



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 6, 2026

REGIONAL MEMORANDUM

No. **829** s. 2026

2026 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 2026 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 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 Outstanding 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)

2.5	Secondary School (JHS with SHS; Stand-Alone SHS)
2.6	Integrated School (Elementary with JHS/SHS)
3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel	
3.1 For School/SDO 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 School 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 Schools 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
	<i>3.2.2.13.1 Youth Formation</i>
	<i>3.2.2.13.2 Disaster Risk Reduction</i>
	<i>3.2.2.13.3 Learning Resource</i>
3.2.2.14	Senior Education Program Specialist
	<i>3.2.2.14.1 Human Resource Development</i>
	<i>3.2.2.14.2 School Management Monitoring and Evaluation</i>
	<i>3.2.2.14.3 Planning and Research</i>
	<i>3.2.2.14.4 Social Mobilization and Networking</i>
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
3.2.3.21	Public Schools District Supervisor
3.2.2.22	Education Program Supervisor
	<i>3.2.2.22.1 Curriculum Implementation</i>

	3.2.2.22.2 <i>Learning Resource Management and Development</i>
	3.2.2.22.3 <i>Program Implementation</i>
	3.2.2.22.4 <i>School Governance and Operations</i>
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)
3.2.3 Regional 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
3.2.3.6	Administrative Aide
3.2.3.7	Administrative Assistant or equivalent position
4. Most Outstanding Coordinator/Coach/Trainer/Researcher	
4.1 School 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 School 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 Ten (10) in National Examinations	
B. Best 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 <i>Non-Implementing Unit</i>
	1.4.2 <i>Implementing Unit</i>
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)
	1.5.1 <i>Non-Implementing Unit</i>
	1.5.2 <i>Implementing Unit</i>

1.6	Integrated School (Elementary with JHS/SHS)
2. Most Outstanding Schools Division Office	
2.1	Provincial Division
2.2	City Division
3. Special 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. Special 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 Fame Award	
3. On-the-Spot Award	
3.1	Outstanding or Meritorious Performance

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, 2026**, only accomplishments and trainings from **September 1, 2024 to August 31, 2026** shall be considered valid for evaluation.

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 2025 Regional PRAISE awardees who are division nominees for this year's search, only their outstanding and/or meritorious accomplishments dated between **October 1, 2025 to August 31, 2026**, will be considered valid for evaluation.

6. The **deadline for submission of nominees** by Schools Division Offices or Regional Office functional divisions to the Regional PRAISE Secretariat is **September 3, 2026, no later than 5:00 PM**. Late submission of documents will not be accepted.
7. 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. For the Most Outstanding School Division Office (City/Provincial) and the Special Awards for School Division Office categories except the PMIS Best Implementer category, all Schools Division Offices are automatically considered nominees and are not required to submit Means of Verification (MoV) to the Regional PRAISE Secretariat. Instead, the Regional Office Functional Divisions/Focal Persons shall provide the necessary MoV to the designated Regional PRAISE Technical Working Group.
9. Using the attached certification template, the Schools Division Superintendent, together with the Chairperson and Members of the Division PRAISE Committee, shall certify that all division nominees have undergone the Division PRAISE Committee selection process. The Committee shall endorse only the highest-scoring nominees per award category who meet the 70-point cut-off score to the Regional PRAISE Committee. The Special Order or Division Memorandum indicating the composition of the Division PRAISE Committee shall be attached to the issued certification.
10. Attached are the list of DepEd Regional Office VIII PRAISE Committee Members, Secretariat, Technical Working Group (TWG), TWG Assignment and Terms of Reference (TOR), 2026 Rewards and Recognition Schedule, Search and Screening Procedures, Nomination Form, Omnibus Certification of Authenticity and Veracity of Documents, Potential/Interview Checklist & Rating sheet, Certification template, Endorsement Letter template, and prescribed search criteria per award category.
11. The participants to the various PRAISE activities are the PRAISE Committee members, Secretariat, TWG, and Program Management Team.
12. 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.
13. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: As stated

References: 2026 HRDD WFP; DepEd Region VIII PRAISE System Manual
To be indicated in the Perpetual Index under the following subjects:

