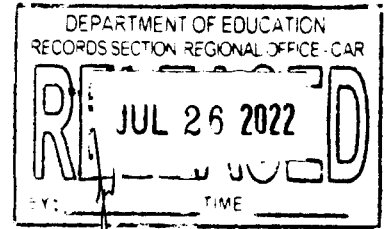




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



July 12, 2022

REGIONAL MEMORANDUM

No. 367-2022

2022 GAWAD CORDILLERA GUIDELINES FOR SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents
School Heads of Public and Private Schools
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 or the Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) and strengthened through DepEd Order No. 78, s. 2007, the Department of Education - CAR thru the Human Resource Development Division issues these Guidelines on GAWAD Cordillera for Schools Division Offices which aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices on education.
2. The mechanics and procedures constituting the identification and selection of awards, assessment, evaluation, and awarding shall guide the Schools, Districts, Schools Division Offices and the Regional Office in assessing, evaluating, and rewarding incentives to teachers, school heads and schools for both public and private and to best performing Schools Division Offices, Chief Education Supervisors, Education Program Supervisors/Public Schools District Supervisor, Levels 1 & 2 Non-Teaching Personnel regardless of age, sex, gender or sexual orientation, religious affiliations, physical status, and ethnicity or cultural backgrounds. The guideline is a document designed to evolve and change as we learn from its use.
3. All related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.



5. Immediate dissemination of and strict compliance to this Memorandum is directed



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

HRDD/SJLD/emma

Encl.:

As stated

References:

DepEd Order No. 9 s. 2002

DepEd Order No. 78, s. 2007

DepEd Order No. 36 s. 2016

RM No. 232 s. 2019

CSC MC No. 01, s. 2001

**GAWAD CORDILLERA FOR SCHOOLS DIVISION OFFICES
(DepEd-CAR's PRAISE)**

I. RATIONALE

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd-CAR adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as GAWAD CORDILLERA.

The system shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in DepEd operations, or for other extraordinary acts or services for the common good and public interest.

The Regional Awarding Ceremony shall be the main awarding event for all awards conferred to the schools division office. This shall be conducted every second week of December in the Regional Office.

II. OBJECTIVES

A. General

To encourage, recognize and reward individually and in groups for their suggestions, innovative ideas, inventions, discoveries, heroic deeds, exemplary behavior and extraordinary acts of services in the public service which contribute to the efficiency, economy and improvement in DepEd Operations which lead to organizational productivity.

B. Specific

1. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving men and women employees;
2. To recognize and reward accomplishments and innovations periodically or as the need arises; and
3. To provide incentives and interventions to motivate employees who have contributed suggestions, discoveries and other personal efforts.
4. To motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery

III. SCOPE

This Policy shall apply to all DepEd Teaching and Non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including the Alternative Learning System, and the Schools Division Office. The system is extended to the Teaching and Teaching-related employees of Private Elementary and Secondary Schools.

This policy shall likewise abide by Regional Order 008, s. 2018 in titled Regional Policy Guidelines on the incorporation of the Equal Opportunity Principle (EOP) as stated in Paragraph D, numbers 1 and 2, that “Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. ²Every employee is rewarded accordingly to his or her contribution to the attainment of the organization’s goal and objectives or based from individual’s performance, capability and potential. Rewards and recognition awarded can be used as basis in earning points during the application, selection/assessment process.

IV. DEFINITION OF TERMS

For these guidelines, the following terms shall be defined as follows:

- A. Employee-** This refers to male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.
- B. Mechanism –** This refers to the established process by which DepEd-CAR implements its rewards and recognition program.
- C. Non-teaching Personnel –** This refers male or female employees of DepEd who don’t serve as classroom teachers.
- D. System –** This refers to the agency’s awards and incentives program for employees.
- E. Teaching Personnel-** This refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System, and mobile teachers of schools.
- F. School Heads-** This refers to male or female principals, head teachers and teachers in-charge who manage and supervise schools.

