Attended 7 Activities - 4 points - 3 points Attended 6 Activities - 2 points Attended 5 Activities Attended 1 to 4 Activities - 1 point C. Education & Learning and Development (15 points) 1. Education (5 points) Doctorate/Doctor's Degree - 5 points Transcript of Records Complete Academic Requirements - 4.5 points Certificate of Completion for Doctorate/Doctor's Degree of Academic Requirements Earned at least 18 Doctorate/ - 4 points / Certification of Units Doctor's Degree units - 3.5 points Master's Degree / Bachelor of Earned Laws (Juris Doctor) Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points 2. Learning and Development (10 points) Certificate of Participation Participation to Learning and issued by DepEd or other Development Activities (such as trainings, agencies/organizations seminars, workshops, conferences, fora, sanctioned by DepEd etc.) International/National - 10 points - 8 points Regional Division - 6 points District - 4 points School - 2 point Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.









b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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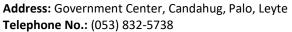
#### SEARCH FOR MOST OUTSTANDING **DIVISION LIBRARIAN**

Name of Nominee:	SDO	•

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (30 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30		<ul> <li>✓ OPCRF duly signed by authorities with the date of signing</li> <li>CY 2024 and CY 2023</li> <li>✓ Service Record</li> </ul>		
B. Outstanding/Meritorious	Accomplishmen	ts		
(50 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		n the		
1. Outstanding Employee A	ward (5 points)		✓ Certificate of	
<ul> <li>National Awardee - 5 points</li> <li>Nomination in the Department/ - 4 points         Awardee in the Region/Awardee         in the Provincial Level</li> <li>Nomination in the Region / - 3 points         Awardee in the Division/Awardee         in the Municipal Level</li> <li>Nomination in the Division/ - 2 points         Awardee in the District/Awardee         in the Barangay Level</li> </ul>		nts nts	Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search	
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.				
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the	
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point		designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of	
*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of		
*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of		







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3. Research (10 points)		Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  a. Proposal duly approved by	
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a  *For collaborative research study total points shall be divided authors/researchers indicated in *Points earned are cumulative by allotted points for the criterion.	y the number of the copyright page.	the Head of Office or the designated Research Committee per DO No. 16, s. 2017  b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
4. Authorship (10 points)  Sole authorship of a book Co-authorship of a book  Writer/Developer/Contexts of LRs/IEC Co-Writer of LRs  Member of the Developmer Quality Assurance team (Context of Layout Artist, broadcaster video presenter, or Illustrate the Learning Resources  Note:  a. Points earned are cure exceed the allotted presenter of the Developmer Quality Assurance team (Context of the Development Qualit	- 4 points will be divided by the number of writers - 1 point in ontent each LR but not to exceed or 3 points of the divided but not to	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition	





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# 5. Resource Speakership / Learning Facilitation(5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

#### 6. Outreach Activity (2.5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 2.5 points ✓ Member - 1 point

Note:

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

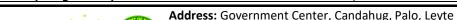
- ✓ Copy of the approved proposal
- ✓ Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

#### 7. Networking/Linkages (2.5 points)

- Initiated DepEd-related resource generation projects and/or programs that would support the library operations and services in the implementation of the K to Curriculum program (i.e. learning resources, facilities, equipment, etc.) (divided by the number of proponents)
  - ✓ Proponent/organizer 2.5 points
  - ✓ Member 1 point

- Approved and implemented proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

8. Other Meritorious Accomplishment specific to the position **(10 points)** 









#### 8.1 Conducted Division Library/ Library Hub Activities (5 points)

5 and above activities conducted	5 pts.
4 activities conducted	4 pts.
3 activities conducted	3 pts
2 activities conducted	2 pts.
1 activity conducted	1 pt.

- Memorandum / Issuances
- **Activity Completion Report** with complete attachments
- ✓ Other applicable proofs (e.g. Pictures of bulletin boards, copy of the Annual Implementation Plan, etc.)

### LIBRARY HUB / DIVISION LIBRARY

Updated the Bulletin Board/ Information Board to promote Division Library/ Library Hub and Information Services

Conducted Orientation on the use of the Division Library/Library Hub and its services for students, teachers, DepEd personnel and other stakeholders.

Conducted regular activities that promote Division Library / Library Hub and information services. (production of leaflets/fliers/infographics, etc.)

Division Library / Library Hub and information services.

Used various platforms to promote Division Library / Library Hub and information services.

Prepared annual implementation plan for Division Library/ Library Hub operations.

# **ACTIVITIES**

Conducted classroom visits to promote

#### 8.2 Division Library/ Library Hub Management (5 points)

Presence of 15 or more items indicated in the table below

5 pts.

- Actual documents of the records management
- Physical Management to be observed/inspected in





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Presence of 12-14 items in the table below	4 pts.
Presence of 9-11 items in the table below	3 pts.
Presence of 6-8 items in the table below	2 pts.
Presence of 3-5 items or less in the table below	1 pt.

	the Division Library /
	Library Hub
✓	Videos / Pictorials

#### PHYSICAL / RECORDS MANAGEMENT

Division Library / Library Hub Policy

Division Library / Library Hub

Handbook

Division Library/ Library Hub

Development Plan

Staff Development Plan

Collection Development Policy / Plan

Retention Program / Policy

Division Library / Library Hub Collection

Inventory (purchased, acquired through donations, disposed/donated, repaired, lost, etc.)

Division Library / Library Hub updated financial report

Division Library / Library Hub system flow chart

Division Library / Library Hub schedule

Appropriate and functional furniture

Proper lighting and ventilation

Transaction records (clients' logbook, borrowers' logbook, etc.)

Division Library / Hub Library

Maintenance

Adequate space

Accession records

Vertical files

Facilities and services for

learners/clients with special needs

CoVid19 safety measures

#### C. Education & Learning and Development (15 points)

#### 1. Education (5 points)

- Doctorate/Doctor's Degree Complete Academic Requirements
- 5 points - 4.5 points for Doctorate/Doctor's Degree
- Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of
- 3.5 points

- 4 points

- Certificate of Completion
  - of Academic Requirements / Certification of Units Earned

Transcript of Records

Laws (Juris Doctor)

Complete Academic Requirements - 3 points

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for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (10 points)	✓ Certificate of Participation
2.1 Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.) (5 points)	
<ul> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional</li> </ul>	
PRAISE committee.	
2.2 Conducted Learning and Development Activities (such as formal trainings: seminar, workshop, orientation), Focus Group Discussion (FGD), Job Embedded Learning), and LAC Sessions to the Region / Divisions / Districts and Schools) (5 points)	<ul> <li>✓ Memorandum / Invitation</li> <li>✓ Activity Completion Report</li> <li>✓ Coaching Documentation</li> <li>✓ Travel order</li> <li>✓ Any document that justifies the conduct of the learning and development activities</li> </ul>
5 and above - 5 points	
4 - 4 points	
3 - 3 points	
2 - 2 points 1 - 1 point	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
Ability to present ideas	
• Alertness	
• Judgment	
Stress Tolerance	



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#### SEARCH FOR MOST OUTSTANDING $\underline{\textbf{PLANNING OFFICER}}$

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points Earned
A Desference (OF mainta)			(MOVs)	Earneu
A. Performance (35 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned  = (Average of the Two IPCRF Ratings / 5) x 35			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmer	ıts		
(45 points)	utstanding/meritongs shall be within	orious in the		
	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level Nomination in the Region /-3 points Awardee in the Division/Awardee in the Municipal Level Nomination in the Division/-2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.			Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.			Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	
*Points earned are cumulative but not to exceed the allotted points for the criterion.			d. Certification of adoption of the innovation or research	





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		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/	
(5 points)		Invitation/Training Matrix;	
T 1		b. Certificate of Recognition/	
Level	Points	Merit/Commendation/ Appreciation; and	
Nominees from the Regional Office  National Level Speakership or Higher	5	c. Slide deck/s used and/or	
National Level Speakership of Higher	points	Session guide/s.	
Regional Office Speakership	2.5	3,	
regional office opeakeromp	points		
Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
Nominees from Schools			
Division Level Speakership or Higher	5 points		
School/Municipality/District Speakership	2.5 points		
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the		
4. Other Meritorious Accomplishments to the position	specific		
4.1 Membership in the Technical Working Group (5 points)		✓ Regional Memo/Division Memo/Special Order/Certificates	
<ul> <li>Regional</li> <li>Division / Provincial</li> <li>District / Municipal</li> </ul>	5 points 4 points 3 points 2 points 1 point	22327 22220	
4.2 Compliance with Reporting Requ (25 points)	irement		





4.2.1 Submission of Report to Central

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#### Office and other oversight agencies (5 points)

#### **Teacher Deployment Report**

- Submitted all required reports - 5 points 3 days before the deadline
- Submitted all required reports - 4 points 2 days before the deadline
- Submitted all required reports - 3 points 1 day before the deadline
- 2 points Submitted all required reports on the deadline

#### Certified Status of Submission at PPRD

✓ Certified Status of Submission at PPRD

#### 4.2.2 PMIS Updating Status (5 points)

- Quarters 1-4 Completed - 5 points • Quarters 1-3 Completed - 4 points • Quarters 1-2 Completed - 3 points
- Quarter 1 Completed - 2 points

#### 4.2.3 Submission of Reports to the Regional Office (5 points)

- Budget Proposal and Physical Plan (BED2)
- 5 points • Complete and accurate (submitted 3 days or earlier before the scheduled submission date)
- Complete and accurate - 4 points (submitted 2 days before the scheduled submission date)
- Complete and accurate - 3 points (submitted 1 day before the scheduled submission date)
- Complete and accurate - 2 points (submitted on the scheduled submission date)

#### 4.2.4 LIS Updating Rate of **Accomplishment (5 points)**

✓ Certified Status of Submission at PPRD

✓ Certified Status of EOSY and BOSY at PPRD







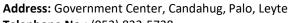




• EOSY and BOSY of 100% - 5 points	
• EOSY and BOSY of 95-99% - 4 points	
• EOSY and BOSY of 90-94% - 3 points	
• EOSY and BOSY of 85-89% - 2 points	
• EOSY and BOSY of 84% and - 1 point	
below	
4.2.5 Attendance to Regional Call-Ups	✓ Certified Report of
(5 points)	Attendance at PPRD
• 100% Attendance - 5 points	ritteridance at 11 KB
• 90-99 % Attendance - 4 points	
• 80-89% Attendance - 3 points	
• 70-79% Attendance - 2 points	
• 60-69% Attendance - 1 point	
1	
C. Education & Learning and Development (15 points)	
1. Education (5 points)	
Doctorate/Doctor's Degree     Doctorate/Doctor's Degree     Doctorate/Doctor's Degree     Doctorate/Doctor's Degree     Doctorate/Doctor's Degree	✓ Transcript of Records
Complete Academic Requirements - 4.5 points	✓ Certificate of Completion
for Doctorate/Doctor's Degree  • Earned at least 18 Doctorate/ - 4 points	of Academic Requirements
Doctor's Degree units	/ Certification of Units
<ul> <li>Master's Degree / Bachelor of - 3.5 points</li> <li>Laws (Juris Doctor)</li> </ul>	Earned
Complete Academic Requirements - 3 points	
for Master's Degree	
Earned at least 18 MA Units - 2.5 points	( Contificate of Doutisinstica
2. Learning and Development (10 points)  ✓ Participation to Learning and	✓ Certificate of Participation
Development Activities (such as trainings,	issued by DepEd or other agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.)	carrotter by Depth
• International/National - 10 points	
• Regional - 8 points	
• Division - 6 points	
• District - 4 points	
• School - 2 points	
Note:  a. Points earned are cumulative but not to	
exceed the allotted points for the criterion.	
b. Validity of the learning and development	
activities shall be within the last 2 years	
from the cut-off date set by the Regional	
PRAISE committee.	
D. Potential (5 points)  ✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
Ability to present ideas	Checking & Rading Officer
Ability to present ideas     Alertness	
Judgment	
Stress Tolerance	
	1









#### SEARCH FOR MOST OUTSTANDING <u>INFORMATION TECHNOLOGY OFFICER</u>

Name of Nominee: _	 SDO:	
Position:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points
*			(MOVs)	Earned
A. Performance (25 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY	
Point/s Earned = (Average of the Two IPC	CRF Ratings / 5)	x 25	2023 ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	ıts		
*Validity of the or accomplishments and trainir last 2 years from the cut-off of PRAISE committee.		in the		
	ward (15 points)	1	✓ Certificate of	
1. Outstanding Employee Award (15 points)  National Awardee - 5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.			Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (30 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	30 points		Committee per DO No. 16,	
a, b, c, & e	30 points		s. 2017	
Only a, b, & c	18 points		b. Accomplishment Report	
Only a & b	12 points		verified by the Head of	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		
*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research		





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		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
3. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/	
(10 points)		Invitation/Training Matrix; b. Certificate of Recognition/	
Level	Points	Merit/Commendation/	
Nominees from the Regional Office	1 011103	Appreciation; and	
National Level Speakership or Higher	5	c. Slide deck/s used and/or	
l s r s	points	Session guide/s.	
Regional Office Speakership	2.5		
	points		
Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5		
	points		
Division/Provincial/City Level	2.5		
Nominees from Schools	points		
Division Level Speakership or Higher	5		
	points		
School/Municipality/District	2.5		
Speakership	points		
*Points earned are cumulative but not to exallotted points for the criterion.			
C. Education & Learning and Developme (15 points)	ent		
1. Education (5 points)			
Doctorate/Doctor's Degree     Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units	5 points 4.5 points 4 points 3.5 points 3 points 2.5 points	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
2. Learning and Development (10 points ✓ Participation to Learning and Development Activities (such as to the content of th	•	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	





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seminars, workshops, conferences, fora, etc.)  • International/National - 10 points • Regional - 8 points • Division - 6 points • District - 4 points • School - 2 points  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional		
PRAISE committee.		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview Checklist & Rating Sheet	



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#### SEARCH FOR MOST OUTSTANDING **ENGINEER**

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points
-			(MOVs)	Earned
A. Performance (40 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023	
= (Average of the Two IPC	CRF Ratings / 5) 2	x 40	✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	its		
(40 points)	utstanding/meritongs shall be withi	orious in the		
	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.			Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the			Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
allotted points for the criterion.			the innovation or research	





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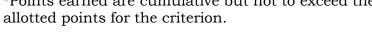


Level	Points	Merit/Commendation/
(5 points)		Invitation/Training Matrix; b. Certificate of Recognition/
4. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/
exceed the allotted points for the	criterion.	
a. Points earned are cumulative bu	t not to	
Note:		
Co-Writer of LRs     b     tl     w      Member of the Development/     Quality Assurance team (Content Reviewer, Language Editor, no	4 points 4 points will e divided by ne number of riters 5 point in ach LR but of to exceed points	
• Co-authorship of a book - 5 be th au	points points will e divided by the number of athors	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

\*Points earned are cumulative but not to exceed the

- Appreciation; and
- c. Slide deck/s used and/or Session guide/s.













5. Other Meritorious Accomplishments specific to the position 5.1 Completion of required Program of Work (10 pts)	✓ Approved Program of Work
<ul> <li>Complete and accurate submitted before deadline</li> <li>Complete and accurate submitted on deadline</li> </ul>	
5.2 Submission of Reports (10 pts)	✓ Transmittal
<ul> <li>100% of required reports <ul> <li>10 points</li> <li>submitted before deadline</li> </ul> </li> <li>100% of required reports <ul> <li>5 points</li> </ul> </li> <li>submitted on deadline</li> </ul>	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units • Master's Degree   Bachelor of Laws (Juris Doctor) • Complete Academic Requirements - 3 points for Master's Degree • Earned at least 18 MA Units - 2.5 points  2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora,	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>
etc.)  • International/National - 10 points • Regional - 8 points • Division - 6 points • District - 4 points • School - 2 points  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	Saliculated by DepLu
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet









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

Name of Nominee:	SDO:		
Position:			

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Earned
-		(MOVs) Earned
A. Performance (15 points)  1. Performance Rating of the 2 rating periods should be above)  Point/s Earned = (Average of the Two IPC  B. Outstanding/Meritorious	Outstanding (4.50 and CRF Ratings / 5) x 15	
accomplishments and training last 2 years from the cut-off deprecation PRAISE committee.	ate set by the Regional	1
1. Outstanding Employee Av (Awardee for Outstanding any Youth Formation Pro Siklab, etc.) (5 points)  • National Awardee • Nomination in the De Awardee in the Region in the Provincial Level • Nomination in the Read Awardee in the Division in the Municipal Level • Nomination in the Division the Municipal Level • Nomination in the Division the Barangay Level • Nomination in the Division the Barangay Level • Note:  a. Points earned are cumulating allotted points for the criteria b. For same awards received a earned shall be based on the highest governance level. Of are cumulative.	- 5 points epartment/ - 4 points epartment/ - 3 points epain / - 3 points epain / - 2 poi	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (5 points)		a. Proposal duly approved by
MOVs Submitted	Points	the Head of Office or the designated Research
a, b, c, & d	5 points	Committee per DO No. 16,
a, b, c, & e	5 points	s. 2017
Only a, b, & c	3 points	b. Accomplishment Report
Only a & b 2 points		verified by the Head of
Only a	1 point	Office
*Innovations should be Youth		c. Certification of utilization of the innovation or research, within the school/office





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

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

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

#### 3. Research (15 points)

MOVs Submitted	Points
a, b, c, & d	15 points
a, b, c, & e	15 points
Only a, b, & c	12 points
Only a & b	9 points
Only a	6 points

- \*Research studies should be Youth Formation-related.
- \*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

# 4. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division Office	

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





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Regional Level Speakership or High	ier 5				
	points	S			
Division/Provincial/City Lev	vel 2.5				
Speakersh	ip points	S			
Nominees from Schools					
Division Level Speakership or High	ier 5				
	points	s			
School/Municipality/Distr	ict 2.5				
Speakersh		$_{\rm s}$			
*Points earned are cumulative but not tallotted points for the criterion.	o exceed tl	ne			
5. Outreach Activity (10 points) Conducted DepEd-related comm	unity			Copy of the approved proposal	
outreach activities with the SSLC	-	-25-		Narrative/Accomplishmen	
O, like tree planting, clean-up dr				t report (depicting the	
other community development ac				extent to which the	
civic engagements				activity has effectively and	
civic engagements				efficiently addressed a	
✓ Proponent/organizer - 1	l0 points			pressing need or improved	
1 , 0	5 points			service delivery/learning	
Wenter	o ponits			outcome) with	
Note:				attachments: Pictorial,	
	a. Points earned are cumulative but not to			written output, video	
exceed the allotted points for				Certificate of	
orceca inte automa ponta for the cruertorn			Recognition/Participation		
				Recognition/1 articipation	
6. Other Meritorious Accomplishmen	ts specific	;			
to the position (30 points)					
6.1 Partnerships for implement	tation of				
Youth Programs (15 points)					
6.1.1 Prepared DepEd-relat			✓	Hard copy of advocacy	
campaign materials to increase				material	
of stakeholders and gath		ce		Distribution list/	
support for youth programs (	o points)		•	acknowledgment receipt	
		,		acimiowicaginent receipt	
Percentage of schools in the SDO	Point/s				
that were given the advocacy	Earned				
materials		1			
90-100%	5				
80-89%	4				
70-79% 3					
60-69%					
At most 59%	1				
	atad	1	./	Conv. of the approved	
6.1.2 Established DepEd-rel				Copy of the approved	
	partnerships for implementation of			proposal	
programs for the youth (10 points)			•	Copy of Partnership MOAs	





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or MOUs, deed of

No. of MOA/MOU/DODA approved, implemented, and monitored	Point/s Earned
5 or more	10
4	8
3	6
2	4
1	2
MOA/MOU/DODA/ Contract	1
approved but not yet	
implemented (regardless of the	
number)	

donation/ acceptance/ Contract

✓ Accomplishment report w/ attachments: Pictures

Note:

MOA/MOU/DODA/ Contract shall be counted from January to November of the Calendar Year.

# 6.2 DepEd-related Programs and Projects (for Youth) (15 points)

With approved and implemented concept papers and program/project designs and proposals for programs/projects for the children and youth.

Quantity of Approved	Point/s
concept paper	Earned
5 or more	5
4	4
3	3
2	2
1	1

Quantity of Approved	Point/s
Concept Paper implemented	Earned
3 or more	10
2	7
1	4

✓ Approved Concept Paper

Any proof of implementation

C. Education &	Learning	g and D	evelopment
(10 points)			

#### 1. Education (5 points)

- Doctorate/Doctor's Degree
   Complete Academic Requirements for Doctorate/Doctor's Degree
- Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of
- Laws (Juris Doctor)

  Complete Academic Requirements
- Complete Academic Requirements for Master's Degree

- Transcript of Records
- Certificate of Completion of Academic Requirements / Certification of Units Earned





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- 5 points

- 4.5 points

- 4 points

- 3.5 points

- 3 points



• Earned at least 18 MA Units - 2.5 points		
2. Learning and Development (5 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • School - 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points Earned
A Porformance (15 naints)			(MOVs)	Earneu
A. Performance (15 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned		ıd	authorities with date of signing  • CY 2024 and CY 2023	
= (Average of the Two IPC	<u> </u>	~	Service Record	
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional				
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points  • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned			Certificate of Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
are cumulative. <b>2. Innovation (5 points)</b>		á	a. Proposal duly approved by	
MOVE O 1 111 1	D-1-4		the Head of Office or the	
MOVs Submitted	Points 5 points		designated Research Committee per DO No. 16,	
a, b, c, & d a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points	1	o. Accomplishment Report	
Only a & b			verified by the Head of	
Only a	3		Office	
*Innovations must be DRR-related.  *For collaborative research studies/innovations, the total points shall be divided by the number of		ıe	c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research	





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authors/researchers indicated in the copyright page.

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

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

#### 3. Research (5 points)

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

- \*Research-studies must be DRR-related.
- \*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

# 4. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points

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





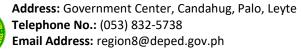
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T	
Nominees from Schools	
Division Level Speakership or Higher 5	
points	
School/Municipality/District 2.5	
Speakership   points	
*Points earned are cumulative but not to exceed the	
allotted points for the criterion.	
•	
5. Other Meritorious Accomplishments specific	
to the position (50 points)	
(**************************************	
5.1 Risk-Informed Plans (5 points)	✓ Copy of the plans
Developed/enhanced/contextualized and	
disseminated risk-informed plans for	_ , , , , , , , , , , , , , , , , , , ,
implementation (5 points)	✓ Memorandum
implementation to points)	Wichiorandulli
Number of plans	
developed/enhanced/	
contextualized and Earned	
disseminated for	
implementation	
3 or more 5 points	
2 4 points	
1 3 points	
N-4 The Courties were Directly 11 to a court down	
Note: The Contingency Plan shall be considered as one (1) Risk-Informed Plan	
5.2 Partnerships for Strengthening	✓ Copy of the approved
Resilience (10 points)	proposal
Initiated resource generation projects and/or	✓ Copy of Partnership MOAs
programs that will benefit the schools	or MOUs, deed of
1 0	donation/ acceptance/
Proponent/organizer - 10 points	Contract
Member - 5 points	✓ Accomplishment report w/
	attachments: Pictures
Note:	
a. For more than one proponent, point/s earned	
will be divided by the number of proponents.	
5 51 1	
5.3 Information, Education & Advocacy	
(For DRRM) (10 points)	
5.3.1 Crafted/adopted/adapted NDRRM	✓ Hard copy of advocacy
materials to local situation and	material
published/distributed such material for	✓ Distribution list/
resource generation and support advocacy	acknowledgment receipt '
(5 points)	
• Crafted/adapted/adopted at least - 5 points	
one (1) advocacy materials and	
published/distributed for resource generation and support	
• Crafted/ adopted/adapted - 2.5 points	
advocacy materials but not	
published	







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- 10 points

-7 points

- 4 points

# 5.3.2 Developed Communication Plans on DRRM for the agency and stakeholders (5 points)

- With duly approved and disseminated 5 points Communication Plans
- Communication Plan is duly approved 2.5 points but not disseminated
- ✓ Copy of the approved Communication Plan
- ✓ Memorandum

# 5.4 Programs and Projects (for DRRM) (10 points)

With approved concept papers and program/project designs and proposals for programs/ projects for DRRM and climate change/ environmental risk reduction.

- At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved, implemented, evaluated, and communicated results to stakeholders
- At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved and implemented
- At least one (1) Concept paper with program/project design and proposal for programs/ projects for DRRM and climate change/ environmental risk reduction was approved but not yet implemented

- ✓ Approved Paper
- ✓ Any proof of implementation/evalutaio n/communication

# **5.5** Percentage of DRR Fund Obligation (10 points)

Percentage of	Point/s
Utilization	Earned
90-100%	10 points
80-89%	8 points
70-79%	6 points
60-69%	4 points
Below 60%	2 points

✓ Certification from Budget/Finance

# **5.6** Percentage of DRR Fund Disbursement **(5 points)**

Percentage of	Point/s
Utilization	Earned
100%	5 points
90-99%	4 points
80-89%	3 points
70-79%	2 points
Below 70%	1 point

Certification from Budget/Finance





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C. Education & Loruning and Davidsonment		
C. Education & Learning and Development		
(10 points)		
1. Education (5 points)  • Doctorate/Doctor's Degree	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	





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

Name of Nominee:	SDO:
Position	

CRITERIA/INDICATORS			Points Earned	
A. Performance (30 points)			(1120 10)	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30		and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	ts		
(50 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		rious n the		
1. Outstanding Employee A	ward (5 points)		✓ Certificate of	
<ul> <li>National Awardee</li></ul>		nts	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		s he		
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b			verified by the Head of	
Only a 1 point  *For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		er of	Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	
			d. Certification of adoption of	





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*Points earned are cumulative but not to exceed the allotted points for the criterion.  3. Research (10 points)		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by
35077- O-1 14 1	Delinte	the Head of Office or the
MOVs Submitted	Points	designated Research
a, b, c, & d	10 points	Committee per DO No. 16,
a, b, c, & e	10 points	s. 2017
Only a, b, & c	6 points	b. Accomplishment Report
Only a & b	4 points	verified by the Head of Office
Only a	2 points	c. Certification of utilization of
*For collaborative research stud total points shall be divided authors/researchers indicated in *Points earned are cumulative b allotted points for the criterion.  4. Authorship (5 points)	by the number of a the copyright page.	the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  ✓ Copy of the book or
<ul> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> </ul>	<ul> <li>5 points</li> <li>5 points will</li> <li>be divided by</li> <li>the number</li> <li>of authors</li> </ul>	developed/contextualized learning resources/IEC ✓ Certificate of Recognition
Writer/Developer/Contextu of LRs/IEC	ualizer - 4 points	
Co-Writer of LRs      Member of the Developmen	<ul> <li>Co-Writer of LRs         <ul> <li>4 points will</li> <li>be divided by</li> <li>the number</li> <li>of writers</li> </ul> </li> </ul>	
Quality Assurance team (C Reviewer, Language Editor Layout Artist, broadcaster video presenter, or Illustrat the Learning Resources	ontent each LR but not to exceed or 3 points	









Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points

#### Note:

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

- Copy of the approved proposal
- ✓ Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- Certificate of Recognition/Participation

#### 7. Networking/Linkages (5 points)

• Initiated DepEd-related resource generation projects and/or programs that will benefit the school

Proponent/organizer - 5 points Member - 2.5 points

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof

*Note:* 





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a. For more than one proponent, point/s earned will be divided by the number of proponents.	✓ Accomplishment report w/ attachments: Pictures, WFP/POW	
8. Other Meritorious Accomplishment specific to the position (10 points)		
8.1 Technical Support during training or provided TA to the schools in the orientation on the utilization of LR Portal that includes resetting of passwords, etc. or in relation to LRs (5 points)  10 times and above - 5 points - 4 points - 4 points - 3 points - 3 points - 2 points 1-3 times - 1 point	Note: Any of the following MOVs  ✓ Memorandum / Invitation Letter with the name of the LR PDO ✓ Travel order with Certificate of Appearance ✓ TA Report	
8.2 Coordinated and provided technical and administrative support to the Division and School in the distribution of LAS/SLMs, Tablets, Inventory of LAS/SLMs, Development, Quality Assurance of LRs, and other Tools and Equipment (5 points)  10 times and above - 5 points - 4 points 6-7 times - 3 points 4-5 times - 2 points 1-3 times - 1 point	Note: Any of the following MOVs  ✓ Certifications signed by SDS on his / her task ✓ Travel order with Certificate of Appearance ✓ Memorandum ✓ TA Report	
C. Education & Learning and Development (15 points)		
1. Education (5 points)  Doctorate/Doctor's Degree - 5 points Complete Academic Requirements for Doctorate/Doctor's Degree  Earned at least 18 Doctorate/ - 4 points Doctor's Degree units  Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)  Complete Academic Requirements for Master's Degree  Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
2. Learning and Development (10 points)  2.1 Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) (5 points)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	





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• School - 1 point		
Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.  2.2 Conducted Learning and Development Activities (such as Formal training: seminar, workshop, orientation), (Relationship and Discussion-Based Learning (RDL: - coaching and mentoring, pair-assisted learning and community of practice, (Job Embedded Learning), and LAC Sessions to the Districts and Schools) (5 points)  10 and above - 5 points 8-9 - 4 points 6-7 - 3 points 4-5 - 2 points 1-3 - 1 point	✓ ACR ✓ Coaching Documentation ✓ Travel order ✓ Any document that justifies the conduct of the learning and development activities	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# SEARCH FOR MOST OUTSTANDING <u>SENIOR EDUCATION PROGRAM SPECIALIST</u> (<u>Human Resource Development</u>)

Name of Nominee:	SDO:
Position	

CRITERIA/IND	ICATORS		ints ned
A. Performance (15 points)			
1. Performance Rating of the rating periods should be Cabove)  Point/s Earned = (Average of the Two IPC	Outstanding (4.50 and	2 2	
B. Outstanding/Meritorious	Accomplishments		
(70 points)	utstanding/meritorious		
1. Outstanding Employee A	ward (5 points)	✓ Certificate of	
<ul> <li>National Awardee</li> <li>Nomination in the December Awardee in the Region in the Provincial Leve</li> <li>Nomination in the Region in the Provincial Leve</li> <li>Nomination in the Division in the Municipal Leve</li> <li>Nomination in the December Awardee in the Bara</li> <li>Note:         <ul> <li>a. Points earned are cumulative allotted points for the Bear Bear Awards received in the highest of the Division of the Province in the highest of the Province in the Province</li></ul></li></ul>	on/Awardee el egion / - 3 points ion /Awardee el ivision/ - 2 points ngay Level  clative but not to exceed the criterion. oved in a calendar year, to be assed on the award governance level.	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
-	a are carratative.		
2. Innovation (5 points)		a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points	designated Research	
a, b, c, & d	5 points	Committee per DO No. 16,	
a, b, c, & e	5 points	s. 2017	
Only a, b, & c	3 points	b. Accomplishment Report	
Only a & b	2 points	verified by the Head of	
Only a	1 point	Office c. Certification of utilization of	
*For collaborative innovations be divided by the number of indicated in the copyright page	of authors/researchers		





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*Points earned are cumulative but not to eallotted points for the criterion.	exceed the	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
Co-authorship of a book  be th au  Writer/Developer/Contextualizer - 4 of LRs/IEC  Co-Writer of LRs  b th au  Member of the Development/  Member of the Development/  - 5  be th au  au  - 4	points points will e divided by the number of athors points le points will the divided by the number of writers to point in the LR but	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition	
Reviewer, Language Editor, no	ot to exceed points		
4. Resource Speakership/Learning Facil (5 points)	itation	a. Issuance/Memorandum/ Invitation/Training Matrix;	
т1	Deline 1	b. Certificate of Recognition/	
Level	Points	Merit/Commendation/ Appreciation; and	
Nominees from the Regional Office  National Level Speakership or Higher	5 points	c. Slide deck/s used and/or Session guide/s.	
Regional Office Speakership	2.5 points		
Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5 points		
Division/Provincial/City Level Speakership	2.5 points		
Nominees from Schools			
Division Level Speakership or Higher	5		





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points



### School/Municipality/District 2.5 Speakership points

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

## 5. Other Meritorious Accomplishments specific to the position (50 points)

#### 5.1 Outreach Activity (5 points)

- Sponsored/conducted communitybased personal and professional development programs
  - ✓ Proponent/Organizer 5 points ✓ Member - 2.5 points

#### Note:

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

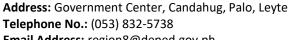
# 5.2 Conducted basic/action research approved by the DO Research Team (5 points)

- Finished basic/action research
  Started the implementation
  4 points
- Approved basic/action research 3 points proposal
- Conceptualized a basic/action 2 points research

- ✓ Copy of the approved personal and professional development (PPD) proposal
- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need with attachments like pictures, etc.)
- ✓ Certificate of Recognition/Participation
- ✓ Certificate of Completion (attach copy of the finished action/basic research)
- ✓ Certification signed by the SDS/ASDS specifying the extent of the implementation (attach copy of the approved basic/action research proposal)
- Certification signed by the SDS/ASDS specifying the approved basic/action research for implementation (attach copy of the approved basic/action research proposal)
  Copy of the basic/action research proposal
- 5.3 Provided Technical Assistance (TA) to School Heads with identified priority needs related to professional development programs (5 points)
- ✓ Annual TA plan
- ✓ TA report







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Percentage of School Heads who were provided Technical Assistance (TA) as identified in	Point/s Earned
Annual TA Plan	Darrica
90% - 100%	5 points
80% - 89%	4 points
70% - 79%	3 points
60% - 69%	2 points
50% - 59%	1 point

### 5.4 Implemented Recognized Professional Development Programs based on identified

learning needs (5 points)

Number of Implemented Recognized Professional Development Programs	Point/s Earned
At least 3	5 points
2	3 points
1	1 point

- ✓ Copy of the Certificate of Recognition
- ✓ Activity Completion Report (ACR)

# 5.5 Submitted recommendations for policy directions in the formulation of HRD programs to RO/CO (5 points)

Number of submitted policy recommendations	Point/s Earned
At least 3	5 points
2	3 points
1	1 point

✓ Program Implementation Review (PIR) Report duly signed by the SDS

5.6 Coordinated the screening and selection of applicants with SDO management to arrive at a final list/ pool of scholars (5 points)

	Point/s Earned
SDO has pool of scholars for teaching and non-teaching personnel	5 points
SDO has pool of scholars for teaching or non-teaching personnel only	3 points

- ✓ Division Memorandum issued as to the screening and selection of scholars
- ✓ SDO Pool of Scholars





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### 5.7 Coordinated the implementation of the succession planning system to create a candidate pool for critical positions in the SDO (5 points)

\*Approved succession plan - 5 points

# 5.8 Reviewed, proposed, and coordinated the implementation of reward and recognition programs (5 points)

\*CSC-evaluated PRAISE system - 5 points Manual of the SDO

\*SDO has a PRAISE System - 3 points Manual but not CSC-evaluated

# 5.9 Facilitated the Registration of DepEd NEAP-issued Sim Card (5 points)

Percentage of Registered	Earned
Sim Card	Point/s
91% - 100%	5 points
81% - 90%	4 points
71% - 80%	3 points
61% - 70%	2 points
At most 60%	1 point

# 5.10 Facilitated the Updating of the PDIS profile of teachers (5 points)

Percentage of Updated	Earned
PDIS Profile	Point/s
91% - 100%	5 points
81% - 90%	4 points
71% - 80%	3 points
61% - 70%	2 points
At most 60%	1 point

✓ Succession plan signed by the SDS

✓ Copy of the CSC-evaluated PRAISE System Manual of the SDO or PRAISE System Manual of the SDO

✓ Report on DepEd NEAPissued Sim Card Registration (to be provided by HRDD)

✓ Report on the Updating of the PDIS profile of teachers (to be provided by HRDD)

## C. Education & Learning and Development (10 points)

#### 1. Education (5 points)

 Doctorate/Doctor's Degree
 Complete Academic Requirements for Doctorate/Doctor's Degree

Earned at least 18 Doctorate/ Doctor's Degree units Master's Degree / Bachelor of

- Laws (Juris Doctor)
  Complete Academic Requirements
  for Master's Degree
- Earned at least 18 MA Units

- 5 points
- 4.5 points
- 4 points
- 3.5 points
- 3 points
- 2.5 points
- ✓ Transcript of Records
- ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned





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2. Learning and Development (5 points)	✓ Certificate of Participation
✓ Participation to Learning and Development	issued by DepEd or other
Activities (such as trainings, seminars,	agencies/organizations
workshops, conferences, fora, etc.)	sanctioned by DepEd
<ul> <li>International/National - 5 points</li> <li>Regional - 4 points</li> <li>Division - 3 points</li> </ul>	
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet
<ul> <li>Ability to present ideas</li> </ul>	
• Alertness	
<ul> <li>Judgment</li> </ul>	
Stress Tolerance	



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# SEARCH FOR MOST OUTSTANDING <u>SENIOR EDUCATION PROGRAM SPECIALIST</u> (School Management Monitoring, and Evaluation)

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		] ]	MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (40 points)	A. Performance (40 points)			
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40			authorities with date of signing  • CY 2024 and CY 2023	
B. Outstanding/Meritorious	Accomplishments			
B. Outstanding/Meritorious Accomplishments (45 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.				
1. Outstanding Employee Av	ward (10 points)	✓	Certificate of	
<ul> <li>National Awardee - 10 points</li> <li>Nomination in the Department/ - 7 points</li></ul>		~	Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.				
2. Innovation (5 points)		а	. Proposal duly approved by	
			the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points	4	s. 2017	
Only a, b, & c	3 points	b	. Accomplishment Report	
Only a & b	2 points		verified by the Head of Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		l	Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office	





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		<u>'</u>
*Points earned are cumulative but not to exceed the		d. Certification of adoption of
allotted points for the criterion.		the innovation or research
anotted points for the effection.		
		by another school/office
		duly signed by the Head of
		Office
		5 === 5 5
		e. Proof of citation by other
		researchers (whose
		study/research, whether
		published/ unpublished, is
		likewise approved by
		authorized body) of the
		concept/s developed in the
		- /
		research.
3. Authorship (5 points)		✓ Copy of the book or
<ul> <li>Sole authorship of a book</li> </ul>	points	developed/contextualized
• Co-authorship of a book - 5	points will	learning resources/IEC
	divided by	
	e number of	✓ Certificate of Recognition
	ithors	
	points	
of LRs/IEC		
	points will e divided by	
	ne number of	
	riters	
	5 point in	
1	ch LR but	
_ *	t to exceed	
	points	
video presenter, or Illustrator) of	-	
the Learning Resources		
Note:		
a. Points earned are cumulative but not to		
exceed the allotted points for the criterion.		
exceed the dilotted points for the	Crttcrtort.	
4. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/
	itation	Invitation/Training Matrix;
(5 points)		,
		b. Certificate of Recognition/
Level	Points	Merit/Commendation/
Nominees from the Regional Office		Appreciation; and
National Level Speakership or Higher	5	c. Slide deck/s used and/or
	points	Session guide/s.
Degion -1 Office Occasion 1.1		
Regional Office Speakership	2.5	
	points	
Nominees from the Schools Division		
Office		
Regional Level Speakership or Higher	5	
Regional Devel Speakership of Higher	_	
	points	
Division/Provincial/City Level	2.5	
Speakership	points	
Nominees from Schools		
Division Level Speakership or Higher	5	





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School/Municipality/District 2.5		
School/ Municipality/ District 2.5 Speakership points		
*Points earned are cumulative but not to exceed the		
allotted points for the criterion.		
5. Outreach Activity (5 points)	✓ Copy of the approved	
• Sponsored/conducted DepEd-related	proposal	
community-based feeding—program,	✓ Narrative/Accomplishmen	
medical/dental missions, tree planting,	t report (depicting the	
clean-up drives, and other community	extent to which the activity	
development activities or civic	has effectively and	
engagements	efficiently addressed a	
✓ Proponent/organizer - 5 points	pressing need or improved	
✓ Member - 2.5 points	service delivery/learning	
Note:	outcome) with attachments: Pictorial,	
a. Points earned are cumulative but not to	attachments: Pictorial, written output, video	
exceed the allotted points for the criterion.	✓ Certificate of	
	Recognition/Participation	
6. Other Meritorious Accomplishments specific	,,	
to the position (15 points)		
6.1 Facilitated the institutionalization of	✓ Copy of the contextualized	
Division M&E System through	Division M&E System	
Orientation of personnel and	✓ Division Memorandum/ issuance relative to the	
organization of functional structures (5 points)	conduct of an orientation	
(o points)	✓ Copy of the Activity	
Division, District, & School Level - 5 points	completion Report (ACR)	
Division and District - 4 points	on the conduct of an	
Division Level only - 3 points	orientation	
	✓ Copy of the M&E	
	Organizational Structure	
	with the defined roles and	
	accountabilities	
6.2 Consistently facilitated the effective	✓ Copy of the Division M&E	
conduct of Division Monitoring,	Reports (Quarterly and	
Evaluation, Adjustment (DMEA) for the	Year-end)	
last two years (5 points)		
Quarterly conducted with Year-end - 5 points		
accomplishment of 100%		
Quarterly conducted with Year-end - 4 points		
accomplishment of 95.00% to 99.9%		
Quarterly conducted with Year-end - 3 points		
accomplishment of 85.00% to 94.99%		
Quarterly conducted with Year-end - 2 points		
accomplishment of 80.00% to 84.99%		









- 3.0 points

- 2.5 points

- 2.0 points

- 1.5 points

- 1.0 point

- 0.5 point

Quarterly conducted with Year-end - 1 point accomplishment of 79.99% or below

#### Note:

1. Average of the points earned every year shall be considered as the final rating to this indicator.

### 6.3 Provided Technical Assistance (TA) to identified priority schools in the implementation of School MEA during the previous year (3 points)

- 100% of the identified priority schools were provided with TA within the quarter
  - 85% 99% of the identified priority schools were provided with TA
- 75% 84% of the identified priority schools were provided with TA within the quarter

within the quarter

- 60% -74% of the identified priority schools were provided with TA within the quarter
- 50% -59% of the identified priority schools were provided with TA within the quarter
- Below 50% of the identified priority schools were provided with TA within the quarter

- ✓ Copy of the approved TA Design/Plan
- Copy of the report on the identified needs/gaps/researchbased data addressed by the TA activity provided
- ✓ Activity Completion Report (ACR)
- M & E results

### 6.4 Facilitated the utilization of Division M&E Results (2 points)

Rating will be based on the presence of the following practices where M&E Results are evidently utilized.

