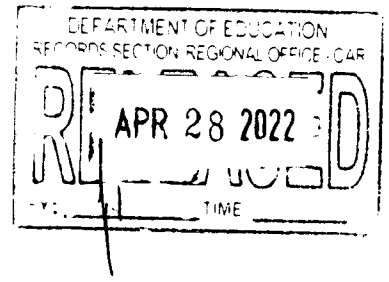




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



April 28, 2022

REGIONAL MEMORANDUM

No. 191 . 2022

**2021-2022 REGIONAL DIRECTOR'S AWARD FOR EXCELLENCE
 IN CURRICULUM AND INSTRUCTION**

To: Assistant Regional Director
 Schools Division Superintendents
 All Schools Division Offices
 All Others Concerned

1. Pursuant to DM No. 066, s. 2021 or the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI), the Regional Office through the Curriculum and Learning Management Division (CLMD) will accept nominations from the Division Offices until August 19, 2022.

2. This activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order No. 9, s. 2002 entitled Establishing the PRAISE in the DepEd), and DepEd Order No. 83, s. 2012 or Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT).

3. The activity aims to recognize and reward the exemplary contribution of the schools, Schools Division Offices and Functional Offices of the Region in making authentic leaning happen in the lives of the public school learners. Moreover, this will appreciate the initiatives and innovations exerted by various offices in managing the delivery and instruction amidst the pandemic. Hence, in accordance with DepEd Order No. 83, s. 2012, the different Functional Divisions of the Regional Office, SDOs and schools with advanced focus on learning under the SAFE CI shall be recognized. Also, the compliance of the offices' initiatives to the guidelines and principles stated in the BE-LCP (DO No. 12, s. 2020) shall be observed and considered.

4. The award categories are as follows:

No	Category
1	Most Learning Focused Public Elementary School
2	Most Learning Focused Public Junior High School
3	Most Learning Focused Public Senior High School
4	Most Learning Focused Schools Division Office

5. The SDOs shall submit one official nominee with an Advanced Level in the School Based Management corresponding to each award category.



6. Following are the Enclosures for reference:

- Enclosure 1.** The Search Guidelines
- Enclosure 2.** Nomination Form
- Enclosure 3.** Nomination Write-Up
- Enclosure 4.** Certification
- Enclosure 5.** Timeline of Activities

7. Winners to the Regional Search will be endorsed for the National secretary's Award for Excellence in Curriculum Instruction.

8. To provide technical assistance and to monitor the conduct of this activity, the following Regional Personnel are assigned to wit:

Name	Positon/ Designation	Category
Rosita Agnasi	OIC, CLMD	Overall Chairperson for all the Categories
Denia O. Tarnate Elizabeth Calbayan	EPS	Most Learning Focused Public Elementary School: K to 3
Edgar Vicente Fely Badival	EPS	Most Learning Focused Public Elementary School: Grades 4 - 6
Patricio T. Dawaton Thelma Dalay-on	EPS	Most Learning Focused Public Elementary School: Grades 7 - 10
Jonalyn Ambrona Corazon S. Alos	EPS	Most Learning Focused Public Elementary School: Grades 11 - 12
Alfredo Lanas Georgina Ducayso	EPS	Most Learning Focused ALS CLCs
Asterio Madalla Bryan Hidalgo	EPS	Most Learning Focused Schools Division Offices
Benjamin W. Dio-al Winnie N. Jose Jeremy Kermit B. Padilla	EPS	Most Learning Focused Regional Office

9. Should there be any queries and/ or clarifications, please feel free to contact the Cucciculum and Learning management Division at car.clmd@deped.gov.ph or OIC-CLMD at rosita.agnasi@deped.gov.ph.

10. Immediate and widest dissemination of and compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

For the Regional Director:


FLORANTE E. VERGARA
Director III/ Assistant Regional Director

Search Guidelines

I. Categories

1. Most Learning Focused Public Elementary School

K to 3

- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

Grades 4 – 6

- 1.1 Medium School
- 1.2 Large School
- 1.3 Very Large School

2. Most Learning Focused Public Junior High School

Grades 7 – 10

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School

3. Most Learning Focused Public Senior High School

Grades 11 – 12

- 3.1 Small School
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441 – 840
Large	841 – 1, 240
Very Large	1, 240 and above

- 4. Most Learning Focused ALS CLCs
- 5. Most Learning Focused Schools Division Offices
- 6. Curriculum and Learning Development Management

II. Criteria for Evaluation

Indicator	Points
1. Performance Rating (OPCRF) of the Head of Office	15
2. Significant Accomplishment/s in Fostering Learning	20
2.1 Project/Work Accomplishment; and	5
2.2 Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school, SDOs, and Regional Office (Curriculum Implementation).	15
3. Impact of Accomplishments in making learning happen	25
3.1 Scope;	5
3.2 Replicability of the program/project/activity;	10
3.3 Number of people, office benefited, and transactions facilitated;	5
3.4 Level of Attainment per identified Performance Indicator (School Level, District Level, SDOs, Regional Office (Curriculum Implementation)).	5
4. Innovations in enhancing Learner's Achievement	30
4.1 Originality;	5
4.2 Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited;	10
4.3 Scope/replicability of the innovation; and	5
4.4 Level of attainment per identified Performance Indicator (School Level, District Level, SDOs, and Regional Office (Curriculum Implementation)).	10
5. Awards	10
Major Awards/citations received by the school/SDO/CLMD. Major award refers to the highest award or recognition received by the school, SDO, and Regional Office that gives greater impact in the organization.	
TOTAL	100%

Note:

- For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2, 3, 4, and 5.
- The nominee who obtained the HIGHEST TOTAL POINTS (Indicator 1-5) shall be recognized as the Most Learning Focused Elementary School (K to Grade 3 and Grade 4 – 6); JHS (Grade 7 – 10); SHS (Grade 11 – 12), ALS, and CLMD