V. COMPOSITION OF THE PRAISE COMMITTEE

The Regional PRAISE Committee shall be known as the GAWAD CORDILLERA Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. The composition of the PRAISE committee as provided in DepEd Order No. 9, s. 2002, entitled “Establishing the Program on Awards and Incentives for Service Excellence” (PRAISE) in the Department of Education are the following :

- A. Assistant Regional Director as Chairman**
- B. Chief Administrative Officer - Administrative Division**
- C. Chief of the Human Resource Management Division**
- D. Other Division Chiefs assigned by the Regional Director**
- E. Two (2) representatives and their alternates from the accredited employees’ union (one from first level and one from second level) who shall serve for a period of two years. In the absence of an accredited union, a general election may be done as an option.**
- F. Two (2) Secretariat from the Human Resource Development Division and two (2) from the Personnel Section of the Administrative Division.**

The Schools Division Offices shall organize their respective PRAISE Committee following the guidelines.

Assistant Schools Division Superintendent – Chairperson

SGOD Chief - Vice Chairperson

Members: Chief of CID, EPS – SGOD, SEPS-HRD, AO5, 1 for Finance Office,
1st & 2nd Level Representatives

Secretariat: HRMO, EPS II-HRD

VI. ROLES AND FUNCTIONS OF THE COMMITTEE

The following functions and responsibilities of the Committee are specified in DepED Order No. 09 s. 2002 to wit:.

- A.** Establish a system of incentives and awards to recognize and motivate employees or their performance and conduct
- B.** Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism in recognizing the awardees
- C.** Determine the forms of awards and incentive to be granted
- D.** Monitor implementation of approved suggestions and ideas through feedbacks and reports
- E.** Prepare plans, identify resources and prepare budget for the system on an annual basis
- F.** Develop, produce, distribute a system policy manual and orient the employees of the same;
- G.** Document best practices, innovative ideas and success stories which will serve a promotional materials to sustain interest and enthusiasms;
- H.** Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January
- I.** Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency; and
- J.** Address issues relative to awards and incentives within fifteen (15) days from the date of submission,

In addition to the specified functions mentioned above, the Committee shall also be responsible for the development, administration, monitoring and evaluation of the awards and incentive system. As such, the Committee shall meet quarterly to perform the following tasks:

- A.** Revisits the criteria for each award category, presents these to the Committee, and finalizes criteria after documentation of inputs from committee members.
- B.** Makes a survey from employees and evaluate as to additional awards that may be included in the award categories.
- C.** Reports result of survey to committee for it to decide for inclusion to the additional award categories.
- D.** Earmarks at least 5% budget for Rewards and Recognition from the MOOE fund and to be reflected in the HRDD Work and Financial Plan.
- E.** Monitors efficient implementation of the guidelines for better management of the DepEd-CAR's Rewards and Recognition System.
- F.** Reminds or updates the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition.
- G.** Prepares minutes of quarterly meetings undertaken by the Committee.

- H.** Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

The Regional Director or his/her authorized representative shall be responsible on overseeing the implementation of this guidelines and the Human Resource Development Division and HRMO in the Administrative Division shall serve as Secretariat.

The Committee shall also establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.

All issues relative to awards and incentive shall be brought before the GAWAD Cordillera Committee, which shall address the same within a reasonable period of time in compliance to **Republic Act 11032** or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

VII. AWARD LIMITATIONS

Awards conferred to personnel who shall separate from the Office are not included in the search as referred to in this guideline:

A. Transfer

Employees who transfer to other DepEd Offices due to promotion shall be given awards of recognition to symbolize gratitude for the meritorious service they have extended to the previous Office they have worked in.

B. Resignation

Employees who have opted to resign from the Department shall be given awards of recognition as symbols of gratitude for the meritorious service they have extended.

C. Retirement

Employees who have reached service maturity due to age or years of service shall be given an award of recognition in gratitude for the meritorious and dedicated service committed to the Department of Education-CAR.

Aside from the awards given to employees who shall separate from the Office, they shall likewise be accorded a "Salamat-Mabuhay" program, tokens of appreciation, and incentives as provided by law.