- a. Provision of technical assistance
- b. Policy recommendations and/or formulation of localized policies
- c. Research study/ies
- d. Enhancement of implemented processes
- e. Developing/designing innovations

If five (5) of the practices are evident -2.0 points If four (4) of the practices are evident - 1.6 points If three (3) of the practices are evident -1.2 points If two (2) of the practices are evident 0.8 point If only one (1) of the practices is evident -0.4 point

Documentation of the practices where utilization of M&E Results is evident









C. Education & Learning and Development		
(10 points)		
1. Education (5 points)		
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/ - 4 points Doctor's Degree units</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor)</li> <li>Complete Academic Requirements for Master's Degree</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
2. Learning and Development (5 points)	✓ Certificate of Participation	
<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# SEARCH FOR MOST OUTSTANDING <u>SENIOR EDUCATION PROGRAM SPECIALIST</u> (PLANNING AND RESEARCH)

Name of Nominee:	SDO:
Position:	

Criteria/Indicators			ints rned	
A. Performance (40 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s earned = (Average of the two IPCRF ratings/5) x 40		and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record	
B. Outstanding/Meritorious	Accomplishment	s	- Service Record	
(45 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		rious the		
1. Outstanding Employee A  National Awardee		nte	✓ Certificate of	
<ul> <li>National Awardee - 10 points</li> <li>Nomination in the Department/ - 7 points         Awardee in the Region/Awardee         in the Provincial Level</li> <li>Nomination in the Region / - 4 points         Awardee in the Division / Awardee         in the Municipal Level</li> <li>Nomination in the Division/ - 1 point         Awardee in the Barangay Level</li> </ul>		ts ts	Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search	
Note:  a) Points earned are cumulative but not to exceed the allotted points for the criterion.  b) For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.				
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.			Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research	





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*Points earned are cumulative but not to exceed the allotted points for the criterion.	by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
3. Authorship (5 points)  Sole authorship of a book Co-authorship of a book  Writer/Developer/Contextualizer of LRs/IEC Co-Writer of LRs  Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
4. Resource Speakership/Learning Facilitation (5 points)	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/ Merit/Commendation/

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

- b. Certificate of Recognition, Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.





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\*Points earned are cumulative but not to exceed the allotted points for the criterion. 5. Outreach Activity (5 points) ✓ Copy of the approved Sponsored/conducted DepEd-related proposal feeding Narrative/Accomplishmen community-based program, t report (depicting the medical/dental missions, tree planting, cleanup drives, and other community development extent to which the activity activities or civic engagements effectively has and Proponent/organizer - 5 points efficiently addressed Member - 2.5 points pressing need or improved delivery/learning service Note: outcome) with 1. Points earned are cumulative but not to exceed attachments: Pictorial, the allotted points for the criterion. written output, video, Certificate Recognition/Participation 6. Other Meritorious accomplishments specific to the position (20 points) 6.1 Conducted basic/action research in ✓ Certificate of Completion relation to basic education data, policy (attach copy of the finished implementation, and/or research research) Certification signed by the management (5 points) Finished a research on -5 points SDS/ASDS specifying the basic education data. extent/scope of the policy implementation, implementation (attach and/or research copy approved of the management basic/action research - 4 points Started the proposal) implementation of Certification signed by the research on basic SDS/ASDS specifying the education data, policy approved basic/action implementation, and/or research for research management implementation (attach Approved research - 3 points proposal basic copy of the approved on education data, policy basic/action research implementation, and/or proposal) research management Copy of the basic/action a - 2 points Conceptualized research proposal research on basic education data, policy implementation, and/or research management 6.2 Provided Technical Assistance (TA) to TA plan priority schools, learning centers, and Memorandum of the TA personnel based on the identified needs Activity/Deployment in relation to planning, updating of TA report Data/Information Requirements on the





Basic Education Information System (BEIS)/Learner Information System (LIS),





# research management, and other matters on governance and operations (5 points)

- 95% 100% of the 5 points identified priority schools, learning centers, and personnel were provided with TA within the quarter
- 90% 94% of the identified 4 points priority schools, learning centers, and personnel were provided with TA within the quarter
- 85% 89% of the identified 3 points priority schools, learning centers, and personnel were provided with TA within the quarter
- 80% 84% of the identified 2 points priority schools, learning centers, and personnel were provided with TA within the quarter
- 79% 75% of the identified 1 point priority schools, learning centers, and personnel were provided with TA within the quarter

### 6.3 Prepared the Division research agenda based on Basic Education Research Agenda (BERA) guidelines and monitored its implementation (5 points)

- Prepared the Division 5 points research agenda based on the 4 BERA core themes and 3 cross-cutting themes and monitored its implementation
- Prepared the Division 4 points research agenda based on 3 BERA core themes and 3 cross-cutting themes and monitored its implementation
- Prepared the Division 3 points research agenda based on 2 BERA core themes and 3 cross-cutting themes and monitored its implementation
- Prepared the Division 2 points research agenda based on 1 BERA core theme and 3

- Activity Completion Report (ACR) for the Workshop on the Development of Division Research Agenda
- ✓ Copy of memorandum of the approved Division Research Agenda based on the BERA Themes
- ✓ M&E results on the implementation of the approved division research agenda





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- 5 points

- 4 points

- 3 points

- 2 points

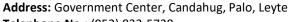
cross-cutting themes and monitored its implementation

- Prepared the Division 1 point research agenda based on the 3 cross-cutting themes and monitored its implementation
- 6.4 Led in the design, coordination, and planning of research studies as identified in MEA and TA reports and Division Research Agenda (5 points)
  - Conducted coordination/ planning meetings or conferences with division, district, and school personnel on the conduct of research studies in relation to basic education data. policy implementation, and/or research management
  - Conducted 1 coordination/ planning meeting or conference with division, district, and school personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management
  - Conducted 1 coordination/ planning meeting or conference with division and district personnel on the conduct of research studies in relation to basic education data, policy implementation, and/or research management
  - Conducted coordination/ planning meeting or conference with district and school research coordinators/personnel conduct the of ดท studies research in relation to basic education data, policy implementation, and/or research management

- ✓ Memorandum of Activity✓ Activity Completion Report
- Validated list of researches conducted as a result of the coordination/planning meeting

Detied of Education BAN







• Conducted 1 - 1 point	
coordination/ planning	
meeting or conference	
with school research	
coordinators/ personnel	
on the conduct of	
research studies in	
relation to basic	
education data, policy	
implementation, and/or	
research management	
research management	
O Discouling of the state of th	
C. Education & Learning and Development (10 points)	
1. Education (5 points)	
Doctorate/Doctor's Degree     Joints     Doctorate/Doctor's Degree     Joints	✓ Transcript of Records
• Complete Academic Requirements - 4.5 points	✓ Certificate of Completion of
for Doctorate/Doctor's Degree	Academic Requirements /
• Earned at least 18 Doctorate/ - 4 points	Certification of Units
Doctor's Degree units	Earned
Master's Degree / Bachelor of - 3.5 points     Laws (Juris Doctor)	Barricu
Complete Academic Requirements - 3 points	
for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (5 points)	✓ Certificate of Participation
Participation to Learning and Development	issued by DepEd or other
Activities (such as trainings, seminars,	agencies/organizations
workshops, conferences, fora, etc.)	sanctioned by DepEd
<ul> <li>International/National - 5 points</li> </ul>	
• Regional - 4 points	
• Division - 3 points	
• District - 2 points	
• School - 1 point	
Note:	
1. Points earned are cumulative but not to exceed the	
allotted points for the criterion.	
2. The validity of the learning and development	
activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
Communication skills	Checklist & Rating Sheet
Ability to present ideas	
Ability to present ideas     Alertness	
Judgment     Street Telegrapes	
Stress Tolerance	





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# SEARCH FOR MOST OUTSTANDING <u>SENIOR EDUCATION PROGRAM SPECIALIST</u> (Social Mobilization and Networking)

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs)	
A. Performance (15 points)	A. Performance (15 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15		and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Service Record</li> </ul>
B. Outstanding/Meritorious	Accomplishmen	ts	
(70 points)	itstanding/merito gs shall be within	rious n the	
	ward (5 points)		✓ Certificate of
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division / Awardee in the Municipal Level  Nomination in the Division/ -2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		nts nts nts	Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (5 points)			a. Proposal duly approved by
MOVA Carbardate A	Deinte		the Head of Office or the
<b>MOVs Submitted</b> a, b, c, & d	<b>Points</b> 5 points		designated Research Committee per DO No. 16,
a, b, c, & e	5 points		s. 2017
Only a, b, & c	3 points		b. Accomplishment Report
Only a & b	2 points		verified by the Head of
Only a	1 point		Office
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.			c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office





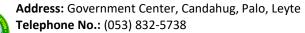
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*Points earned are cumulative but not to allotted points for the criterion.	d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
Co-authorship of a book      buth     all      Writer/Developer/Contextualizer of LRs/IEC      Co-Writer of LRs      Member of the Development/     Quality Assurance team (Content earn Reviewer, Language Editor, no	
4. Other Meritorious Accomplishments to the position (55 points)  4.1 Awardee for Outstanding Implementation for the last 3 (5 points)  Governance Level Award Point Eart Sund 4 points  National $1^{st}$ 5 point $2^{nd}$ 4 point $2^{nd}$ 2 point $2^{nd}$ 3 point $2^{nd}$ 4 point $2^{nd}$ 5 point $2^{nd}$ 6 point $2^{nd}$ 7 point $2^{nd}$ 9 poin	years  Certificate of Recognition  t/s ned ts ts ts ts ts ts tts tts







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4.2 Advocacy (print/online/etc.) (10 pts)
Initiated advocacy programs/projects/

activities in various modalities for the last 3 years (e.g. leaflets, streamers, posters, radio/tv advertisements, etc.)

No. of advocacies initiated	Point/s Earned
5 and above	10 points
4	8 points
3	6 points
2	4 points
1	2 points

- Copy of the advocacy material (hard copy or Screenshots/Pictures)
- ✓ Audio-Video Recording/s (if applicable)

#### 4.3 Networking/Linkages (20 points)

Approved Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Deed of Donation (DOD)/Deed of Acceptance (DOA)/Contract as initiated by the nominee

No. of MOA/MOU/DOD/DOA approved, implemented, and monitored	Points Earned
5	20 points
4	16 points
3	12 points
2	8 points
1	4 points

- ✓ Approved MOA/MOU/DOD/DOA/ Contract
- ✓ Accomplishment report w/ attachments: Pictures
- ✓ Activity Completion Report (ACR)

#### Note:

1. MOA/MOU/DODA/ Contract shall be counted from January to November of the Calendar Year.

# 4.4 Regular Updating and compliance of schools in the DepEd Partnerships Data-Base System (DPDS) (20 points)

Percentage of	Points
Compliance	
90- 100%	20 points
75- 89%	16 points
51- 74%	12 points
Less than 50 percent	8 points

✓ Complete screenshots of the dashboards for the Calendar Year

#### *Note:*

a. Percentage of compliance is the average of compliance of the SDO for 11 months from January to November of the current Calendar Year.





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C. Education & Learning and Development		
1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units • Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor) • Complete Academic Requirements - 3 points for Master's Degree • Earned at least 18 MA Units - 2.5 points  2. Learning and Development (5 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • District - 2 points • School - 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned  ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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### SEARCH FOR MOST OUTSTANDING EDUCATION PROGRAM SPECIALIST II

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Parned	
A. Performance (40 points)			(MOVS)
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40		and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record
B. Outstanding/Meritorious	Accomplishment	ts	
(40 points)	itstanding/meritor	rious 1 the	
	ward (5 points)		✓ Certificate of
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.		ts ts ts	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (10 points)			a. Proposal duly approved by
MOVs Submitted	Points		the Head of Office or the
a, b, c, & d	10 points		designated Research Committee per DO No. 16,
a, b, c, & e	10 points		s. 2017
Only a, b, & c	6 points		b. Accomplishment Report
Only a & b	4 points		verified by the Head of
Only a	2 points		Office
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	





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*Points earned are cumulative but not to exceed the allotted points for the criterion.		the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a  *For collaborative research stud total points shall be divided authors/researchers indicated in *Points earned are cumulative b allotted points for the criterion.	by the number of a the copyright page.	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
Authorship (5 points)     Sole authorship of a book     Co-authorship of a book      Writer/Developer/Contexts of LRs/IEC     Co-Writer of LRs      Member of the Development Quality Assurance team (C) Reviewer, Language Editor Layout Artist, broadcaster	- 4 points will be divided by the number of writers - 0.5 point in ontent each LR but not to exceed	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition





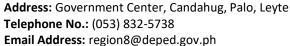




video presenter, or Illustrator) of the Learning Resources a. Points earned are cumulative but not to exceed the allotted points for the criterion. 5. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (10 points) b. Certificate of Recognition/ Merit/Commendation/ Level Points Appreciation; and Nominees from the Regional Office c. Slide deck/s used and/or National Level Speakership or Higher 10 Session guide/s. points Regional Office Speakership 5 points Nominees from the Schools Division Office Regional Level Speakership or Higher 10 points Division/Provincial/City Level 5 Speakership points **Nominees from Schools** Division Level Speakership or Higher 10 points School/Municipality/District 5 points Speakership \*Points earned are cumulative but not to exceed the allotted points for the criterion. C. Education & Learning and Development (15 points) 1. Education (5 points) Doctorate/Doctor's Degree - 5 points Transcript of Records Complete Academic Requirements - 4.5 points Certificate of Completion for Doctorate/Doctor's Degree of Academic Requirements Earned at least 18 Doctorate/ - 4 points Doctor's Degree units / Certification of Units Master's Degree / Bachelor of - 3.5 points Earned Laws (Juris Doctor) Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points 2. Learning and Development (10 points) Certificate of Participation issued by DepEd or other Participation to Learning and Development Activities (such as trainings, agencies/organizations seminars, workshops, conferences, fora, sanctioned by DepEd etc.) International/National - 10 points Regional - 8 points Division - 6 points District - 4 points







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• School - 2 points	
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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## SEARCH FOR MOST OUTSTANDING <u>EDUCATION PROGRAM SPECIALIST II FOR</u> ALTERNATIVE LEARNING SYSTEM (ALS)

Name of Nominee: _	SDO:
Position:	

CRITERIA/INDICATORS			MEANS OF VERIFICATION Poin (MOVs)	
A. Performance (40 points)				
Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)      Point/s Earned     = (Average of the Two IPCRF Ratings / 5) x 40		and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record  ✓ Appointment as an EPSA	
*Designated EPSAs are no		_		
B. Outstanding/Meritorious Accomplishments (40 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional		orious n the		
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points • Nomination in the Department/ -4 points     Awardee in the Region/Awardee     in the Provincial Level • Nomination in the Region / -3 points     Awardee in the Division/Awardee     in the Municipal Level • Nomination in the Division/ -2 points     Awardee in the District/Awardee     in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the     allotted points for the criterion.  b. For same awards received in a school year, points     earned shall be based on the award received in the     highest governance level. Otherwise, points earned     are cumulative.		nts nts nts nts he	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*Only ALS-related innovations are given points.			c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	





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

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

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

### 3. Research (5 points)

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

- \*Only ALS-related research is given points.
- \*For collaborative research studies, the total points shall be divided bv the number authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

### 4. Authorship (5 points)

- Sole authorship of a book
- Co-authorship of a book
- 5 points - 5 points will
- be divided by the number of authors
- Article published in a journal/ newspaper/ magazine of wide circulation
- 1 point per article but not to exceed 4 points
- 4 points
- Writer/Developer/Contextualizer of LRs/IEC
- 4 points will be divided by the number
- Member of the Development/ Quality Assurance team (Content
- of writers
- 0.5 point in each LR but

- Copy of the book developed/contextualized learning resources/IEC
- ✓ Certificate of Recognition





Co-Writer of LRs

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Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources not to exceed 3 points

#### Note:

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

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

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	10
	points
Regional Office Speakership	5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	10
	points
Division/Provincial/City Level	5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	10
	points
School/Municipality/District	5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix:

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

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

# 6. Other Meritorious Accomplishments specific to the position (10 points)

### 6.1 Instructional Supervision (5%)

- Provided guidance and instructional supervision to ALS Teachers by observing and gathering data on their strengths and developmental needs for TA provision.
- Assessed the situation of Learning Centers and put in place an enabling environment for ALS Teachers.
- Coach ALS Teachers on how to improve teachers' KSA in teaching-learning delivery and to raise academic performance.

Submit the following MOVs:

- A. Approved Monitoring and Supervision Tool
- B. Instructional Supervisory Plan
- C. Instructional Supervisory Report
- D. Approved 2025 AIP

- Approved Monitoring and Supervision Tool
- ✓ Instructional Supervisory Plan
- ✓ Instructional Supervisory Report
- ✓ Approved 2025 AIP





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MOVs Submitted	Points
4	5
3	4
2	3
1	2

### 6.2 Advocacy and Social Mobilization (5%)

MOVs Submitted	Points
5 Partnered Stakeholders	5
4 Partnered Stakeholders	4
3 Partnered Stakeholders	3
2 Partnered Stakeholders	2
1 Partnered Stakeholder	1

- Approved MOU/MOA
- DepEd Memorandum or any issuance
- **Activity Completion Report**
- **Progress** Monitoring Report

### C. Education & Learning and Development (15 points)

#### 1. Education (10 points)

- Doctorate/Doctor's Degree - 10 points Complete Academic Requirements - 9 points for Doctorate/Doctor's Degree Earned at least 18 Doctorate/ - 8 points Doctor's Degree units
  - Master's Degree / Bachelor of - 7 points Laws (Juris Doctor) Complete Academic Requirements - 6 points
- for Master's Degree Earned at least 18 MA Units
- 5 points
- Transcript of Records
- Certificate of Completion of Academic Requirements / Certification of Units Earned

#### 2. Learning and Development (5 points)

School

- Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)
  - International/National 5 points Regional - 4 points Division - 3 points District - 2 points
- Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd

### Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional





- 1 point



PRAISE committee.		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview	
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet	
<ul> <li>Ability to present ideas</li> </ul>		
<ul> <li>Alertness</li> </ul>		
<ul> <li>Judgment</li> </ul>		
Stress Tolerance		

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### SEARCH FOR MOST OUTSTANDING NURSE

Name of Nominee:	SD	O:
Position:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A. Performance (45 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 45		<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> <li>✓ Service Record</li> </ul> </li> </ul>		
B. Outstanding/Meritorious	Accomplishment	ts		
(35 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		the		
	ward (5 points)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the District/Awardee in the Barangay Level  Nomination in the District -1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search		
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of		





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Office \*Points earned are cumulative but not to exceed the d. Certification of adoption of the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 3. Authorship (5 points) Copy of the book or Sole authorship of a book developed/contextualized - 5 points Co-authorship of a book - 5 points will learning resources/IEC be divided by Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 0.5 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. 4. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (5 points) b. Certificate of Recognition/ Merit/Commendation/ Level Points Nominees from the Regional Office Appreciation; and c. Slide deck/s used and/or National Level Speakership or Higher 5 Session guide/s. points Regional Office Speakership 2.5 points Nominees from the Schools Division Office Regional Level Speakership or Higher 5





**Nominees from Schools** 

Division/Provincial/City Level

Division Level Speakership or Higher

Speakership

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points

2.5

points

5 points



School/Municipality/District 2.5 Speakership points	
Points earned are cumulative but not to exceed the llotted points for the criterion.	
Other Meritorious Accomplishments specific the position  5.1 Assisted in the Division Initiatives undertaken in the implementation of	<ul><li>✓ Memorandum</li><li>✓ Activity Completion Report</li></ul>
the 6 flagship programs under the School Health and Nutrition Section in the New Normal (5 points)	<ul><li>✓ Screenshots/Pictures/Vid eos</li><li>✓ Certificate of Recognition/ Appreciation</li></ul>
<ul> <li>6 or more initiatives</li> <li>5 initiatives</li> <li>4 initiatives</li> <li>3 initiatives</li> <li>1 -2 initiatives</li> <li>5 points</li> <li>3 points</li> <li>2 points</li> <li>1 point</li> </ul>	
5.2 Assistance in the conduct of training/ activity School Health & Nutrition activities (5 points)	✓ Certificate of Recognition/Appreciation
<ul> <li>Assisted in the conduct of Division activities</li> <li>Assisted in the conduct of District activities</li> <li>Assisted in the conduct of School activities</li> </ul>	
5.3 Submission of required reports (5 points)	✓ Transmittal
<ul> <li>100% of required reports submitted before deadline</li> <li>100% of required reports submitted on deadline</li> </ul>	
. Education & Learning and Development (15 points)	
<ul> <li>Education (5 points)</li> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/ - 4 points Doctor's Degree units</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor)</li> <li>Complete Academic Requirements - 3 points</li> </ul>	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>









• Earned at least 18 MA Units - 2.5 points	
<ul> <li>2. Learning and Development (10 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 10 points</li> <li>• Regional - 8 points</li> <li>• Division - 6 points</li> <li>• District - 4 points</li> <li>• School - 2 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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# SEARCH FOR MOST OUTSTANDING MEDICAL OFFICER

Name of Nominee:	SDO:
Position:	

CRITERIA/IND	ICATORS		MEANS OF VERIFICATION	Points
<u> </u>		(MOVs)	Earned	
A. Performance (45 points)				
<ol> <li>Performance Rating of the rating periods should be Cabove)</li> <li>Point/s Earned         <ul> <li>(Average of the Two IPC</li> </ul> </li> </ol>	outstanding (4.50	and and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Service Record</li> </ul>	
B. Outstanding/Meritorious	Accomplishmen	its		
(35 points)	utstanding/meritongs shall be withi	orious n the		
	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.		Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search		
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the	
a, b, c, & d	5 points		designated Research Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations be divided by the number of indicated in the copyright page.  *Points earned are cumulative.	s, the total points of authors/resear ge.	chers	<ul> <li>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</li> <li>d. Certification of adoption of</li> </ul>	
allotted points for the criterion		u iiic	the innovation or research	









		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
<ul> <li>3. Authorship (5 points)</li> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> <li>Writer/Developer/Contextualizer of LRs/IEC</li> <li>Co-Writer of LRs</li> <li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li> <li>Note: <ul> <li>a. Points earned are cumulative exceed the allotted points for</li> </ul> </li> </ul>		✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
4. Resource Speakership/Learning F (5 points)	acilitation	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.





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*Points earned are cumulative but not to exceed the	
allotted points for the criterion.	
•	
5. Other Meritorious Accomplishments specific	
to the position	
•	
5.1 Division Initiatives undertaken in the	✓ Memorandum
Implementation of the 6 flagship	✓ Activity Completion Report
Programs under School Health and	✓ Screenshots/Pictures/Vid
Nutrition Section in the New Normal	eos
(5 points)	
, ,	
• 6 or more initiatives - 5 points	
• 5 initiatives - 4 points	
• 4 initiatives - 3 points	
• 3 initiatives - 2 points	
• 1 -2 initiatives - 1 point	
• 1 -2 minanves - 1 point	
E O Conducted (anombooded training)	✓ Activity Completion Report
5.2 Conducted/spearheaded training/	
activity School Health & Nutrition	
activities (5 points)	
Division Lorel 5 inte	
• Division Level - 5 points	
• District Level - 3 points	
<ul> <li>School Level - 1 point</li> </ul>	
	✓ Duly received Transmittal
5.3 Submission of required reports	
(5 points)	
• 100% of required reports - 5 points	
<ul><li>submitted before deadline</li><li>100% of required reports - 3 points</li></ul>	
• 100% of required reports - 3 points submitted on deadline	
C. Education & Learning and Development	
<u> </u>	
(15 points)	
1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points	✓ Transcript of Records
• Complete Academic Requirements - 4.5 points	<u> </u>
for Doctorate/Doctor's Degree	✓ Certificate of Completion
<ul> <li>Earned at least 18 Doctorate/         - 4 points         Doctor's Degree units</li> </ul>	of Academic Requirements
Master's Degree / Bachelor of - 3.5 points	/ Certification of Units
Laws (Juris Doctor)	Earned
<ul> <li>Complete Academic Requirements - 3 points for Master's Degree</li> </ul>	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (10 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	agencies/organizations
seminars, workshops, conferences, fora,	sanctioned by DepEd
etc.)	
,	
• International/National - 10 points	l
<ul> <li>International/National - 10 points</li> <li>Regional - 8 points</li> </ul>	











• District - 4 points	
• School - 2 points	
-	
Note:	
a. Points earned are cumulative but not to	
exceed the allotted points for the criterion.	
b. Validity of the learning and development	
activities shall be within the last 2 years	
from the cut-off date set by the Regional	
PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet
<ul> <li>Ability to present ideas</li> </ul>	
• Alertness	
<ul> <li>Judgment</li> </ul>	
Stress Tolerance	
• Sucss forciance	



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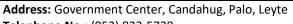
# SEARCH FOR MOST OUTSTANDING **DENTIST**

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION	Points Earned	
<u> </u>		(MOVs)	Earneu	
A. Performance (45 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned  = (Average of the Two IPCRF Ratings / 5) x 45		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	its		
(35 points)	utstanding/meritongs shall be withi	orious n the		
	ward (5 noints)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/ - 2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search		
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
*For collaborative innovations be divided by the number of indicated in the copyright page.  *Points earned are cumulative.	of authors/resear ge.	chers	Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of	
allotted points for the criterion			the innovation or research	









		by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
<ul> <li>3. Authorship (5 points)</li> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> <li>Writer/Developer/Contextualizer of LRs/IEC</li> <li>Co-Writer of LRs</li> <li>Member of the Development/Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources</li> <li>Note: <ul> <li>a. Points earned are cumulative exceed the allotted points for</li> </ul> </li> </ul>		✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition
4. Resource Speakership/Learning F (5 points)	acilitation	a. Issuance/Memorandum/ Invitation/Training Matrix; b. Certificate of Recognition/

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.





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*Points earned are cumulative but not to exceed the	
allotted points for the criterion.	
5. Other Meritorious Accomplishments specific	
to the position	
5.1 Division Initiatives focusing on Dental	✓ Memorandum
Health undertaken in the Implementation of the 6 flagship	✓ Activity Completion Report ✓ Screenshots/Pictures/Vid
programs under School Health and	eos
Nutrition Section in the New Normal	
(5 points)	
. 6 on mono initiativos	
<ul> <li>6 or more initiatives - 5 points</li> <li>5 initiatives - 4 points</li> </ul>	
• 4 initiatives - 3 points	
• 3 initiatives - 2 points	
• 1 -2 initiatives - 1 point	
5.2 Conducted/spearhead training/	
activity on School Dental Health &	✓ Activity Completion Report
Nutrition (5 points)	
<ul> <li>Regional Level - 5 points</li> </ul>	
<ul> <li>Division Level - 4 points</li> </ul>	
<ul> <li>District Level - 3 points</li> </ul>	
• School Level - 2 points	
5.3 Submission of required reports	
(5 points)	✓ Transmittal
• 100% of required reports - 5 points	
submitted before deadline	
• 100% of required reports - 3 points submitted on deadline	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)	
Doctorate/Doctor's Degree - 5 points     Complete Academic Respirements 4.5 points	✓ Transcript of Records
<ul> <li>Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree</li> </ul>	✓ Certificate of Completion
• Earned at least 18 Doctorate/ - 4 points	of Academic Requirements
Doctor's Degree units  • Master's Degree / Bachelor of - 3.5 points	/ Certification of Units
Laws (Juris Doctor)	Earned
<ul> <li>Complete Academic Requirements - 3 points for Master's Degree</li> </ul>	
• Earned at least 18 MA Units - 2.5 points	
2. Learning and Development (10 points)	✓ Certificate of Participation
✓ Participation to Learning and	issued by DepEd or other
Development Activities (such as trainings,	
seminars, workshops, conferences, fora, etc.)	sanctioned by DepEd
Cic.,	
• International/National - 10 points	





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<ul> <li>Regional</li> </ul>	- 8 points			
<ul> <li>Division</li> </ul>	- 6 points			
• District	- 4 points			
• School	- 2 points			
Note:				
a. Points earned are cumulative exceed the allotted points for				
b. Validity of the learning and development activities shall be within the last 2 years				
from the cut-off date set by th	•			
PRAISE committee.	ie Regionai			
D. Potential (5 points)				
✓ Interview and essay shall be con	ducted	✓	Potential/Interview	
Communication skil	ls		Checklist & Rating Sheet	
<ul> <li>Ability to present ideas</li> </ul>				
• Alertness				
<ul> <li>Judgment</li> </ul>				
Stress Tolerance				



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# SEARCH FOR MOST OUTSTANDING **DENTAL AIDE**

Name of Nominee:	SDO:
Position:	

CDIMEDIA (INDICAMODO		MEANS OF VERIFICATION	Points	
CRITERIA/INDICATORS			(MOVs)	Earned
A. Performance (50 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)			✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY	
Point/s Earned = (Average of the Two IPC	CRF Ratings / 5) 3	x 50	2023 ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	its		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		n the		
1. Outstanding Employee A	ward (10 points)		✓ Certificate of	
National Awardee - 10 points Nomination in the Department/ - 8 points Awardee in the Region/Awardee in the Provincial Level Nomination in the Region / - 6 points Awardee in the Division/Awardee in the Municipal Level Nomination in the Division/ - 4 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award		oints ints ints ints aread	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
received in the highest governance level. Otherwise, points earned are cumulative.				
2. Innovation (5 points)			a. Proposal duly approved by the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the		Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of		
allotted points for the criterio			the innovation or research	





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3. Other M	Teritorious Accomplishments specific	by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
	ition (15 points)		
3.1	Attendance and Punctuality in Reporting to Office (10 points)  Perfect attendance and no tardiness and undertime for three (3) consecutive months in a year  Two (2) authorized absences and tardiness for three (3) consecutive months in a year  Three (3) authorized absences and tardiness/undertime in a year  Five (5) authorized absences and tardiness/undertime in a year	✓ Certification of the HRMO/ School Head duly noted by the Head of Office	
<b>3.2</b> Point	Customer Satisfaction Survey Rating (5 points)  /s Earned = (average of the ratings/5) x 5	✓ Customer Satisfaction Survey Results (for 4 quarters of 2023 & 2024) duly certified by SDS  ✓ Customer Feedback/ Appreciation (1 per quarter) – Optional	
	on & Learning and Development		
(15 poin	•		
1. Educatio	Master's Degree / Bachelor of - 5 points Laws (Juris Doctor) Complete Academic Requirements - 4 points for Master's Degree Earned 18 units of Master's Degree - 3 points College Graduate - 2 points Earned at least 18 units in college - 1 point	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
✓ Pa	g and Development (10 points) articipation to Learning and evelopment Activities (such as trainings,	✓ Certificate of Participation issued by DepEd or other	









seminars, workshops, conferences, fora, etc.)	agencies/organizations sanctioned by DepEd	
<ul> <li>International/National - 10 points</li> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul>		
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# SEARCH FOR MOST OUTSTANDING

# PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

Name of Nominee:	SDO:
Position:	

CRITERIA/IND	CRITERIA/INDICATORS		MEANS OF VERIFICATION Point (MOVs)	
A. Performance (25 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishment	ts		
(60 points)	utstanding/meritor ngs shall be within	rious n the		
PRAISE committee.  1. Outstanding Employee Award (10 points)  • National Awardee		its its its	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (10 points)			a. Proposal duly approved by	
MONTE Cost on the d	Dolot.		the Head of Office or the	
MOVs Submitted	Points 10 points		designated Research Committee per DO No. 16,	
a, b, c, & d a, b, c, & e	10 points		s. 2017	
Only a, b, & c	6 points		b. Accomplishment Report	
Only a & b	4 points		verified by the Head of	
Only a	2 points		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office		





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





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Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources

3 points

### Note:

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

# 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

# 6. Networking/Linkages (5 points)

DepEd-related Initiated networking/partnership projects and/or programs that will benefit the Office

Proponent/organizer - 5 points Member - 2.5 points

- Copy of the approved proposal (for IGPs and other special programs/projects)
- Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

### Note:

a. For more than one proponent, points earned will be divided by the number of proponents.