CRITERIA	MOST OUTSTANDING	SEARCH
HRDD-RVR		

Enclosure to Regional Memorandum No. **829**, s. 2026

REGIONAL PRAISE COMMITTEE COMPOSITION

Chairperson	Dr. Marilyn B. Siao, CESO IV, Assistant Regional Director
Co-Chairpersons	Dr. Harvie D. Villamor, Chief, HRDD Dr. Elena S. De Luna, Assistant Schools Division Superintendent
Members	Dr. Rosemarie M. Guino, Chief, AD Dr. Gertrudes C. Mabutin, 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 Dr. Ryan R. Tiu, Chief, QAD Dr. Elmer Albert E. Cuevas, Dentist III, ESSD, 2 nd Level Representative Mr. Leo M. Dizon, ADAS I, AD/AMS, 1 st Level Representative
Secretariat	Mr. Rodel V. Rosales, EPS, HRDD Atty. Eleanor C. Calumpiano, Legal Unit, ORD 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

Enclosure to Regional Memorandum No. **829**, s. 2026

PRAISE COMMITTEE TECHNICAL WORKING GROUP (TWG), ASSIGNMENT, AND TERMS OF REFERENCE FOR THE 2026 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/ SCHOOLS DIVISION OFFICES/SCHOOLS

DepEd Region VIII PRAISE Awards / Special Awards	Chairperson / Co-Chairperson	Members
<p>A. Best Employee Award</p> <p>1. Most Outstanding Teacher (T I-III, MTs)</p> <p>1.1 Kindergarten 1.2 Elementary 1.3 Junior High School 1.4 Senior High School 1.5 ALS 1.6 SPED 1.7 Madrasah 1.8 Multigrade</p> <p>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</p> <p>2.1 School Level</p> <p>2.1.1 Librarian</p> <p>2.2 Schools Division Office (SDO) Level</p> <p>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)</p>	<p>Chairperson: Dr. Gertrudes C. Mabutin – Chief, CLMD</p> <p>Co-Chairperson: Mr. Joy B. Bihag</p>	<p>Mr. Dandy G. Acuin Mr. Dean Ric M. Endriano Ms. Amenia C. Aspa Mr. Alfredo P. Cafe Ms. Nova P. Jorge Mr. Emmanuel P. Firmo Jr. Ms. Glendale B. Lamiseria Mr. Ernani S. Fernandez Jr. Ms. Margie S. Balledo</p>