VIII. AWARD CATEGORIES

A. REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES

1. Outstanding Schools Division Office Award

This award shall be given to any of the eight (8) Schools Division Offices that generally and consistently demonstrated exemplary performance in the following: implementation of DepEd programs, projects, and activities; updated preparation and submission of required reports; efficient utilization of funds; and well-established partnerships.

2. Outstanding Chief Education Supervisor

This award shall be given to Chief Education Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

3. Outstanding Employee Award - Supervisor Category

This award shall be conferred to an Education Program Supervisor, and Public Schools District Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description and the Philippine Professional Standards for Supervisors (PPSS). Accomplishing tasks even beyond what is stated in the Job Description and PPSS warrants distinguished merit.

4. Outstanding Employee Award - Non-Teaching Personnel Category

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

B. REGIONAL AWARDS FOR SCHOOLS

1. Outstanding School Award

To be accorded this distinction, the public elementary and secondary school shall have received SBM level recognition; provided substantial and validated evidences of efficient financial management, personnel development programs, learning environment improvement, effective inclusion programs implementation, and partnership establishment. Strategic planning shall likewise be applied through the presence of an updated and approved School Improvement Plan and Annual Implementation Plan.

For private elementary and secondary schools, evidences of excellent overall performance, efficient learners' development programs for all types of learners, efficient financial management and personnel management, well-established linkages, and sustained recognitions received are included in the criteria to qualify for recognition.

Sub-categories shall include:

- a. Public School Categories
 - i. Elementary
 - ii. Secondary
- b. Private School Categories
 - i. Elementary
 - ii. Secondary

2. Outstanding School Head Award

A performing School Head of both public and private elementary and secondary schools shall have distinctive qualities that should set him or her apart from other School Heads. The criteria shall be guided by selected domains and indicators provided in the Philippine Professional Standards for School Heads (PPSSH).

Sub-categories shall include:

- a. Public School Head Categories
 - i. Elementary
 - ii. Secondary
- b. Private School Head Categories
 - i. Elementary
 - ii. Secondary

3. Outstanding Teacher Award

This is open to all teachers regardless of position or designation, from both public and private schools in the elementary and secondary levels. Likewise included in this category are the implementers of Alternative Learning System program and Multigrade Education.

To be conferred this merit, teachers shall exemplify outstanding character, work habit, teaching performance, and accomplishment as provided in the Philippine Professional Standards for Teachers (PPST). Evidences of exceptionality shall have been translated in learners' outstanding performance.

Sub-categories shall include:

- a. Public School Teacher Categories
 - i. Elementary
 - ii. Secondary
 - iii. Elementary Master Teacher
 - iv. Secondary Master Teacher
- b. Private School Teacher Categories
 - i. Elementary
 - ii. Secondary

Note:

First Place winners of 2021 GAWAD Cordillera in all categories are no longer eligible to apply in the search for three (3) consecutive years to pave the way for other contenders vie for the most coveted awards.

IX. INCENTIVES

In fulfillment of DepEd Order No. 9, s. 2002, the DepEd-CAR shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following incentives shall be regularly awarded:

- A. Loyalty Incentive – This shall be granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin, ring, or medallion shall be given as follows: (CSC-DBM Circular No. 06 s. 2002)

10 and 15 years – Bronze Service Pin
20 and 25 years - Silver Service Ring
30, 35, 40 years – Gold Service Medallion
- B. Length of Service Incentive – This shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.
- C. Productivity Incentive – This shall be given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd's CSC-approved Performance Evaluation System and in strict adherence to relevant existing guidelines.
- D. Career and Self-Development Incentive – This shall be granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.
- E. Special Incentive – This shall be given to employees who have performed beyond and above their normal duties by achieving Outstanding or Very Satisfactory Rating during

the previous year Rating period which contributed to the attainment of the goals of the Regional Office.