# 7. Other Meritorious Accomplishments specific to the position

# 7.1 Conduct of Professional Development Programs (10 points)

Conducted professional development program/activity that addressed the

- ✓ Implemented approved proposal
- Narrative/Accomplishmen t report (depicting the







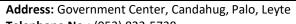


<sup>\*</sup>Points earned are cumulative but not to exceed the allotted points for the criterion.

needs of the teachers/school heads related to the PAPs supervised/ coordinated   Proponent/organizer - 10 points Member - 5 points  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion.	extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation  ✓ Memorandum for the conduct of the program/activity	
7.2 Implemented a Region/Division/ District-wide action plan that has been recognized by the community to have improved the delivery of the DepEd recognized Program, Project, and Activity (PAPs) (5 points)   Adopted in the Region - 5 points Adopted by/in the - 4 points Districts/Division Shared/disseminated - 3 points Fully implemented - 2 points Conceptualized - 1 point	<ul> <li>✓ Special Order as focal person/coordinator</li> <li>✓ Approved Action Plan</li> <li>✓ Accomplishment Report</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum</li> <li>✓ Evidence showing positive impact of the action plan</li> </ul>	
C. Education & Learning and Development		
(10 points) 1. Education (5 points)		
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)     Complete Academic Requirements - 3 points for Master's Degree     Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
2. Learning and Development (5 points)	✓ Certificate of Participation	
<ul> <li>✓ Participation to Learning and         Development Activities (such as trainings,         seminars, workshops, conferences, fora,         etc.)</li> <li>• International/National - 5 points</li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd	
<ul> <li>Regional - 4 points</li> <li>Division - 3 points</li> <li>District - 2 points</li> <li>School - 1 point</li> </ul>		









Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# **SEARCH FOR MOST OUTSTANDING**

# EDUCATION PROGRAM SUPERVISOR (CURRICULUM IMPLEMENTATION)

Name of Nominee:	SDO:	
Program:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Earned	
A. Performance (15 points)		(MOVS)	
Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)      Point/s Earned     = (Average of the Two IPCRF Ratings / 5) x 15		and	✓ IPCRF duly signed by authorities with the date of signing  • CY 2024 and CY 2023  ✓ Service Record
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee		rious n the ional	
PRAISE committee.  1. Outstanding Employee Award on learning area handled (5 points)  • National Awardee - 5 points • Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned		ats ats ats ats	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovations on learning a  MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c	Points 10 points 10 points 6 points		<ul> <li>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</li> <li>b. Accomplishment Report verified by the Head of</li> </ul>
Only a & b 4 points Only a 2 points		Office c. Certification of utilization of the innovation or research, within the school/office	





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

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

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

# 3. Research (10 points)

MOVs Submitted	Points
a, b, c, & d	10 points
a, b, c, & e	10 points
Only a, b, & c	6 points
Only a & b	4 points
Only a	2 points

- \*Research studies conducted must be related to learning area handled.
- \*For collaborative research studies, the total points divided bv the number authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

# 4. Authorship related to learning area handled (5 points)

Writer/Developer/Contextualizer

Member of the Development/

Sole authorship of a book Co-authorship of a book

> of LRs/IEC Co-Writer of LRs

- 5 points - 5 points will be divided by the number
- of authors - 4 points
- 4 points will be divided by the number of writers

- 0.5 point in

- of the book Copy or developed/contextualized learning resources/IEC
- Certificate of Recognition





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Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources each LR but not to exceed 3 points

### Note:

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

# 5. Resource Speakership / Learning Facilitation related to learning area handled (5 points)

T1	Dainta
Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

# 6. Conduct of Professional Development Programs (10 points)

- Conducted professional development program/activity related to the **learning area handled** that addressed the needs of the teachers /school heads
- ✓ Proponent/organizer:

4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points

✓ Member:

4 to 5 development programs- 5 points 2 to 3 development programs- 3 points 1 development program - 2 points

- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video,
  Certificate of
- Recognition/Participation

  Memorandum for the
- conduct of the program/activity

(Note: Incomplete MOVs will not be given point)

Note:





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Points earned are cumulative but not to exceed the allotted points for the criterion.		
7. Reported to the Region the Accomplishment Report (15 pts.)	✓ Division Report duly received at the RO	
Elements of the Accomplishment Report  1. Basic Data (including enrolment, number of teachers, literacy, numeracy, learning outcomes, and other related data)  2. Inventory of Resources use in the learning area  3. SWOT Analysis  4. Monitoring mechanisms, strategies, and tools  5. Evaluation report on a. Schools Division Instructional Supervision Plan Implementation (focus on learning area handled); b. localized curriculum delivery/instructional strategies  6. Issues/Challenges and corresponding interventions  7. Policy recommendations towards improvement on the learning area for regional adoption.  8. Significant accomplishments related to the learning area handled  8 elements15 pts. 6 elements 12 pts. 4 elements 10 pts. 2 elements 7 pts. 1 element 5 pts.		
8. MPS of the learning area handled (10 points)  Points Earned = (Average MPS of the learning area handled/100) x 10	✓ MPS results Summary of the learning area handled	
C. Education & Learning and Development		
(10 points)  1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree  • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units  • Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)  • Complete Academic Requirements - 3 points for Master's Degree  • Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
2. Learning and Development (5 points)	✓ Certificate of Participation issued by DepEd or other	





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<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# SEARCH FOR MOST OUTSTANDING

# EDUCATION PROGRAM SUPERVISOR (LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT)

Name of Nominee:	SDO:

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs)
A. Performance (15 points)		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15		
B. Outstanding/Meritorious	Accomplishments	
B. Outstanding/Meritorious Accomplishments (70 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		e
1. Outstanding Employee A	ward (5 points)	✓ Certificate of
National Awardee - 5 points Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search
highest governance level. Otherwise, points earned		
2. Innovation Related to Learning Resources (10 points)		a. Proposal duly approved by the Head of Office or the designated Research
MOVs Submitted	Points	Committee per DO No. 16,
a, b, c, & d	10 points	s. 2017
a, b, c, & e	10 points	b. Accomplishment Report
Only a, b, & c	6 points	verified by the Head of
Only a & b	4 points	Office
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office





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*Points earned are cumulative but not to exceed the allotted points for the criterion.		d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a  *For collaborative research stud shall be divided by authors/researchers indicated in *Points earned are cumulative by allotted points for the criterion.	the number of a the copyright page.	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.
Sole authorship of a book     Co-authorship of a book     Co-authorship of a book      Writer/Developer/Contexture of LRs/IEC     Co-Writer of LRs      Member of the Development Quality Assurance team (Contexture of Language Editor, Layout Artist, broadcaster of video presenter, or Illustrate the Learning Resources	- 4 points will be divided by the number of writers t/ - 0.5 point in each LR but not to exceed or 3 points	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition











### Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5 points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5 points
Division/Provincial/City Level Speakership	2.5
	points
Nominees from Schools	
Division Level Speakership or Higher	5 points
School/Municipality/District Speakership	2.5
	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### 6. Conduct of **Professional Development** Programs (10 points)

- Conducted professional development ✓ program/activity/training that addressed the needs of the teachers /school heads/PSDSs / EPSs relative development, Quality Assurance, Management (utilization, storage, and maintenance) of Learning Resources
- ✓ Proponent/organizer:

4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program 6 points ✓

✓ Member:

5 points 2 to 3 development programs-3 points 2 points

- 4 to 5 development programs-
  - 1 development program

## Note:

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

7. M and E and Provision of TA (15 points)

(Support to implementation of learning resources processes)

- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video,
- Certificate of Recognition/Participation
- Memorandum for the conduct of the program/activity

(Note: Incomplete MOVs will not be given point)





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

 Conducted monitoring and evaluation on the utilization and maintenance of learning resources, status and progress of special programs and projects and provided feedback to management and stakeholders to obtain continuing support. (5 points)

M&E activities are well-planned, - 5 points collaborative, and data-driven.
Reports are comprehensive, with clear findings and actionable recommendations.
Feedback was effectively communicated and led to visible improvements or sustained support. M&E results are appropriately utilized.

M&E was conducted - 3 point systematically with relevant findings. Feedback was shared and acknowledged by stakeholders.

 Provided Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to learning resources. (5 points)

Provided timely, needs-based, - 5 points and well-documented technical assistance that led to measurable improvements in school operations.

MOVs are comprehensive and show clear alignment with identified needs.

TA was relevant and documented, - 3 point with some evidence of positive outcomes. MOVs are sufficient and mostly aligned with the needs.

 Developed and implemented information, education advocacy programs to raise understanding and gather support for LR

- ✓ M&E Plan
- ✓ M&E Reports

- ✓ Needs Assessment (Based on M and E)
- ✓ Technical Assistance Plan
- ✓ Technical Assistance Report

Advocacy Program Design or Concept Paper









Processes current Activity Completion and programs and projects. (5 points) Report/Accomplishment with Report complete Advocacy program is well-designed, - 5 pts. documentation data-informed, and clearly aligned activities conducted with DepEd priorities. Implementation is comprehensive, with strong stakeholder engagement. Program is relevant and - 3 pts. well-executed. 8. Utilization of the Downloaded PSF (10 points) Approved WFP reflected in the PMIS Obligation Rate Points Earned Accomplishment Report (5 points) signed by the Focal Person, 100% 5 Coordinator, Chief, Budget 90-99% 4 Officer, and SDS 3 80-89% ACR, Impact evaluation, 70-79% 2 and other M&E Tools Below 70% 1 Disbursement Rate Points Earned ✓ Certification of (5 points) Disbursement of funds 100% 5 from Finance Section 90-99% 4 80-89% 3 70-79% 2 Below 70% C. Education & Learning and Development (10 points) 1. Education (5 points) Doctorate/Doctor's Degree - 5 points Transcript of Records Complete Academic Requirements - 4.5 points Certificate of Completion for Doctorate/Doctor's Degree of Academic Requirements Earned at least 18 Doctorate/ - 4 points Doctor's Degree units / Certification of Units Master's Degree / Bachelor of - 3.5 points Earned Laws (Juris Doctor) Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points 2. Learning and Development (5 points) Certificate of Participation Participation to Learning and issued by DepEd or other Development Activities (such as trainings, agencies/organizations seminars, workshops, conferences, fora, sanctioned by DepEd etc. International/National - 5 points Regional - 4 points Division - 3 points District - 2 points





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• School - 1	point
Note:	
a. Points earned are cumulative but no exceed the allotted points for the cr	iterion.
b. Validity of the learning and develop	
activities shall be within the last 2 to	
from the cut-off date set by the Reg	ional
PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	ed ✓ Potential/Interview
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet
<ul> <li>Ability to present ideas</li> </ul>	
• Alertness	
<ul> <li>Judgment</li> </ul>	
Stress Tolerance	



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# **SEARCH FOR MOST OUTSTANDING**

# EDUCATION PROGRAM SUPERVISOR (PROGRAM IMPLEMENTATION)

Name of Nominee:	SDO:
Program:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Earned	
A. Performance (15 points)		(	
<ol> <li>Performance Rating of the rating periods should be O above)</li> <li>Point/s Earned         <ul> <li>(Average of the Two IPCRE</li> </ul> </li> </ol>	utstanding (4.50	and	✓ IPCRF duly signed by authorities with the date of signing  • CY 2024 and CY 2023  ✓ Service Record
B. Outstanding/Meritorious	Accomplishmen	ts	
(70 points)  *Validity of the out accomplishments and training last 2 years from the cut-off dependent of the cut-off dep		n the	
			✓ Certificate of
1. Outstanding Employee Award on SCPs, Inclusive Education, and other DepEd Programs handled (5 points)  • National Awardee - 5 points • Nomination in the Department/ - 4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / - 3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ - 2 points Awardee in the District/Awardee in the Barangay Level  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
are cumulative. <b>2. Innovation on SCPs, Incl</b>	usive Education	, and	a. Proposal duly approved by
-	other DepEd Programs (10 points)		the Head of Office or the
MOVs Submitted Points		designated Research	
a, b, c, & d	10 points		Committee per DO No. 16, s. 2017
a, b, c, & e	10 points		b. Accomplishment Report
Only a, b, & c	6 points		verified by the Head of
Only a & b	4 points		Office
Only a	2 points		c. Certification of utilization of
Only a 2 points		the innovation or research, within the school/office	





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

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

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

# 3. Research (10 points)

MOVs Submitted	Points
a, b, c, & d	10 points
a, b, c, & e	10 points
Only a, b, & c	6 points
Only a & b	4 points
Only a	2 points

- \*Research studies conducted must be related to SCPs, Inclusive Education, and other DepEd Programs.
- \*For collaborative research studies, the total points divided number shall be bv the authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

of the

learning resources/IEC

developed/contextualized

Copy

# 4. Authorship related to SCPs, Inclusive Education, and other DepEd Programs (5 points)

- Sole authorship of a book Co-authorship of a book
- 5 points
- 5 points will be divided by the number of authors
- Writer/Developer/Contextualizer of LRs/IEC Co-Writer of LRs
- 4 points
- 4 points will the number
- be divided by of writers
- Certificate of Recognition

Member of the Development/ - 0.5 point in





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book

or

Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources each LR but not to exceed 3 points

### Note:

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

# 5. Resource Speakership / Learning Facilitation related to SCPs, Inclusive Education, and other DepEd Programs (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/Merit/ Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

# 6. Networking/Linkages (5 points)

 Initiated DepEd-related resource generation on SCPs, Inclusive Education, and other DepEd Programs that benefitted the school and SDO

Proponent/organizer - 5 points Member - 2.5 points

### *Note:*

a. For more than one proponent, point/s earned will be divided by the number of proponents.

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- Accomplishment report w/ attachments: Pictures, WFP/POW

Note: Incomplete MOVs will not be given point)





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

# 7. Conduct of Professional Development Programs (10 points)

- Conducted professional development program/activity related to the **SCPs, Inclusive Education, and other DepEd Programs** that addressed the needs of the teachers /school heads
- ✓ Proponent/organizer:

4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points

√ Member:

4 to 5 development programs- 5 points 2 to 3 development programs- 3 points 1 development program - 2 points

### Note:

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

- ✓ Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video,
- ✓ Certificate of Recognition/Participation
- ✓ Memorandum for the conduct of the program/activity

(Note: Incomplete MOVs will not be given point)

# 8. Reported to the Region the Division Profile of Program Implementation (10 pts.)

Elements of the Report

- 1. Program Data (including enrolment, number of teachers handling SCPs different disciplines/specialization, classification of ICCs, types of disabilities, ALS qualifiers/passers, data on literacy, numeracy, learning outcomes, and other related data)
- 2. Inventory of Resources use under the program
- 3. SWOT Analysis
- 4. Monitoring tools and evaluation reports
- 5. Issues/Challenges and corresponding interventions
- 6. Policy recommendations on the programs for regional adoption.
- 7. Accomplishments related to the SCPs, Inclusive Education, and other DepEd Programs

7 elements------10pts. 5 elements - - - - 8pts. 3 elements - - - - 6 pts. 2 elements - - - - 4 pts. 1 element - - - - 2 pts. ✓ Division Report duly received at the RO



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- 5 points

- 4.5 points

- 4 points

- 3.5 points

- 3 points

- 2.5 points

- 1 point

# Obligation of the Downloaded PSF (10 points) Obligation Rate (5 points) Points Earned 100% 5 90-99% 4 80-89% 3 70-79% 2 Below 70% 1

Disbursement Rate	Points Earned
(5 points)	
100%	5
90-99%	4
80-89%	3
70-79%	2
Below 70%	1

- ✓ Approved WFP reflected in the PMIS
- Accomplishment Report signed by the Focal Person, Coordinator, Chief, Budget Officer, and SDS
- ✓ ACR, Impact evaluation, and other M&E Tools
- ✓ Certification of Disbursement of funds from Finance Section

# C. Education & Learning and Development (10 points)

# 1. Education (5 points)

- Doctorate/Doctor's Degree
   Complete Academic Requirements for Doctorate/Doctor's Degree
- Earned at least 18 Doctorate/ Doctor's Degree units
- Master's Degree / Bachelor of Laws (Juris Doctor)
   Complete Academic Requirements
- for Master's Degree
   Earned at least 18 MA Units

School

- ✓ Transcript of Records
- Certificate of Completion
   of Academic Requirements
   / Certification of Units
   Earned

# 2. Learning and Development (5 points)

- ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.
  - International/National 5 points
     Regional 4 points
     Division 3 points
     District 2 points
- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd

# Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.

# D. Potential (5 points)

- ✓ Interview and essay shall be conducted
  - Communication skills
  - Ability to present ideas
  - Alertness
  - Judgment
  - Stress Tolerance

✓ Potential/Interview
Checklist & Rating Sheet





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# **SEARCH FOR MOST OUTSTANDING**

# EDUCATION PROGRAM SUPERVISOR (SCHOOL GOVERNANCE AND OPERATIONS)

Name of Nominee:	SDO:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs) Earned
A. Performance (15 points)		
Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)      Point/s Earned     = (Average of the Two IPCRF Ratings / 5) x 15		
B. Outstanding/Meritorious	Accomplishments	
(70 points)	utstanding/meritorioungs shall be within the	he
1. Outstanding Employee A	ward (5 points)	✓ Certificate of
<ul> <li>National Awardee</li></ul>		Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search
Note:  a. Points earned are cumulati allotted points for the criter b. For same awards received earned shall be based on to highest governance level. Co are cumulative.	ion. in a school year, points he award received in the	
2. Innovation (10 points)		a. Proposal duly approved by
MOVs Submitted	Points	the Head of Office or the
a, b, c, & d	10 points	designated Research Committee per DO No. 16,
a, b, c, & e	10 points	s. 2017
Only a, b, & c	6 points	b. Accomplishment Report
Only a & b	4 points	verified by the Head of
Only a 2 points  *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		Office c. Certification of utilization of





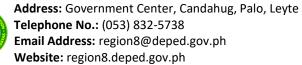
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*Points earned are cumulative by allotted points for the criterion.  3. Research (10 points)	ut not to exceed the	the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research. a. Proposal duly approved by
MOVs Submitted	Points	the Head of Office or the
a, b, c, & d	10 points	designated Research Committee per DO No. 16,
a, b, c, & e	10 points	s. 2017
Only a, b, & c	6 points	b. Accomplishment Report
Only a & b	4 points	verified by the Head of
Only a	2 points	Office
*For collaborative research study shall be divided by authors/researchers indicated in *Points earned are cumulative by allotted points for the criterion.  4. Authorship (5 points)	the number of n the copyright page.	c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.  ✓ Copy of the book or
<ul> <li>Sole authorship of a book</li> <li>Co-authorship of a book</li> </ul>	<ul> <li>5 points</li> <li>5 points will</li> <li>be divided by</li> <li>the number</li> <li>of authors</li> </ul>	developed/contextualized learning resources/IEC  ✓ Certificate of Recognition
Writer/Developer/Contextu of LRs/IEC	alizer - 4 points	
<ul> <li>Co-Writer of LRs</li> <li>Member of the Developmen Quality Assurance team (Company)</li> </ul>	ontent each LR but	
Reviewer, Language Editor, Layout Artist, broadcaster video presenter, or Illustrat the Learning Resources	or 3 points	Page 7 ULIU









Note:

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

# 5. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5 points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5 points
Division/Provincial/City Level Speakership	2.5
	points
37 1 C O - 1 1 -	
Nominees from Schools	
Division Level Speakership or Higher	5 points
	5 points 2.5

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

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

# 6. Networking/Linkages (7 points)

Initiated DepEd-related resource generation that benefited the school and SDO

- 5 points Proponent/organizer Member - 2.5 points

Note:

a. For more than one proponent, point/s earned will be divided by the number of proponents.

- Copy of the approved proposal (for IGPs and special other programs/projects)
- ✓ Copy of Partnership MOAs MOUs, deed donation/ acceptance or any other valid proof
- ✓ Accomplishment report w/ attachments: Pictures, WFP/POW

*Note: Incomplete MOVs will* not be given point)

### Conduct of **Professional** Development Programs (10 points)

- Conducted professional development program/activity that addressed the needs of the teachers /school heads
- ✓ Proponent/organizer:

4 to 5 development programs- 10 points 2 to 3 development programs- 8 points 1 development program - 6 points ✓

✓ Member:

4 to 5 development programs-5 points 2 to 3 development programs-3 points

- Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video,
- Certificate of Recognition/Participation
- Memorandum for the conduct of the program/activity







Page 288 of 461



#### 1 development program 2 points (Note: Incomplete MOVs will Note: not be given point) Points earned are cumulative but not to exceed the allotted points for the criterion. 8. Programs and Projects (Support to school governance, operation and learner) (8 points) Needs Assessment Provided Technical Assistance to schools and Results learning centers by responding to the Technical identified needs of the schools and learning Assistance centers in relation to governance and Plan Technical Assistance operations. (2 points) Reports Provided timely, needs-based, - 2 points and well-documented technical assistance that led to measurable improvements in school governance or operations. MOVs are comprehensive and show clear alignment with identified needs. TA was relevant and documented, - 1 point with some evidence of positive outcomes. MOVs are sufficient and mostly aligned with the needs. Policy brief for Analyzed findings and prepared DepEd submission to recommendations for policy issuances to RO8 through the PPRD support school governance. (2 points) Point/s Analysis of Findings Earned Findings thoroughly 2 are analyzed using appropriate tools. Analysis well-structured, 1 is data-informed, and clearly connected to the issue at hand. Developed and implemented information, Advocacy Program Design education advocacy programs to raise or Concept Paper understanding and gather support for current programs and projects. (2 points)





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Advocacy program is well-designed, - 2 pts. data-informed, and clearly aligned with DepEd priorities.

Implementation is comprehensive, with strong stakeholder engagement.

Program is relevant and - 1 pt. well-executed.

- Conducted monitoring and evaluation (together with School M&E) on the status and progress of special programs and projects and provided feedback to management and stakeholders to obtain continuing support. (2 points)
  - M&E activities are well-planned, 2 points collaborative, and data-driven.
    Reports are comprehensive, with clear findings and actionable recommendations.
    Feedback was effectively communicated and led to visible improvements or sustained support. M&E results are appropriately utilized.

M&E was conducted - 1 point systematically with relevant findings. Feedback was shared and acknowledged by stakeholders.

- ✓ Activity Completion Report/Accomplishment Report with complete documentation of activities conducted
- ✓ M&E Plan
- ✓ M&E Reports

### 9. Utilization of the Downloaded PSF (10 points)

Obligation Rate	Points Earned
(5 points)	
100%	5
90-99%	4
80-89%	3
70-79%	2
Below 70%	1

Disbursement Rate Points Earned
(5 points)

100%
5
90-99%
4

- ✓ Approved WFP reflected in the PMIS
- ✓ Accomplishment Report signed by the Focal Person, Coordinator, Chief, Budget Officer, and SDS
- ✓ ACR, Impact evaluation, and other M&E Tools
- ✓ Certification of Disbursement of funds from Finance Section





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80-89%	3				
70-79%	2				
Below 70%	1				
C. Education & Learning and	Development				
(10 points)	<u>.</u>				
1. Education (5 points)					
Doctorate/Doctor's Degr	ree - 5 points		✓	Transcript of Records	
Complete Academic Req		ts	✓	<u>-</u>	
for Doctorate/Doctor's I  Earned at least 18 Doct	U	s		of Academic Requirements	
Doctor's Degree units	,			/ Certification of Units	
Master's Degree / Bache Legge (Juris Destar)	elor of - 3.5 poin	ts		Earned	
Laws (Juris Doctor)  Complete Academic Req	uirements - 3 points				
for Master's Degree	•				
Earned at least 18 MA U	Jnits - 2.5 poin	ts			
2. Learning and Developm	ent (5 points)		✓	Certificate of Participation	
✓ Participation to Learn	ning and			issued by DepEd or other	
Development Activitie	•	ıgs,		agencies/organizations	
seminars, workshops, conferences, fora,			sanctioned by DepEd		
etc.			<i>y</i> 1		
• International/National - 5 points					
• Regional - 4 points					
• Division - 3 points					
• District - 2 points					
• School	*				
Note:					
a. Points earned are c					
	points for the criterio				
b. Validity of the learn					
	vithin the last 2 year				
from the cut-off date set by the Regional PRAISE committee.					
D. Potential (5 points)					
✓ Interview and essay sha	all he conducted		<b>√</b>	Potential/Interview	
Communication skills			Checklist & Rating Sheet		
Ability to present ideas			oncomist withing officer		
<ul><li>Ability to present ideas</li><li>Alertness</li></ul>					
• Judgment					
<ul> <li>Stress Toler</li> </ul>	rance				





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### SEARCH FOR MOST OUTSTANDING <u>ASSISTANT SCHOOL PRINCIPAL</u>

Name of Nominee:	SDO:
Position:	School:

			WEARS OF VERTICATION	
CRITERIA/INDICATORS		N	MEANS OF VERIFICATION (MOVs)	
A. Performance (15 points)			(1110 4 3)	Earned
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15			IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024 or CY 2024 and CY 2023 Service Record	
B. Outstanding/Meritorious	Accomplishments		.5 12 . 100 1100014	
accomplishments and training last 2 years from the cut-off department of PRAISE committee.	late set by the Regional			
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department -4 points or Awardee in the Region or Awardee in the Provincial Level  Nomination in the Region -3 points or Awardee in the Division or Awardee in the Municipal Level  Nomination in the Division -2 points or Awardee in the District or Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Certificate of Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)		a.	Proposal duly approved by	
MOVs Submitted Points			the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points	b.	Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
, <u>- p</u> osso		c.	Certification of utilization of the innovation or research,	





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

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

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

#### 3. Research (5 points)

MOVs Submitted	Points
a, b, c, & d	5 points
a, b, c, & e	5 points
Only a, b, & c	4 points
Only a & b	3 points
Only a	2 points

- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

### 4. Authorship (5 points)

Sole authorship of a book

Writer/Developer/Contextualizer

Co-authorship of a book

of LRs/IEC

Co-Writer of LRs

- 5 points will be divided by the number of authors
- 4 points

- 5 points

- 4 points will be divided by the number of
- Copy of the book or developed/contextualized learning resources/IEC
- ✓ Certificate of Recognition
- Special Order as member of the Development/Quality
   Assurance Team





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Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources

writers - 0.5 point in each LR but not to exceed 3 points

#### Note:

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

### 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

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

#### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related feeding program, community-based medical/dental missions, tree planting, clean-up drives, and other community development activities engagements
  - Proponent/organizer 5 points
  - Member - 2.5 points

- Copy of the approved proposal
- Narrative/Accomplishmen t report (depicting the extent to which the activity effectively has and efficiently addressed pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- Certificate of Recognition/Participation

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

7. Networking/Linkages (5 points)

Copy the approved of proposal (for IGPs and



Note:



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Initiated DepEd-related resource generation projects and/or programs that will benefit the school

> Proponent/organizer - 5 points - 2.5 points

Member

#### Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. For more than one proponent, points earned will be divided by the number of proponents.

- other special programs/projects)
- Copy of Partnership MOAs MOUs. deed donation/ acceptance or any other valid proof
- Accomplishment report w/ attachments: Pictures, WFP/POW

### 8. Other Meritorious Accomplishments as to the position (35 points)

- 8.1 Instructional Supervision (IS) (5 points) Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:
  - a. DLL/DLP, SLM and LAS preparation
  - b. Designing assessment tools/items
  - c. Analyzing assessment results
  - d. Regular updating of school forms
  - e. Classroom Observation using PPST-COT
  - f. ICT Integration
  - g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above	
cited practices are	Points
evident in the conduct	Earned
of IS	
7	5 points
5-6	4 points
3-4	3 points
1-2	2 points

Validated Instructional Supervisory Report Monthly Accomplishment Report

8.2 Provision of L & D (5 points)

	- (° P°0)	
Number of hours LAC Sessions are conducted in the department/grade level per month	Number of INSETs Conducted in a year	Points Earned
8 hours	2	5 points
8 hours	1	4 points
6-7 hours	1	3 points
4-5 hours	1	2 points
2-3 hours	0	1 point
·	·	

- Memorandum
- ✓ LAC Plan approved by the Head/District School Supervisor/Approving Authority of the SDO
- ✓ ACR, Impact evaluation, and other M&E Tools
- ✓ Certificate of Recognition/Appreciation





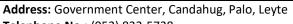
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8.3 Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)  Point/s Earned = No. of Staff who attended seminar/ trainings divided by total number of staff) x allotted points  8.4 Percentage of Learners in the department who Completely Complied the SLMs/LAS (5 Points)			<ul> <li>✓ IPPD/Department Training         Needs as approved by         School Head</li> <li>✓ Training matrix</li> <li>✓ Memorandum</li> <li>✓ Certificate of Participation</li> <li>Obstribution and retrieval         Log Sheet/s</li> <li>Validated SMEA Report</li> </ul>	
department who ha	100%       5 points         95% - 99%       4 points         85% - 94%       3 points         75% - 84%       2 points			
8.5 Served as coach to (5 points)  Percentage of the number of coachee/s as reflected in the Coaching Plan 90% - 100% 80% - 89% 70% - 79% 60% -69% 59 % below	Percentage of the number of coachee/s as reflected in the Coaching Plan  90% - 100% 5 points 80% - 89% 4 points 70% - 79% 3 points 60% -69% 2 points		✓ Certification as a coach by the School Head ✓ Coaching Plan ✓ Coaching Completion Report	
conceptualized action points)  • Point/s Earned = the department conceptualized/coresearch divided	<ul> <li>conceptualized action/basic research (5 points)</li> <li>Point/s Earned = (Number of teachers in</li> </ul>			✓ Certification from the Division Research Committee that the teachers conducted/ conceptualized action/ basic research
<ul> <li>8.7 SBM Level of Practice (5 points)</li> <li>Level 3 – 5 points</li> <li>Level 2 – 3 points</li> <li>Level 1 – 1 point</li> </ul>			✓ Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice	









C. Education & Learning and Development		
1. Education (5 points)  • Doctorate/Doctor's Degree	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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

Name of Nominee:	SDO:
Position:	School:

CRITERIA/INDICATORS			MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (15 points)		,		
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 15		✓ IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024 or CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	ıts	Service Record	
(70 points)  *Validity of the or accomplishments and training last 2 years from the cut-off of PRAISE committee.		n the		
		points  the  points  in the	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVE Colors to a State of Stat		the Head of Office or the		
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a	Points 5 points 5 points 3 points 2 points 1 point		designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office	
Unly a	1 point		c. Certification of utilization of	









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

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

the innovation or research, within the school/ office duly signed by the Head of Office

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

### 3. Research (5 points)

MOVs Submitted	Points
a, b, c, & d	5 points
a, b, c, & e	5 points
Only a, b, & c	4 points
Only a & b	3 points
Only a	2 points

- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

#### 4. Authorship (5 points)

- Sole authorship of a book
- Co-authorship of a book
- 5 points
- 5 points will be divided by the number of
- learning resources/IEC

  ✓ Certificate of Recognition

Copy

✓ Certificate of Recognition

of the

developed/contextualized

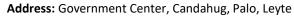
- of LRs/IEC

  Co-Writer of LRs
- Writer/Developer/Contextualizer 4 points of LRs/IEC
  - 4 points will

Special Order as member of the







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book

or

•	Member of the Development/
	Quality Assurance team (Content
	Reviewer, Language Editor,
	Layout Artist, broadcaster or
	video presenter, or Illustrator) of
	the Learning Resources

#### be divided by the number of writers 0.5 point in

# - 0.5 point in each LR but not to exceed 3 points

### Development/Quality Assurance Team

#### Note:

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

### a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

## Resource Speakership/Learning Facilitation points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

### 6. Outreach Activity (5 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 5 points
  - ✓ Member 2.5 points
- Copy of the approved proposal
- Narrative/Accomplishmen report (depicting the extent to which the activity effectively and has efficiently addressed pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video
- ✓ Certificate of Recognition/Participation

Note:

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



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### 7. Networking/Linkages (5 points)

Initiated DepEd-related resource generation projects and/or programs that will benefit the school

> Proponent/organizer - 5 points Member - 2.5 points

#### Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. For more than one proponent, points earned will be divided by the number of proponents.
- Copy of the approved proposal (for IGPs and other special programs/projects)
- Copy of Partnership MOAs MOUs, deed donation/ acceptance or any other valid proof
- Accomplishment report w/ attachments: Pictures. WFP/POW

### 8. Other Meritorious Accomplishments as to the position (35 points)

- 8.1 Instructional Supervision (IS) (5 points) Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:
  - a. DLL/DLP, SLM and LAS preparation
  - b. Designing assessment tools/items
  - c. Analyzing assessment results
  - d. Regular updating of school forms
  - e. Classroom Observation using PPST-COT
  - f. ICT Integration
  - g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above	
cited practices are	Points
evident in the conduct	Earned
of IS	
7	5 points
5-6	4 points
3-4	3 points
1-2	2 points

Validated Instructional Supervisory Report Monthly Accomplishment Report

8.2 Provision of I. & D (5 noints)

8.2 Provision of L &	D (5 points)	
Number of hours LAC Sessions are conducted in the department/grade level per month	Number of INSETs Conducted in a year	Points Earned
8 hours	2	5 points
8 hours	1	4 points
6-7 hours	1	3 points
4-5 hours	1	2 points
2-3 hours	0	1 point

- Memorandum
- ✓ LAC Plan approved by the Head/District School Supervisor/Approving Authority of the SDO
- ✓ ACR, Impact evaluation, and other M&E Tools
- Certificate Recognition/Appreciation





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### 8.3 Attendance of staff to National, Regional, Division, District Level Virtual or Face-to-Face seminar, workshops, and trainings (5 Points)

Point/s Earned

- = No. of Staff who attended seminar/ trainings divided by total number of staff) x allotted points
- ✓ IPPD/Department Training Needs as approved by School Head
- ✓ Training matrix
- ✓ Memorandum
- ✓ Certificate of Participation

## 8.4 Percentage of Learners in the department who Completely Complied the SLMs/LAS (5 Points)

Percentage of Learners in the department who have completely complied the	Point/s Earned
SLMs or LAS	
100%	5 points
95% - 99%	4 points
85% - 94%	3 points
75% - 84%	2 points
74% and below	1 point

- Distribution and retrieval Log Sheet/s
- Validated SMEA Report

### 8.5 Served as coach to other teachers (5 points)

Percentage of the	
number of	
coachee/s as	Point/s Earned
reflected in the	
Coaching Plan	
90% - 100%	5 points
80% - 89%	4 points
70% - 79%	3 points
60% -69%	2 points
59 % below	1 point

- ✓ Certification as a coach by the School Head
- ✓ Coaching Plan
- ✓ Coaching Completion Report

- 8.6 Empowered teachers to conduct/ conceptualized action/basic research (5 points)
  - Point/s Earned = (Number of teachers in the department who have conceptualized/conducted action/basic research divided by the Number of teachers in the department) x 5
- Certification from the Division Research Committee that the teachers conducted/conceptualized action/basic research

### 8.7 SBM Level of Practice (5 points)

- Level 3 5 points
- Level 2 3 points

Certification/Certificate issued by FTAD/QAD or SDO SBM Team as to the SBM Level of Practice





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• Level 1 – 1 point		
- Bever 1 1 point		
C. Education & Learning and Development		
(10 points) 1. Education (5 points)		
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree</li> <li>Earned at least 18 doctorate or - 4 points doctor's degree units</li> <li>Master's Degree / Bachelor of - 3.5 points     Laws (Juris Doctor)</li> <li>Complete Academic Requirements - 3 points for Master's Degree</li> <li>Earned at least 18 MA Units - 2.5 points</li> </ul>	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
2. Learning and Development (5 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.) – DepEd and DepEd-recognized agencies  • International/National – 5 points • Regional – 4 points • Division – 3 points • District – 2 points • School – 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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### SEARCH FOR MOST OUTSTANDING <u>ADMINISTRATIVE OFFICER II (HRMO I)</u> SDO LEVEL

Name of Nominee:	S	SDO:
Current Position:	N	lo. of years:

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)		Points Earned
A. Performance (35 points)				
<ol> <li>Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned         = (Average of the Two IPCRF Ratings / 5) x 35</li> </ol>		auth signi •	RF duly signed by norities with date of ing CY 2024 and 2023 ice Record	
B. Outstanding/Meritorious Accou	mplishments			
*Validity of the outstand accomplishments and trainings shalast 2 years from the cut-off date set PRAISE committee.				
1. Outstanding Employee Award (	10 points)	✓ Certi	ificate of	
<ul> <li>National Awardee</li> <li>Nomination in the Departme Awardee in the Region/Awar in the Provincial Level</li> <li>Nomination in the Region / Awardee in the Division/Awardee in the Municipal Level</li> <li>Nomination in the Division/Awardee in the District/Awardee in the District/Awardee in the Barangay Level</li> <li>Note:  <ul> <li>a. Points earned are cumulative but allotted points for the criterion.</li> </ul> </li> <li>b. For same awards received in a school earned shall be based on the award received highest governance level. Otherwise, point cumulative.</li> </ul>	- 6 points ardee - 4 points rdee not to exceed the l year, points eived in the	✓ Any mem docu	ognition/Merit issuance, norandum or ament showing the eria for the Search	
2. Innovation (5 points)		_	osal duly approved by	
MOVs Submitted	Points		Head of Office or the	
a, b, c, & d	5 points	_	gnated Research mittee per DO No. 16,	
a, b, c, & e	5 points	s. 20	<u> </u>	
Only a, b, & c	3 points		mplishment Report	
Only a & b	2 points		ied by the Head of	
Only a	1 point	Offic		
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		the is withi	fication of utilization of nnovation or research, in the school/ office signed by the Head of e	





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

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

### 3. Research (5 points)

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

- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

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

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

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





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5 points

4 points

3 points

2 points

1 point

Division/Provincial/City Level	5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	10
	points
School/Municipality/District	5
Speakership	points