III. Required Nomination Form

Each Nomination requires the submission of three original nomination folders containing the following fully accomplished requirements:

1. Completely filled-out SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up.)
Secretary's Award for Excellence in Curriculum and Instruction
 - 1.1 Nomination Form
 - 1.2 Nomination Write-Up
 - 1.3 Certification (School, SDOs, CLMD)
2. Certification from the Chairperson of the Regional PRAISE Committee of its equivalent that the nomination had undergone deliberation by the Committee.
3. Certification from the Chairperson of the SDOs PRAISE Committee or its equivalent that the nominee is at "Advanced" level in the SBM for SY 2021.
4. Letter from the head of office endorsing the nomination to the Regional Office PRAISE Committee.
5. Certification signed by the Administrative Officer IV/V (Personnel) that the head of school/Schools Division Office has obtained at least Very Satisfactory (VS) performance rating (OPCRF) for the last two years for the school, and Schools Division Office.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2021 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Should be signed by the agency's COA Resident Auditor and not by the agency's Financial Officer/Accountant (for School, and SDOs).
7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled up nomination form should be accompanied by a write up using the Nomination Write-Up Form. The maximum allowable number of pages is ten (10) in an A4 size bond paper, using Bookman Old Style, and 11 font size. The templates for requirement 1 – 5 are enclosed in this memorandum.

The nomination form and documentary requirements should be placed in **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations and recognition **should not be included** in the nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required documents.

IV. Write-Up Accomplishment

1. The write-up must highlight outstanding accomplishment of the school, SDO, RO nominees for the past two years. Presentation of accomplishments should

be in order of significance complete with descriptions, justifications and should adhere to the following pointers:

- a. Use specific terms. Define/Clarify terms such as “assisted”, “contributed”, or “facilitated”.
- b. State outstanding accomplishments and impact in brief, factual, and in bullet form.
- c. Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.

2. The nomination write-up should only be for a maximum of ten pages, A4 size bond paper, Bookman Old Style, 11 font size, to include the summary of accomplishments, impact, and other information.

V. Procedure of Nomination

1. SDOs and RO are expected to nominate their exemplars. Each SDO and RO shall have one nominee in every awards category.

2. The SDOs may adapt their own strategies for determining their nominees.

VI. Procedure for Screening and Evaluation

Regional Office through will utilize the PRAISE Committee and CLMD Personnel to screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall be shortlisted qualified nominees based Sections II and III of the Guidelines. Only those who pass the Stage 1 Evaluation shall be subjected to onsite validation. In case travel is restricted, validation will be conducted via online platform.

The Panel Interview of the Finalists shall be conducted by the PRAISE Committee and CLMD Personnel.

VII. Grounds for Disqualification of Nominations

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and disciplinary action, pursuant to applicable CSC laws and rules.

VIII. Submission of Nomination

Nominations in the 2021 – 2022 Secretary’s Award for Excellence in Curriculum and Instruction (SAFE CI) must be submitted to the Regional Office through the Records Section on or before August 19, 2022 at 5 o’clock in the afternoon.

Enclosure 2 to RM No. 191.2022

NOMINATION FORM

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

Category	
THE NOMINEE	
School:	
School/Office Address:	
District:	SDO:
Telephone Number:	DepEd Email Address:
SCHOOL HEAD/SDS	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

*Schools need to fill up spaces. SDOs and RO shall disregard spaces that do not apply to them.

**Please indicate the name of the head of the organizational unit nominated.

Enclosure 3 to RM No. 191.2022

NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

1. **Executive Summary:** (Description in not more than 150 words, as to why the school, SDO, RO deserves the award.)

II. Significant Accomplishment/s in Fostering Learning within the last three years (June 2020 – 2022): Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/SDO/RO.)

III. Impact of the Accomplishments in Making Learning Happens: (Indicate national Achievement Test Results, problems addressed, people/office benefited, and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)

IV. Innovation in enhancing Learners' Achievement: (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category.)

V. Other Information: (List or mention Major Awards/Citations Received by the school/SDO/RO including student/teacher national winners in co-curricular competition; **2019-2021 SBM Level of Practice**. No need to attach photocopies of certificates.

Enclosure 4 to RM No. 191.2022

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Regional Office PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

School Principal/SDS

SDO/RO PRAISE COMMITTEE CHAIR

SDO/RO HRMO

SDS/RD

Enclosure 5 to RM No. 191.2022**TIMELINE OF ACTIVITIES**

Date	Activities	Remarks
August 19, 2022	Deadline of submission of the nomination folder to RO	Late and incomplete documents will not be accepted. PDF copies of the documents shall be submitted to make it easier for the committee to send e-copies to the reviewers. Send the file to this link:
August 22 – 31, 2022	Stage 1 Screening and shortlisting period: Evaluation of the nomination write-up including required documents Shortlisting of nominees based on the set criteria for Stage 1	Qualified nominees shall be notified through email.
September 5 – 9, 2022	Stage 2 Onsite validation of qualified nominees from Stage 1	Only top 5 shortlisted semifinalists in every category shall undergo the validation process. In case travel is restricted, onsite validation will be conducted via online platform.
September 12-14, 2022	Stage 3 Panel interview of finalists after Stage 2 The members of the screening committee are the PRAISE Committee with the assistance of CLMD Personnel	Only top three finalists in every category shall undergo the panel interview. Schedule of interview shall be issued through a memorandum.
September 19-21, 2022	Preparation, Finalization and Conduct of PRAISE meetings	PRAISE Committee. CLMD Personnel and Secretariat
September 30, 2022	Awarding Ceremony	Online