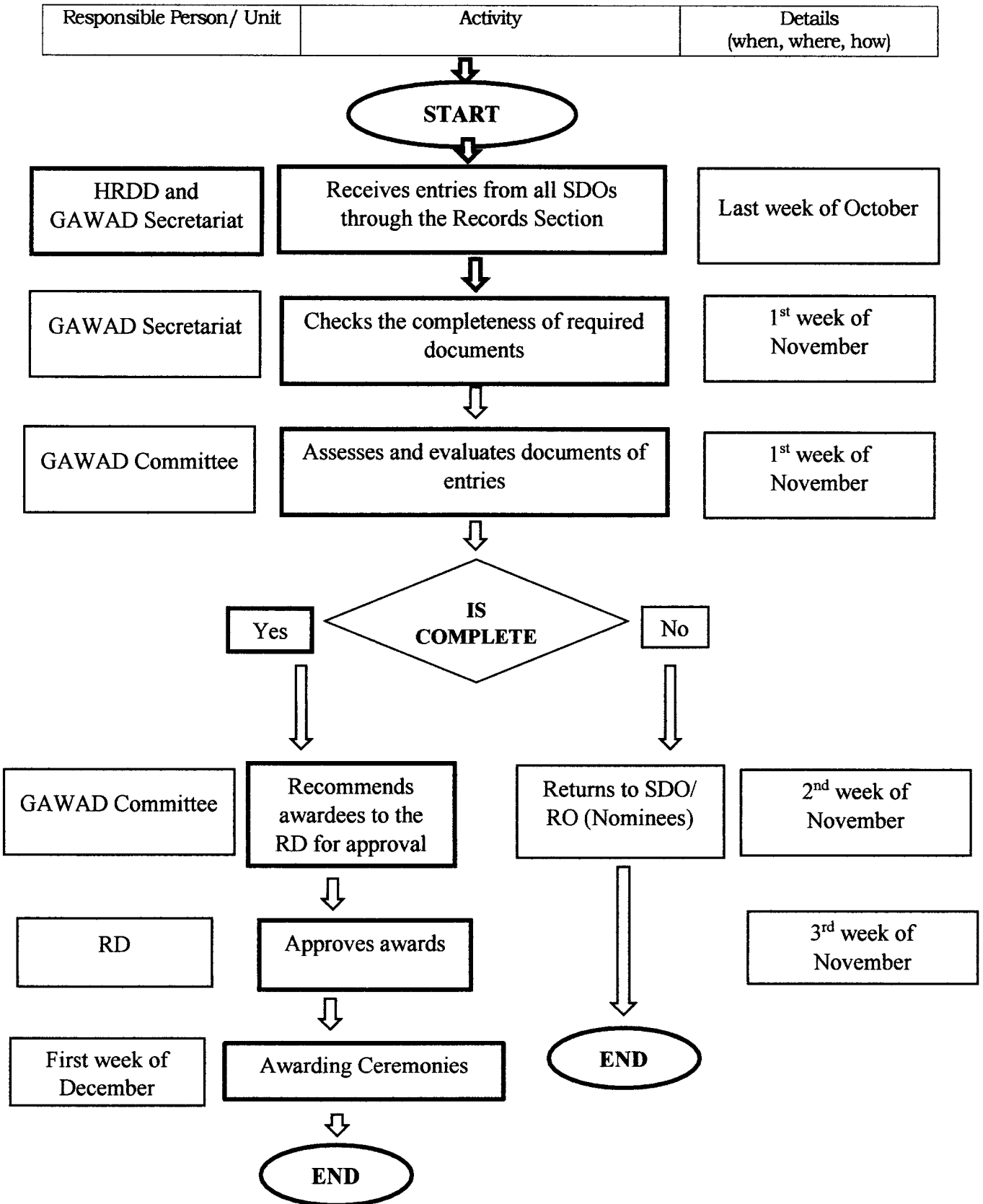
- F. Other Incentives – This shall also be given to deserving employee which the agency’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

X. FORMS OF AWARDS AND INCENTIVES

- A. Compensatory Overtime Credits –This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.
- B. Alternative Work Arrangement (AWA) – This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- C. “Salu-salo” Together – This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.
- D. Personal Growth Opportunities – This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.
- E. Plaques, Certificates
- F. Monetary Award
- G. Travel Packages
- H. Local and Foreign Scholarship Nominations - Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.
- I. Permit to go on Study Leave – Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).
- J. Non-monetary Incentives – This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.