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

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

### 5.1 Salary Administration and Benefits Administration (5 points)

- 100% of SDO Personnel timely received accurate salary and other benefits
- 95%-99% of SDO Personnel timely received accurate salary and other benefits
- 90%-94% of SDO Personnel timely received accurate salary and other benefits
- 85%-89% of SDO Personnel timely received accurate salary and other benefits
- 84% and below of SDO Personnel timely received accurate salary and other benefits

- Certification from the SDS as to percentage of School Personnel received salary and other benefits timely and accurately.
  - Indicate in the certification the total number of personnel versus the actual number of personnel received timely and accurate salary
  - In case 100% is not met, include justification

### 5.2 Personnel Records (5 points)

- 100% Updated SDO Personnel 5 points Records
   (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel
   (PSIPOP)/Government Manpower Information System (GMIS)
- 95-99% Updated SDO Personnel 4 points Records
  (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)
- Certification from the SDO HRMO as to percentage of updated School Personnel Records
  - In case 100% is not met, include justification
- PSIPOP/GMIS View (RO validator)





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90-94% Updated SDO Personnel 3 points Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)	
<ul> <li>85-89% Updated SDO Personnel 2 points Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)</li> </ul>	
• 84% and below Updated SDO 1 point Personnel Records (Service Records, 201 File, Personnel Services Itemization Plantilla of Personnel (PSIPOP)/Government Manpower Information System (GMIS)	
5.3 Personnel Information System (5 points)	✓ PMIS (RO validator)
<ul> <li>100% of newly created items - 5 points filled up based on Program Management Information System (<i>PMIS</i>)</li> </ul>	
• 95%-99% of newly created - 4 points items filled up based on Program Management Information System ( <i>PMIS</i> )	
• 90%-94% of newly created - 3 points items filled up based on Program Management Information System ( <i>PMIS</i> )	
• 85%-89% of newly created - 2 points items filled up based on Program Management Information System ( <i>PMIS</i> )	
84% and below of newly     created items filled up based     on Program Management     Information System ( <i>PMIS</i> )	
C. Education & Learning and Development	
(15 points)	
1. Education (5 points)	✓ Transcript of Records
• Doctorate/Doctor's Degree - 5 points	





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Complete Academic Requirements for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree     Earned at least 18 MA Units - 2.5 points	Academic Requirements / Certification of Units Earned
2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as training seminars, workshops, conferences, fora, etc.)  • International/National - 10 point • Regional - 8 points • Division - 6 point • District - 4 point • School - 2 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	sanctioned by DepEd  ts s s s s s ts
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet
<ul> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	



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

Name of Nominee:	FD:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION Points (MOVs)	
A. Performance (25 points)			· ·
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25		and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record
B. Outstanding/Meritorious	Accomplishmen	ts	
(60 points)	utstanding/meritor ngs shall be within	rious n the	
National Awardee     Nomination in the Dealer Awardee in the Region in the Provincial Level     Nomination in the Region in the Provincial Level     Nomination in the Region in the Municipal Level     Nomination in the Dealer in the Barar Note:     a. Points earned are cumulated points for the Bear awards received in the highest of the Content of the Region in the Municipal Level     Nomination in the Dealer in the Barar Note:     a. Points earned are cumulated points for the Bear awards received in the highest of the Content of the Region in the highest of the Region in the Region in the highest of the Nomination in the Dealer in the highest of the Region in the highest of the Nomination in the Region in the Municipal Level     Nomination in the Division in the Municipal Level     Nomination in the Region in the	- 10 point on /Awardee el egion / - 6 point ion/Awardee el ivision/ - 4 point iongay Level el ecriterion. Elative but not to except ecriterion. Eved in a calendar year oased on the award governance level.	ats ats ats	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search
2. Innovation (10 points)			a. Proposal duly approved by
MOVs Submitted	Points		the Head of Office or the designated Research
a, b, c, & d	10 points		Committee per DO No. 16,
a, b, c, & e	10 points		s. 2017
Only a, b, & c	6 points		b. Accomplishment Report
Only a & b	4 points		verified by the Head of
Only a 2 points  *For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.			Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office





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





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Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. 5. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (5 points) b. Certificate of Recognition/ Merit/Commendation/ Level Points Appreciation; and Nominees from the Regional Office c. Slide deck/s used and/or National Level Speakership or Higher 5 Session guide/s. points Regional Office Speakership 2.5 points Nominees from the Schools Division Office 5 Regional Level Speakership or Higher points Division/Provincial/City Level 2.5 Speakership points **Nominees from Schools** Division Level Speakership or Higher 5 points School/Municipality/District 2.5 Speakership points \*Points earned are cumulative but not to exceed the allotted points for the criterion. 6. Networking/Linkages (5 points) Copy of the approved Initiated DepEd-related proposal (for IGPs and other special networking/partnership projects programs/projects) and/or programs that will benefit the ✓ Copy of Partnership MOAs Office or MOUs, deed of donation/ acceptance or Proponent/organizer - 5 points any other valid proof Member - 2.5 points ✓ Accomplishment report w/ attachments: Pictures, WFP/POW Note: a. For more than one proponent, points earned will be divided by the number of proponents. 7. Other Meritorious Accomplishments specific to the position





Programs (10 points)

7.1 Conduct of Professional Development

Conducted professional development program/activity that addressed the



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✓ Implemented approved

t report (depicting the

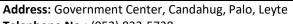
Narrative/Accomplishmen

proposal

needs of the teachers/school heads related to the PAPs supervised/ coordinated  Proponent/organizer - 10 points Member - 5 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.	extent to which the activity has effectively and efficiently addressed a pressing need or improved service delivery/learning outcome) with attachments: Pictorial, written output, video, Certificate of Recognition/Participation ✓ Memorandum for the conduct of the program/activity	
7.2 Implemented a Region/Division/ District-wide action plan that has been recognized by the community to have improved the delivery of the DepEd recognized Program, Project, and Activity (PAPs) (5 points)   Adopted in the Region - 5 points Adopted by/in the - 4 points Districts/Division Shared/disseminated - 3 points Fully implemented - 2 points Conceptualized - 1 point	<ul> <li>✓ Special Order as focal person/coordinator</li> <li>✓ Approved Action Plan</li> <li>✓ Accomplishment Report</li> <li>✓ Certificate of Recognition</li> <li>✓ Memorandum</li> <li>✓ Evidence showing positive impact of the action plan</li> </ul>	
C. Education & Learning and Development		
(10 points)  1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units • Master's Degree / Bachelor of Laws (Juris Doctor) • Complete Academic Requirements for Master's Degree • Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units</li> <li>Earned</li> </ul>	
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>• District - 2 points</li> <li>• School - 1 point</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	









Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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### **SEARCH FOR MOST OUTSTANDING**

### **REGIONAL OFFICE LEVEL 2 UNIQUE POSITION**

Name of Nominee:	Functional Division:	
Position:		

CRITERIA/INDICATORS			MEANS OF VERIFICATION	Points
		(MOVs)	Earned	
A. Performance (40 points)				
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 40		) and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record	
B. Outstanding/Meritorious	Accomplishmen	its		
(40 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		orious in the		
1. Outstanding Employee A	ward (10 points)		✓ Certificate of	
National Awardee Nomination in the Do Awardee in the Regio in the Provincial Leve Nomination in the Re Awardee in the Division the Municipal Leve Nomination in the Di Awardee in the Bararee Nomination in the Di Awardee in the school Note:  a. Points earned are cumulathe allotted points for the b. For same awards received in the highest of Otherwise, points earned.	- 10 por pepartment/ - 8 poinn/Awardee el e	nts nts nts nts eeed ear,	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (10 points)	a are camatative.		a. Proposal duly approved by	
			the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	10 points		Committee per DO No. 16,	
a, b, c, & e	10 points		s. 2017	
Only a, b, & c	6 points		b. Accomplishment Report	
Only a & b	4 points		verified by the Head of	
Only a	2 points		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of		





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*Points earned are cumulative but not to exceed the allotted points for the criterion.	Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted Points  a, b, c, & d 5 points  a, b, c, & e 5 points  Only a, b, & c 4 points  Only a & b 3 points  Only a 2 points  *For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
Sole authorship of a book     Co-authorship of a book     Co-be divided by the number of authors     Co-Writer of LRs     Co-be divided by the number of writers     Member of the Development/     Co-5 point in	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition	









Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources each LR but not to exceed 3 points

#### Note:

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

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

Level	Points
Nominees from the Regional Office	1 011100
National Level Speakership or Higher	10
	points
Regional Office Speakership	5
	points
Nominees from the Schools Division Office	
Regional Level Speakership or Higher	10
	points
Division/Provincial/City Level	5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	10
	points
School/Municipality/District	5
Speakership	points

a. Issuance/Memorandum/ Invitation/Training Matrix;

- b. Certificate of Recognition/ Merit/Commendation/ Appreciation; and
- c. Slide deck/s used and/or Session guide/s.

### C. Education & Learning and Development (15 points)

### 1. Education (5 points)

 Doctorate/Doctor's Degree
 Complete Academic Requirements for Doctorate/Doctor's Degree
 Earned at least 18 Doctorate/

Master's Degree / Bachelor of

- 5 points - 4.5 points
- 4 points3.5 points
- Laws (Juris Doctor)
  Complete Academic Requirements
  for Master's Degree
  Earned at least 18 MA Units
- 3 points
- ✓ Transcript of Records
- ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned

### 2. Learning and Development (10 points)

Division

District

Doctor's Degree units

- Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)
  - International/National 10 pointsRegional 8 points
    - 6 points - 4 points
- ✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd





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

• School - 2 points	
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
✓ Interview and essay shall be conducted	✓ Potential/Interview Checklist & Rating Sheet



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

Name of Nominee:	Functional Division:	
Position:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION	Points Earned	
		(MOVs)	Larned	
A. Performance (35 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned  = (Average of the Two IPCRF Ratings / 5) x 35		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	ıts		
accomplishments and training last 2 years from the cut-off d		n the		
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ -2 points Awardee in the Barangay Level • Nomination in the District/ -1 point Awardee in the school  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search		
Otherwise, points earne  2. Innovation (10 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	10 points		Committee per DO No. 16,	
a, b, c, & e Only a, b, & c	10 points 6 points		s. 2017 b. Accomplishment Report	
Only a & b	4 points		verified by the Head of	
Only a	2 points		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of		





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*Points earned are cumulative but not to exceed the allotted points for the criterion.	Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
MOVs Submitted Points  a, b, c, & d 5 points  a, b, c, & e 5 points  Only a, b, & c 4 points  Only a & b 3 points  Only a 2 points  *For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.	a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.	
Sole authorship of a book     Co-authorship of a book     Co-divided by the number of authors     Co-Writer of LRs     Co-Bopont in	✓ Copy of the book or developed/contextualized learning resources/IEC ✓ Certificate of Recognition	





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Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenter, or Illustrator) of the Learning Resources each LR but not to exceed 3 points

#### Note:

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

### 5. Resource Speakership/Learning Facilitation(5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

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

### 6. Outreach Activity (3 points)

- Sponsored/conducted DepEd-related community-based feeding program, medical/dental missions, tree planting, clean-up drives, and other community development activities or civic engagements
  - ✓ Proponent/organizer 3 points✓ Member 1.5 points
  - Note:
  - a. Points earned are cumulative but not to exceed the allotted points for the criterion.

- Copy of the approved proposal
- Narrative/Accomplishmen
  t report (depicting the
  extent to which the
  activity has effectively and
  efficiently addressed a
  pressing need or improved
  service delivery/learning
  outcome) with
  attachments: Pictorial,
  written output, video
- ✓ Certificate of Recognition/Participation

### 7. Networking/Linkages (2 points)

- Initiated DepEd-related resource generation projects and/or programs that will benefit the school
- Copy of the approved proposal (for IGPs and other special programs/projects)





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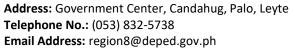
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Proponent/organizer Member Note: a. For more than one proponen will be divided by the number		<ul> <li>✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof</li> <li>✓ Accomplishment report w/ attachments: Pictures, WFP/POW</li> </ul>
8. Other Meritorious Accomplishment to the position	nents specific	
-	oints ooints	✓ Copy of the Quarterly RMEA and other reports
<ul> <li>8.2 Managed/facilitated a reactivity conducted (2 positivity conducted)</li> <li>2 or more activities managed/facilitated</li> <li>1 activity managed/facilitated</li> </ul>	ints) - 2 points	✓ Certificate of Recognition/ Certificate of Appreciation
8.3 Timely preparation and s documents for the procu goods and services and p (5 points)	rement of	✓ Certification from the Finance Division
	Preparation	
	of Procurement Documents	
With Complete Documents and without discrepancy	2.5 points	
With Complete Documents and with minor discrepancy	1.5 points	
	Payment	
At least 5 days after the conduct of the activity	2.5 points	
6 days or more after the conduct of the activity	1.5 points	







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C. Education & Learning and Development		
(15 points)		
1. Education (5 points)  Doctorate/Doctor's Degree - 5 points Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree  Earned at least 18 Doctorate/ - 4 points Doctor's Degree units  Master's Degree / Bachelor of - 3.5 points Laws (Juris Doctor)  Complete Academic Requirements - 3 points for Master's Degree  Earned at least 18 MA Units - 2.5 points  Learning and Development (10 points)  Participation to Learning and Development Activities (such as trainings, sominars, workshape, conforcement force)	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations</li> </ul>	
seminars, workshops, conferences, fora, etc.)  • International/National - 10 points • Regional - 8 points • Division - 6 points • District - 4 points • School - 2 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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### SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE ADMINISTRATIVE OFFICER

Name of Nominee: _	<b>Functional Division:</b>	
Position:		

CRITERIA/INDICATORS		MEANS OF VERIFICATION	Points Earned	
-		(MOVs)	Larneu	
A. Performance (45 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned  = (Average of the Two IPCRF Ratings / 5) x 45		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious	Accomplishmen	ıts		
(35 points) *Validity of the outaccomplishments and training last 2 years from the cut-off design.	utstanding/merito gs shall be withi	orious in the		
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ -2 points Awardee in the Barangay Level • Nomination in the District/ -1 point Awardee in the school  Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.		✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search		
Otherwise, points earne  2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16, s. 2017	
a, b, c, & e	5 points 3 points		b. Accomplishment Report	
Only a, b, & c Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.		c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of		





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Office \*Points earned are cumulative but not to exceed the d. Certification of adoption of the innovation or research allotted points for the criterion. by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research. 3. Authorship (5 points) Copy of the book or Sole authorship of a book developed/contextualized - 5 points Co-authorship of a book - 5 points will learning resources/IEC be divided by Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 0.5 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenter, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. 4. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/ Invitation/Training Matrix; (5 points) b. Certificate of Recognition/ Merit/Commendation/ Level Points Appreciation; and Nominees from the Regional Office c. Slide deck/s used and/or National Level Speakership or Higher 5 Session guide/s. points Regional Office Speakership 2.5 points Nominees from the Schools Division Office Regional Level Speakership or Higher 5





**Nominees from Schools** 

Division/Provincial/City Level

Division Level Speakership or Higher

Speakership

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points

2.5

points

5 points



	<u></u>	
School/Municipality/District 2.5		
Speakership   points		
*Points earned are cumulative but not to exceed the		
allotted points for the criterion.		
5. Other Meritorious Accomplishments specific to the position		
5.1 Assisted in technical planning in any	✓ Certificate of	
training, orientation, workshop, and	Appreciation/ Recognition	
other activities (10 points)	duly signed by the SDS	
	(for SDO, district and	
<ul> <li>National Level - 10 points</li> </ul>	school nominees) or RD	
<ul> <li>Regional - 8 points</li> </ul>	(for RO nominees);	
<ul> <li>Division - 6 points</li> </ul>	or	
<ul> <li>District - 4 points</li> </ul>	✓ Memorandum containing	
	the name of the nominee	
5.2 Membership in Working Committees/	✓ Special	
BAC/Procurement-Related (5 points)	Order/Memorandum (with	
	the name of the Nominee)	
<ul> <li>At least three (3) Working - 5 points</li> </ul>		
Committees		
• Two (2) Working Committees - 3 points		
• One (1) working committee - 2 points		
C. Education & Learning and Development		
(15 points)		
1. Education (5 points)		
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements - 4.5 points</li> </ul>	✓ Transcript of Records	
for Doctorate/Doctor's Degree	✓ Certificate of Completion	
<ul> <li>Earned at least 18 Doctorate/ - 4 points</li> </ul>	of Academic Requirements	
Doctor's Degree units  • Master's Degree / Bachelor of - 3.5 points	/ Certification of Units	
Laws (Juris Doctor)	Earned	
<ul> <li>Complete Academic Requirements - 3 points</li> </ul>		
for Master's Degree		
• Earned at least 18 MA Units - 2.5 points		
2. Learning and Development (10 points)	✓ Certificate of Participation	
✓ Participation to Learning and	issued by DepEd or other	
Development Activities (such as trainings,	agencies/organizations	
seminars, workshops, conferences, fora,	sanctioned by DepEd	
etc.)		
• International/National - 10 points		
• Regional - 8 points		
• Division - 6 points		
• District - 4 points		
• School - 2 points		
Mata		
Note: a. Points earned are cumulative but not to		
exceed the allotted points for the criterion.		
exceed the another points for the chieflort.		









b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview	
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet	
<ul> <li>Ability to present ideas</li> </ul>		
• Alertness		
<ul> <li>Judgment</li> </ul>		
Stress Tolerance		



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## SEARCH FOR MOST OUTSTANDING REGIONAL OFFICE ACCOUNTANT

Name of Nominee: _	Functional Division:	
Position:		

CDITEDIA /INDICATORS			MEANS OF VERIFICATION	Points
CRITERIA/INDICATORS			(MOVs)	Earned
A. Performance (30 points)				
<ul> <li>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 30</li> </ul>		and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Service Record</li> </ul>	
B. Outstanding/Meritorious	Accomplishment	ts		
(50 points)	itstanding/meritor gs shall be withir	rious 1 the		
	ward (5 points)		✓ Certificate of	
1. Outstanding Employee Award (5 points)  National Awardee -5 points  Nomination in the Department/-4 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region /-3 points Awardee in the Division/Awardee in the Municipal Level  Nomination in the Division/-2 points Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.		ts ts ts	Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)			a. Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the	
a, b, c, & d	5 points		designated Research Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points		b. Accomplishment Report	
Only a & b	2 points		verified by the Head of	
Only a	1 point		Office	
*For collaborative innovations be divided by the number of indicated in the copyright page *Points earned are cumulative allotted points for the criterion	s, the total points of authors/researcge.	chers	<ul> <li>c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office</li> <li>d. Certification of adoption of the innovation or research by another school/office</li> </ul>	





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		duly signed by the Head of	
		Office	
		e. Proof of citation by other	
		researchers (whose	
		study/research, whether	
		published/ unpublished, is	
		likewise approved by	
		authorized body) of the	
		concept/s developed in the	
		research.	
3. Resource Speakership/Learning Facil	itation	a. Issuance/Memorandum/	
(5 points)		Invitation/Training Matrix;	
· - ·		b. Certificate of Recognition/	
Level	Points	Merit/Commendation/	
Nominees from the Regional Office		Appreciation; and	
National Level Speakership or Higher	5	c. Slide deck/s used and/or	
	points	Session guide/s.	
Regional Office Speakership	2.5		
T	points		
Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5		
regional zevel opeaneromp of maner	points		
Division/Provincial/City Level	2.5		
Speakership	points		
Nominees from Schools			
Division Level Speakership or Higher	5		
	points		
School/Municipality/District	2.5		
Speakership	points		
*Points earned are cumulative but not to e	xceed the		
allotted points for the criterion.			
4. Other Meritorious Accomplishments:	specific		
to the position	эроонно		
4.1 Membership in Organizations,	<i>I</i>	✓ Memorandum/Certificates	
Committees (5 points)	•	/Special Order	
<ul> <li>Membership in technical plans</li> </ul>	ning	/ Opecial Oruci	
committee	.11118		
3 Committees - 5 points			
2 Committees - 3 points			
1 Committee - 2 points			
4.2 Compliance with Reporting			
Requirements (25 points)			
4.2.1 Submission of Mid-Year a	nd Year-		
End Financial Reports to		✓ Transmittal Letter	
Ziia i ilialioiai Nopolto to	JUII 1141	received by Central Office	











### Office (10 points)

Complete and accurate (on the 1st day of the workshop or earlier)

- 10 points

Complete and accurate (before the last day of the workshop)

- 8 points

Complete (within the submission date set/last day of the workshop)

- 6 points

## 4.2.2 Submission of Mid-Year and Year-**End Financial Reports to COA** (5 points)

Complete and accurate (2 days or earlier before - 5 points

the deadline)

Complete and accurate

- 4 points

(1 day before the deadline)

Complete and accurate on

- 3 points

the deadline set

### 4.2.3 Submission of Monthly and Quarterly Financial Reports to Central Office, COA, DBM and other oversight agencies (10 points)

Complete and accurate (2 days or earlier before the scheduled submission

- 10 points

date set)

Complete and accurate (1 day before the scheduled - 8 points

submission date set)

Complete and accurate within the submission date - 6 points

### 4.3 Attendance to Division/Section/Unit **Activities (5 points)**

100% Attendance - 5 points 80-99 % Attendance - 4 points 60-79% Attendance 59% and below

- 3 points - 2 points Transmittal Letter received by COA

- ✓ Transmittal Letter received by COA and DBM
- Email to Central Office as proof of submission

Certification of Attendance duly signed by the CAO-FD





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O Distriction & Learning and Development		
C. Education & Learning and Development		
(15 points)		
1. Education (5 points)  • Doctorate/Doctor's Degree -5 points • Complete Academic Requirements for Doctorate/Doctor's Degree  • Earned at least 18 Doctorate/ -4 points Doctor's Degree units • Master's Degree / Bachelor of Laws (Juris Doctor) • Complete Academic Requirements for Master's Degree • Earned at least 18 MA Units -2.5 points  2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 10 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> <li>✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd</li> </ul>	
<ul> <li>Regional - 8 points</li> <li>Division - 6 points</li> <li>District - 4 points</li> <li>School - 2 points</li> </ul>		
Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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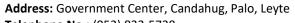
## SEARCH FOR MOST OUTSTANDING SCHOOL LITERACY COORDINATOR (Elementary Level only)

Name of Nominee:		SDO:	
Position:	School:		

CRITERIA/INDICATORS MEANS OF VERIFICATION				
		(M	IOVs)	Earned
A. Performance (30 points)				
<ul> <li>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned = (Average of the Two IPCRF Ratings/5) x 30</li> </ul>		<b>√</b>	IPCRF duly signed by authorities with date of signing  • SY 2024-2025 and SY 2023-2024  Service Record Special Order/ Memorandum issued as to coordinatorship duly signed by authorities	
B. Outstanding/Meritorious Ac	complishments			
*Validity of the outstand accomplishments and train within the last 2 years from set by the Regional PRAISE co	the cut-off date			
1. Innovation (15 points)		a.	Proposal duly approved by the Head of Office or the	
MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a  *Innovations shall addressimprovement of the literacy le  *For collaborative research is total points shall be divided by authors/researchers indicated copyright page.  *Points earned are cumulate exceed the allotted points for	nnovations, the y the number of ated in the ive but not to	c.	designated Research Committee per DO No. 16, s. 2017 Accomplishment Report verified by the Head of Office Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the	









# 2. Development of Intervention Tools that led to improvement of numeracy level **(30 points)**

### 2.1 Quality Assured (15 points)

Quality	Point/s
Assurance Level	Earned
Region	15
Division	10
District/School/	5
Municipality	

✓ Copy of the intervention tools developed duly approved by the School Head/SDS/RD (whichever should apply depending on the scope)

## 2.2 **Pilot tested** the intervention materials (5 points)

No. of schools piloted	Point/s Earned
5 or more	5
2-4	4
1	3

- Certification/Endorsemen t on the Quality Assured of the intervention tools from School Committee/ SDO/RO Quality Assurance Team
- ✓ Copy of the intervention tools on the conduct of pilot testing evidently shown with comments
- 2.3 Implementation of the intervention materials (10 points)

Implementation Level	Points
	Earned
Division	10
District	5
School	3

- ✓ Copy of the finalized Intervention tools
- Copy of letter/certification on the implementation and utilization of the intervention tools

## C. Results on the literacy performance (20 points)

• Pre-Post Test Results

✓ Copy of the Report/Form A literacy report

**Points Earned**: Average of the following:

- Grades 1-3 (CRLA Grade Ready Results/100) x 20);
- Grades 4-6 (Phil-IRI Independent Results/100x20);

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D. Potential (5 points)		
✓ Interview and essay shall be conducted  • Communication skills • Ability to present ideas • Alertness • Judgment • Stress Tolerance	✓ Potential/Interview Checklist & Rating Sheet	



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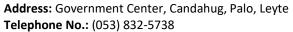
## SEARCH FOR MOST OUTSTANDING SCHOOL NUMERACY COORDINATOR (Elementary Level only)

ame of Nominee:		SDO:	
Position:	School:		

Position: School:			
CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (30 points)			
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings/5) x 30		<ul> <li>✓ IPCRF duly signed authorities with date signing         <ul> <li>SY 2024-2025 a SY 2023-2024</li> <li>✓ Service Record</li> <li>✓ Special Order/ Memorandum issued as coordinatorship disigned by authorities</li> </ul> </li> </ul>	of and
B. Outstanding/Meritorious Ac (45 points)	complishments		
*Validity of the outstan accomplishments and training the last 2 years from the cut-care Regional PRAISE committee.	gs shall be within		
1. Innovation (15 points)		a. Proposal duly approved the Head of Office or the	
*Innovations shall address on of the numeracy level.  *For collaborative research total points shall be divided authors/researchers indicated page.  *Points earned are cumula exceed the allotted points for	innovations, the by the number of d in the copyright tive but not to	designated Research Committee per DO No. s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization the innovation or resear within the school/office duly signed by the Head Office d. Certification of adoption the innovation or resear by another school/office duly signed by the Head Office e. Proof of citation by othe researchers (whose study/research, whethe published/unpublished likewise approved by authorized body) of the concept/s developed in research.	n of rch, l of rch el l of r r, is







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2. Development of Intervention Tools that led to improvement of numeracy level <b>(30 points)</b>	
Quality Assured (15 points)  Quality Point/s Assurance Level Earned Region 15 Division 10 District/School/ 5 Municipality	✓ Copy of the intervention tools developed duly approved by the School Head/SDS/RD (whichever should apply depending on the scope)
2.2 <b>Pilot tested</b> the intervention materials (5 points)  No. of schools Point/s Earned piloted  5 or more  2-4  1  3	✓ Certification/Endorsemen t on the Quality Assured of the intervention tools from School Committee/ SDO/RO Quality Assurance Team ✓ Copy of the intervention tools on the conduct of pilot testing evidently shown with comments
2.3 Implementation of the intervention materials (10 points)  Implementation Level Points Earned Division 10 District 5 School 3	<ul> <li>✓ Copy of the finalized Intervention tools.</li> <li>✓ Copy of letter/certification on the implementation and utilization of the intervention tools.</li> </ul>
C. Results on the numeracy performance (20 points)	
• Pre-Post Test Results  Points Earned = (RMA Result/100) x 20	✓ Copy of the Report/Form A numeracy report/RMA result
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet





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

ame of Nominee:		_ SDO:
Position:	School:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (20 points)			
1. Performance Rating of the nomine rating periods should be Outstand above)  Point/s Earned  = (Average of the Two IPCRF Rates)	ding (4.50 and	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>SY 2024-2025 and SY 2023-2024</li> <li>✓ Special Order/Memorandum issued as an ICT Coordinator duly signed by authorities</li> </ul> </li> </ul>	
B. Outstanding/Meritorious Accord	nplishments		
*Validity of the outstand accomplishments and trainings sha last 2 years from the cut-off date set PRAISE committee.			
1. Outstanding Employee Award (1	0 points)	✓ Certificate of	
National Awardee - 10 points Nomination in the Department/ - 8 points Awardee in the Region/Awardee in the Provincial Level Nomination in the Region / - 6 points Awardee in the Division/Awardee in the Municipal Level Nomination in the Division/ - 4 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
governance level. Otherwise, points earned are cumulative.		D 1 1 1 1	
2. Innovation (10 points)		a. Proposal duly approved by the Head	
MOVs Submitted	Points	of Office or the	
a, b, c, & d	10 points	designated Research	
a, b, c, & e	10 points	Committee per DO No.	
Only a, b, & c	6 points	16, s. 2017	
Only a & b	4 points	b. Accomplishment	
Only a	2 points	Report verified by the	
*Innovation must be ICT-related only.		Head of Office c. Certification of utilization of the	





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\*For collaborative innovations, the total points shall innovation or research, be divided by the number of authors/researchers within indicated in the copyright page. school/office dulv signed by the Head of Office \*Points earned are cumulative but not to exceed the allotted points for the criterion. d. Certification of adoption of the innovation or research another bv school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published/unpublishe d, is likewise approved by authorized body) of the concept/s developed in the research. 3. Authorship (5 points) Copy of the book Sole authorship of a book - 5 points developed/contextualized - 5 points will Co-authorship of a book learning resources/IEC be divided by Certificate of Recognition the number of authors Writer/Developer/Contextualizer - 4 points of LRs/IEC Co-Writer of LRs - 4 points will be divided by the number of writers Member of the Development/ - 0.5 point in Quality Assurance team (Content each LR but Reviewer, Language Editor, not to exceed Layout Artist, broadcaster or 3 points video presenters, or Illustrator) of the Learning Resources Note: a. Points earned are cumulative but not to exceed the allotted points for the criterion. a. Issuance/Memorandu 4. Resource Speakership / Learning Facilitation m/Invitation/Training (5 points) Matrix; b. Certificate of Level Points Recognition/Merit/ Nominees from the Regional Office Commendation/ National Level Speakership or Higher 5 Appreciation; and points c. Slide deck/s used Regional Office Speakership 2.5 and/or Session points guide/s.





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Nominees from the Schools Division Office			
Regional Level Speakership or Higher	5		
Regional Level Speakership of Trigher	points		
Division/Provincial/City Level	2.5		
Speakership	points		
Nominees from Schools	points		
Division Level Speakership or Higher	5		
Biviolon Bever opeakership or migher	points		
School/Municipality/District	2.5		
Speakership	points		
Points earned are cumulative but not to exploit to the criterion.	xceed the		
5. Other Meritorious Accomplishments position (35 points)	as to the		
<ul> <li>Ensured the maximum utilist DCP packages in teaching and -15pts</li> </ul>		Certification signed by CID Chief, ITO, and SDS	
• Maintained the usability of Microsoft school and learners' accounts. – 15pts		Certification signed by ITO and SDS	
• Supported programs relative to the use of the DepEd Learning Management System. – 15pts.		Certification signed by CID Chief, ITO, and SDS	
C. Education & Learning and Developme	nt		
(10 points)			
<ul> <li>Complete Academic Requirements for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/Doctor's Degree units</li> <li>Master's Degree / Bachelor of Laws (Juris Doctor)</li> <li>Complete Academic Requirements for Master's Degree</li> </ul>	5 points 4.5 points 4 points 3.5 points points 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units Earned</li> </ul>	
2. Learning and Development (5 points)		✓ Certificate of Participation	
<ul> <li>✓ Participation to Learning and Dev Activities (such as trainings, workshops, conferences, fora, etc</li> </ul>	seminars,	issued by DepEd or other agencies/organizations sanctioned by DepEd	
• Regional -	5 points 4 points 3 points		
Note:			









<ul><li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li><li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li></ul>		
D. Potential (5 points)		
✓ Interview and essay shall be conducted	✓ Potential/Interview	
<ul> <li>Communication skills</li> </ul>	Checklist & Rating Sheet	
Ability to present ideas		
• Alertness		
<ul> <li>Judgment</li> </ul>		
Stress Tolerance		



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

Name of Nominee: _		SDO:
Position:	School:	

CRITERIA/INDICATO	RS	M	IEANS OF VERIFICATION	Points Earned
· · · · · · · · · · · · · · · · · · ·			(MOVs)	Earneu
A. Performance (20 points)  1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned  = (Average of the Two IPCRF Ratings / 5) x 20		✓ ✓	IPCRF duly signed by authorities with date of signing  SY 2024-2025 and SY 2023-2024 Special Order/Memorandum issued as a Sports Coach/Trainer duly signed	
B. Outstanding/Meritorious Accor			by authorities	
accomplishments and trainings shallast 2 years from the cut-off date set PRAISE committee.  1. Outstanding Employee Award (Solution of the Department Awardee of the Region / Awardee in the Region / Awardee in the Provincial Level  Nomination in the Region / Awardee in the Division / Awardee in the Division / Awardee in the Division / Awardee in the District / Awardee in the Barangay Level  Note:  a. Points earned are cumulative but a allotted points for the criterion.  b. For same awards received in a second and shall be based on the award received.	to by the Regional  10 points)  - 10 points  nt/ - 8 points  dee  - 6 points  ardee  - 4 points  rdee  thoo to exceed the  chool year, points  ived in the highest	✓ ✓	Certificate of Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
governance level. Otherwise, points earn	ca are carratance.		Droposal duly approved by	
2. Innovation (10 points)  MOVs Submitted Points		a.	Proposal duly approved by the Head of Office or the designated Research	
a, b, c, & d	10 points		Committee per DO No. 16,	
a, b, c, & e	10 points		s. 2017	
Only a, b, & c	6 points	h	Accomplishment Report	
Only a & b	4 points	٥.	verified by the Head of	
			Office	
*Innovation should be Sports-related	2 points	c.	Certification of utilization of the innovation or research, within the	





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

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

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

#### 3. Authorship (5 points)

- Sole authorship of a book
- Co-authorship of a book
- 5 points5 points willbe divided bythe number ofauthors
- Writer/Developer/Contextualizer of LRs/IEC
- Co-Writer of LRs
- 4 points4 points will be divided by

the number of

- Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources
- writers
   0.5 point in
  each LR but
  not to exceed
  3 points
- Copy of the book or developed/contextualized learning resources/IEC
- Certificate of Recognition

#### Note:

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

## 4. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	

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





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Division Level Speakership or Higher		5
		points
School/Munic	ipality/District	2.5
	Speakership	points

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

## 5. Other Meritorious Accomplishments as to the position (35 points)

## 5.1 Conduct of Professional Development Programs (PDPs) related to Sports (10 points) ✓

Conducted professional development program/activity that addressed the needs of Sports coaches/trainers

Role	Number of PDPs conducted	Point/s Earned
Dronon ont /	4 or more	10 points
Proponent/ Organizer	2-3	8 points
	1	6 points
	4 or more	5 points
Member	2-3	3 points
	1	1 point

- Narrative/
  - Accomplishment report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need improved service or delivery /learning with outcome) attachments: Pictorial, written output, video,
- ✓ Certificate of Recognition/Participation
- ✓ Memorandum for the conduct of the program/activity

#### Note:

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

### 5.2 Award as Sports Trainer or Coach (25 points)

_	1		
Level	Rank	Point/s Earned	
	1	10 points	
National	2	7 points	
	3	5 points	
	1	5 points	
Regional	2	3 points	
	3	1 point	
	1	3 points	
Division	2	2 points	
	3	1 point	

 Certificate of Recognition/Appreciation as Sports Trainer or Coach of a Winning Athlete

#### Note:

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





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C. Education & Learning and Development (10 points)		
1. Education (5 points)  Doctorate/Doctor's Degree - 5 points Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree Earned at least 18 Doctorate/ - 4 points Doctor's Degree units Master's Degree ( Bachelor of Laws (Juris Doctor) Complete Academic Requirements - 3 points for Master's Degree Earned at least 18 MA Units - 2.5 points  Learning and Development (5 points)	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned  ✓ Certificate of Participation	
<ul> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>● International/National - 5 points</li> <li>● Regional - 4 points</li> <li>● Division - 3 points</li> </ul> Note: <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	issued by DepEd or other agencies/organizations sanctioned by DepEd	
<ul> <li>D. Potential (5 points)</li> <li>✓ Interview and essay shall be conducted</li> <li>• Communication skills</li> <li>• Ability to present ideas</li> <li>• Alertness</li> <li>• Judgment</li> <li>• Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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## SEARCH FOR MOST OUTSTANDING <u>DIVISION WinS COORDINATOR</u>

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (15 points)		Ì	
1. Performance Rating of the rating periods should be Cabove)  Point/s Earned = (Average of the Two IPC	Outstanding (4.50 and	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record  ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities	
B. Outstanding/Meritorious	Accomplishments		
*Validity of the ou accomplishments and training last 2 years from the cut-off of PRAISE committee.			
1. Outstanding Employee A	ward (5 points)	✓ Certificate of	
<ul> <li>National Awardee</li> <li>Nomination in the De Awardee in the Region in the Provincial Leve</li> <li>Nomination in the Research Awardee in the Division in the Municipal Leve</li> <li>Nomination in the Division the Municipal Leve</li> <li>Nomination in the Division in the Divis</li></ul>	on/Awardee el egion / - 3 points ion/Awardee el ivision/ - 2 points	Recognition/Merit  Any issuance, memorandum or document showing the Criteria for the Search	
Note:			
<ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level.</li> <li>Otherwise, points earned are cumulative.</li> </ul>			
2. Innovation (5 points)		a. Proposal duly approved by	
MOVs Submitted	Points	the Head of Office or the designated Research	
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point	Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office	
*Innovation must be WinS-related only.		c. Certification of utilization of the innovation or research,	









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

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

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

#### 3. Research (5 points)

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

- \*Research studies conducted must be WinS-related only.
- \*For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