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

<p>Bookkeeper/ Accountant</p> <p>2.2 Schools Division Office (SDO) Level</p> <p>2.2.1 Administrative Officer V</p> <p>2.2.2 Human Resource Management Officer (HRMO)</p> <p>2.2.3 Supply Officer</p> <p>2.2.4 Cashier</p> <p>2.2.5 Records Officer</p> <p>2.2.6 Legal Officer</p> <p>2.2.7 Accountant</p> <p>2.2.8 Budget Officer</p> <p>2.2.9 Planning Officer</p> <p>2.2.10 Information Technology Officer</p> <p>2.2.11 Education Program Specialist II</p> <p>2.2.12 Public Schools District Supervisor</p> <p>2.2.13 Assistant School Principal</p> <p>2.2.14 JHS Head Teacher/ Department Head</p> <p>2.2.15 Administrative Officer II (HRMO I)</p> <p>3. Most Outstanding Coordinator</p> <p>3.1 School Level</p> <p>3.1.1 ICT Coordinator</p> <p>3.2 SDO Level</p> <p>3.2.1 Division Information Officer</p> <p>B. Special Awards for Schools Division Offices/RO FDs</p> <p>1. Best in Fund Utilization</p> <p>2. Top Performer on AOM/NS/ND Compliance</p> <p>3. Best Functional Division in Budget Utilization (GASS-MOOE) Award</p> <p>4. Best Functional Division in Budget Utilization (Downloaded funds) Award</p> <p>5. Best Implementer in Provident Fund</p> <p>6. Most Prompt in Submission of Financial Reports</p> <p>7. Best in Filling-up of Teaching</p>		<p>Ms. Fe M. Gerona Mr. Gary Jay N. Calipayan Ms. Judy Grace Nirza Ms. Ronafe A. Dolo</p>
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<p>and Non-Teaching Items</p> <p>8. Most Responsive in Submission of Administrative Reports</p> <p>9. Best in Resolution of 8888/ PAAC/CCB Concerns</p> <p>10. Best in Compliance Rate</p>		
<p>A. Best Employee Award</p> <p>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</p> <p>1.1 Senior Education Program Specialist (Planning and Research)</p> <p>2. Most Outstanding Coordinator/Researcher</p> <p>2.1 Open Category (School and SDO)</p> <p>2.1.1 Researcher</p> <p>2.2 SDO Level</p> <p>2.2.1 SBM Coordinator</p> <p>2.2.2 TA Coordinator</p> <p>B. Best Office/School/Learning Center Award</p> <p>1. Most Outstanding School</p> <p>1.1 Elementary (Multigrade School)</p> <p>1.2 Secondary School (JHS with SHS; & Stand-Alone SHS)</p> <p>1.2.1 Non-Implementing Unit</p> <p>1.2.2 Implementing Unit</p> <p>1.3 Integrated School (Elementary with JHS/SHS)</p> <p>2. Most Outstanding Schools Division Office</p> <p>2.1 Provincial Division</p> <p>2.2 City Division</p> <p>C. Special Awards for Schools Division Offices</p> <p>1. PMIS Best Implementer</p>	<p>Chairperson: Dr. Rita R. Dimakiling -Chief, PPRD</p> <p>Co-Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD</p>	<p>Ms. Maryjean S. Menil Ms. Hydelyn N. Cinco Ms. Marcelina L. Villamor Ms. Janice C. Delopere Ms. Werlyn O. Colinayo Atty. Jennylynd Daya Ms. Geraldine M. Mangaliman Mr. Reynaldo E. Nayre Ms. Ma. Almera M. Perolino</p>
<p>A. Best Employee Award</p> <p>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level)</p>	<p>Chairperson: Dr. Alejandra B. Lagumbay - Chief, ESSD</p>	<p>Dr. Elmer Albert E. Cuevas Ms. Eden A. Dadap Ms. Adara Lourdes S. Luaton</p>

<p>1.1 Engineer 1.2 Project Development Officer II (Youth Formation) 1.3 Project Development Officer II (Disaster Risk 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</p> <p>2. Most Outstanding Coordinator/Coach/Trainer</p> <p>2.1 School Level 2.1.1 Sports Coach/Trainer</p> <p>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</p>	<p>Co-Chairperson: Dr. Angelica C. Rodriguez</p>	<p>Mr. Ryan Jay L. Bagon Mr. Brent Christian S. Andrada Ms. Hannah Rose M. Cuaderno Mr. Arvin B. Cerda</p>
<p>A. Best Employee Award</p> <p>1. Most Outstanding Non-Teaching/Teaching-Related Personnel (Regional Office)</p> <p>1.1 Level 1 1.1.1 Administrative Aide 1.1.2 Administrative Assistant or equivalent position</p> <p>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</p> <p>2. Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2) (SDO Level) 2.1 Senior Education Program Specialist</p>	<p>Chairperson: Dr. Ryan R. Tiu - Chief, QAD</p> <p>Co-Chairperson: Mr. Sonny S. Tayum</p>	<p>Mr. Marlou D. Camposano Mr. Melvin Chito M. Solis Mr. Gerardo L. Adtoon Ms. Rachel R. Cuevas Mr. Jimmy G. Gula</p>

<p>(School Management Monitoring and Evaluation)</p> <p>B. Best Office/School/Learning Center Award</p> <p>1. Most Outstanding School</p> <p>1.1 Elementary (Monograde School- Central Category)</p> <p>1.2 Elementary (Monograde School-Non-Central Category)</p> <p>1.3 Secondary School (Purely Junior High School)</p> <p>1.3.1 Non-Implementing Unit</p> <p>1.3.2 Implementing Unit</p>		
<p>Special Awards for Schools Division Offices</p> <p>1. Best Practices in Technical Assistance Provision</p>	<p>Chairperson: Ms. Mercedes D. Sarmiento -Chief, FTAD</p> <p>Co-Chairperson: Dr. Gertrudes C. Mabutin -Chief, CLMD</p> <p>Dr. Rita R. Dimakiling -Chief, PPRD</p>	<p>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</p>

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.

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.