XI. REWARDS AND RECOGNITION FLOWCHART

For a smooth conduct of the rewards and recognition process, this flow chart shall be followed.
A. Best Performing Employee/Office



XII. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done online in partnership with the Quality Assurance Division and the Information, Communications, and Technology Unit of the Office of the Regional Director.

The electronic evaluation tool, named as "Program Evaluation" shall be answered after the GAWAD Cordillera Ceremony before the end of December to evaluate the overall implementation of the awarding system and conduct of the ceremony.

XIII. FUNDING

The Regional Office, through the Human Resource Development Division, shall allocate at least 5% in the MOOE for the GAWAD CORDILLERA and in its annual Work and Financial Plan and Budget to be reflected in the HRDD Work and Financial Plan.

XIV. EFFECTIVITY

This policy shall take effect immediately upon approval. The Schools Division Offices and Schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

XV. REFERENCES

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

DepEd Order No. 78, s. 2007 - Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education

DepEd Order No. 36 s. 2016 - Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program

CSC MC No. 01, s. 2001 – Program on Awards and Incentives for Service Excellence (PRAISE)

Coverage and Rewards for Specific Awards:

AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
A. OUTSTANDING SCHOOLS DIVISION OFFICE	All 8 SDOs	ANNEX I-A	1. Plaque of Recognition 2. Cash Prize: 1 st – 15,000.00 2 nd – 10,000.00 3 rd - 5,000.00
B. BEST EMPLOYEE AWARD - CHIEF OF DISIVION , DIVISION EPS/ PSDS	All 8 SDOs		1. Plaque of Recognition 2. Cash Prize: 1 st – 5,000.00 2 nd – 3,000.00 3 rd - 2,000.00
C. BEST EMPLOYEE AWARD –NON-TEACHING PERSONNEL	Level I & 2 – all 8 SDOs		1. Plaque of Recognition 2. Cash Prize: 1 st – 5,000.00 2 nd – 3,000.00 3 rd - 2,000.00
D. OUTSTANDING SCHOOL -PUBLIC & PRIVATE			1. Plaque of Recognition 2. Cash Prize: 1 st – 8,000.00 2 nd – 5,000.00 3 rd - 2,000.00 Non-winners-Certificate of Recognition
E. BEST EMPLOYEE AWARD – SCHOOL HEAD, MASTER TEACHERS, TEACHERS CATEGORIES (Public & Private)			1. Plaque of Recognition 2. Cash Prize: 1 st – 5,000.00 2 nd – 3,000.00 3 rd - 2,000.00 Non winners -Certificate of Recognition
G. MOST ACQUIESCENT SDOs		RM No. 042 s, 2021	Certificate of Recognition Cash Prize of Php3,000.00

		Cash Prizes	
Performing Division, School and Employees (First, Second Third)	Medal Tally	Individual	Group (School- public school)
	19 Categories	<u>Php 10,000.00</u>	<u>Php 15,000.00</u>
	1. Chief Education Supervisor	1 st - 5,000	1 st - 8,000
	2. Education Program Supervisor/Public Schools District Supervisor	2 nd - 3,000	2 nd - 5,000
	3. Non-teaching employees (Level 1)	3 rd - 2,000	3 rd - 2,000
	4. Non Teaching Level 2)	4 th to 8 th - Certificate of Recognition	Private schools Php10,000.00
	5. Public Elementary School		1 st - 5,000.00
	6. Public Secondary School		2 nd - 3,000.00
	7. Private Elementary School		3 rd - 2,000.00
	8. Private Secondary School		4 th to 8 th - Certificate of Recognition
	9. Public Elementary School Head		Group (SDO) <u>Php 30,000.00</u>
	10. Public Secondary Head		1 st - 15,000
	11. Private Elementary School Head		2 nd - 10,000
	12. Private Secondary School Head		3 rd - 5,000
	13. Public Elementary School Teacher		4 th to 8 th - Certificate of Recognition
	14. Public Secondary School Teacher		
	15. Public Elementary Master Teacher		
	16. Public Secondary Master Teacher		
	17. Private Elementary School Teacher		
18. Private Secondary School Teacher			
19. Schools Division Office			