## 4. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points

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





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	•	
Nominees from the Schools Division Office		
Regional Level Speakership or Higher	5 points	
Division/Provincial/City Level Speakership	2.5 points	
Nominees from Schools		
Division Level Speakership or Higher	5 points	
School/Municipality/District Speakership	2.5 points	
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the	
<ul> <li>Networking/Linkages (20 points)</li> <li>Initiated DepEd-related generation projects and/or that will benefit the school</li> </ul>	. 0	✓ Copy of the approved proposal (for IGPs and other special programs/projects) ✓ Copy of Partnership MOAs
Proponent/organizer - 5 poi Member - 2.5 p		or MOUs, deed of donation/ acceptance or any other valid proof ✓ Accomplishment report w/
Note: a. For more than one proponent, point, will be divided by the number of pro  6. Other Meritorious Accomplishments	oponents.	attachments: Pictures, WFP/POW
to the position	-	
6.1 3-Star Approach (25 points)		✓ Division Results
• Able to reach 3 stars for the past 2 yrs.	25 points	
• Able to reach 3 stars for the - 1st time	20 points	
• Able to reach 2 stars for the past 2 yrs.	15 points	
• Able to reach 2 stars for the - 1st time	10 points	
• Able to reach 1 star - 5	5 points	
C. Education & Learning and Developme	nt	
(15 points)		
<ul> <li>Complete Academic Requirements for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/</li> </ul>	5 points 4.5 points 4 points	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements
Doctor's Degree units  • Master's Degree / Bachelor of - Laws (Juris Doctor)	3.5 points	/ Certification of Units Earned









	T	
Complete Academic Requirements - 3 points for Master's Degree		
• Earned at least 18 MA Units - 2.5 points		
2. Learning and Development (10 points)  ✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 10 points • Regional - 8 points • Division - 6 points • District - 4 points • School - 2 points  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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## SEARCH FOR MOST OUTSTANDING

### SCHOOL-BASED FEEDING PROGRAM DIVISION COORDINATOR

Name of Nominee:	 SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)		Points Earned
A. Performance (25 points)			,	
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 25		✓ ✓	IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  Service Record  Special  Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities	
B. Outstanding/Meritorious Ac	complishments			
*Validity of the outstate accomplishments and trainings a last 2 years from the cut-off date PRAISE committee.				
1. Outstanding Employee Awar	d (5 points)	✓	Certificate of	
<ul> <li>National Awardee</li> <li>Nomination in the Depart Awardee in the Region/A in the Provincial Level</li> <li>Nomination in the Region Awardee in the Division/A in the Municipal Level</li> <li>Nomination in the Division Awardee in the District/A in the Barangay Level</li> <li>Note:         <ul> <li>Points earned are cumulative by allotted points for the criterion.</li> </ul> </li> <li>b. For same awards received in a schearned shall be based on the award highest governance level. Otherwise, cumulative.</li> </ul>	wardee  1 / - 3 points Awardee  2 points Awardee  4 points A point	✓	Recognition/Merit Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)		a.	Proposal duly approved by	
MOVs Submitted	Points		the Head of Office or the designated Research	
a, b, c, & d	5 points		Committee per DO No. 16,	
a, b, c, & e	5 points		s. 2017	
Only a, b, & c	3 points	b.	Accomplishment Report	
Only a & b	2 points		verified by the Head of Office	
Only a	1 point		Office	





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- \*Innovation should be School-based Feeding program-related only.
- \*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.
- c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office
- d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- e. Proof of citation by other researchers (whose study/research, whether published/ unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

### 3. Research (5 points)

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

- \*Research studies conducted should be School-based Feeding program-related only.
- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

## 4. Resource Speakership / Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points

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





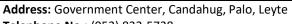




Regional Office Speakership	2.5	Session guide/s.	
	points	,	
Nominees from the Schools Division			
Office	_		
Regional Level Speakership or Higher	5		
Division / Drawin sigl/City I syst	points 2.5		
Division/Provincial/City Level Speakership	2.5 points		
Nominees from Schools	ponits		
Division Level Speakership or Higher	5		
Biviolar Bever specification of ingree	points		
School/Municipality/District	2.5		
Speakership	points		
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the		
5. Other Meritorious Accomplishments s	specific		
to the position (40 points)			
5.1 Percentage of actual beneficiarie	s served	✓ Target beneficiaries from	
versus the target beneficiaries (5 points)		SDO versus Actual	
		beneficiaries from School	
-	oints	using SBFP Form 1	
	NFP & Milk		
90-99% of beneficiaries were served - 3 points with NFP & Milk			
89% and below of beneficiaries were - 1 point			
served with NFP & Milk  5.2 Prompt implementation of the pro	ngram (5	✓ Narrative Report of	
points)		implementation of	
		program	
The program was implemented on - 5 points schedule			
The program was implemented - 4 placehind schedule	points		
5.3 Compliance to guidelines (5 points)		✓ SBFP Core Group	
		Members	
1 point each if complied		✓ Activity Completion	
Creation of SBFP Core Group		Report	
<ul> <li>Orientation for implementers</li> </ul>		✓ Narrative Reports	
conducted		✓ Documentation	
Compliance to the minimum health			
requirements  • Food safety standards followed			
<ul><li>Food safety standards followed</li><li>Orderly distribution of food</li></ul>			
commodities			
5.4 Presence & completeness of the	following	SBFP Forms FY 2021	
forms (SBFP Form FY2021)	3		
(5 points)			









1 point each if complied		
Cycle Menu		
SBFP Form 1		
SBFP Form 2		
SBFP Form 3		
• SBFP Form 7		
5.5 Prompt Submission of Liquidation Reports (5	Liquidation Reports	
points)	Elquidation Reports	
points		
Suppliers were fully paid within a - 5 points month		
Suppliers were fully paid more than - 3 points		
one (1) month Suppliers were fully paid more than - 2 points		
two (2) months		
5.6 Prompt submission of Program Terminal	SBFP PTR	
Report (PTR) (5 points)		
DTD architect complete and — E naints		
PTR was submitted complete and - 5 points on time		
on time		
PTR was submitted late and - 4 points		
incomplete		
5.7 Involvement/support of parents &	Activity Documentation	
community (5 points)	Report	
community (o points)	Report	
Involvement/support of parents & - 5 points		
community are recorded and		
documented		
There is involvement/support of - 4 points		
parents & community but not		
documented		
5.8 Conduct of advocacy and social/resource	Activity Documentation	
mobilization activities (5 points)	Report	
Advocacy and social/resource - 5 points		
mobilization activities were		
recorded and documented		
Advocacy and social/resource - 4 points		
mobilization activities were		
conducted but not documented		
C. Education & Learning and Development		
(10 points)	( m ) ; ; ; ; ; ; ;	
1. Education (5 points)	✓ Transcript of Records	
<ul> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements - 4.5 points</li> </ul>	✓ Certificate of Completion	
for Doctorate/Doctor's Degree	of Academic	
• Earned at least 18 Doctorate/ - 4 points Doctor's Degree units	Requirements /	
Master's Degree / Bachelor of - 3.5 points	Certification of Units	
Laws (Juris Doctor)	Earned	
Complete Academic Requirements - 3 points		





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for Master's Degree	
• Earned at least 18 MA Units - 2.5 points	
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>● International/National - 5 points</li> <li>● Regional - 4 points</li> <li>● Division - 3 points</li> <li>● District - 2 points</li> <li>● School - 1 point</li> <li>Note:  <ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.</li> </ul> </li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet



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## SEARCH FOR MOST OUTSTANDING

Name of Nominee: _	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (20 points)		(MOVS)	Darnea
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities	
B. Outstanding/Meritorious Accomplishments (65 points)  *Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional			
PRAISE committee.  1. Outstanding Employee Award (5 points)  • National Awardee -5 points • Nomination in the Department/ -4 points Awardee in the Region/Awardee in the Provincial Level • Nomination in the Region / -3 points Awardee in the Division/Awardee in the Municipal Level • Nomination in the Division/ -2 points Awardee in the District/Awardee in the Barangay Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.  Otherwise, points earned are cumulative.		✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search	
2. Innovation (5 points)  MOVs Submitted  a, b, c, & d  a, b, c, & e  Only a, b, & c  Only a & b  Only a	Points 5 points 5 points 3 points 2 points 1 point	<ul> <li>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</li> <li>b. Accomplishment Report verified by the Head of Office</li> <li>c. Certification of utilization of</li> </ul>	





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\*Innovation should be GAD-related only.

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

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

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

### 3. Research (5 points)

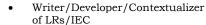
MOVs Submitted	Points
a, b, c, & d	5 points
a, b, c, & e	5 points
Only a, b, & c	4 points
Only a & b	3 points
Only a	2 points

- \*Research studies conducted should be GAD-related only.
- \*For collaborative research studies, the total points shall be divided by the number authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

### 4. Authorship (5 points)

- Sole authorship of a book Co-authorship of a book
- 5 points - 5 points will be divided by the number of
- authors - 4 points
  - 4 points will be divided by
- Copy of the book developed/contextualized learning resources/IEC
- ✓ Certificate of Recognition



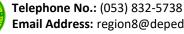
- Co-Writer of LRs
- the number of

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 Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources writers
- 0.5 point in
each LR but
not to exceed
3 points

#### Note:

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

## 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

### 6. Networking/Linkages (5 points)

 Initiated DepEd-related networking/partnership projects and/or programs that will benefit the office

## Points given to GAD-related networking /partnership projects and/or programs

Proponent/organizer - 5 points Member - 2.5 points

# Points given to non-GAD-related networking/partnership projects and/or programs

Proponent/organizer - 3 points Member - 1.5 points

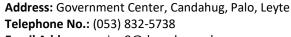
#### Note:

a. For more than one proponent, points earned will be divided by the number of proponents.

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance or any other valid proof
- Accomplishment report w/ attachments: Pictures, WFP/POW







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

position/ from the c	Meritorious Accomplish coordinatorship within to cut-off date set by the R se (35 points)	the last 3 years			
7.1	Functionality of GAL stem (GFPS) (10 points)	) Focal Point	<b>√</b>	Minutes of Meetings Accomplished GAD Mainstreaming Evaluation	
,	o. of Meetings Conducted within the last 3 years from the cut-off date set	Points Earned		Framework (GMEF)	
	At least 5	10 points			
	4	8 points			
	3	6 points			
	Submission of GAD Plan GPB) (5 points) Submitted GAD Plan and 3 days before the deadline	Budget - 5 pts.	<b>✓</b>	Copy of the GAD Plan and Budget (GPB) duly signed by the SDS	
•	Submitted GAD Plan and 2 days before the deadline				
•	Submitted GAD Plan and 1 day before the deadline	Budget - 3 pts.			
•	Submitted GAD Plan and on the deadline				
	<ul> <li>7.3 Submission of GAD Accomplishment</li> <li>Report (AR) (5 Points)</li> <li>Submitted GAD Accomplishment - 5 pts.</li> <li>Report 3 days before the deadline</li> </ul>			Copy of the GAD Accomplishment Report/s duly signed by the SDS	
•	Submitted GAD Accomplise Report 2 days before the				
•	• Submitted GAD Accomplishment - 3 pts. Report 1 day before the deadline				
•	Submitted GAD Accomplis Report on the deadline				
Activ Gend	Attributed Programs, vities (PPAs) subjected ler and Developmen (S) (5 Points)	to Harmonized		Project Proposal/s duly approved by the SDS Accomplished HGDG form duly signed by the authorities	
P	No. of attributed Project Proposal/s Subjected to HGDG within the last 3 ars from the cut-off date set	Point/s Earned			
	At least 5	5 points			
	4	3 points			





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2	1	1		
3	1 point			
7.5 Activities conducted that addressed		<b>√</b>	Activity Completion	
Gender issues (10 points)		•	Report/s	
No. of Activities conducted			Report/s	
that addressed Gender of				
Conducted within the last 3	Points			
	Earned			
years from the cut-off date				
set	10 points			
At least 11	10 points			
10	6 points			
9	3 points			
C. Education & Learning and Devel	opment (10			
points)		/	The second of CD 1	
1. Education (5 points)	5 nointa	<b>v</b>	Transcript of Records	
<ul><li>Doctorate/Doctor's Degree</li><li>Complete Academic Requiremen</li></ul>	– 5 points ts 4.5 points	<b>√</b>	Certificate of Completion	
for Doctorate/Doctor's Degree	to the politic		of Academic Requirements	
Earned at least 18 doctorate or  doctor's doctor units	- 4 points		/ Certification of Units	
doctor's degree units  • Master's Degree / Bachelor of	- 3.5 points		Earned	
Laws (Juris Doctor	-			
Complete Academic Requiremen  for Master's Dogres	ts - 3 points			
for Master's Degree  • Earned at least 18 MA Units	0 E nointa			
	- 2.5 points			
2. Learning and Development (5 po	•	<b>√</b>	Certificate of Participation	
✓ Participation to Learning ar	_		issued by DepEd or other	
Activities (such as trainings, seminars,			agencies/organizations	
workshops, conferences, fora, etc.) -			sanctioned by DepEd	
DepEd and DepEd-recognized agencies				
International/Natio	mal Emaints			
<ul><li>International/Natio</li><li>Regional</li></ul>	nal – 5 points – 4 points			
Regional     Division	- 3 points			
Division     District	- 2 points			
• School	- 1 point			
Note:	1 point			
a. Points earned are cumulative b	ut not to exceed			
the allotted points for the criter	ion.			
b. Validity of the learning and det				
activities shall be within the last 2 years from the				
cut-off date set by the Regional PRAISE				
committee.				
D. Potential (5 points)			Detention / Indonesia	
	✓ Interview and essay shall be conducted		Potential/Interview	
	Communication skills		Checklist & Rating Sheet	
Ability to present	ıdeas			
<ul> <li>Alertness</li> </ul>				
<ul> <li>Judgment</li> </ul>				
<ul> <li>Stress Tolerance</li> </ul>	<ul> <li>Stress Tolerance</li> </ul>			





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#### SEARCH FOR MOST OUTSTANDING

### **DIVISION SCHOOL-BASED MANAGEMENT (SBM) COORDINATOR**

Name of Nominee: _	SDC	SDO:	
Position:			

CRITERIA/INDICATORS		MEANS OF Points VERIFICATION (MOVs) Earned
A. Performance (8 points)	, i	
1. Performance (8 points)  1. Performance rating of the nominee for the last 2 rating periods with Outstanding Rating (4.50-5.00)  Point/s Earned:  = (Average of the two IPCRF Ratings / 5) x 8		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities
B. Outstanding/Meritorious	Accomplishments	
*Validity of the or accomplishments and training last 2 years from the cut-off of PRAISE committee.		
1. Outstanding Employee Award (3 points)  National Awardee -3 points  Nomination in the Department/ -2 points Awardee in the Region/Awardee in the Provincial Level  Nomination in the Region / -1 point Awardee in the Division/Awardee in the Municipal Level  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.		<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>
Otherwise, points earned are cumulative.		D 111
2. Innovation (5 points)  MOVs Submitted Points a, b, c, & d 5 points		a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No.
a, b, c, & e 5 points Only a, b, & c 3 points Only a & b 2 points Only a 1 point		16, s. 2017
		b. Accomplishment Report
		verified by the Head of
		Office
*Innovation should be SBM-related only.		c. Certification of utilization of the innovation or research, within the school/ office





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

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

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

### 3. Research (3 points)

MOVs Submitted	Points
a, b, c, & d	3 points
a, b, c, & e	3 points
Only a, b, & c	2 points
Only a & b	1 point
Only a	0.50 point

- \*Research studies conducted should be SBM-related only.
- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

- 4. Authorship (3 points)
  - Sole authorship of a book
  - Co-authorship of a book
- 3 points
- 3 points will be divided by the number of
- authors
- ✓ Copy of the book or developed/contextualiz ed learning resources/IEC

Writer/Developer/Contextualizer - 2 points



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• Member of the Development/ - 0.5 Quality Assurance team (Content each Reviewer, Language Editor, not	criterion.	✓ Certificate of Recognition  a. Issuance/Memorandum	
(3 points)		/Invitation/Training	
Laval	Dointa	Matrix; b. Certificate of	
Level Nominees from the Regional Office	Points	Recognition/Merit/	
National Level Speakership or Higher	3	Commendation/	
reactional Bever opeaneromp of ringher	points	Appreciation; and	
Regional Office Speakership	1.5	c. Slide deck/s used	
	points	and/or Session	
Nominees from the Schools Division		guide/s.	
Office  Regional Level Speakership or Higher	3		
Regional Level Speakership of Higher	points		
Division/Provincial/City Level	1.5		
Speakership	points		
Nominees from Schools  Division Level Speakership or Higher	3		
Division Level Speakership of Higher	points		
School/Municipality/District	1.5		
Speakership	points		
*Points earned are cumulative but not to exallotted points for the criterion.			
6. Other Meritorious Accomplishments s to the position (65 points)	pecific		
6.1 SDOs Achievement and Awar related project) on TA Provision (15	points)	✓ Awards received and certificates or Plaque of recognition	
Best Practice in TA Provision Effective Practice in TA Provision Innovative Practice in TA Provision	<ul><li>15 pts.</li><li>10 pts.</li><li>5 pts.</li></ul>		
6.2 Meet the 100% Target of Scho		✓ Consolidated SBM	
Level II of Practice against to t		Assessment Results	
number of (excluding Level III) scho (10 points)	018	duly signed by the Division Validators and	
(10 points)		duly approved by the	





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100% of the total number of - 10 p Schools (Elem. & Sec.)	points Schools Division Superintendent
95% - 99% of the total number - 8 po of Schools (Elem. & Sec.)	pints
90% - 94% of the total number - 6 po of Schools (Elem. & Sec.)	pints
85% - 89% of the total number - 4 po of Schools (Elem. & Sec.)	pints
Below 85% of the total number - 2 po of Schools (Elem. & Sec.)	
6.3 Meet the 50% Target of Schools Level III of Practice against to the number of SBM Level II schools (10 points)	total Assessment Results
50% of the total number of - 10 SBM Level II Schools (Elem. & Sec.)	points duly approved by the Schools Division Superintendent
45%-49% of the total number - 8 of SBM Level II Schools (Elem. & Sec.)	points
40% - 44% of the total number - 6 of SBM Level II Schools (Elem. & Sec.)	points
35% - 39% of the total number - 4 of SBM Level II Schools (Elem. & Sec.)	points
Below 35% of the total number - 2 p of SBM Level II Schools (Elem. & Sec.)	points
6.4 Meet the 100% Target of Schools Level III of Practice region recognized ag to the total number of SDOs` recomme SBM Level III schools for regional valida at least 10 recommended schools Provincial divisions and at leas recommended schools for City divisions (15 points)	gainst Assessment Results duly approved by the QAD Chief s for st 5
100% of the total no. of - 15 recommended Schools (Elem. & Sec.)	points
95% - 99% of the total - 12 mumber of recommended schools (Elem. & Sec.)	points
90% - 94% of the total - 9 pe	oints





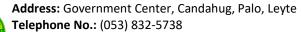




number of recommended	
School (Elem. & Sec)	
85% - 89% of the total - 6 points number of schools (Elem. & Sec)	
Below 85% of the total - 3 points number of schools (Elem. & Sec.)	
6.5 SDO-SBM Coaching Plan Implementation	✓ Division Coaching Plan
(15 points) 90-100% of the SBM Coaching - 15 points Plan has been implemented	Implementation Report with MOVs
80% - 89.99% of the SBM - 12 points Coaching Plan has been implemented	
70% - 79.99% of the SBM - 9 points Coaching Plan has been implemented	
60% - 69.99% of the SBM - 6 points Coaching Plan has been implemented	
At most 59% of the SBM - 3 points Coaching Plan has been implemented	
1	
C. Education & Learning and Development (5 point	its)
C. Education & Learning and Development (5 points)  Doctorate/Doctor's Degree - 3 points Complete Academic Requirements - 2.5 points for Doctorate/Doctor's Degree Earned at least 18 doctorate or doctor's degree units Master's Degree / Bachelor of Laws (Juris Doctor Complete Academic Requirements - 1 point for Master's Degree Earned at least 18 MA Units - 0.5 point	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned
C. Education & Learning and Development (5 points)  Doctorate/Doctor's Degree -3 points Complete Academic Requirements - 2.5 points for Doctorate/Doctor's Degree Earned at least 18 doctorate or doctor's degree units Master's Degree / Bachelor of Laws (Juris Doctor Complete Academic Requirements - 1 point for Master's Degree Earned at least 18 MA Units -0.5 point  Learning and Development (2 points)	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned  ✓ Certificate of
C. Education & Learning and Development (5 points)  Doctorate/Doctor's Degree - 3 points Complete Academic Requirements - 2.5 points for Doctorate/Doctor's Degree Earned at least 18 doctorate or doctor's degree units Master's Degree / Bachelor of Laws (Juris Doctor Complete Academic Requirements - 1 point for Master's Degree Earned at least 18 MA Units - 0.5 point	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned ✓ Certificate of







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from the cut-off date set by the Regional PRAISE committee.	
D. Potential (5 points)	
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet

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

Name of Nominee:	SDO:	:
Position:		

MEANS OF			Points
CRITERIA/IND	ICATORS	VERIFICATION (MOVs)	Earned
A. Performance (10 points)		721111011 (11015)	
1. Performance rating of the rating periods with Outstandi  Point/s Earned:  = Average of the two IPC	ng Rating (4.50-5.00)	✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Special Order/Memorandum issued as to coordinatorship or advisership duly signed by authorities	
B. Outstanding/Meritorious	Accomplishments		
*Validity of the ou accomplishments and trainin last 2 years from the cut-off d PRAISE committee.			
National Awardee     Nomination in the De Awardee in the Regio in the Provincial Leve     Nomination in the Regio in the Provincial Leve     Nomination in the Re Awardee in the Division in the Municipal Leve	- 5 points epartment/ - 3 points n/Awardee el egion / - 1 point ion/Awardee	<ul> <li>✓ Certificate of Recognition/Merit</li> <li>✓ Any issuance, memorandum or document showing the Criteria for the Search</li> </ul>	
Note: a. Points earned are cumu the allotted points for th b. For same awards receiv points earned shall be be received in the highest of	e criterion. ved in a school year, vased on the award governance level.		
2. Innovation (5 points)		a. Proposal duly approved	
MOVs Submitted	Points	by the Head of Office or the designated Research	
a, b, c, & d a, b, c, & e Only a, b, & c Only a & b Only a	5 points 5 points 3 points 2 points 1 point	Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of	
*Innovation should be TA-related only.		utilization of the innovation or research, within the school/ office	





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

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

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

# 3. Research (2 points)

MOVs Submitted	Points
a, b, c, & d	2 points
a, b, c, & e	2 points
Only a, b, & c	1 point
Only a & b	0.50 point
Only a	0.25 point

- \*Research studies conducted should be TA-related only.
- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

### 4. Authorship (3 points)

- Sole authorship of a book
- Co-authorship of a book
- 3 points
- 3 points will be divided by the number of authors
- Copy of the book or developed/contextualiz ed learning resources/IEC





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of LRs/IEC  • Co-Writer of LRs  • Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, not Layout Artist, broadcaster or 1 prideo presenters, or Illustrator) of the Learning Resources  Note:  a. Points earned are cumulative but exceed the allotted points for the	criterion.	✓ Certificate of Recognition
5. Resource Speakership/Learning Facil (3 points)	itation	a. Issuance/Memorandum /Invitation/Training
(C Political)		Matrix;
Level	Points	b. Certificate of
Nominees from the Regional Office		Recognition/Merit/
National Level Speakership or Higher	3	Commendation/
	points	Appreciation; and
Regional Office Speakership	1.5	c. Slide deck/s used
	points	1 / 0
Nominees from the Schools Division Office		and/or Session guide/s.
Regional Level Speakership or Higher	3 points	
Division/Provincial/City Level Speakership	1.5 points	
Nominees from Schools		
Division Level Speakership or Higher	3 points	
School/Municipality/District Speakership	1.5 points	
*Points earned are cumulative but not to exallotted points for the criterion.	xceed the	
6. Other Meritorious Accomplishments	specific	
to the position (62 points)		
6.1 SDOs Achievement and Award Provision (15 points)		✓ Awards received and certificates of recognition
Best Practice in TA Provision Effective Practice in TA Provision Innovative Practice in TA Provision Ordinary Practice in TA Provision	<ul><li>- 15 pts.</li><li>- 12 pts.</li><li>- 9 pts.</li><li>- 6 pts.</li></ul>	
6.2 Conducted Orientation Mechanism thru the Orientation Contextualized TA Mechanism DFTACTs (5 points)	on TA n of the to the	✓ ACR on the Orientation of the DFTACTs on CTAM









			T
	100% of the new members of the DFTACTs were oriented	– 5 pts.	
	95% - 99% of the new members of the DFTACTs were oriented	– 4 pts.	
	90% - 94% of the new members of the DFTACTs were oriented	– 3 pts.	
	85% - 89% of the new members of the DFTACTs were oriented	– 2 pts.	
	Below 85% of the new members of the DFTACTs were oriented  SDO Technical Assistance	- 1 pt.	✓ 2023 and 2024 Division
		e Flan	
Imp	lementation (15 points)		TA Plan
	90-100% of the SDO TA Plan pts. Has been implemented	- 15	Implementation Report with MOVs
	80% - 89.99% of the SDO TA Plan has been implemented	– 12 pts.	
	70% - 79.99% of the SDO TA Plan has been implemented	– 9 pts.	
	60% - 69.99% of the SDO TA Plan has been implemented	– 6 pts.	
	Plan has been implemented	– 3 pts.	
	Percentage of Priority Schools by the DFTACTs (10 Points)	Provided	✓ DFTACTs' Deployment Reports ✓ DFTACTs' Deployment
	100% of the priority schools have been provided TA by the DFTACTs per quarter	– 10 pts.	Log ✓ DTAPP and DTAPE
	95% - 99% of the priority schools have been provided TA by the DFTACTs per quarter	– 8 pts.	
	90% - 94% of the priority schools have been provided TA by the DFTACTs per quarter	– 6 pts.	
	85% - 89% of the priority schools have been provided TA by the DFTACTs per quarter	– 4 pts.	
	Below 85% of the priority schools have been provided TA by the DFTACTs per quarter	– 2 pts.	









6.5 The Coordinator's TA Practices to the Improved Performance DFTACTs has demonstrated significant Indicators for SY 2023change/improvement of the Schools 2024 and SY 2024-2025 (NER, CSR, CR) of Division's Net Enrolment, Cohort Survival, and Completions Rates (17 Points) the Schools Division from PPRD 100% NER, CSR and CRs achieved - 17 pts. by the SDO 95% - 99% NER, CSR and CRs – 14 pts. achieved by the SDO 90% - 94% NER, CSR and CRs - 11 pts. achieved by the SDO 85% - 89% NER, CSR and CRs -8 pts. achieved by the SDO Below 85% NER, CSR and CRs - 5 pts. achieved by the SDO C. Education & Learning and Development (5 points) 1. Education (3 points) Transcript of Records Doctorate/Doctor's Degree - 3 points Certificate Complete Academic Requirements - 2.5 points Completion of for Doctorate/Doctor's Degree Academic Earned at least 18 doctorate or - 2 points doctor's degree units Requirements Master's Degree / Bachelor of - 1.5 points Certification of Units Laws (Juris Doctor Earned Complete Academic Requirements - 1 point for Master's Degree Earned at least 18 MA Units - 0.5 point 2. Learning and Development (2 points) Certificate of✓ Participation to Learning and Development Participation issued by Activities (such as trainings, seminars, DepEd or other

- workshops, conferences, fora, etc.) DepEd and DepEd-recognized agencies
  - International/National - 2 pts.
  - Regional – 1.5 pts.
  - Division - 1 pt.

# *Note:*

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.
- agencies/organizations sanctioned by DepEd

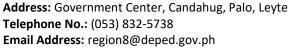
# D. Potential (5 points)

- Interview and essay shall be conducted
  - Communication skills
  - Ability to present ideas
  - Alertness
  - Judgment
  - Stress Tolerance

Potential/Interview Checklist & Rating Sheet







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# SEARCH FOR MOST OUTSTANDING DIVISION LEARNER RIGHTS AND PROTECTION COORDINATOR

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned	
A Daufannana (15 mainte)			(MOVS)	Barneu
<ul> <li>A. Performance (15 points)</li> <li>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned</li> <li>= (Average of the Two IPCRF Ratings / 5) x 15</li> </ul>		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Service Record		
B. Outstanding/Meritorious (70 points)  *Validity of the or accomplishments and trainir last 2 years from the cut-off of PRAISE committee.  1. Innovation (15 points)	utstanding/meritongs shall be withi	rious n the	a. Proposal duly approved by	
1. Innovation (13 points)			the Head of Office or the	
MOVs Submitted	Points		designated Research	
a, b, c, & d	15 points		Committee per DO No. 16,	
a, b, c, & e	15 points		s. 2017	
Only a, b, & c	9 points		b. Accomplishment Report	
Only a & b	6 points		verified by the Head of	
	_		Office	
*Innovations must be LRP-related.  *For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.  *Points earned are cumulative but not to exceed the allotted points for the criterion.		<ul> <li>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</li> <li>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</li> <li>e. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</li> </ul>		
2. Other Meritorious Accom	plishments spec	ific		
to the position (55 points)				
2.1 Crisis Managemen	t (30 points)		✓ Incident Reports	
			✓ Any proof of Actions Taken	





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- Responds promptly and effectively to crisis situations involving learner safety or rights violations; and
- b. Implements emergency protocols and coordinates with relevant authorities to ensure swift resolution.
  (15 points)

✓	Proof of coordination with
	appropriate authorities
	when needed

- - Immediately acts on the complete provision of the intervention for the learner-victims/learner-perpetrators and others concerned (15 points).
    - Submits Intervention Plans for all reported incidents (5 points)

Percentage of Incidents where Intervention Plan was submitted	Points
100%	5
90-99%	4
80-89%	3
70-79%	2
Below 70%	1

✓ Submitted Intervention Plans, duly endorsed by the SDS

■ Complete implementation of Intervention ✓ Plans (10 points)

Percentage Implementation of Submitted Intervention Plans	
100%	10
90-99%	8
80-89%	6
70-79%	4
Below 70%	2

 Implemented intervention program (duly signed by SDS)

# 2.2 Advocacy and Support (print/online/etc.) (15 pts)

• Actively advocates for learner rights (5 points)

No. of advocacies conducted for the current Calendar Year

Copy of the complete document/ screenshots (for advocacy on social media)/Memorandum/tra nsmittal/acknowledgemen t receipt (for advocacy materials disseminated to the field)





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No. of advocacies	Points
5 and above	5
4	4
3	3
2	2
1	1

• Conducted or facilitated awareness programs among learners on their rights and protection (10 points)

No. of programs	Points
5 and above	10
4	8
3	6
2	4
1	2

Activity Documentation
Report/Certificate of
Participation

- 2.3 Compliance to LRP Programs,
  Projects and Activities (10 points)
- Prompt submission of Consolidated Reports on LRP-related incidents and cases to the Regional Office (5 points).

Rank	Point/s Earned
Submitted consolidated reports on	5
or before the deadline	
Submitted consolidated reports	4
one to seven days after the	
deadline	
Submitted consolidated reports	3
one to two weeks after the deadline	
Submitted consolidated reports	2
three weeks after the deadline	
Submitted consolidated reports at	1
least one month after the deadline	

Copy of the Consolidated Reports duly validated and signed by the SDS and MOV for the date of submission (e.g. screenshot of email, message, acknowledgement receipt etc.)

• Actively participates in LRPO PPAs and meetings (5 points).

Percentage of LRPO PPAs and	Point/s
Meetings participated	Earned
100%	5
90-99%	4
80-89%	3
70-79%	2
Below 70%	1

Certificate of
Participation/Screenshot
of Meeting Attendance or
Notes on the Meeting





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C. Education & Learning and Development		
(10 points)		
Doctorate/Doctor's Degree - 5 points     Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree     Earned at least 18 Doctorate/ - 4 points Doctor's Degree units     Master's Degree / Bachelor of Laws (Juris Doctor)     Complete Academic Requirements for Master's Degree      Earned at least 18 MA Units - 2.5 points	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements</li> <li>/ Certification of Units Earned</li> </ul>	
2. Learning and Development (5 points)	✓ Certificate of Participation	
Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)  • International/National - 5 points • Regional - 4 points • Division - 3 points • District - 2 points • School - 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion. b. Validity of the learning and development activities shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.	issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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# SEARCH FOR MOST OUTSTANDING <u>DIVISION SPORTS OFFICER</u>

Name of Nominee:	SDO:
Position:	

CRITERIA/INDICATORS		MEANS OF VERIFICATION	Points
OMIBNIA, INDICATORS		(MOVs)	Earned
A. Performance (20 points)			
1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)  Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20		✓ IPCRF duly signed by authorities with date of signing  • CY 2024 and CY 2023  ✓ Special  Order/Memorandum issued as to coordinatorship duly signed by authorities	
B. Outstanding/Meritorious	Accomplishments		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.			
1. Outstanding Employee Av	ward (5 points)	✓ Certificate of	
<ul> <li>National Awardee - 5 points</li> <li>Nomination in the Department/ - 4 points     Awardee in the Region/Awardee     in the Provincial Level</li> <li>Nomination in the Region / - 3 points     Awardee in the Division/Awardee     in the Municipal Level</li> <li>Nomination in the Division/ - 2 points     Awardee in the District/Awardee     in the Barangay Level</li> </ul>		Recognition/Merit  ✓ Any issuance, memorandum or document showing the Criteria for the Search	
Note:			
a. Points earned are cumulative but not to exceed			
the allotted points for the criterion. b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.			
Otherwise, points earned are cumulative.		D 111	
2. Innovation (10 points)		a. Proposal duly approved by	
the Head of Office or the designated Research			
a, b, c, & d	10 points	designated Research Committee per DO No. 16,	
a, b, c, & e	10 points	s. 2017	
Only a, b, & c	6 points	b. Accomplishment Report	
Only a & b 4 points		verified by the Head of	
Only a 2 points		Office	
*Innovation should be Sports-related only.		c. Certification of utilization of the innovation or research, within the school/ office	





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

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

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

# 3. Research (10 points)

MOVs Submitted	Points
a, b, c, & d	10 points
a, b, c, & e	10 points
Only a, b, & c	8 points
Only a & b	6 points
Only a	4 points

- \*Research studies conducted should be Sports-related only.
- \*For collaborative research studies, the total points shall be divided by the number of authors/researchers indicated in the copyright page.
- \*Points earned are cumulative but not to exceed the allotted points for the criterion.

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

# 4. Authorship (5 points)

• Sole authorship of a book

Writer/Developer/Contextualizer

• Co-authorship of a book

of LRs/IEC Co-Writer of LRs

- 5 points5 points willbe divided by
- the number of authors
- 4 points

writers

- 4 points will be divided by the number of
- Copy of the book or developed/contextualized learning resources/IEC
- Certificate of Recognition





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• Member of the Development/ Quality Assurance team (Content Reviewer, Language Editor, Layout Artist, broadcaster or video presenters, or Illustrator) of the Learning Resources - 0.5 point in each LR but not to exceed 3 points

### Note:

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

# 5. Resource Speakership/Learning Facilitation (5 points)

Level	Points
Nominees from the Regional Office	
National Level Speakership or Higher	5
	points
Regional Office Speakership	2.5
	points
Nominees from the Schools Division	
Office	
Regional Level Speakership or Higher	5
	points
Division/Provincial/City Level	2.5
Speakership	points
Nominees from Schools	
Division Level Speakership or Higher	5
	points
School/Municipality/District	2.5
Speakership	points

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

# 6. Networking/Linkages (5 points)

Initiated Sports-related resource generation projects and/or programs that will benefit the school and SDO

- Proponent 5pts.
- Co-Chair 4pts.
- Member 3 pts.

### *Note:*

a. For more than one proponent, point/s earned will be divided by the number of proponents.