Enclosure to Regional Memorandum No. **829**, s. 2026

REWARDS AND RECOGNITION SCHEDULE OF THE 2026 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SDO/SCHOOLS

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
January 6, 2026	Submit the Annual Report of the PRAISE Implementation in the Regional Office to the CSC Regional Office VIII	PRAISE Committee and/or Secretariat	Annual Report submitted
April 8, 2026	PRAISE Committee 1 st Quarterly Meeting	PRAISE Committee and/or Secretariat	Reviewed/Finalized the DepEd Region VIII PRAISE system manual
June 2, 2026	PRAISE Committee 2 nd Quarterly Meeting	PRAISE Committee and/or Secretariat	Quarterly meeting conducted
July 2026	Issuance of Memorandum re; 2026 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools	PRAISE Committee and/or Secretariat	Memorandum issued re: 2026 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools
July 2026 to September 2, 2026	Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Employee and Offices at the Schools Division Offices (SDOs)	Division/District/School PRAISE Committee	Nominee per award category identified
September 1, 2026	PRAISE Committee 3 rd Quarterly Meeting	PRAISE Committee and/or Secretariat	Quarterly meeting conducted
September 3, 2026	Deadline of Submission of Nominees by the Schools Division Offices / RO functional divisions corresponding to each award category	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 routed through the Human Resource Development Division (HRDD) of the Regional Office.	13 SDOs and/or RO functional divisions submitted List of Nominees with the required documentary requirements

		<p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to the Regional PRAISE Secretariat.</p> <p>Original documents are not required and should not be submitted.</p> <p>Late submission of documents will not be accepted.</p>	
<p>September 9-10, 2026 (Individual Awards Category) / September 7-11, 2026 (Group Awards Category)</p>	<p>Screening and Shortlisting of Nominees of the different PRAISE awards</p> <ul style="list-style-type: none"> Evaluation of documents of the division/regional office nominees based on the prescribed search criteria. 	<p>In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)</p>	<p>Qualified nominees screened/evaluated</p>
<p>September 22-24, 2026</p>	<p>Conduct validation (document evaluation and interview) of qualified nominees</p> <p>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.</p>	<p>In-charge: PRAISE Committee, Secretariat, and Technical Working Group (TWG)</p>	<p>Qualified nominees validated thru teleconferencing/ video/onsite</p>
<p>October 8, 2026</p>	<p>Finalization of DepEd Region 8 PRAISE awards</p>	<p>PRAISE Committee convenes and deliberates the results</p>	<p>Deliberated results finalized</p>
<p>October 2026</p>	<p>Announcement of Results of the 2026 Search</p>	<p>PRAISE Committee and/or Secretariat;</p>	<p>Memorandum issued re: Official Results of the 2026 Search</p>

		Prepare logistics for the awarding	
October 27, 2026	PRAISE Committee 4 th Quarterly Meeting	PRAISE Committee and/or Secretariat	Discussed PRAISE issues and/or concerns
December 14, 2026	Conduct of Awarding Ceremony	Venue to be announced	Conducted the awarding ceremony
December 2026	Submission of the Activity Documentation Report	PRAISE Committee and/or Secretariat	Activity Documentation Report submitted
January 2027	Submission of the 2026 PRAISE Annual Report	PRAISE Committee and/or Secretariat	2026 Annual Report submitted

Enclosure to Regional Memorandum No. 829, s. 2026

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:

- 2.1 **Procedure for Nominating, Evaluating, and Identifying for the Most Outstanding SDO Employee/s**
 - 2.1.1 The 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

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

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.

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

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/IPCRF 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*)

- 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 2025
- 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.

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 in the 1st quarter of every year to evaluate the PRAISE implementation of the Region and review the policy to continuously improve the process and guidelines.

- 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.

- 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.

Enclosure to Regional Memorandum No. 829, s. 2026

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: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____

Enclosure to Regional Memorandum No. 829, s. 2026

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the selection process;

That I am making these statements as part of the requirement for DepEd Region VIII PRAISE Awards 20____ of the Department of Education Eastern Visayas.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Region VIII to verify the authenticity of documents I have submitted.