BEST EMPLOYEE AWARD –CHIEF EDUCATION SUPERVISOR

This criteria applies to all Chiefs of the Curriculum Instruction Division and School Governance Operation Division

INDICATORS	POINTS	MOVs
1. Office Performance Rating - 25 points	25	
4.90 – 5.00	25	Certified photo copy of the latest OPCFR
4.80 – 4.89	20	
4.70 – 4.79	15	
4.60 – 4.69	10	
4.50 – 4.59	5	
2. Significant Accomplishment A. Write-up of Outstanding Accomplishment with impact for the last 3 years	20	
To be evaluated based on the following:	5	Write up of accomplishments
a. Noteworthiness of Outstanding Performance/Contribution	2	Norms manifested should be in order of significance, complete with descriptions and justifications
b. Sustainability of Contribution	5	
c. Impact of Performance/Achievement	2	
d. Reliability and Effectiveness	2	
e. Consistency of Performance –		
f. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)	4	
B. Research (Basic/Action)	10	Certified Photocopy of Research approved by the head of office
B.1 Conducted Research	10	Implementation Report
B.2 Approved proposal	7	Approved Research Proposal signed by the Immediate supervisor
C. Authorship and Publication	5	
C.1. Published Book – sole authorship with ISBN	5	Certified photocopy of Publication
C.1 Educational articles, research abstracts, published to newspapers, journals, and websites of general circulation (e.g. National, Provincial, Regional) - For educational articles, prior permission from the Head of Office is required to publish.	1 per published article	

D. Consultant/Writer/ Resource Speaker/ Learning Facilitator/Learning Resource Evaluator/ Learning Resource Illustrator representing DepEd	10	Certified photocopy of certificates
D.1 National/International	10	
D.2 Regional	8	
D.3 Division	6	
E. Chair/Co-chair/Focal Person/Coordinator	10	Memorandum/Designation Certified photocopy of certificates
E.1 International/National	10	
E.2 Regional	8	
E.3 Division	6	
*** As member/secretariat	5	
3. Exemplary norms of conduct (8 norms of conduct - RA. 6713	10	Validated and certified by immediate superior
Total score/76 X 10% =		
4.Award won	10	Certified photo copies of Certificates of plaques/recognition
A. National/International	10	
B. Region	8	
C. Division/Section/Unit	6	
E. STAR Awards	4	
TOTAL	100	

Start here....

Please do not leave any item unanswered.

I. COMMITMENT TO PUBLIC INTERESTCode for Competency Level: L- Low (1 pt.) F- Fair (2 pts.)
S- Satisfactory (3 pts.) H- High (4 pts.)

		L	F	S	H
1	Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like)				
2	Is honest always				
3	Is economical in using office funds, donations, etc, (avoids wastage)				

II. PROFESSIONALISMCode for Competency Level: L- Low (1 pt); F- Fair (2 pts.)
S- Satisfactory (3 pts.) H- High (4 pts.)

		L	F	S	H
4	Intelligence/wisdom as a public employee				
5	Skill in the profession				
6	Devotion and dedication to duty				

III. JUSTNESS AND SINCERITY

		L	F	S	H
7	Does not discriminate against anyone, especially the poor and the underprivileged clients				
8	Respects the rights of others and refrains from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest				
9	Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity				

IV. POLITICAL NEUTRALITYCode for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)
S- Satisfactory (3 Pts.); H- High (4 Pts.)

		L	F	S	H
10	Provides service to everyone without unfair discrimination and regardless of party affiliation or preference.				

V. RESPONSIVENESS TO THE PUBLICCode for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)
S- Satisfactory (3 Pts.); H- High (4 Pts.)