- Copy of the approved proposal (for IGPs and other special programs/projects)
- ✓ Copy of Partnership MOAs or MOUs, deed of donation/ acceptance, or any other valid proof
- ✓ Activity Completion Report (ACR)

# 7. Other Meritorious Accomplishments as to the position (30 points)

# 7.1 Conduct of Professional Development Programs (10 points)

Conducted professional development program/activity that addressed the needs of the teachers /school heads related to the PAPs supervised/coordinated specifically on sports

Narrative/Accomplishmen t report (depicting the extent to which the activity has effectively and efficiently addressed a pressing need or improved





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

✓ Proponent/organizer:

4 to 5 development programs - 10 points 2 to 3 development programs -8 points 6 points

1 development program

service delivery /learning outcome) with attachments: Pictorial. written output, video,

Certificate of Recognition/Participation

Memorandum for the conduct the program/activity

### ✓ Member:

4 to 5 development programs - 5 points 2 to 3 development programs - 3 points 1 development program - 2 points

### Note:

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

# 7.2 Won in National and Regional sports competition (10 points)

(Note: Number of golds, silver, bronze medals for both individual and team sports prevail for the national level and rank for the regional level)

### **National Level**

5 to 10 gold medals - 10 points 1 to 4 gold medals - 8 points 5 to 10 silver medals - 6 points 1 to 4 silver medals - 5 points 5 to 10 bronze medals - 4 points 1 to 4 bronze medals - 3 points

# Regional Level

- 5 points Rank 1 Rank 2 to 3 4 points Rank 4 to 5 - 3 points Rank 6 to 7 -2 points Rank 8 to 10 - 1 point

# Note:

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.
- 7.3 Facilitated/TWG on the Participation of coaches and or officiating officials to the national and regional virtual/F2F sports trainings/seminars conducted (5 pts.)
  - Number of Sports events facilitated in the participation to the national level:

1 to 5 events facilitated the - 5 points participation to the national

- Certificate of Recognition
- Memorandum (reflecting the members of the Team and Officials)
- Summary of **EVRAA** Results or any similar Official Results from the Record Committee duly signed by the authorized officials/Issuance (reflecting the winners with medals garnered ranking)

- Memorandum
- ✓ Certificate Recognition/Participation





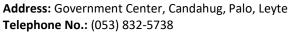
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	level		
✓	Number of Sports events facilitated in the participation to the regional level:		
	1 to 5 regional sports events — 4 points facilitated		
✓	Number of Sports events facilitated in the participation to the division level:		
	1 to 5 regional sports events - 3 points facilitated		
	tion & Learning and Development		
(10 pc			
1. Educa	<ul> <li>tion (5 points)</li> <li>Doctorate/Doctor's Degree - 5 points</li> <li>Complete Academic Requirements for Doctorate/Doctor's Degree</li> <li>Earned at least 18 Doctorate/ - 4 points</li> </ul>	<ul> <li>✓ Transcript of Records</li> <li>✓ Certificate of Completion of Academic Requirements / Certification of Units</li> </ul>	
	Doctor's Degree units  Master's Degree / Bachelor of Laws (Juris Doctor)  Complete Academic Requirements - 3 points	Earned	
	for Master's Degree		
	• Earned at least 18 MA Units - 2.5 points		
2. Learning and Development (5 points)		✓ Certificate of Participation	
•	Participation to Learning and Development	issued by DepEd or other	
	Activities (such as trainings, seminars, workshops, conferences, fora, etc.)	agencies/organizations sanctioned by DepEd	
	• International/National - 5 points		
	• Regional - 4 points		
	• Division - 3 points		
	Note:		
	a. Points earned are cumulative but not to		
	exceed the allotted points for the criterion.  b. Validity of the learning and development		
b. Validity of the learning and development activities shall be within the last 2 years			
from the cut-off date set by the Regional			
D. D. L.	PRAISE committee.		
	tial (5 points)	✓ Potential/Interview	
<ul><li>✓ Interview and essay shall be conducted</li><li>Communication skills</li></ul>		✓ Potential/Interview Checklist & Rating Sheet	
		Checklist & Railing Sheet	
	<ul><li>Ability to present ideas</li><li>Alertness</li></ul>		
<ul><li>Alerthess</li><li>Judgment</li></ul>			
	<ul><li>Stress Tolerance</li></ul>		
	Juess folerance		1







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# SEARCH FOR MOST OUTSTANDING <u>DIVISION INFORMATION OFFICER</u>

Name of Nominee:	SDO:
Position:	

CRITERIA (INDICATORS MEANS OF VERIFICATION		
CRITERIA/INDICATORS	(MOVs)	Earned
A. Performance (20 points)		
<ul> <li>1. Performance Rating of the nominee for the last 2 rating periods should be Outstanding (4.50 and above)</li> <li>Point/s Earned = (Average of the Two IPCRF Ratings / 5) x 20</li> </ul>	<ul> <li>✓ IPCRF duly signed by authorities with date of signing         <ul> <li>CY 2024 and CY 2023</li> </ul> </li> <li>✓ Special Order/Memorandum issued as to designation or advisership duly signed by authorities</li> </ul>	
B. Outstanding/Meritorious Accomplishments		
*Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 2 years from the cut-off date set by the Regional PRAISE committee.		
1. Outstanding Employee Award (5 points)	✓ Certificate of Recognition /	
<ul> <li>National Awardee</li></ul>	Certificate of Appreciation issued by DepEd or other agencies/organizations sanctioned by DepEd ✓ Memorandum / Advisory with attached search criteria	
Note:		
<ul> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. For same awards received in a school year, points earned shall be based on the award received in the highest governance level.</li> <li>Otherwise, points earned are cumulative.</li> </ul>		
2. Innovations (10 points)	✓ Copy of the Innovation	
<ul> <li>Adopted in the region/division - 10 points</li> <li>Adopted in the district - 8 points</li> <li>Fully implemented in the school - 6 points</li> <li>Started the implementation - 4 points</li> <li>Conceptualized - 2 points</li> </ul> Note: <ul> <li>a. For group/team innovations, point/s earned will be divided by the number of innovators.</li> <li>b. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> </ul>	document with the name of the Nominee duly approved by the SDS (for division, district, and school nominees) or RD (for Regional Office nominees) ✓ Certificate/Certification signed by the SDS (for division, district, and school nominees) or RD	





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		/C D : 1 0.00	1
		(for Regional Office	
2. Conici Madio Management (10 mainte)	<b>√</b>	nominees)	
3. Social Media Management (10 points)		Social Media Page address	
Personally manages active social media	<b>✓</b>	Social Media Comm. Plan	
page, creates Social Media Communication		approved by SDS	
Plan, and does regular analytics or	✓	bociai meaia momeoring	
monitoring – 10 pts.		Tool	
<ul> <li>Co-manages active social media page,</li> </ul>			
creates Social Media Communication Plan,			
and do regular analytics or monitoring – 7			
pts			
<ul> <li>Member of the social media</li> </ul>			
administrators, creates Social Media			
Communication Plan, and does regular			
analytics or monitoring – 4 pts			
<ul> <li>Provides content to the Social Media Page</li> </ul>			
of the Division – 1 pt			
_			
Note:			
a. Points earned are cumulative but not to			
exceed the allotted points for the criterion.			
4. Consultant/Resource Speaker/Learning	<b>√</b>	Certificate of Recognition/	
Facilitator/Trainer (5 points)		Appreciation as	
		Consultant/ Resource	
<ul> <li>International/National - 5 points</li> </ul>		Speaker/ Learning	
<ul> <li>Regional - 4 points</li> </ul>		Facilitator/ Trainer issued	
• Division / Provincial - 3 points		by DepEd or other	
• District / Municipal - 2 points		agencies/organizations	
,		sanctioned by DepEd and	
• School / Barangay - 1 point		other partner agencies	
Note: a. Trainings should be related to Public			
Information, Dissemination, and			
Communication Management			
b. Points earned are cumulative but not to			
exceed the allotted points for the criterion.			
5. Networking/Linkages (10 points)	✓	Copy of the approved	
Initiated Public Affairs-related programs that		proposal	
will benefit the school and SDO	✓	Copy of Partnership MOAs	
		or MOUs, deed of	
• Proponent - 10pts.		donation/ acceptance, or	
• Co-Chair – 6pts.		any other valid proof	
• Member – 2 pts.	✓	Activity Completion Report	
r		(ACR)	
Note:			
a. For more than one proponent, point/s earned			
will be divided by the number of proponents.			
6. Other Meritorious Accomplishments as to the position (30 points)			
6.1 Conduct of Professional Development	<b>✓</b>	Narrative/Accomplishmen	
Programs for District and School		t report (depicting the	
Information Officers (10 points)		extent to which the activity	
intermediate (10 points)		has effectively and	
	1	mas checuvery and	





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Conducted professional development program/activity that addressed the needs of the DICs and SICs /school heads related to the PAPs supervised/coordinated specifically on Public Affairs

- ✓ Proponent/organizer:
  - 4 to 5 Capacity buildings 10 points 2 to 3 Capacity Buildings - 8 points 1 capacity Building - 6 points
- ✓ Member:

4 to 5 Capacity Building - 5 points 2 to 3 Capacity building - 3 points 1 capacity building - 2 points

### Note:

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

- efficiently addressed a pressing need or improved service delivery /learning outcome) with attachments: Pictorial, written output, video,
- ✓ Certificate of Recognition/Participation
- ✓ Memorandum for the conduct of the program/activity

# 6.2 Compliance to DepEd Manual of Style and Communication Standards (10 points)

- 100% of the schools compliant to DMOS and Communication Standard 10 pts
- 85% of the schools compliant to DMOS and Communication Standard – 8 pts
- 75% of the schools compliant to DMOS and Communication Standard 6 pts
- 65% of the schools compliant to DMOS and Communication Standard 4 pts
- 50% of the schools compliant to DMOS and Communication Standard 2 pts

### *Note:*

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

Certification from the SDO that all schools, including the SDOs are compliant to DMOS and Communication Standards of DepEd.

- 6.3 Media Interviews (Recorded, live, print) (5 pts.)
- 100% of media request for interviews granted
   5 pts
- 85% of media request for interviews granted
  4 pts
- 75% of media request for interviews granted
   3 pts
- 65% of media request for interviews granted
  2 pts
- 50% of media request for interviews granted
   1 pt

- ✓ Memorandum
- ✓ Certificate of Recognition/Participation





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C. Education & Learning and Development		
(10 points)		
1. Education (5 points)  • Doctorate/Doctor's Degree - 5 points • Complete Academic Requirements - 4.5 points for Doctorate/Doctor's Degree • Earned at least 18 Doctorate/ - 4 points Doctor's Degree units • Master's Degree / Bachelor of Laws (Juris Doctor) • Complete Academic Requirements for Master's Degree • Earned at least 18 MA Units - 2.5 points	✓ Transcript of Records ✓ Certificate of Completion of Academic Requirements / Certification of Units Earned	
<ul> <li>2. Learning and Development (5 points)</li> <li>✓ Participation to Learning and Development Activities (such as trainings, seminars, workshops, conferences, fora, etc.)</li> <li>• International/National - 5 points</li> <li>• Regional - 4 points</li> <li>• Division - 3 points</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. Validity of the learning and development activities shall be within the last 3 years from the cut-off date set by the Regional PRAISE committee.</li> </ul>	✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd	
D. Potential (5 points)		
<ul> <li>✓ Interview and essay shall be conducted</li> <li>Communication skills</li> <li>Ability to present ideas</li> <li>Alertness</li> <li>Judgment</li> <li>Stress Tolerance</li> </ul>	✓ Potential/Interview Checklist & Rating Sheet	



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Website: region8.deped.gov.ph



# SEARCH FOR MOST OUTSTANDING RESEARCHER

(Open Category)

Name of Nominee:	SDO:
Position:	School/Office:

### *Note:*

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

CRITERIA/INDICATORS		MEANS OF VERIFICATION (MOVs)	Points Earned
A. Performance (15 point	s)		
1. Performance Rating of the rating periods should be above)  Point/s Earned  = (Average of the Two		authorities with date of signing  • SY 2024-2025 and SY 2023-2024	
B. Outstanding/Meritorio (85 points)	ous Accomplishments		
1. Number and Scope researches (including the completed for the last 5 yes)  1.1 Number of Researches  Number of Researches	ars (20 points)  arches (15 points)		
5 and above	15		
3-4	10		
1-2	5		
1.2 Scope (5 points) Scope	Point/s Earned		





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National/Regional	5
Division/Congressi onal District	4
District/Municipal	3
School	2
Classroom	1

(Research conducted in the highest level shall be considered)

2. Number of researches presented (oral or poster) through conferences for the last 5 years (10 points)

Number of Researches	Point/s
presented (oral or poster)	Earned
5 and above	10
4	8
3	6
2	4
1	2

- ✓ Memorandum
- ✓ Certificates
- ✓ Program of Activity

3. Number of basic education researches utilized or 

adopted for the last 5 years (15 points) 

✓

Number of basic education researches utilized or adopted for the last 5 years	Point/s Earned
5 and above	15
4	12
3	9
2	6
1	3

- Certificate of utilization of the research findings duly signed by the Head of Office
- ✓ ADR of the utilization or adoption





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4. Number of basic education researches published in professional publications for the last 5 years (10 points)

Number of basic education researches published in professional publications for the last 5 years	Point/s Earned
5 and above	10
4	8
3	6
2	4
1	2

Proof of peer-reviewed Publication

5. Number of basic education researches cited in professional publications for the last 5 years (5 points)

Number of basic education researches cited in professional publications for the last 5 years	Point/s Earned
5 and above	5
4	4
3	3
2	2
1	1

- ✓ Certification from the Author or Publisher
- ✓ Screenshot or Photocopy of the page/s where the material is cited





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- 6. Research related meritorious achievements (CY 2023-2024) **(15 points)** 
  - 6.1 Level of Award/s received (10 points)

Level	Point/s Earned
International	10
National	8
Regional	6
Division	4
Area/District	2
School	1

- ✓ Certificate of Recognition/Merit
- ✓ Any issuance, memorandum or document showing the Criteria for the Search

(Award in the highest level shall be considered)

6.2 Speakership (5 points)

oiz speamersimp (o points)	
Number of speakership or being a resource person on research- related activities	Point/s Earned
5 and above	5
4	4
3	3
2	2
1	1

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

- 7. Number of research-related seminars/conferences attended (CY 2023 and CY 2024) **(10 points)** 
  - 7.1 Number of research-related seminars/conferences attended (CY 2023 and CY 2024) **(5 points)**

Number of research-related seminars/conferences attended (CY 2023-2024)

Point/s
Earned

✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd





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5 and above	5
4	4
3	3
2	2
1	1

7.2 Level of research-related seminars/conferences attended (CY 2023 and CY 2024) **(5 points)** 

Level of research-related	D: //
seminars/conferences	Point/s
attended (CY 2023 and CY	Earned
2024)	
National	5
Regional	4
Division	3
District	2
School	1

✓ Certificate of Participation issued by DepEd or other agencies/organizations sanctioned by DepEd





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# SEARCH FOR THE MOST OUTSTANDING <u>ELEMENTARY SCHOOL</u> (MONOGRADE SCHOOL - CENTRAL CATEGORY)

Name of School:	SDO:
School Head:	

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





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# 6. School Numeracy Rate (Improved Numeracy Level) (5 points)

# Points Earned = (ERUNT Result/100) $\times$ 5

# ✓ Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)

# 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

# ✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report

# B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

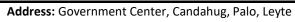
The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law









Number of the a	above-	Daint /a				
cited indicators t	ngrare	Point/s				
present	I	Earned				
6	5 r	oints				
5	-	oints				
4	-	oints				
	-					
3	_	oints				
2	1 p	ooint				
2. School-Based Implementation (School-Based) Points Earned = (Percentage of the legaction)	Implementation (5 points)  Points Earned			<b>✓</b>	Learners' Nutritional Status (Baseline and End line Data)	
achieved normal sta			nave			
	•					
3. Disaster Risk	Reduction	Manage	_	<b>√</b>	Completed CSSF,	
	nplementati		and		ACR of the Solid	
Institutionalization					Waste Mgt., and	
Green Program,	Solid Waste	e Manage	ment		picture of MRF	
(5 points)						
Points Earned						
= (Percentage of imple	ementation of	f the				
Comprehensive Sch			(322°			
and Solid Waste Ma	•	•	,551			
and Sond Waste Ma	nagement / 1	00) X 3				
A 35 - 1 - 4 - 11 - 1 - 2 - 5 CO	-11 C1114				Durant	
4. Maintenance of Se		es and		✓	Property	
equipment (5 poir	its)				Custodian's	
					Accomplishment	
Points Earned					Report	
= (Percentage of learn	ing facilities	and equipr	nent			
properly accounted	_					
C. HUMAN RESOURCE MA				ME	NT (10 points)	
1. Provision of L & D (5				✓	Memorandum	
				✓	LAC Plan/training	
Number of hours	NI				designs approved	
	Number of				by the Approving	
LAC Sessions are	INSETs	Llointo			3 11 0	
LAC Sessions are conducted in the		Points			Authority of the	
conducted in the	Conducted	Earned			Authority of the SDO	
conducted in the department/grade				<b>√</b>	SDO	
conducted in the department/grade level per month	Conducted in a year	Earned		<b>√</b>	SDO ACR, Impact	
conducted in the department/grade level per month 8 hours	Conducted in a year	Earned 5 points		✓	SDO ACR, Impact evaluation, and	
conducted in the department/grade level per month 8 hours 8 hours	Conducted in a year  2 1	Earned 5 points 4 points		<b>✓</b>	SDO ACR, Impact evaluation, and other M&E Tools	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours	Conducted in a year  2  1 1	Earned 5 points		✓	SDO ACR, Impact evaluation, and other M&E Tools duly signed by	
conducted in the department/grade level per month 8 hours 8 hours	Conducted in a year  2 1	Earned 5 points 4 points		✓	SDO ACR, Impact evaluation, and other M&E Tools	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours	Conducted in a year  2  1 1	Earned 5 points 4 points 3 points		✓	SDO ACR, Impact evaluation, and other M&E Tools duly signed by	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours  4-5 hours  2-3 hours	Conducted in a year  2  1  1  0	5 points 4 points 3 points 2 points 1 point	:1:+		SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority	
conducted in the department/grade level per month  8 hours  6-7 hours  4-5 hours  2-3 hours	Conducted in a year  2 1 1 0 ff to difference	5 points 4 points 3 points 2 points 1 point	ility-	✓	SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority  SPPD/School	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours  4-5 hours  2-3 hours	Conducted in a year  2 1 1 0 ff to difference	5 points 4 points 3 points 2 points 1 point	ility-		SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority  SPPD/School Training Needs as	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours  4-5 hours  2-3 hours	Conducted in a year  2 1 1 0 ff to difference	5 points 4 points 3 points 2 points 1 point	ility-	<b>✓</b>	SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority  SPPD/School Training Needs as approved by SH	
conducted in the department/grade level per month  8 hours  8 hours  6-7 hours  4-5 hours  2-3 hours	Conducted in a year  2 1 1 0 ff to difference	5 points 4 points 3 points 2 points 1 point	ility-		SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority  SPPD/School Training Needs as	





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• Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5

- ✓ Training matrix
- ✓ Memo
- ✓ Certificate of Participation/ appearance

Certification

# D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

# 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline
- 8 points
- coming from the Division
  Accountant plus

- 100% liquidation of MOOE and other funds submitted 2 days before the deadline
- -

- 4 points

Accountant plus the authenticated liquidation report as of September 2025

- 100% liquidation of MOOE and other funds submitted 1 day
  - before the deadline 100% liquidation of MOOE and - 2 points other funds submitted on the

# 2. School Improvement Plan (SIP)/AIP (7 points)

- a. Creation and Functionality of SPT
- b. Alignment of AIP to SIP

deadline

- c. Information dissemination to stakeholders
- d. Implementation of PAPs
- e. Quarterly review and adjustment conducted through SMEA
- ✓ Attendance of stakeholders, SPT,
  - Program managers

    ✓ ACR

SIP, AIP, WFP/APP

- ✓ SRC
- V SKC
- ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

# E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

ELEMENTARY	Points
Central School	Politics
Php200,000.00 and above	8 pts.
Php76,000.00 to	6 nta
199,999.00	6 pts.
Php75,000 to 75,999.00	4 pts.

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

# F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

✓ SBM Assessment
Tool as evaluated
and approved by

SBM Level

Validation Level

Allotted Points







III II	Division Division Division	5 points 3 points 1 point		✓	the Division SBM Task Force Memorandum/ Certificate of Accreditation or level duly signed by SDS	
• So of of • So	2.5 points) chool's WInS-OMS r 3 Stars chool's WInS-OMS r 2 Stars chool's WInS-OMS r 1 Star	ating - 1.5	points points points	✓	WInS Checklist duly certified by the SDO Coordinator and District Nurse	
school to points)  • Na • Re • Di • Di Note: a. Points e the allow b. For sam earned highest	s and Recognition for the current Continual/International egion ivision istrict earned are cumulative ted points for the crue awards received is shall be based on the governance level.	alendar Year (5.  al - 2.5 p - 2 poi - 1.5 - 1 po  ve but not to exceed iterion. in a calendar year, ne award received if	points int d points in the	✓	Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) Program invitation/Memo	



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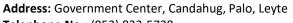
# SEARCH FOR THE MOST OUTSTANDING <u>ELEMENTARY SCHOOL</u> (MONOGRADE SCHOOL – NON-CENTRAL CATEGORY)

Name of School:	SDO:	
School Head:		

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









# 6. School Numeracy Rate (Improved Numeracy Level) (5 points)

# Points Earned = (ERUNT Result/100) $\times$ 5

# Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)

# 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

✓ Validated
Instructional
Supervisory
Report/Monthly
Accomplishment
Report

# B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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	Number of the	above-	Doint /		1		
	cited indicators t	ngrare	Point/s				
	present		Earned				
	6	5	points				
	5		points				
			-				
	4		points				
	3		points				
	2	1	point				
In Poi	2. School-Based Feeding Program Implementation (5 points)  Points Earned				<b>√</b>	Learners' Nutritional Status (Baseline and End line Data)	
a	Percentage of the le chieved normal sta	tus <b>/100) x</b>	5		<b>√</b>	Completed CSSF,	
In R	3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)					ACR of the Solid Waste Mgt., and picture of MRF	
= (1 C	Points Earned  = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5						
Poi = (]	laintenance of Scl quipment (5 point ints Earned Percentage of learn properly accounted	is)	and equip		<b>✓</b>	Property Custodian's Accomplishment Report	
Poi = (1	quipment (5 point ints Earned Percentage of learn properly accounted	ing facilities and mainta	and equip	x 5		Custodian's Accomplishment Report	
Poi = () I	quipment (5 point ints Earned Percentage of learn properly accounted AN RESOURCE MA	ing facilities and mainta	and equip	x 5		Custodian's Accomplishment Report  NT (10 points)	
Poi = () I	quipment (5 point ints Earned Percentage of learn properly accounted	ing facilities and mainta	and equip	x 5	ME	Custodian's Accomplishment Report  NT (10 points) Memorandum	
Poi = (l I 2. HUM/ 1. Pr	ints Earned Percentage of learner properly accounted  AN RESOURCE Marovision of L & D  Number of hours LAC Sessions are conducted in the lepartment/grade level per month	ing facilities and mainta  ANAGEMEN (5 points)  Number of INSETs  Conducted in a year	and equip ined /100 T AND DE Points Earned	× 5	ME.	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact	
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Poi = (l I 2. HUM/ 1. Pr	ints Earned Percentage of learner properly accounted  AN RESOURCE Marovision of L & D  Number of hours LAC Sessions are conducted in the lepartment/grade level per month 8 hours 8 hours 6-7 hours	ing facilities and mainta  ANAGEMEN (5 points)  Number of INSETs Conducted in a year  2 1	Points Earned  5 points 4 points 3 points	× 5	ME ✓	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools	
Poi = (l I 2. HUM/ 1. Pr	ints Earned Percentage of learner properly accounted  AN RESOURCE Marovision of L & D  Number of hours LAC Sessions are conducted in the lepartment/grade level per month  8 hours 8 hours	ing facilities and mainta  ANAGEMEN (5 points)  Number of INSETs Conducted in a year  2 1 1	Points Earned  5 points 4 points	× 5	ME ✓	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools duly signed by	
Poi = (	ints Earned Percentage of learner properly accounted AN RESOURCE Marovision of L & D Number of hours LAC Sessions are conducted in the epartment/grade level per month 8 hours 6-7 hours 4-5 hours 2-3 hours	ing facilities and mainta  ANAGEMEN (5 points)  Number of INSETs Conducted in a year  2 1 1 1 0	Points Earned  5 points 4 points 4 points 2 points 1 point	× 5	ME ✓	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority	
Poi = (I I I I I I I I I I I I I I I I I I	ints Earned Percentage of learner properly accounted  AN RESOURCE Marovision of L & D  Number of hours LAC Sessions are conducted in the lepartment/grade level per month  8 hours  8 hours  6-7 hours  4-5 hours	ing facilities and mainta  ANAGEMEN (5 points)  Number of INSETs Conducted in a year  2 1 1 0  ff to differ	Points Earned  5 points 4 points 4 points 2 points 1 point	× 5	ME ✓	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools duly signed by	





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Point/s Earned = (No. of Staff who capability-building attended activities divided by total number of staff) x 5

- Training matrix
- Memo
- Certificate of Participation/ appearance

# D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

# 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline
- 8 points

  - 6 points

- 4 points

Certification coming from the Division Accountant plus the authenticated liquidation report as of September 2025

other funds submitted 2 days before the deadline 100% liquidation of MOOE and

100% liquidation of MOOE and

- other funds submitted 1 day before the deadline
  - 100% liquidation of MOOE and other funds submitted on the deadline

- 2 points

# 2. School Improvement Plan (SIP)/AIP (7 points)

- a. Creation and Functionality of SPT
- b. Alignment of AIP to SIP
- c. Information dissemination to stakeholders
- d. Implementation of PAPs
- e. Quarterly review and adjustment conducted through SMEA

V	Attendance of
	stakeholders, SPT
	Program managers

SIP, AIP, WFP/APP

- ACR
- **SRC**
- ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

# E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

ELEMENTARY	Points	
Non-Central School		
Php75,000.00 and above	8 pts.	
Php50,000.00 to 74,999.00	6 pts.	
Php25,000 to 49,999.00	4 pts.	

- Project Proposal
- Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

# F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

Validation SBM Level Allotted Points Level

SBM Assessment Tool as evaluated and approved by





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II		Division	5 points			the Division SBM	
II		Division	3 points			Task Force	
I		Division	1 point		✓	Memorandum/	
		1	-	•		Certificate of	
						Accreditation or	
						level duly signed by	
						SDS	
2. W	InS (2.5 p	oints)					
	-	l's WInS-OMS 1	rating - 2.5	points	✓	WInS Checklist	
	of 3 St	tars		_		duly certified by	
	<ul> <li>Schoo</li> </ul>	l's WInS-OMS r	rating - 1.5	points		the SDO	
	of 2 St	tars				Coordinator and	
		l's WInS-OMS r	rating - 0.5	points		District Nurse	
	of 1 St						
			n received by th	.e	✓	Plaque/Certificate	
		e current Cal	endar Year (5.5			of Recognition/	
poi	•					Appreciation/meda	
		nal/Internation				ls (First Placer or	
	• Region -		- 2 poi			Champion)	
	<ul> <li>Division</li> </ul>			points	✓	Program	
	<ul> <li>District</li> </ul>	et	- 1 pc	oint		invitation/Memo	
	Note:						
	a. Points earned are cumulative but not to exceed						
	the allotted points for the criterion.						
	b. For same awards received in a calendar year, points						
	earned shall be based on the award received in the						
	highest governance level. Otherwise, points earned are cumulative.						
	are cumulative.						





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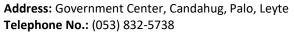
# SEARCH FOR THE MOST OUTSTANDING ELEMENTARY SCHOOL (MULTIGRADE SCHOOL)

Name of School: _	SDO:
School Head:	

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







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# 6. School Numeracy Rate (Improved Numeracy Level) (5 points)

# Points Earned = (ERUNT Result/100) $\times$ 5

# Consolidated ERUNT Numeracy Assessment Result (Pre and Post Tests)

#### 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

✓ Validated
Instructional
Supervisory
Report/Monthly
Accomplishment
Report

#### B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

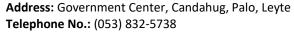
The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law







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Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5	Nut (Ba line ✓ Cor ACI Was	urners' tritional Status seline and End e Data)  mpleted CSSF, R of the Solid
Earned  6 5 points  5 4 points  4 3 points  3 2 points  2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned  = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
present  6 5 points  5 4 points  4 3 points  2 points  2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned  = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
6 5 points 5 4 points 4 3 points 3 2 points 2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
5 4 points 4 3 points 3 2 points 2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
4 3 points 3 2 points 2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
3 2 points 2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
2 1 point  2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	Nut (Ba line ✓ Cor ACI Was	tritional Status seline and End e Data) mpleted CSSF,
<ul> <li>= (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5</li> <li>3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid</li> </ul>	line  ✓ Cor.  ACI  Was	e Data) mpleted CSSF,
Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid	ACI Was	
Points Earned  = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5	pict	ste Mgt., and ture of MRF
<ul> <li>4. Maintenance of School facilities and equipment (5 points)</li> <li>Points Earned</li> <li>= (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5</li> </ul>	Cus Acc	perty stodian's complishment port
	TDMM (	10 (
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPM		
1. Provision of L & D (5 points)		morandum
Number of hours LAC Sessions are conducted in the department/grade  Number of INSETs Points Conducted Earned in a year	des by t Aut SD¢ ✓ ACI	R, Impact
8 hours 2 5 points	eva	luation, and
8 hours 1 4 points	oth	er M&E Tools
6-7 hours 1 3 points		y signed by
	•	O Authority
4-5 hours         1         2 points           2-3 hours         0         1 point	ישכ	
2-5 110u18   0   1 point		
building activities (5 Points)	Tra app ✓ Cor	PD/School ining Needs as proved by SH mplete List of ff/employees







Point/s Earned = (No. of Staff who capability-building attended activities divided by total number of staff) x 5

- Training matrix
- Memo
- Certificate of Participation/ appearance

#### D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

### 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline

  - 100% liquidation of MOOE and other funds submitted 2 days before the deadline

100% liquidation of MOOE and

100% liquidation of MOOE and

other funds submitted on the

other funds submitted 1 day

- 4 points
  - 2 points

- 8 points

- 6 points

Certification coming from the Division Accountant plus the authenticated liquidation report as of September 2025

SIP, AIP, WFP/APP

stakeholders, SPT,

Program managers

✓ Attendance of

- 2. School Improvement Plan (SIP)/AIP (7 points)
  - a. Creation and Functionality of SPT
  - b. Alignment of AIP to SIP

deadline

before the deadline

- c. Information dissemination to stakeholders
- d. Implementation of PAPs
- e. Quarterly review and adjustment conducted through SMEA
- ✓ ACR SRC ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

#### E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

ELEMENTARY	Points	
Multigrade School	Points	
Php50,000.00 and above	8 pts.	
Php30,000.00 to 49,999.00	6 pts.	
Php20,000 to 29,999.00	4 pts.	

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

Validation Allotted Points Level

SBM Assessment Tool as evaluated and approved by





SBM Level

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Website: region8.deped.gov.ph





	III	Division	5 points			the Division SBM	
	II	Division	3 points			Task Force	
	I	Division	1 point		✓	Memorandum/	
			*	_		Certificate of	
						Accreditation or	
						level duly signed by	
						SDS	
2.	WInS (2.5 pc	oints)					
		l's WInS-OMS 1	rating - 2.5	points	✓	WInS Checklist	
	of 3 St	ars				duly certified by	
	<ul> <li>School</li> </ul>	l's WInS-OMS 1	rating - 1.5	points		the SDO	
	of 2 St					Coordinator and	
		l's WInS-OMS 1	rating - 0.5	points		District Nurse	
	of 1 St						
3.			n received by th		✓	Plaque/Certificate	
		he current Ca	alendar Year (5.	5		of Recognition/	
	points)					Appreciation/meda	
		al/Internation	_			ls (First Placer or	
	Region		- 2 po			Champion)	
	• Divisio			points	✓	Program	
7	• Distric	et	- 1 pc	oint		invitation/Memo	
	lote:		144 4	1			
1	a. Points earned are cumulative but not to exceed						
	the allotted points for the criterion.						
1	b. For same awards received in a calendar year, points earned shall be based on the award received in the						
	earned shall be based on the award received in the highest governance level. Otherwise, points earned						
	are cumulat		caterooto, ponto e				



**Address:** Government Center, Candahug, Palo, Leyte **Telephone No.:** (053) 832-5738

Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



#### SEARCH FOR THE MOST OUTSTANDING

# SECONDARY SCHOOL (PURELY JUNIOR HIGH SCHOOL) (NON-IMPLEMENTING UNIT)

Name of School: _	SDO:
School Head:	

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)  Points Earned		
. INSTRUCTIONAL LEADERSHIP	(34 points)		
(Performance Indicator for the le	ast two [2] year		
Percentage of drop-out from the baseline data from year to year in 2 years  0%  0.01% - 1%  1.01% - 2%  3% and above	Point/s Earned 5 points 4 points 3 points 2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
<ul> <li>Baseline: 75%</li> <li>High: At least 10% increase or at least 95% CSR</li> <li>Average: At least 7% increase or at least 93% - 94%</li> <li>Marginal: at least 5% increase or</li> </ul>	<ul> <li>High: At least 10% increase or at least 95% CSR</li> <li>Average: At least 7% increase or at least 93% - 94%</li> <li>- 5 points</li> <li>- 5 points</li> <li>- 3 points</li> </ul>		
at least 90% - 92%	- 1 point		
<ul> <li>3. Completion Rate (5 points)  Baseline:75%</li> <li>High: at least 10% increase or at least 95% CR</li> <li>Average: At least 7% increase or at least 93% - 94%</li> <li>Marginal: at least 5% increase or at least 90% - 92%</li> </ul>	- 3 points	3	
4. School Performance based	- 1 point . on National		
Achievement Test (NAT) result  Point/s Earned = (NAT results/100) x 5  5. School Literacy Rate/Improve Level (5 points)  Points Earned = (Phil-IRI results/100) x 5	Consolidated Phil-IRI Result (Pre and Post Tests)		
6. School Numeracy Rate (Improv Level) (5 points)	ved Numeracy	Consolidated ERUNT Numeracy Assessment	





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#### Points Earned = (ERUNT Result/100) $\times$ 5

# Result (Pre and Post Tests)

#### 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

✓ Validated Instructional Supervisory Report/Monthly Accomplishment Report

# B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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	Number of the	ahowe					
	1.01112001 01 0110 0	above-	D / / .				
	cited indicators t	that are	Point/s				
	present		Earned				
	6	5	points				
	5		points				
	4		•				
			points				
	3		2 points				
	2		point				
2. School-Based Feeding Program Implementation (5 points)  Points Earned				<b>√</b>	Learners' Nutritional Status (Baseline and End line Data)		
ach	ercentage of the le nieved normal sta aster Risk Redu	atus <b>/100) x</b>	x 5		<b>✓</b>	Completed CSSF,	
Imp RA	plementation a 9003: Clean a ste Management	nd Institu and Green	itionalizati Program,	on of		ACR of the Solid Waste Mgt., and picture of MRF	
Points Earned  = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5    Maintenance of School facilities and equipment (5 points)							
and  4. Mai equ	d Solid Waste Ma	nagement ,	/100) x 5	CSSF)	<b>√</b>	Property Custodian's Accomplishment Report	
### And ####################################	intenance of Sclaipment (5 point excentage of learn operly accounted	nagement nool facilities)  ing facilities and maint	ies and s and equipained /100	ment		Custodian's Accomplishment Report	
And  4. Mai equ  Poin = (Pe pro	intenance of Schulpment (5 point ets Earned ercentage of learn operly accounted	nagement , hool facilit is)  ling facilitie and maint	ies and s and equipained /100	ment	<b>ME</b>	Custodian's Accomplishment Report	
And  4. Mai equ  Poin = (Pe pro	intenance of Sclaipment (5 point excentage of learn operly accounted	nagement , hool facilit is)  ling facilitie and maint	ies and s and equipained /100	ment	ME:	Custodian's Accomplishment Report  NT (10 points) Memorandum	
And  4. Mai equ  Poin = (Pe pro  IUMAN 1. Pro  Nu LA con dep	intenance of Schipment (5 points)  its Earned ercentage of learned ercentage of learned experience of the counted experience of the counter	nagement (hool facilities)  aing facilities and maint  ANAGEMEI (5 points)  Number of INSETs Conducted in a year	ies and s and equipained /100 TAND DE  f Points d Earned	oment ) x 5  VELOP	<b>ME</b>	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact	
Poin = (Pe pro	intenance of Sclaipment (5 points)  ts Earned  ercentage of learn operly accounted  N RESOURCE Manual of L& D  amber of hours C Sessions are nducted in the partment/grade	nagement (hool facilities)  aing facilities and maint  ANAGEMEI (5 points)  Number of INSETs Conducted	ies and s and equipained /100 TAND DE  f Points d Earned	oment ) x 5  VELOP	ME:	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and	
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Poin = (Pe pro  UMAN Pro	intenance of Schipment (5 points)  its Earned ercentage of learned ercentage or learned ercentage of learned ercen	nagement (hool facilities)  aing facilities and maint (square)  Number of INSETs Conducted in a year (square)	ies and s and equipained /100 TAND DE  f Points Earned 5 points 4 points 3 points	oment ) x 5  VELOP	ME:	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools	
Poin = (Pe pro	intenance of Schipment (5 point intenance of Schipment (5 point intenance of Schipment (5 point intenance of learn operly accounted in the partment/grade intenance of per month 8 hours 8 hours	nagement nool facilities)  aing facilities and maint  ANAGEMEI (5 points)  Number of INSETs Conducted in a year  2 1 1	ies and s and equipained /100 TAND DE  f Points Earned 5 points 4 points	oment ) x 5  VELOP	ME:	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools duly signed by	
And  A. Mai equ  Poin = (Pe pro  IUMAN 1. Pro  Nu LA con dep le	intenance of Schipment (5 point intenance of Schipment (5 point intenance of Schipment (5 point intenance of learn operly accounted intenance of L & D intenance of hours in the partment of the partment of hours in the ho	nagement nool facilities)  aing facilities and maint  ANAGEMEI (5 points)  Number of INSETs  Conducted in a year  2 1 1 1 0	ies and s and equipained /100 TAND DE  f Points d Earned 5 points 4 points 3 points 2 points 1 point	ment ) x 5  VELOP	ME:	Custodian's Accomplishment Report  NT (10 points) Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO ACR, Impact evaluation, and other M&E Tools duly signed by	







Point/s Earned = (No. of Staff who capability-building attended activities divided by total number of staff) x 5

- Training matrix
- Memo
- Certificate of Participation/ appearance

#### D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

### 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline

  - 100% liquidation of MOOE and
    - - 6 points

- 4 points

- 8 points

coming from the Division Accountant plus the authenticated liquidation report as of September

Certification

100% liquidation of MOOE and other funds submitted 1 day before the deadline

before the deadline

100% liquidation of MOOE and other funds submitted on the deadline

other funds submitted 2 days

- 2 points
- SIP, AIP, WFP/APP

2025

- 2. School Improvement Plan (SIP)/AIP (7 points) a. Creation and Functionality of SPT

  - b. Alignment of AIP to SIP
  - c. Information dissemination to stakeholders
  - d. Implementation of PAPs
  - e. Quarterly review and adjustment conducted through SMEA
- ✓ Attendance of stakeholders, SPT, Program managers
- ✓ ACR
- SRC
- ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

#### E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

JHS/SHS/IS	Points
Php400,000.00 and above	8 pts.
Php300,000.00 to 399,999.00	6 pts.
Php200,000 to 299,999.00	4 pts.