Nominee's Printed Name & Signature

Witness:

Division PRAISE Committee Chairperson

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc no. _____
Page no. _____
Book no. _____



Enclosure to Regional Memorandum No. 829, s. 2026

POTENTIAL/INTERVIEW CHECKLIST & RATING SHEET

Name of Nominee: _____
 School/Office: _____
 Division: _____
 Category: _____

Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES. Otherwise, put an (x).

INDICATORS	
A. Communication Skills	
1. Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of individuals.	
3. Responds clearly.	
4. Response is relevant.	
B. 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.	
C. Alertness	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
D. Judgment	
1. Analyzes issues and/or information and gives objective views.	
2. Draws accurate conclusions based on evidence/data.	
3. Breaks problems down and weighs up options.	
4. Explores possibilities and identifies solutions.	
5. Anticipates risks and suggests/makes improvements.	
E. 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	

Rated by: _____

 Signature over Printed Name of Rater
 Date: _____

Enclosure to Regional Memorandum No. **829**, s. 2026:
Certification

CERTIFICATION

This is to certify that all division nominees of _____ have been
(Name of SDO)

screened/evaluated through the Division PRAISE Committee selection process. Only the highest-scoring nominees per award category who meet the prescribed cut-off score of 70 points have been endorsed to the Regional PRAISE Committee.

Issued this _____ day of _____, 2026, at

[Name of Schools Division Superintendent]

Schools Division Superintendent

Chairperson, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Member, Division PRAISE Committee

Enclosure to Regional Memorandum No. **829**, s. 2026:
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 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 Outstanding 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)		

2.5	Secondary School (JHS with SHS; Stand-Alone SHS)		
2.6	Integrated School (Elementary with JHS/SHS)		
3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel			
3.1 For School/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 School 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 Schools 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 <i>Human Resource Development</i>		
	3.2.2.14.2 <i>School Management Monitoring and Evaluation</i>		
	3.2.2.14.3 <i>Planning and Research</i>		
	3.2.2.14.4 <i>Social Mobilization and Networking</i>		
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		
3.2.3.21	Public Schools District Supervisor		
3.2.2.22	Education Program Supervisor		
	3.2.2.22.1 <i>Curriculum Implementation</i>		
	3.2.2.22.2 <i>Learning Resource Management and Development</i>		
	3.2.2.22.3 <i>Program Implementation</i>		
	3.2.2.22.4 <i>School Governance and Operations</i>		
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)		
4. Most Outstanding Coordinator/Coach/Trainer/Researcher			
4.1 School 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 School 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 Ten (10) in National Examinations			
B. Best 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)		
	<i>1.4.1 Non-Implementing Unit</i>		
	<i>1.4.2 Implementing Unit</i>		
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)		
	<i>1.5.1 Non-Implementing Unit</i>		
	<i>1.5.2 Implementing Unit</i>		
1.6	Integrated School (Elementary with JHS/SHS)		
2. Most Outstanding Schools Division Office			
2.1	Provincial Division		
2.2	City Division		

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.

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

Enclosure to Regional Memorandum No. 829, s. 2026:
Search Criteria for the Bituon han Sinirangan

SEARCH FOR MOST OUTSTANDING KINDERGARTEN TEACHER I-III

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 <ul style="list-style-type: none"> • SY 2024-2025 and SY 2025-2026 ✓ 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) <ul style="list-style-type: none"> • National Awardee - 5 points • Nomination in the Department/ Awardee in the Region/ Awardee in the Provincial Level - 4 points • Nomination in the Region / Awardee in the Division/ Awardee in the Municipal Level - 3 points • Nomination in the Division/ Awardee in the District/ Awardee in the Barangay Level - 2 points <p><i>Note:</i> 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.</p>	✓ Certificate of Recognition/Merit ✓ Any issuance, memorandum or document showing the Criteria for the Search													
2. Innovation (5 points) <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>MOVs Submitted</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>a, b, c, & d</td> <td>5 points</td> </tr> <tr> <td>a, b, c, & e</td> <td>5 points</td> </tr> <tr> <td>Only a, b, & c</td> <td>3 points</td> </tr> <tr> <td>Only a & b</td> <td>2 points</td> </tr> <tr> <td>Only a</td> <td>1 point</td> </tr> </tbody> </table> <p>*For collaborative innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p>	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	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, within the school/ office duly signed by the Head of Office d. Certification of adoption of the innovation by another school/ office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/	
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													