		L	F	S	H
11	Extends prompt, courteous, and adequate service to the public clients				
12	Provides when requested and appropriate the needed information with regard to policies and procedures in clear and understandable language to the parents/clients				
13	Avoids Red Tape				

VI. NATIONALISM AND PATRIOTISM

		L	F	S	H

14	Promotes the use of locally produced goods, resources, and technology and encourages appreciation and pride of country and people.				
15	Shows other behaviors depicting loyalty to the Republic and the Filipino people				

VII. COMMITMENT TO DEMOCRACY

		L	F	S	H
16	Commits himself/herself to democratic way of life and values, maintains the principle of public accountability, and practices participative/consultative planning				

VIII. SIMPLE LIVING

		L	F	S	H
17	Leads modest life appropriate to his/her position and income				
18.	Does not indulge in extravagant or ostentatious display of wealth in any form				
19	Adheres to dress code always				

END of BEHAVIOR VALIDATION

Final Point per interviewee:

- I: _____
- II: _____
- III: _____
- IV: _____
- V: _____
- VI: _____
- VII: _____
- VIII: _____
- Total: _____

Rating Scale:	
3.26 - 4.00	: 10 points
2.51 - 3.25	: 8 points
1.76 - 2.50	: 6 points
1.00 - 1.75	: 4 points

Note: Expected total is 76 (19 x 4 = 76)

Name of Candidate: _____ Division/Section/Unit: _____

Name of Nominator/Interviewer: _____ Signature: _____

BEST EMPLOYEE AWARD –EDUCATION PROGRAM SUPERVISOR (EPS); PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

This criteria applies to all Schools Division Office Education Program Supervisors and Public Schools District Supervisors

INDICATORS	POINTS	MOVs
<p>1. Office Performance Rating - 25 points</p> <p>4.90 – 5.00 4.80 – 4.89 4.70 – 4.79 4.60 – 4.69 4.50 – 4.59</p>	<p>25</p> <p>25 20 15 10 5</p>	<p>Certified photo copy of the latest IPCRF</p>
<p>3. Significant Accomplishment A. Write-up of Outstanding Accomplishment with impact for the last 3 years</p> <p>To be evaluated based on the following:</p> <p>a. Noteworthiness of Outstanding Performance/Contribution b. Sustainability of Contribution c. Impact of Performance/Achievement d. Reliability and Effectiveness e. Consistency of Performance – f. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)</p>	<p>20</p> <p>5 2 5 2 2 4</p>	<p>Write up of accomplishments</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications</p>
<p>B. Research (Basic/Action)</p>	<p>10</p>	<p>Certified Photocopy of Research approved by the head of office</p>
<p>B.1 Conducted Research</p>	<p>10</p>	<p>Implementation Report</p>
<p>B.2 Approved proposal</p>	<p>7</p>	<p>Approved Research Proposal signed by the Immediate supervisor</p>
<p>C. Authorship and Publication</p>	<p>5</p>	<p>Certified photocopy of Publication</p>
<p>C.1. Published Book – sole authorship with ISBN</p>	<p>5</p>	
<p>C.1 Educational articles, research abstracts, published to newspapers, journals, and websites of general circulation (e.g. National, Provincial, Regional) - For educational articles, prior permission from the Head of Office is required to publish.</p>	<p>1 per published article</p>	

D. Consultant/Writer/ Resource Speaker/ Learning Facilitator/Learning Resource Evaluator/ Learning Resource Illustrator representing DepEd	10	Certified photocopy of certificates
D.1 National/International	10	
D.2 Regional	8	
D.3 Division	6	
E. Chair/Co-chair/Focal Person/Coordinator	10	Memorandum/Designation Certified photocopy of certificates
E.1 International/National	10	
E.2 Regional	8	
E.3 Division	6	
*** As member/secretariat	5	
3. Exemplary norms of conduct (8 norms of conduct - RA. 6713	10	Validated and certified by immediate superior
Total score/76 X 10% =		
4.Award won	10	Certified photo copies of Certificates of plaques/recognition
A. National/International	10	
C. Region		
1 st	8	
2 nd	6	
3 rd	4	
C. Division/Section/Unit	2	
E. STAR Awards	1	
TOTAL	100	

BEST EMPLOYEE AWARD - NON-TEACHING PERSONNEL -LEVEL 1

This criteria applies to all non-teaching personnel from salary grade 1-9 such as ADA, ADAS, Utility workers, Drivers, Security Guards and the like.