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

Validation Allotted Points Level

SBM Assessment Tool as evaluated and approved by





SBM Level

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I I		Division Division Division	5 points 3 points 1 point		✓	the Division SBM Task Force Memorandum/ Certificate of Accreditation or level duly signed by SDS	
2. W	of 3 St. • School of 2 St.	's WInS-OMS r ars 's WInS-OMS r ars 's WInS-OMS r	rating - 1.5	points points points	✓	WInS Checklist duly certified by the SDO Coordinator and District Nurse	
No a.	chool for the coints)  Nation Region Divisio Districte: Points earne the allotted processes are au earned shall	al/International al al are cumulation before the counts for the counts received be based on the count of the counts are cumulation before a count of the counts are counts.	- 2 poi - 1.5 - 1 po ve but not to exceed	points ints points oint d points in the	✓ ✓	Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) Program invitation/Memo	



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#### SEARCH FOR THE MOST OUTSTANDING

# SECONDARY SCHOOL (PURELY JUNIOR HIGH SCHOOL) (IMPLEMENTING UNIT)

Name of School:	SDO:
School Head:	

CRITERIA/INDICATOR	s	MEANS OF VERIFICATION (MOVs)	Points Earned
A. INSTRUCTIONAL LEADERSHIP			
(Performance Indicator for the l	ast two [2] years		I
Percentage of drop-out from the baseline data from year to year in 2 years  0%  0.01% - 1%  1.01% - 2%  3% and above	Point/s Earned 5 points 4 points 3 points 2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
2. Cohort Survival Rate (5 points  Baseline: 75%  • High: At least 10% increase or at least 95% CSR  • Average: At least 7% increase or at least 93% - 94%  • Marginal: at least 5% increase or at least 90% - 92%  3. Completion Rate (5 points)  Baseline: 75%	- 5 points		
<ul> <li>High: at least 10% increase or at least 95% CR</li> <li>Average: At least 7% increase or at least 93% - 94%</li> <li>Marginal: at least 5% increase or at least 90% - 92%</li> </ul>	- 3 points r - 1 point		
4. School Performance based Achievement Test (NAT) result  Point/s Earned = (NAT results/100) x 5		✓ Latest NAT results	
5. School Literacy Rate/Improve Level (5 points)  Points Earned = (Phil-IRI resu	_	Consolidated Phil-IRI Result (Pre and Post Tests)	
6. School Numeracy Rate (Impro Level) (5 points)	ved Numeracy	Consolidated ERUNT Numeracy Assessment	





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#### Result (Pre and Post Points Earned = (ERUNT Result/100) $\times$ 5 Tests) Validated 7. Instructional Supervision (IS) (4 points) For Teachers were supervised, coached, Instructional review mentored on the following K to 12 curriculum Supervisory (CLMD) Implementation practices based on monthly Report/Monthly Accomplishment supervisory plan: a. DLL/DLP, SLM and LAS preparation Report b. Designing assessment tools/items c. Analyzing assessment results d. Regular updating of school forms e. Classroom Observation using PPST-COT f. ICT Integration g. Adopting appropriate teaching methodologies and learning delivery modes Number of the abovecited practices are Point/s evident in the conduct of Earned IS 7 4 points 5-6 3 points 3-4 2 points 1-2 1 point

# LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-**Bullying Law Implementation (5 points)**

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-**Bullying Law**

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-**Bullying Law**
- ✓ Approved Training/LAC Design/s and ACR
- ✓ Copies of Advocacy Materials used
- School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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		_			1		
	Number of the		Point/s				
	cited indicators t	ngrare	Earned				
	present						
	6	5	points				
	5	4 :	points				
	4	3	points				
	3		points				
	2		point				
		1 -	polite				
I1 Po = (	school-Based mplementation (5 pints Earned Percentage of the le	arner-benefi	ciaries who	gram have	<b>✓</b>	Learners' Nutritional Status (Baseline and End line Data)	
3. D	Disaster Risk Redumplementation as	ction Mana nd Institut	gement (Di	n of	<b>✓</b>	Completed CSSF, ACR of the Solid	
W Po = (	A 9003: Clean a Vaste Management  oints Earned  (Percentage of imple Comprehensive Sch	t (5 points	s) of the			Waste Mgt., and picture of MRF	
4. M e Po = (	And Solid Waste Ma  Maintenance of Sclequipment (5 point  pints Earned (Percentage of learn properly accounted	nool facilities	es and		✓	Property Custodian's Accomplishment Report	
C. HUM	AN RESOURCE MA	ANAGEMEN'	r and der	ELOP	ME	NT (10 points)	
	Provision of L & D					(10 F 31110)	
1	Number of hours LAC Sessions are conducted in the lepartment/grade level per month	Number of INSETs Conducted in a year	Points Earned		<b>✓</b>	Memorandum LAC Plan/training designs approved by the Approving Authority of the SDO	
<u> </u>	8 hours	2	5 points	1	✓	ACR, Impact	
			4 points			evaluation, and	
	8 hours	1	1 poiiite			- + 1 1 / ( O T) / ( ) 1 -	
	8 hours 6-7 hours	1 1	3 points			other M&E Tools	
	6-7 hours	_	3 points			duly signed by	
	6-7 hours 4-5 hours	1	3 points 2 points				
	6-7 hours	1	3 points			duly signed by	







- Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5
- ✓ Complete List of staff/employees
- ✓ Training matrix
- ✓ Memo
- ✓ Certificate of Participation/ appearance

#### D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

#### 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline
- 8 points
- coming from the Division

2025

✓ Certification

- 100% liquidation of MOOE and other funds submitted 2 days before the deadline
- 6 points
- Accountant plus the authenticated liquidation report as of September

- 100% liquidation of MOOE and other funds submitted 1 day
- 4 points
- 100% liquidation of MOOE and other funds submitted on the deadline
- 2 points
- 2. School Improvement Plan (SIP)/AIP (7 points)
  - a. Creation and Functionality of SPT
  - b. Alignment of AIP to SIP

before the deadline

- c. Information dissemination to stakeholders
- d. Implementation of PAPs
- e. Quarterly review and adjustment conducted through SMEA
- ✓ SIP, AIP,WFP/APP ✓ Attendance of
  - stakeholders, SPT, Program managers
- ✓ ACR
- ✓ SRC
- ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

#### E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

JHS/SHS/IS	Points
Php400,000.00 and above	8 pts.
Php300,000.00 to 399,999.00	6 pts.
Php200,000 to 299,999.00	4 pts.

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

#### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

✓ SBM Assessment Tool as evaluated





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	SBM Level III II	Validation Level Division Division Division	Allotted Points 5 points 3 points		✓	and approved by the Division SBM Task Force Memorandum/ Certificate of Accreditation or level duly signed by	
	Ι	Division	1 point			SDS	
2.	of 3 St • School of 2 St	's WInS-OMS r ars 's WInS-OMS r ars 's WInS-OMS r	rating - 1.5	points points points	<b>✓</b>	WInS Checklist duly certified by the SDO Coordinator and District Nurse	
3.		_	n received by th alendar Year (5.5		✓	Plaque/Certificate of Recognition/	
	<ul> <li>National/International - 2.5 points</li> <li>Region - 2 points</li> <li>Division - 1.5 points</li> <li>District - 1 point</li> <li>Note:</li> <li>a. Points earned are cumulative but not to exceed the allotted points for the criterion.</li> <li>b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned are cumulative.</li> <li>Appreciation/meda ls (First Placer or Champion)</li> <li>✓ Program invitation/Memo</li> </ul>						



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#### SEARCH FOR THE MOST OUTSTANDING

SECONDARY SCHOOL (JHS with SHS; and Stand-Alone SHS)
(NON-IMPLEMENTING UNIT)

Name of School:	SDO:
School Head:	

CRITERIA/INDICATORS	S	MEANS OF VERIFICATION (MOVs)  Points Earned	
A. INSTRUCTIONAL LEADERSHIP	(34 points)		
(Performance Indicator for the le	ast two [2] year	· ·	
Percentage of drop-out from the baseline data from year to year in 2 years  0%  0.01% - 1%  1.01% - 2%  3% and above	Point/s Earned 5 points 4 points 3 points 2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
<ul> <li>2. Cohort Survival Rate (5 points Baseline: 75%</li> <li>• High: At least 10% increase or at least 95% CSR</li> <li>• Average: At least 7% increase or at least 93% - 94%</li> </ul>	- 5 points - 3 points		
<ul> <li>Marginal: at least 5% increase or at least 90% - 92%</li> </ul>	- 1 point		
3. Completion Rate (5 points)  Baseline:75%  High: at least 10% increase or at least 95% CR  Average: At least 7% increase or at least 93% - 94%  Marginal: at least 5% increase or at least 90% - 92%	- 5 points - 3 points		
4. School Performance based Achievement Test (NAT) result  Point/s Earned = (NAT results/100) x 5	on National	✓ Latest NAT results	
Level (5 points)	5. School Literacy Rate/Improved Reading Level (5 points)  Points Earned = (Phil-IRI result/100) x 5		
6. School Numeracy Rate (Impro- Level) (5 points)	ved Numeracy	Consolidated ERUNT Numeracy Assessment	









### Points Earned = $(ERUNT Result/100) \times 5$

# Result (Pre and Post Tests)

#### 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

✓ Validated
Instructional
Supervisory
Report/Monthly
Accomplishment
Report

### B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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Number of the above-cited indicators that are present	•						<u>.</u>
cited indicators that are present    6	Number of the al	bove					
Present   Carried   6   5 points   5   4 points   4   3 points   2   1 point   2   1		natare   P	,				
School-Based   Feeding   Program     Learners'   Nutritional Status   Baseline and End   line Data)		E E	Carned				
S							
2. School-Based Feeding Program Implementation (5 points)  Points Earned = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  4. Maintenance of School facilities and equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  Number of hours LAC Sessions are conducted in the department/grade level per month 8 hours 2 5 points 8 hours 2 5 points  Learner' Nutritional Status (Baseline and End line Data)  V Completed CSSF, ACR of the Solid Waste Management /100) x 5  Completed CSSF, ACR of the Solid Waste Management /100) x 5  V Property Custodian's Accomplishment Report  V Property Custodian's Accomplishment Report  V Memorandum V LAC Plan/training designs approved by the Approving Authority of the SDO V ACR, Impact evaluation, and other M&E Tools							
3	5	4 p	oints				
3	4	3 p	oints				
2		-					
2. School-Based Feeding Implementation (5 points)  Points Earned  = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned  = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  4. Maintenance of School facilities and equipment (5 points)  Points Earned  = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points  Number of loos 8 hours 2 5 points  V Learners' Nutritional Status (Baseline and End line Data)  V Completed CSSF, ACR of the Solid Waste Mgt., and pricture of MRF  V Property Custodian's Accomplishment Report  V Property Custodian's Accomplishment Report  V Memorandum V LAC Plan/training designs approved by the Approving Authority of the SDO V ACR, Impact evaluation, and other M&E Tools		-					
Implementation (5 points)	2	1 p	oınt				
achieved normal status/100) x 5  3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  4. Maintenance of School facilities and equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  I. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours 2 5 points  8 hours 1 4 points  V Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF  V Property Custodian's Accomplishment Report  V Memorandum  V LAC Plan/training designs approved by the Approving Authority of the SDO  V ACR, Impact evaluation, and other M&E Tools	Implementation (5 p	ooints)			✓	Nutritional Status (Baseline and End	
3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  4. Maintenance of School facilities and equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours 2 5 points  8 hours 1 4 points  V Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF  V Property Custodian's Accomplishment Report  V Property Custodian's Accomplishment Report  V Memorandum V LAC Plan/training designs approved by the Approving Authority of the SDO V ACR, Impact evaluation, and other M&E Tools	· -			liave			
= (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  4. Maintenance of School facilities and equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points  Number of Memorandum  LAC Plan/training designs approved by the Approving Authority of the SDO  ACR, Impact evaluation, and other M&E Tools	3. Disaster Risk Reduc Implementation an RA 9003: Clean ar Waste Management	tion Manag d Institutiond Green P	ement (Di onalizatio Program,	n of	<b>√</b>	ACR of the Solid Waste Mgt., and	
equipment (5 points)  Points Earned = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  8 hours  2 5 points  Custodian's Accomplishment Report  Report  ✓ Memorandum ✓ LAC Plan/training designs approved by the Approving Authority of the SDO ✓ ACR, Impact evaluation, and other M&E Tools	= (Percentage of impler Comprehensive Scho and Solid Waste Man	ol Safety Fra agement <b>/1</b> 0	mework (0 <b>00) x 5</b>	CSSF)		Description	
Points Earned  = (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points  Report  Accomplishment Report  Points  LAC Plan/training designs approved by the Approving Authority of the SDO  ✓ ACR, Impact evaluation, and other M&E Tools						1 0	
= (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5  C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points  8 hours  1 4 points  Points Earned in a year  ACR, Impact evaluation, and other M&E Tools						Accomplishment	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)  1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points Rumber of INSETs Conducted in a year  Points Earned SDO ✓ ACR, Impact evaluation, and other M&E Tools	= (Percentage of learning	_				керогт	
1. Provision of L & D (5 points)  Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points 8 hours  1 4 points  Memorandum  LAC Plan/training designs approved by the Approving Authority of the SDO  ✓ ACR, Impact evaluation, and other M&E Tools							
Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  Number of INSETs Conducted in a year  Points Earned in a year  Points Earned SDO  ✓ ACR, Impact evaluation, and other M&E Tools	C. HUMAN RESOURCE MA	NAGEMENT	AND DEV	ELOP	ME	NT (10 points)	
Number of hours LAC Sessions are conducted in the department/grade level per month  8 hours  Number of INSETs Conducted in a year  Points Earned in a year  Points Earned SDO  ✓ ACR, Impact evaluation, and other M&E Tools	1. Provision of L & D (5	5 points)			$\checkmark$	Memorandum	
LAC Sessions are conducted in the department/grade level per month  8 hours  2 5 points 8 hours 1 4 points  Doints Earned SDO ✓ ACR, Impact evaluation, and other M&E Tools		- '		_	$\checkmark$	LAC Plan/training	
8 hours 1 4 points other M&E Tools	LAC Sessions are conducted in the department/grade	INSETs Conducted			<b>√</b>	by the Approving Authority of the SDO ACR, Impact	
8 hours 1 4 points other M&E Tools	8 hours	2	5 points			evaluation, and	
	8 hours	1	4 points	]		other M&E Tools	
6-7 hours   1   3 points   duly signed by	6-7 hours	=		1		duly signed by	
CDO Assilvania				<del> </del>			
1 0 Hours 1 2 points				.		22011411011119	
2-3 hours 0 1 point	2-3 hours	0	1 point	]			
2. Attendance of staff to different capability- building activities (5 Points) ✓ SPPD/School Training Needs as	<b>building activities (5</b> • Point/s Earne	<b>Points)</b> ed = (No.	of Staff	who	✓	Training Needs as approved by SH Complete List of	
	attenucu cap					, 1	







Memo ✓ Certificate of Participation/ appearance D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points) 1. Financial Management (8 Points) ✓ Certification 100% liquidation of MOOE and - 8 points coming from the other funds submitted at least Division 3 days before the deadline Accountant plus 100% liquidation of MOOE and - 6 points the authenticated other funds submitted 2 days before the deadline liquidation report 100% liquidation of MOOE and - 4 points as of September other funds submitted 1 day 2025 before the deadline 100% liquidation of MOOE and - 2 points other funds submitted on the deadline 2. School Improvement Plan (SIP)/AIP (7 points) SIP, AIP, WFP/APP a. Creation and Functionality of SPT ✓ Attendance of b. Alignment of AIP to SIP stakeholders, SPT, c. Information dissemination to stakeholders Program managers d. Implementation of PAPs ✓ ACR ✓ SRC e. Quarterly review and adjustment conducted through SMEA ✓ SMEA Number of the above-Points Earned cited indicators present 5 7 points 4 5 points 3 3 points 2 2 points 1 1 point E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) 1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points) ✓ Project Proposal ✓ Deed of donations JHS/SHS/IS **Points** 

Php400,000.00 and above	8 pts.
Php300,000.00 to 399,999.00	6 pts.
Php200,000 to 299,999.00	4 pts.

- ✓ Deed of acceptance
- ✓ BE Report

#### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

SBM Level	Validation Level	Allotted Points
III	Division	5 points

SBM Assessment Tool as evaluated and approved by the Division SBM Task Force





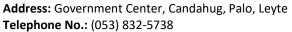
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II	Division Division	3 points 1 point	<b>√</b>	Memorandum/ Certificate of Accreditation or level duly signed by SDS	
2. WInS (2.5 pc School's WInS of 3 St School's WInS of 2 St School's WInS of 1 St	S-OMS rating ars S-OMS rating ars S-OMS rating	<ul><li>- 2.5 points</li><li>- 1.5 points</li><li>- 0.5 points</li></ul>	<b>√</b>	WInS Checklist duly certified by the SDO Coordinator and District Nurse	
school for the points)  • Nation • Region • Division • District Note: a. Points earne the allotted points. For same au earned shall	al/International al/International an	- 2 points - 1.5 poin - 1 point e but not to exceed	nts e	Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) Program invitation/Memo	







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#### SEARCH FOR THE MOST OUTSTANDING

SECONDARY SCHOOL (JHS with SHS; and Stand-Alone SHS)
(IMPLEMENTING UNIT)

Name of School: _	SDO:
School Head:	

CRITERIA/INDICATOR		MEANS OF VERIFICATION (MOVs)	Points Earned
A. INSTRUCTIONAL LEADERSHIP			
(Performance Indicator for the l	ast two [2] years		
Percentage of drop-out from the baseline data from year to year in 2 years  0%  0.01% - 1%  1.01% - 2%  3% and above	Point/s Earned 5 points 4 points 3 points 2 points	✓ Certification on the Drop-out Rate, CSR, and CR for the last two (2) years coming from the SDO Planning Officer or data generated from the LIS/EBEIS	
<ul> <li>2. Cohort Survival Rate (5 points  Baseline: 75%</li> <li>High: At least 10% increase or at least 95% CSR</li> <li>Average: At least 7% increase or at least 93% - 94%</li> <li>Marginal: at least 5% increase or at least 90% - 92%</li> </ul>			
3. Completion Rate (5 points)  Baseline:75%  High: at least 10% increase or at least 95% CR  Average: At least 7% increase or at least 93% - 94%  Marginal: at least 5% increase or at least 90% - 92%	- 3 points		
4. School Performance based Achievement Test (NAT) result  Point/s Earned = (NAT results/100) x 5	✓ Latest NAT results		
5. School Literacy Rate/Improve Level (5 points)  Points Earned = (Phil-IRI resul	Consolidated Phil-IRI Result (Pre and Post Tests)		
6. School Numeracy Rate (Impro Level) (5 points)	ved Numeracy	Consolidated ERUNT Numeracy Assessment	





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#### Points Earned = (ERUNT Result/100) $\times$ 5

# Result (Pre and Post Tests)

# 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

Validated Instructional Supervisory Report/Monthly Accomplishment Report

# LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-**Bullying Law Implementation (5 points)**

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-**Bullying Law**

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-**Bullying Law**
- ✓ Approved Training/LAC Design/s and ACR
- ✓ Copies of Advocacy Materials used
- School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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Number of the above- cited indicators that are present  6	
Earned  present  6 5 points  5 4 points  4 3 points	
present         Earned           6         5 points           5         4 points           4         3 points	
6 5 points 5 4 points 4 3 points	
5 4 points 4 3 points	
4 3 points	
1 1 9 10	
3 2 points	
2 1 point	
2. School-Based Feeding Program	
achieved normal status/100) x 5	
3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5  Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF	
4. Maintenance of School facilities and ✓ Property	
equipment (5 points)  Custodian's	
Accomplishment	
1 011100 = 41110 4	
= (Percentage of learning facilities and equipment	
properly accounted and maintained /100) x 5	
C. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10 points)	
1. Provision of L & D (5 points) ✓ Memorandum	
✓ LAC Plan/training	
Number of hours LAC Sessions are conducted in the department/grade level per month  Number of INSETs Points Earned by the Approving Authority of the SDO ✓ ACR, Impact	
8 hours 2 5 points evaluation, and	
8 hours 1 4 points other M&E Tools	
6-7 hours 1 3 points duly signed by	
4-5 hours 1 2 points SDO Authority	
2-3 hours 0 1 point	
2. Attendance of staff to different capability- building activities (5 Points)  Point/s Earned = (No. of Staff who attended ✓ Complete List of	
building activities (5 Points)  Training Needs as approved by SH	







Memo ✓ Certificate of Participation/ appearance D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points) 1. Financial Management (8 Points) ✓ Certification 100% liquidation of MOOE and - 8 points coming from the other funds submitted at least Division 3 days before the deadline Accountant plus 100% liquidation of MOOE and - 6 points the authenticated other funds submitted 2 days before the deadline liquidation report 100% liquidation of MOOE and - 4 points as of September other funds submitted 1 day 2025 before the deadline 100% liquidation of MOOE and - 2 points other funds submitted on the deadline 2. School Improvement Plan (SIP)/AIP (7 points) SIP, AIP, WFP/APP a. Creation and Functionality of SPT ✓ Attendance of b. Alignment of AIP to SIP stakeholders, SPT, c. Information dissemination to stakeholders Program managers d. Implementation of PAPs ✓ ACR ✓ SRC e. Quarterly review and adjustment conducted through SMEA ✓ SMEA Number of the above-Points Earned cited indicators present 5 7 points 4 5 points 3 3 points 2 2 points 1 1 point E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points) 1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

JHS/SHS/IS	Points
Php400,000.00 and above	8 pts.
Php300,000.00 to 399,999.00	6 pts.
Php200,000 to 299,999.00	4 pts.

- ✓ Project Proposal
- ✓ Deed of donations
- ✓ Deed of acceptance
- ✓ BE Report

#### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

SBM Level	Validation Level	Allotted Points
III	Division	5 points

SBM Assessment Tool as evaluated and approved by the Division SBM Task Force





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	1				
II	Division	3 points	✓	Memorandum/	
I	Division	1 point		Certificate of	
				Accreditation or	
				level duly signed by	
				SDS	
2. WInS (2.	5 points)				
	VInS-OMS rating	- 2.5 points	✓	WInS Checklist	
	3 Stars	-		duly certified by	
School's W	VInS-OMS rating	- 1.5 points		the SDO	
	2 Stars			Coordinator and	
School's W	VInS-OMS rating	- 0.5 points		District Nurse	
of	1 Star			District Nurse	
3. Rewards and Recognition received by the school for the current Calendar Year (5.5				Plaque/Certificate	
				of Recognition/	
points)				Appreciation/meda	
-	tional/Internationa	1 - 2.5 points		ls (First Placer or	
	gion	- 2 points		Champion)	
	vision	- 1.5 points	1	Program	
• Dis	strict	- 1 point		invitation/Memo	
Note:		r		mivitation, weino	
a. Points ed	arned are cumulativ	e but not to exceed			
the allot	ted points for the cri	terion.			
		n a calendar year, points	;		
earned shall be based on the award received in the					
highest governance level. Otherwise, points earned					
are cum	•	· •			





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Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



# SEARCH FOR THE MOST OUTSTANDING INTEGRATED SCHOOL (Elementary with JHS/SHS)

Name of School:	SDO:
School Head:	

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





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### Points Earned = (ERUNT Result/100) x 5

# Result (Pre and Post Tests)

# 7. Instructional Supervision (IS) (4 points)

Teachers were supervised, coached, and mentored on the following K to 12 curriculum Implementation practices based on monthly supervisory plan:

- a. DLL/DLP, SLM and LAS preparation
- b. Designing assessment tools/items
- c. Analyzing assessment results
- d. Regular updating of school forms
- e. Classroom Observation using PPST-COT
- f. ICT Integration
- g. Adopting appropriate teaching methodologies and learning delivery modes

Number of the above-	
cited practices are	Point/s
evident in the conduct of	Earned
IS	
7	4 points
5-6	3 points
3-4	2 points
1-2	1 point

✓ Validated
Instructional
Supervisory
Report/Monthly
Accomplishment
Report

# B. LEARNING ENVIRONMENT (20 points)

# 1. Child Protection Policy (CPP) and Anti-Bullying Law Implementation (5 points)

The school has implemented the CPP and Anti-Bullying Law with the following:

- a. Institutionalized an effective child protection policies and procedures, and monitors compliance thereof;
- b. Organized a functional Child Protection Committee (CPC);
- c. Ensured that all pupils/learners, guardians or custodians, visitors and guests are made aware of the child protection policy;
- d. Conducted capacity building activities on child protection measures and protocols and anti-bullying;
- e. Adopted a student Code of Conduct to be followed by every pupil or learner; and
- f. 100% of cases/complaints were reported and acted upon under the CPP and Anti-Bullying Law

- ✓ Copy of the Child Protection Committee with their TORs and ACRs
- ✓ Copy of the School Child Protection Policy and Anti-Bullying Law
- ✓ Approved
  Training/LAC
  Design/s and ACR
- ✓ Copies of Advocacy Materials used
- ✓ School Handbook
- ✓ School Records of Cases/complaints under CPP and anti-Bullying Law





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Number of the a cited indicators to present  6  5  4  3  2	hat are	Point/s Earned points points points points points		<b>√</b>	Learners'	
2. School-Based Feeding Program Implementation (5 points)  Points Earned  = (Percentage of the learner-beneficiaries who have achieved normal status/100) x 5					Nutritional Status (Baseline and End line Data)	
Implementation as RA 9003: Clean a Waste Management  Points Earned  = (Percentage of imple Comprehensive Scho	3. Disaster Risk Reduction Management (DRRM) Implementation and Institutionalization of RA 9003: Clean and Green Program, Solid Waste Management (5 points)  Points Earned = (Percentage of implementation of the Comprehensive School Safety Framework (CSSF) and Solid Waste Management /100) x 5			<b>√</b>	Completed CSSF, ACR of the Solid Waste Mgt., and picture of MRF	
equipment (5 point  Points Earned  = (Percentage of learn	<ul> <li>4. Maintenance of School facilities and equipment (5 points)</li> <li>Points Earned</li> <li>= (Percentage of learning facilities and equipment properly accounted and maintained /100) x 5</li> </ul>			✓	Property Custodian's Accomplishment Report	
C. HUMAN RESOURCE MA	NAGEMENT	'AND DE	VELOP	ME	NT (10 points)	
1. Provision of L & D (  Number of hours LAC Sessions are conducted in the	Number of INSETs	Points		<b>√</b> ✓	Memorandum LAC Plan/training designs approved by the Approving	
department/grade level per month	Conducted in a year	Earned		./	Authority of the SDO	
8 hours 8 hours 6-7 hours 4-5 hours 2-3 hours	2 1 1 1 0	5 points 4 points 3 points 2 points 1 point		<b>√</b>	ACR, Impact evaluation, and other M&E Tools duly signed by SDO Authority	
2. Attendance of sta building activities (		ent capal	bility-	✓	SPPD/School Training Needs as approved by SH	







Point/s Earned = (No. of Staff who attended capability-building activities divided by total number of staff) x 5

- Complete List of staff/employees
- Training matrix
- ✓ Memo
- ✓ Certificate of Participation/ appearance

#### D. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATION (15 points)

#### 1. Financial Management (8 Points)

- 100% liquidation of MOOE and other funds submitted at least 3 days before the deadline
- 8 points
  - 6 points

- 4 points

✓ Certification coming from the Division Accountant plus authenticated the liquidation report as of September 2025

- 100% liquidation of MOOE and other funds submitted 2 days before the deadline
- 100% liquidation of MOOE and other funds submitted 1 day before the deadline
  - 100% liquidation of MOOE and - 2 points other funds submitted on the

### 2. School Improvement Plan (SIP)/AIP (7 points)

- a. Creation and Functionality of SPT
- b. Alignment of AIP to SIP

deadline

- c. Information dissemination to stakeholders
- d. Implementation of PAPs
- e. Quarterly review and adjustment conducted through SMEA
- SIP, AIP, WFP/APP ✓ Attendance of
- stakeholders, SPT, Program managers
- ✓ ACR
- ✓ SRC
- ✓ SMEA

Number of the above- cited indicators present	Points Earned
5	7 points
4	5 points
3	3 points
2	2 points
1	1 point

#### E. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP (8 points)

1. Resources generated through Brigada-Eskwela and other resource-generated initiatives (8 points)

JHS/SHS/IS	Points
Php400,000.00 and above	8 pts.
Php300,000.00 to 399,999.00	6 pts.
Php200,000 to 299,999.00	4 pts.

- ✓ Project Proposal
- Deed of donations
- Deed of acceptance
- ✓ BE Report

#### F. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (13 points)

1. SBM Level of Practice (5 points)

SBM Assessment Tool as evaluated





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	SBM Level III II	Validation Level Division Division	Allotted Points 5 points 3 points	<b>√</b>	Certificate of Accreditation or	
	I	Division	1 point		level duly signed by SDS	
2.	WINS (2.5 pc School's WINS of 3 St School's WINS of 2 St School's WINS of 1 St	S-OMS rating ars S-OMS rating ars S-OMS rating	<ul><li>- 2.5 points</li><li>- 1.5 points</li><li>- 0.5 points</li></ul>	<b>✓</b>	WInS Checklist duly certified by the SDO Coordinator and District Nurse	
	of 1 Star  3. Rewards and Recognition received by the school for the current Calendar Year (5.5 points)  • National/International - 2.5 points • Region - 2 points • Division - 1.5 points • District - 1 point  Note:  a. Points earned are cumulative but not to exceed the allotted points for the criterion.  b. For same awards received in a calendar year, points earned shall be based on the award received in the highest governance level. Otherwise, points earned		ts ✓	Plaque/Certificate of Recognition/ Appreciation/meda ls (First Placer or Champion) Program invitation/Memo		







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

SDO:	Date:	

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. OPCRF RATINGS for the Last 2 Rating Periods (30	points)	
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) (30 points)  Point/s Earned	✓ OPCRF certified by the PMT for CY 2024 and CY 2023	
= (Average of the Two OPCRF Ratings / 5) x 30		
B. STRATEGIC MANAGEMENT (13 points)		
<ul> <li>1. Division Education Development Plan (2.5 points)</li> <li>• 100% of the targets set for FY 2020 - 2.5 pts. were successfully accomplished</li> <li>• 95%-99.99% of the targets set for - 2 pts. FY 2020 were successfully accomplished</li> <li>• 90%-94.99% of the targets set for - 1.5 pts. FY 2020 were successfully accomplished</li> <li>• 85% -89.99% of the targets set for - 1 pt. FY 2020 were successfully Accomplished</li> <li>2. Division Program Implementation Review (2.5 points)</li> </ul>	✓ Targets set FY 2024 ✓ Accomplishments per quarter  ✓ Validated Division PIR Results	
Points Earned  = (Percentage of accomplishment of annual physical and financial targets/100) x 2.5		
<ul> <li>3. Provision of Technical Assistance (3 points)</li> <li>95% - 100% of the schools provided with TA improved performance</li> <li>90% - 94% of the schools provided with TA improved performance</li> <li>85% - 89% of the schools provided with TA improved performance</li> <li>80% - 84% of the schools provided with TA improved performance</li> <li>75% - 79% of the schools provided with TA improved performance</li> <li>1.5 pts. with TA improved performance</li> <li>75% - 79% of the schools provided with TA improved performance</li> </ul>	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2024  ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	





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<ul> <li>4. Promoting a Culture of Research (3 points)</li> <li>At least 40 researches have been endorsed to RO for the last 2 years - 3 pts.</li> <li>30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts.</li> <li>20-29 researches have been endorsed to RO for the last 2 years - 2 pts.</li> <li>10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts.</li> <li>9 and below researches have been endorsed to RO for the last 2 years - 1 pt.</li> </ul>	✓ Endorsement from the SDS to Regional Office
5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees (2 points)  Due date for submission: Every 2 <sup>nd</sup> week of the following month  1 week before deadline  on the deadline  1 point	✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2024
C. Curriculum Management and Instruction	
1. SDO Performance Indicators for the last two (2) years (4 points)  ✓ Net Enrolment Rate (1 point)  Points Earned = Net Enrolment Rate/100  ✓ Cohort Survival Rate (1 point)  Baseline:75%  Points Earned = Cohort Survival Rate/100  ✓ Completion Rate (1 point)  Baseline:75%  Points Earned= Completion Rate/100	✓ Copy of the Net Enrolment Rate, Drop-out Rate, Cohort Survival Rate, and Completion Rate for the last two years validated by PPRD
<ul> <li>✓ Drop-out Rate (1 point)         <ul> <li>Zero (0) drop -out from the baseline data from year to year in 2 years</li> <li>0.01% -1% drop-out from the baseline data from year to year in 2 years</li> <li>1.01% - 2% drop-out from the baseline data from year to year in 2 years</li> <li>3% &amp; above drop-out from the baseline data from year to year in 2 years</li> </ul> </li> </ul>	







2. SDO Literacy Rate/Improved Reading Level (2.5 points)	✓ Consolidated Phil- IRI Result (Pre and Post Tests)
Points Earned	validated by CLMD
= (Percentage of learners who are at least	
Instructional Readers/100) x 2.5	
3. SDO Numeracy Rate (Improved Numeracy Level) (2.5 points)	✓ Consolidated Numeracy Assessment Result
Points Earned	(Pre and Post Tests) validated by CLMD
= (Percentage of learners who are highly	validated by OBIND
numerates/100) x 2.5	
4. Academic Performance of Learners <b>(6 points)</b> *ERUNT, CRLA, Phil-IRI, NAT, & ELNNA results	✓ ERUNT, CRLA, Phil-IRI, ELLNA, and NAT results
Points Earned	
= ((Average rate of ERUNT, CRLA, Phil-IRI,	
NAT, & ELNNA results)/100) x 6	
D. HUMAN RESOURCE DEVELOPMENT AND MANAGE	EMENT (12 points)
D. HUMAN RESOURCE DEVELOPMENT AND MANAGE  1. Implementation of L and D System (2.5 points)	CMENT (12 points)  ✓ LDNA Report
Implementation of L and D System (2.5 points)     Full implementation of L&D System	
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs)	✓ LDNA Report ✓ L & D Plan
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and	✓ LDNA Report ✓ L & D Plan ✓ L & D Design
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning     Development Designing [LDD], Learning	✓ LDNA Report ✓ L & D Plan ✓ L & D Design
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning     Development Designing [LDD], Learning     and Development Resource Package	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning     Development Designing [LDD], Learning     and Development Resource Package     Development [LDRPD], Learning and	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning     Development Designing [LDD], Learning     and Development Resource Package	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
Implementation of L and D System (2.5 points)     Full implementation of L&D System     (Learning and Development Needs     Assessment [LDNA], Learning and     Development Planning [LDP], Learning     Development Designing [LDD], Learning     and Development Resource Package     Development [LDRPD], Learning and     Development Program Delivery [LDPD])	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel  - 2.5 points  • 4 L&D Sub-systems were implemented in the conduct of development/trainings	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel  • 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel  - 2 points	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel  • 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel  • 3 L&D Sub-systems were implemented	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel  • 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel  - 2 points	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
<ul> <li>Implementation of L and D System (2.5 points)</li> <li>Full implementation of L&amp;D System (Learning and Development Needs         Assessment [LDNA], Learning and         Development Planning [LDP], Learning         and Development Designing [LDD], Learning         and Development Resource Package         Development [LDRPD], Learning and         Development Program Delivery [LDPD])         in the conduct of development/trainings         for personnel -2.5 points</li> <li>4 L&amp;D Sub-systems were implemented         in the conduct of development/trainings         for personnel -2 points</li> <li>3 L&amp;D Sub-systems were implemented         in the conduct of development/trainings         for personnel -1.5 points</li> <li>2 and below L&amp;D Sub-systems were</li> </ul>	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
<ul> <li>Implementation of L and D System (2.5 points)</li> <li>Full implementation of L&amp;D System (Learning and Development Needs         Assessment [LDNA], Learning and         Development Planning [LDP], Learning         Development Designing [LDD], Learning         and Development Resource Package         Development [LDRPD], Learning and         Development Program Delivery [LDPD])         in the conduct of development/trainings         for personnel</li></ul>	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
1. Implementation of L and D System (2.5 points)  • Full implementation of L&D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel  • 4 L&D Sub-systems were implemented in the conduct of development/trainings for personnel  • 3 L&D Sub-systems were implemented in the conduct of development/trainings for personnel  • 2 points  • 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel  • 1.5 points	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity Completion Report
<ul> <li>Implementation of L and D System (2.5 points)</li> <li>Full implementation of L&amp;D System (Learning and Development Needs</li></ul>	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity
<ol> <li>Implementation of L and D System (2.5 points)</li> <li>Full implementation of L&amp;D System (Learning and Development Needs         Assessment [LDNA], Learning and         Development Planning [LDP], Learning         Development Designing [LDD], Learning         and Development Resource Package         Development [LDRPD], Learning and         Development Program Delivery [LDPD])         in the conduct of development/trainings         for personnel</li></ol>	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity Completion Report  ✓ Activity Completion









Points Earned = (Percentage of Teaching Personnel Trained/100) x 1.5			
Teaching-Related Personnel (1.5 points)			
<b>Points Earned</b> = (Percentage of Teaching-Related Personnel Trained/100) x 1.5			
Non-Teaching Personnel (1.5 points)			
Points Earned = (Percentage of Non-Teaching Personnel Trained/100) x 1.5			
3. Filling up of Items (Teaching Personnel) (2.5 points)	<b>√</b>	1 01 001110080 01 110 1119	
		created and existing vacant teaching and	
Points Earned		non-teaching items	
= (Percentage of filled-up new and existing teaching personnel items/100) x 2.5	•	Government Management	
		Information System	
4. Filling up of Items (Non-Teaching Personnel) (2.5 points)		Personnel Services Itemization and Plantilla of	
Points Earned		Personnel (GMIS	
= (Percentage of filled-up new and existing Non-teaching personnel items/100) x 2.5	/	PSIPOP) Certification of data	
Non-teaching personner items/ 100/ x 2.5		of filling up from the	
		Personnel Section of	
		the Admin. Division as of September	
		2025	
E. RESOURCE MANAGEMENT (10 points)			
1. Monthly Downloading and Liquidation of Funds (2	✓	Certification of the percentage of	
points)		percentage of monthly	
Points Earned		downloading of	
= (Percentage of monthly downloading of funds to		MOOE to the	
the schools and liquidation reports submitted on time/100) x 2	✓	schools Certification of	
		Budget Utilization	
2. AOM Received (4 points)		Report from the	
<ul> <li>1 - 5 AOMs Received - 2 pts.</li> <li>6 - 10 AOMs Received - 1.5 pts.</li> </ul>		Finance Division as of Quarter 3 of the	
• 6 - 10 AOMs Received - 1.5 pts. • 11-15 AOMs Received - 1 pt.		current fiscal year	
		subject for	
No NS and ND plus 2 points		validation	









3. Budget Utilization Rate (Obligation and Submitted emailed Disbursement) (4 points) of validated EBMS \*Obligation Rate (2 points) **Points Earned** = (Obligation rate/100)  $\times 2$ \*Disbursement Rate (2 points) **Points Earned** = (Disbursement rate/100) x 2F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points)

1. Forged MOA/MOU with partners (3 points)

Number of Forged	Point/s Earned
MOA/MOU	
10 and above	3
8-9	2.5
6-7	2
4-5	1.5
1-3	1

Accomplishment Report in terms of partnership

# G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (17 points)

- 1. SBM- WinS (2.5 points) Three-Star Approach (TSA) At least 5% of the schools have Monitoring Form WInS-OMS Rating of 3 stars for duly signed by the the last 2 years - 2.5 pts. RO validating team 4% - 4.99% of the schools have WInS-OMS Rating of 3 stars for the last 2 years - 2 pts. 3% - 3.99% of the schools have WInS-OMS Rating of 3 stars for the last 2 years - 1.5 pts.
  - At least 2% of the schools have WInS-OMS Rating of 3 stars for the last 2 years – 1 pt. At least 1% of the schools have WInS-OMS Rating of 3 stars for
    - -0.5 pt.
- 2. Rewards and Recognition received by the SDO for the current Calendar Year (7.5 points)
  - a. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (5 points)
  - International - 5 pts. - 3 pts. National Region - 1 pt.

the last 2 years

Plaque/Certificate Recognition/ Appreciation/medal s (First Placer or Champion)



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b. CSC PRIME-HRM (2.5 points)	T	<b>√</b>	PRIME-HRM	
·	2.5 pts.	•	Certification	
	2.5 pts. 1.5 pts		Columeation	
3. Supervising the operations of all public and		1	Percentage of	
elementary, secondary and integrated schools (2		•	Public and Private	
points)			Schools	
✓ EBEIS and LIS (1 point)			submitting/encodin	
( F)			g/updating EBEIS,	
<ul> <li>100% of the total number of public</li> </ul>			LIS, and PMIS	
And private schools in the division are		$\checkmark$	Certification from	
submitting/encoding/updating EBEIS and LIS on or before the deadline	– 1 pt.		the PPRD	
• 90% - 99.99% of the total number of	ı pt.			
public and private schools in the				
division are submitting/encoding/ updating EBEIS and LIS on or before				
the deadline	– 0.75 pt.			
• 80% - 89.99% of the total number of	-			
<pre>public and private schools in the division are submitting/encoding/</pre>				
updating EBEIS and LIS on or before				
the deadline	– 0.5 pt.			
<ul> <li>70% - 79.99% of the total number of public and private schools in the</li> </ul>				
division are submitting/encoding/				
updating EBEIS and LIS on or before				
the deadline	– 0.25 pt.			
<ul> <li>90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline</li> <li>80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the</li> </ul>	– 1 pt. - 0.75 pt. - 0.5 pt.			
	- 0.25 pt.			
4. Customer Satisfaction Measurement (CSM) (January 2024 to September 2025) <b>(5 points)</b>		✓	CSM Results Analysis	
Points Earned = Average Rating of CSM r				







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

SDO:	Date:	

CRITERIA/INDICATORS	MEANS OF VERIFICATION (MOVs)	Points Earned
A. OPCRF RATINGS for the Last 2 Rating Periods (30	points)	
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) (30 points)  Point/s Earned	✓ OPCRF certified by the PMT for CY 2024 and CY 2023	
= (Average of the Two OPCRF Ratings / 5) x 30		
B. STRATEGIC MANAGEMENT (13 points)		
<ul> <li>1. Division Education Development Plan (2.5 points)</li> <li>• 100% of the targets set for FY 2020 - 2.5 pts. were successfully accomplished</li> <li>• 95%-99.99% of the targets set for - 2 pts. FY 2020 were successfully accomplished</li> <li>• 90%-94.99% of the targets set for - 1.5 pts. FY 2020 were successfully accomplished</li> <li>• 85% -89.99% of the targets set for - 1 pt. FY 2020 were successfully Accomplished</li> <li>2. Division Program Implementation Review (2.5 points)</li> </ul>	✓ Targets set FY 2024 ✓ Accomplishments per quarter  ✓ Validated Division PIR Results	
Points Earned  = (Percentage of accomplishment of annual physical and financial targets/100) x 2.5		
<ul> <li>3. Provision of Technical Assistance (3 points)</li> <li>95% - 100% of the schools provided with TA improved performance</li> <li>90% - 94% of the schools provided with TA improved performance</li> <li>85% - 89% of the schools provided with TA improved performance</li> <li>80% - 84% of the schools provided with TA improved performance</li> <li>75% - 79% of the schools provided with TA improved performance</li> <li>1.5 pts. with TA improved performance</li> <li>75% - 79% of the schools provided with TA improved performance</li> </ul>	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2024  ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	





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<ul> <li>4. Promoting a Culture of Research (3 points) <ul> <li>At least 40 researches have been endorsed to RO for the last 2 years - 3 pts.</li> <li>30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts.</li> <li>20-29 researches have been endorsed to RO for the last 2 years - 2 pts.</li> <li>10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts.</li> <li>9 and below researches have been endorsed to RO for the last 2 years - 1 pt.</li> </ul> </li> <li>5. Submission of Form 7 - Attendance of Teaching and Non-Teaching Employees (2 points) <ul> <li>Due date for submission: Every 2nd week of the following month</li> <li>1 week before deadline - 2 points</li> </ul> </li> </ul>	✓ Endorsement from the SDS to RO  ✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to
• on the deadline - 1 point	December 2024
C. Curriculum Management and Instruction	
(20 points)	
1. SDO Performance Indicators for the last two (2) years (4 points)  ✓ Net Enrolment Rate (1 point)  Points Earned = Net Enrolment Rate/100  ✓ Cohort Survival Rate (1 point)  Baseline:75%	Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD
Points Earned = Cohort Survival Rate/100  ✓ Completion Rate (1 point)  Baseline:75%	
Points Earned = Completion Rate/100	
<ul> <li>✓ Drop-out Rate         <ul> <li>Zero (0) drop -out from the baseline data from year to year in 2 years</li> <li>0.01% -1% drop-out from the baseline data from year to year in 2 years</li> <li>1.01% - 2% drop-out from the baseline data from year to year in 2 years</li> <li>3% &amp; above drop-out from the baseline data from year to year in 2 years</li> </ul> </li> <li>✓ Drop-out Rate         <ul> <li>- 1 pt.</li> <li>- 0.75 pt.</li> <li>- 0.5 pt.</li> <li>- 0.5 pt.</li> </ul> </li> </ul>	





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2. SDO Literacy Rate/Improved Reading Level (2.5 points)	Consolidated Phil- IRI Result (Pre and Post Tests)	
Points Earned	validated by CLMD	
= (Percentage of learners who are at least		
Instructional Readers/100) x 2.5		
3. SDO Numeracy Rate (Improved Numeracy Level) (2.5 points)	Consolidated Numeracy Assessment Result	
Points Earned	(Pre and Post Tests) validated by CLMD	
= (Percentage of learners who are highly	variation by C2M2	
numerates/100) x 2.5		
4. Academic Performance of Learners (6 points) *ERUNT, CRLA, Phil-IRI, NAT, & ELNNA results	✓ ERUNT, CRLA, Phil-IRI, ELLNA, and NAT results	
Points Earned		
= ((Average rate of ERUNT, CRLA, Phil-IRI,		
NAT, & ELNNA results)/100) x 6		
D. HUMAN RESOURCE DEVELOPMENT AND MANAGE	EMENT (12 points)	
<ul> <li>Implementation of L and D System (2.5 points)</li> <li>Full implementation of L&amp;D System (Learning and Development Needs         Assessment [LDNA], Learning and         Development Planning [LDP], Learning         Development Designing [LDD], Learning         and Development Resource Package         Development [LDRPD], Learning and         Development Program Delivery [LDPD])         in the conduct of development/trainings         for personnel</li></ul>	✓ LDNA Report ✓ L & D Plan ✓ L & D Design ✓ Program/Activity Completion Report	
<ul> <li>3 L&amp;D Sub-systems were implemented in the conduct of development/trainings</li> </ul>		
for personnel – 1.5 points  • 2 and below L&D Sub-systems were implemented in the conduct of development/trainings for personnel – 1 point		





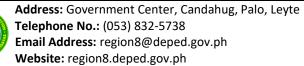




Points Earned = (Percentage of Teaching Personnel Trained/100) x 1.5	
• Teaching-Related Personnel (1.5 points)	
<b>Points Earned</b> = (Percentage of Teaching-Related Personnel Trained/100) x 1.5	
• Non-Teaching Personnel (1.5 points)	
<b>Points Earned</b> = (Percentage of Non-Teaching Personnel Trained/100) x 1.5	
3. Filling up of Items (Teaching Personnel) (2.5 points)  Points Earned  = (Percentage of filled-up new and existing teaching personnel items/100) x 2.5	<ul> <li>✓ Percentage of newly created and existing vacant teaching and non-teaching items</li> <li>✓ Government Management</li> </ul>
<ul> <li>4. Filling up of Items (Non-Teaching Personnel) (2.5 points)  Points Earned = (Percentage of filled-up new and existing Non-teaching personnel items/100) x 2.5</li> </ul>	Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)  ✓ Certification of data of filling up from the Personnel Section of the Admin. Division as of September 2025
E. RESOURCE MANAGEMENT (10 points)	
Monthly Downloading and Liquidation of Funds (2 points)      Points Earned     = (Percentage of monthly downloading of funds to the schools and liquidation reports submitted on time/100) x 2	✓ Certification of the percentage of monthly downloading of MOOE to the schools ✓ Certification of Budget Utilization
2. AOM Received (4 points)  • 1 - 5 AOMs Received -2 pts.  • 6 - 10 AOMs Received -1.5 pts.  • 11-15 AOMs Received -1 pt.  • No NS and ND plus 2 points	Report from the Finance Division as of Quarter 3 of the current fiscal year subject for validation









3. Budget Utilization Rate (Obligation and Disbursement) (4 points)

\*Obligation Rate (2 points)

### **Points Earned**

= (Obligation rate/100)  $\times 2$ 

\*Disbursement Rate (2 points)

### **Points Earned**

= (Disbursement rate/100) x 2

### F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points)

1. Forged MOA/MOU with partners (3 points)

Number of Forged MOA/MOU	Point/s Earned
10 and above	3
8-9	2.5
6-7	2
4-5	1.5
1-3	1

Accomplishment Report in terms of partnership

Submitted emailed

of validated EBMS

### G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (17 points)

- 1. SBM- WinS (2.5 points) Three-Star Approach (TSA) At least 5% of the schools have Monitoring Form WInS-OMS Rating of 3 stars for duly signed by the – 2.5 pts. the last 2 years RO validating team 4% - 4.99% of the schools have WInS-OMS Rating of 3 stars for the last 2 years - 2 pts.
  - 3% 3.99% of the schools have WInS-OMS Rating of 3 stars for the last 2 years – 1.5 pts.
  - At least 2% of the schools have WInS-OMS Rating of 3 stars for the last 2 years - 1 pt.
  - At least 1% of the schools have WInS-OMS Rating of 3 stars for - 0.5 pt. the last 2 years
- Plaque/Certificate Recognition/ Appreciation/medal s (First Placer or Champion)
- 2. Rewards and Recognition received by the SDO for the current Calendar Year (7.5 points)
  - c. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (5 points)
  - International - 5 pts. - 3 pts. National Region - 1 pt.
  - d. CSC PRIME-HRM (2.5 points)





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• PRIME-HRM Level III Recognized – 2.5 pt	s. ✓ PRIME-HRM
PRIME-HRM Level II Recognized - 1.5 pt	
1.0 pt	0 01 011100001011
3. Supervising the operations of all public and pri	vate ✓ Percentage of
elementary, secondary and integrated schools (2 poi	O
	· ·
✓ EBEIS and LIS (1 point)	Schools
1000/ 6:1 1	submitting/encodin
<ul> <li>100% of the total number of public</li> <li>And private schools in the division are</li> </ul>	g/updating EBEIS,
submitting/encoding/updating EBEIS	LIS, and PMIS
and LIS on or before the deadline - 1	ot. ✓ Certification from
• 90% - 99.99% of the total number of	the PPRD
public and private schools in the	
division are submitting/encoding/	
updating EBEIS and LIS on or before	5 m
the deadline - 0.7 • 80% - 89.99% of the total number of	5 pt.
80% - 89.99% of the total number of public and private schools in the	
division are submitting/encoding/	
updating EBEIS and LIS on or before	
the deadline – 0.5	pt.
• 70% - 79.99% of the total number of	
public and private schools in the	
division are submitting/encoding/ updating EBEIS and LIS on or before	
the deadline - 0.25	5 pt.
✓ PMIS (1 point)	
1000/ of the total number of nublic	
<ul> <li>100% of the total number of public and private schools in the division</li> </ul>	
are submitting/encoding/updating	
the PMIS on or before the deadline – 1 pt.	
<ul> <li>90% - 99.99% of the total number of</li> </ul>	
public and private schools in the	
division are submitting/encoding/	
updating the PMIS on or before the deadline – 0.75 p	t
• 80% - 89.99% of the total number of	
public and private schools in the	
division are submitting/encoding/	
updating the PMIS on or before the	
deadline - 0.5 pt.	
<ul> <li>70% - 79.99% of the total number of public and private schools in the</li> </ul>	
division are submitting/encoding/	
updating the PMIS on or before the	
deadline – 0.25 p	t.
A Createmen Setisfaction Management (OSM) (Terra	comp / CCM Doorsto
4. Customer Satisfaction Measurement (CSM) (January 2007) 45 maintain	
2024 to September 2025) <b>(5 points)</b>	Analysis
Doints Formed - Average Dating of COM14-	
Points Earned = Average Rating of CSM results	









# BEST IN FUND UTILIZATION (SPECIAL AWARD) SDO Level

A. Financial Management (Budget U (100 points)	tilization Rate)	MEANS OF VERIFICATION (MOV)	Points Earned
1. Budget Utilization Rate (BUR) pts)	Obligation (50	✓ Certified Status of BUR at RO-FD	
• BUR of 98-100%	- 50 pts.		
• BUR of 96-97%	- 45 pts.		
• BUR of 94-95%	- 40 pt.		
BUR of 93% and below	- 35 pt.		
2. Budget Utilization Rate (BUR)	Disbursement		
(50 pts)			
• BUR of 95-100%	- 50 pts.		
• BUR of 90-94%	- 45 pts.		
• BUR of 85-89%	- 40 pt.		
BUR of 84% and below	- 35 pt.		



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

SCHOOLS DIVISION:ENTRY TITLE:	Date:
	MEANS OF

### CRITERIA/INDICATORS **Points** (MOVs) Earned STRATEGY/MODALITY OF IMPLEMENTATION - 20 Points **Division TA Plan** 1. The Division has a clear plan for the development, implementation, and promotion of technical assistance provision (5 points) • Complete with elements of a plan (general and specific objectives/strategies/responsible persons/budget and sources/timeframe) and duly signed by the TA/SBM Coordinator, Alternate TA/SBM Coordinator, the Chairman of each DFTACT, recommended by the ASDS and approved by the SDS • Contents and activities are relevant to TA provision • Covers access, equity, quality, resiliency and wellbeing, and governance in education • Presented in a well-organized and logical format • Activities presented are substantial for the DFTACTs to maximize TA provision - All indicators are met 5 pts. - Only 4 indicators are met 4 pts → Only 3 indicators are met 3 pts Only 2 indicators are met 2 pts ⊢ Only 1 indicator is met 1 pt 2. Appropriate and effective methods, strategies, and DTAPP and resources are used to implement the practice to **DTAPE** schools (10 points)



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• Methods and resources are deemed very appropriate and effective in addressing schools' poor performance with 75% - 100% increase/decrease	10 pts		
• Methods and resources are deemed appropriate and effective in addressing schools' poor performance with 50% - 74% increase/decrease	8 pts		
• Methods and resources are deemed somewhat appropriate and effective in addressing schools' poor performance with 26% - 49% increase/decrease	6 pts		
Some methods and strategies are deemed quite inappropriate and ineffective in addressing	4 pts		
schools' poor performance with 15% - 25% increase/decrease			
Most methods and strategies are deemed quite inappropriate and ineffective in addressing	2 pts		
schools' poor performance with 1% - 14% increase/decrease			
3. Monitoring and evaluation mechanisms of processes are identified to safeguard the imand long-term outcomes of the practice (5 pt.)	mediate	Accomplished Monitoring and Evaluation Tools based on plans	
A very comprehensive M&E tool and procedures	5 pts	and procedures	
have been prepared and are judiciously used			
A comprehensive M&E tool and procedures	4 pts		
have been prepared and are judiciously used			
M&E tools and procedures have been prepared	3 pts		
and are sparingly used			
M&E tools and procedures have been prepared	2 pts		





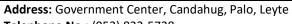




but not used		
No M&E tool and procedures have been	1 pt	1
developed		
B. INNOVATION AND CREATIVITY - 10	) Points	
1. The practice has demonstrated instrinnovative modes in promoting the practic schools divisions (5 points)		Accomplished Monitoring and Evaluation Tools based on plans
• The Division has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









with very clear descriptions		
• A Conceptual Framework has been developed	2 pts	
with no description		
• There is no Conceptual Framework presented	1 pt	
C. RELIABILITY AND ACHIEVEMENT	- 35 Points	
1. Accomplishments in KPIs		Copy of the 3
Comparative data in schools' Completion and Cohort Survival Rates (8 points)		year- comparative data of the
○ Completion Rate		SDO's Completion and
• 10% or more and consistent increase	4.0 pts.	Cohort Survival Rates
• 5% -9% consistent increase	3.0 pts.	
• 4% and below/slight but consistent increase	2.0 pts.	
Fluctuating increase	1.0 pt.	-
O Cohort Survival Rate	I	-
• 10% or more and consistent increase	4.0 pts.	
• 5% -9% consistent increase	3.0 pts.	
• 4% and below/slight but consistent increase	2.0 pts.	
Fluctuating increase	1.0 pt.	
Participation Rate (NER) (3 points)		Copy of the SDO's
• 90% - 100% Net Enrollment Ratio	3.0 pts.	Comparative
• 80% - 89% Net Enrollment Ratio	2.5 pts.	NER in 3
• 70% - 79% Net Enrollment Ratio	2.0 pts.	Consecutive
• 60% - 69% Net Enrollment Ratio	1.5 pts.	School Years
• 59% and below Net Enrollment Ratio	1.0 pt.	1









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









highly numerates		
• At least 59% of the learners are highly	2.0 pts.	
numerates		
3. Proof of other achievements of the Division is demonstrated (5 points)	Schools	
Top 3 Regional, National, and International Awards and Recognitions received by the Schools and Divisions		Plaques, Certificates of
(Academic/Sports/Personnel/Programs/P	rojects)	Recognitions, and awards
• 21 and above rewards received	5 pts	received
• 16-20 rewards received	4 pts	
• 11-15 rewards received	3 pts	
• 6-10 rewards received	2 pts	
	<del>-                                     </del>	-
• 5 and below rewards received	1 pt	
D. PARTICIPATORY AND INCLUSIVEVI	ENESS - 10	
	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment
D. PARTICIPATORY AND INCLUSIVEVED.  1. The Division has demonstrated the inclusive, consultative, and participatory with all the technical personnel in the Diviplanning and implementing the TA practice points)  Maximum involvement of the members of the	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment Conferences, minutes of
D. PARTICIPATORY AND INCLUSIVEVED.  1. The Division has demonstrated the inclusive, consultative, and participatory with all the technical personnel in the Diviplanning and implementing the TA practice points)  Maximum involvement of the members of the and other technical personnel during:	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment Conferences, minutes of meetings, proofs of attendance,
D. PARTICIPATORY AND INCLUSIVEVED.  1. The Division has demonstrated the inclusive, consultative, and participatory with all the technical personnel in the Diviplanning and implementing the TA practice points)  Maximum involvement of the members of the and other technical personnel during:  O Pre-Deployment Conference.	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment Conferences, minutes of meetings, proofs
D. PARTICIPATORY AND INCLUSIVEVED  1. The Division has demonstrated the inclusive, consultative, and participatory with all the technical personnel in the Division planning and implementing the TA practice points)  Maximum involvement of the members of the and other technical personnel during:  O Pre-Deployment Conference  O DFTACT Deployment	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment Conferences, minutes of meetings, proofs of attendance,
D. PARTICIPATORY AND INCLUSIVEVE  1. The Division has demonstrated the inclusive, consultative, and participatory with all the technical personnel in the Division planning and implementing the TA practice points)  Maximum involvement of the members of the and other technical personnel during:  O Pre-Deployment Conference  O DFTACT Deployment  O Post-Deployment Conference	use of processes vision in ce (5	Activity completion reports on the DFTACTs' Pre- deployment, Deployment, and Post-Deployment Conferences, minutes of meetings, proofs of attendance,









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









(access equity, quality, resiliency and well-			
'			
being, governance) in the DEDP			
• Integration of TA Provision is evident only	1 pt		<u> </u>
in 1 of the performance improvement area	Pt		
<u> </u>			
(access equity, quality, resiliency and well-			
being, governance) in the DEDP			
F. IMPACT/EFFECTIVENESS - 20 Poir	nte		
r. mirrory dr Paoriv Endos - 20 rois	103		
1. Results of the evaluation on the			
implementation of the practice identified	positive		
transformation and change among the iden	ntified		
schools (10 points)			
Schools with Improved Perform	mance	List of priority	
• 90% - 100% of schools provided TA have	10 pts	schools per	
improved performance		quarter for TA	
and the second s		provision with	
		indicated	
• 60% - 89% of schools provided TA have	9 pts	improved	
improved performance		performance as a	
		result of the	
• 40% - 59% of schools provided TA have	8 pts	DFTACTs' TA	
improved performance			
		provision	
• 20% - 39% of schools provided TA have	7 pts		
improved performance			
10/ 100/ 6 1 1 1 1 1 1 1 1 1 1 1 1			
• 1% - 19% of schools provided TA have	6 pts		
improved performance			
2. The Division has demonstrated that	the		
practice has significantly changed improve	ed the		
schools division's performance (10 points)			
<ul> <li>Schools Division's Performance</li> </ul>			
Schools Division's remainant	Ce		
The Division has made significant changes in	the	List of priority	
following indicators from SY 2020-2021 to 20		schools per	
lonowing indicators from 51 2020-2021 to 20	22-2020.	quarter for TA	
o Increased Reading Level		provision with	
		indicated	
o Increased Numeracy Level		improved	
		performance as a	
o Improved Periodic MPS		result of the	
		result of the	
o Decreased Dropout Rate/ SARDO/PAI	RDO		





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0	Enrolment Rates		DFTACTs' TA provision	
0	Other			
	• All of the indicators are evident	10 pts		
	• 4 of the indicators are evident	9 pts		
	• 3 of the indicators are evident	8 pts		
	• 2 of the indicators are evident	7 pts		
	• 1 of the indicators is evident	6 pts		
Gran	nd Total	100 pts.		
Des	cription			

**SCORING:** Range Description

90 – 100% - Best Practice 75 – 89% - Effective Practice 50 – 74% - Innovative Practice 49% & below - Ordinary Practice

### **REGIONAL EVALUATOR:**

(Signature over Printed Name & Date Signed)

(Signature over Printed Name & Date Signed)

(Signature over Printed Name & Date Signed)









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

SDO:	

A. Financial Management (Submission of Financial	Means of	Points
Reports) (100 points)	Verification (MOV)	Earned
<ul> <li>1. Submission of Mid-Year Consolidated Reports (20 pts)</li> <li>Complete submission before - 20 pts. start of the Workshop</li> <li>Complete submission on - 15 pts. Day 1-2 of the workshop</li> <li>Complete submission on the last day of the workshop - 10 pts.</li> <li>Complete submission after - 5 pts. the workshop</li> </ul>	✓ Certified Status of Reports Submission at RO- FD	
2. Submission of Year-End Consolidated Reports	✓ Certified Status of	
(20 pts)	Reports	
<ul> <li>Complete submission before - 20 pts. start of the Workshop</li> </ul>	Submission at RO- FD	
<ul> <li>Complete submission on - 15 pts.</li> <li>Day 1-2 of the workshop</li> <li>Complete submission on</li> </ul>		
the last day of the workshop - 10 pts.		
<ul> <li>Complete submission after - 5 pts.</li> <li>the workshop</li> </ul>		
3. Submission of FARS (1, 1A, 1B, 3, 4, 5, and 6)	✓ Certified Status of	
(20 pts)	Reports Submission thru	
<ul> <li>Submission 3 days before - 20 pts.</li> <li>the deadline</li> </ul>	the URS at DBM- RO	
• Submission 2 days before - 15 pts. the deadline		
• Submission 1 day before - 10 pts. the deadline		
• Submission on the deadline - 5 pts.		
4. Submission of MOOE Downloading and		
Quarterly Cash Advances (20 pts)	✓ Certified Status of Reports	
• Submission 3 days before - 20 pts.		





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<ul><li>the deadline</li><li>Submission 2 days before the deadline</li></ul>	- 15 pts.	Submission at RO- FD
<ul> <li>Submission 1 day before the deadline</li> </ul>	- 10 pts.	
Submission on the deadline	- 5 pts.	
5. Submission of Monthly Financial Reports and Paid DVs to SDO-COA (20 pts)		
•	eports and	✓ Certified Copies of transmittal of submission to
•	eports and	transmittal of



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

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





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# MOST RESPONSIVE IN SUBMISSION OF ADMINISTRATIVE REPORTS (SPECIAL AWARD) SDO Level

SDO:	

1. Personnel Related Reports/Documents (50 pts)  • Unfilled Principal 1 Positions (January 9, 2024)  • Status of Filling-Up Excel File (every 10th of the month)  • Special Hardship Allowance (March 14, 2024)  • Clustering of AO II (February 14, 2024)  • Reclassification (February 29, 2024)  • Philhealth Konsulta Package (March 12, 2024)  • Data on Vacation Service Credits and Compensatory Time-Off (March 14, 2024)  • Personnel Complement for COA (March 25, 2024)  • Inventory of SDO Personnel (April 1, 2024)  • Hiring of COS  • Others reports which will be required until cutoff date  brics:    Points   Efficiency   Quality   Timeliness   Points   Earned	Submis (100 p		lministra	tive Reports			MOV	Points Earned
Points         Efficiency         Quality         Timeliness         Points Earned           20         100%         Minimal error         Submitted 3 days before the deadline         days before the deadline           15         100% submission         Minimal error         Submitted 2 days before the deadline           10         100% submission         Minimal error         Submitted 1 day before the deadline           5         100% submission         Minimal error deadline         Submitted on deadline           0         No submission         NA NA         NA           Point/s Earned = (summation of ratings) divided by the number of required reports	<ul> <li>(50 pts)</li> <li>Unfilled Principal 1 Positions (January 9, 2024)</li> <li>Status of Filling-Up Excel File (every 10th of the month)</li> <li>Special Hardship Allowance (March 14, 2024)</li> <li>Clustering of AO II (February 14, 2024)</li> <li>Reclassification (February 29, 2024)</li> <li>Philhealth Konsulta Package (March 12, 2024)</li> <li>Data on Vacation Service Credits and Compensatory Time-Off (March 14, 2024)</li> <li>Personnel Complement for COA (March 25, 2024)</li> <li>Inventory of SDO Personnel (April 1, 2024)</li> <li>Hiring of COS</li> <li>Others reports which will be required until cut-</li> </ul>					24) the (4) 24) and 25,	Section certified record of	
20 100% Minimal Submitted 3 submission error days before the deadline  15 100% Minimal Submitted 2 days before the deadline  10 100% Minimal Submitted 1 submission error day before the deadline  5 100% Minimal Submitted 1 deadline  5 100% Minimal Submitted on deadline  0 No No NA NA NA O  Point/s Earned = (summation of ratings) divided by the number of required reports		Efficiency	Quality	Timeliness				
15   100%   Minimal   Submitted 2   days before   the deadline     10   100%   Minimal   Submitted 1   day before the deadline     5   100%   Minimal   Submitted on   deadline     0   No   NA   NA   NA   0     O     Submission   Submission   NA   NA   O     O   Submission   O   No   Submission   O   No   Submission   O   Subm		100%	Minimal	Submitted 3 days before	Earned			
10 100% Minimal Submitted 1 day before the deadline  5 100% Minimal Submitted on submission error deadline  0 No NA NA NA O  Point/s Earned = (summation of ratings) divided by the number of required reports	15			Submitted 2 days before				
5 100% Minimal Submitted on deadline 0 No NA NA NA 0  Point/s Earned = (summation of ratings) divided by the number of required reports	10			Submitted 1 day before the				
O No submission NA NA 0  Point/s Earned = (summation of ratings) divided by the number of required reports	5			Submitted on				
the number of required reports	0	No			0			
	Point/s	Earned =	•	<b>O</b> ,		-		





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		certified record of submission
<ul><li>3. Cash Management Reports (10 pts)</li><li>Liquidation Report</li></ul>	<b>✓</b>	RO-Cash Section certified record of submission
<ul><li>4. Records Management Reports (10 pts)</li><li>• CAV</li></ul>	✓	RO-Records Section certified record of submission
<ul> <li>5. Procurement Related Reports (10 pts)</li> <li>• APP</li> <li>• PPMP</li> <li>• Philgeps</li> </ul>	✓	RO-Procurement Unit certified record of submission
<ul><li>6. General Services Related Reports (10 pts)</li><li>Submission of Division Ban</li></ul>	<b>✓</b>	RO-General Services certified record of submission



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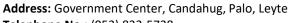
# PROGRAM MANAGEMENT INFORMATION SYSTEM BEST IMPLEMENTER (Special Award) SDO Level

SDO:	

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









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

A. Financial Management (AOM, NS, & ND Compliance) (100 points)	
<ul> <li>1. AOM Compliance (50 points)</li> <li>NO AOM received within the year - 50 points</li> <li>Compliance within the year of 50% - 45 pts. and above</li> <li>Compliance within the year of - 40 point 30-49%</li> <li>Compliance within the year of - 35 point 29% and below</li> </ul>	✓ APPSI Validated by COA and Status of AOM certified by RO-Accounting Section
<ul> <li>2.NS Compliance (25 points)</li> <li>NO NS balance by December 31 - 25 points</li> <li>Compliance/Settlement within - 20 points the year of 50% and above within the year</li> <li>Compliance/settlement within the year of 30-49%</li> <li>Compliance/settlement within the year of 29% and below</li> </ul>	✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)
<ul> <li>3. ND Compliance (25 points)</li> <li>NO ND balance by December 31 - 25 points</li> <li>Compliance/Settlement within - 20 points the year of 50% and above within the year</li> <li>Compliance/settlement within - 15 point the year of 30-49%</li> <li>Compliance/settlement within - 10 point the year of 29% and below</li> </ul>	✓ SASDC issued to the IU by COA as of December 31, 2024 (with NSSDC issued within the year)









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

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

	nancial Management (Annual	•	MOVS	
)I LO	ans and Collection Rate) (100	points		
1.	Percentage of Collection of I (50 pts) (Principal payments over Receivable)	✓ Certified Consolidated Status Report at RO-FD		
	Percentage 25% above 20%-24% 15%-19% 10%-14% 6%-9% 5% and below	Points 50 45 40 35 30 25	✓ Certified Report of Checks Issued from SDO	
2.	Number of Loans Granted ov Positions (25 pts) (Number of I year over Total Number of Plantilla	oans granted for the	✓ Annexes A and B ✓ Signed Aging of Loans Receivable	
	Percentage 96% - 100% 91% - 95% 86% - 90% 81% - 85% 76 % - 80% 75% and below	Points 25 20 18 15 10 5		
3.	Percentage of Delinquent Lo Delinquent Loans over Total Loans	✓ Certified Report of Delinquent Loans at RO-FD		
	Percentage 75% and below 76% - 80% 81% - 85% 86% - 90% 91% - 95% 96% - 100%	Points 25 20 18 15 5		





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

### 1. MOST PUNCTUAL AWARD

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

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

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

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

### 2. LOYALTY AWARD

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

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

Pursuant to CSC MC No. 6, s. 2002

- 1. An official or employee who rendered ten (10) years of continuous and satisfactory service in the government and every five (5) years thereafter.
- 2. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period for the 1st 10 years.
- 3. An official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period for the succeeding 5-year milestone.
- 4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

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

### 3. PROMPT SUBMISSION OF REPORTS AWARD

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

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





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

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

### 4. ACTIVE PARTICIPATION TO RO ACTIVITIES AWARD

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

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

#### Note:

- 1. To be provided by the Chief of each Functional Division/Office of the Regional Director based on the record of participation of the Immediate Superior.
- 2. One awardee per Functional Division except for Administrative Division with three (3) allocations having the highest number of personnel.

### 5. INNOVATION AWARD

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

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

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

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





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### 6. REGIONAL DIRECTOR'S AWARD

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

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

### 7. Hall of Fame Award

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

### 8. Good Housekeeping Award / Quality Workplace Award

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

### 9. On-the-Spot Award

### 9.1 Outstanding or Meritorious Performance Award

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



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## <u>BEST FUNCTIONAL DIVISION IN BUDGET UTILIZATION – GASS MOOE</u> (REGIONAL OFFICE SPECIAL AWARD)

Functional Division:	

A. Financial Management (100 points)	(Budget Utilization Rate)				
1. Budget Utilization R pts)	1. Budget Utilization Rate (BUR) Obligation (50				
<ul> <li>BUR of 98-100</li> <li>BUR of 96-97%</li> <li>BUR of 94-95%</li> <li>BUR of 93% an</li> </ul>	- 45 pts. - 40 pt.				
<ul> <li>2. Budget Utilization R</li> <li>(50 pts)</li> <li>BUR of 95-100</li> <li>BUR of 90-94%</li> <li>BUR of 85-89%</li> <li>BUR of 84% an</li> </ul>	- 45 pts. - 40 pt.				



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## <u>BEST FUNCTIONAL DIVISION IN BUDGET UTILIZATION – DOWNLOADED FUNDS</u> (REGIONAL OFFICE SPECIAL AWARD)

<b>Functional</b>	Division:	
I WIICCIOIIWI	DIAIOIOII.	

A. Financial Management (Budget U (100 points)	tilization Rate)		
1. Budget Utilization Rate (BUR) pts)	Obligation (50	✓ Certified Status of BUR at RO-FD	
• BUR of 98-100%	- 50 pts.		
• BUR of 96-97%	- 45 pts.		
• BUR of 94-95%	- 40 pt.		
• BUR of 93% and below	- 35 pt.		
2. Budget Utilization Rate (BUR)	Disbursement		
(50 pts)			
• BUR of 95-100%	- 50 pts.		
• BUR of 90-94%	- 45 pts.		
• BUR of 85-89%	- 40 pt.		
• BUR of 84% and below	- 35 pt.		



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