INDICATORS	POINTS	MOVs
1. Office Performance Rating - 25 points	25	
4.90 – 5.00	25	Certified photo copy of the latest IPCRF
4.80 – 4.89	20	
4.70 – 4.79	15	
4.60 – 4.69	10	
4.50 – 4.59	5	
2. Outstanding Accomplishment with impact for the last 3 years (HAP)	20	
To be evaluated based on the following:		Write up of Accomplishments Norms manifested should be in order of significance, complete with descriptions and justifications.
a. Notworthiness of Outstanding Performance/Contribution	5	
b. Sustainability of Contribution	2	
c. Impact of Performance/Achievement	5	
d. Reliability and Effectiveness	2	
e. Consistency of Performance	2	
f. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)	4	
3. A. Learning Facilitator or any of the following highly technical skills: Writer, Learning Resource illustrator, Animator, programmer , designer	5	- Certified photocopy of Certificate of recognition; or - sample output of the stated technical skills
A.1 Division	5	
A.2 District/School	3	
B. Chair/Co-chair/Focal Person/ (Division Level)	10	Photocopy of certificates
A. Chair/Focal	10	
B. Co-chair/Alternate	8	
C. Member	6	
4. Professional Advancement (from October of the previous year to September of the current year)	10pts	
A. Attendance to Training/Seminar/Workshop		Certified photocopy of certificates

(Minimum of 24 hrs.)	5	
A.1 National	3	
A.2 Regional	2	
A.3 Division		
B. Acquisition of Valid NC/TM	5	Certified photocopy of certificates
Attendance to Specialized Training Leading to NC/TM	3	
e.g. MCLE, ICT,		
5. Educational Advancement	10 pts.	
Completed Master's Degree	10	
Academic Requirements only	8	
Bachelor's Degree	6	
6. Exemplary norms of conduct (8 norms of conduct - RA. 6713)	10	Accomplished checklist by the immediate supervisor
Total score/76 X 10% =		
7. Award won for (from October of the previous year to September of the current year)	10	
A. Regional		- Certified photocopy of awards, plaques, etc.
1 st place	10	
2 nd place	8	
3 rd place	6	
Finalists	4	
Division	8	
District	6	
School	4	
Spot Award	2	
TOTAL	100	

BEST EMPLOYEE AWARD - NON-TEACHING PERSONNEL -Level 2

This criteria applies to all non-teaching personnel from salary grades 10-21 such as AOs, Lawyers, Medical and Dental Related Positions, Guidance Counselor, EPS II, SEPS, PDO, ITO, Engineer, Accountant and the like.

INDICATORS	POINTS	MOVs
1. Office Performance Rating - 25 points	25	
4.90 – 5.00	25	Certified photo copy of the latest IPCRF
4.80 – 4.89	20	
4.70 – 4.79	15	
4.60 – 4.69	10	
4.50 – 4.59	5	
2. Outstanding Accomplishment with impact for the last 3 years (HAP)	20	
To be evaluated based on the following:		Write up of Accomplishments Norms manifested should be in order of significance, complete with descriptions and justifications.
g. Noteworthiness of Outstanding Performance/Contribution	5	
h. Sustainability of Contribution	2	
i. Impact of Performance/Achievement	5	
j. Reliability and Effectiveness	2	
k. Consistency of Performance	2	
l. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)	4	
3. A. Resource Person/Learning Facilitator or any of the following highly technical skills: Writer, Learning Resource illustrator, Animator, programmer, designer	10	- Certified photocopy of Certificate of recognition; or - sample output of the stated technical skills
A.1 Regional	10	
A.2 SDO	8	
B. Chair/Co-chair/Focal Person/ (Regional Level)	10	Photocopy of certificates
A. Chair/Focal	10	
B. Co-chair/Alternate	8	
C. Member	6	
4. Professional Advancement (from October of the previous year to September of the current year)	10pts	
4. Attendance to Training/Seminar/Workshop (Minimum of 24 hrs.)		Certified photocopy of certificates
A.1 National	5	
A.2 Regional	3	
A.3 Division	2	

5. Acquisition of Valid NC/TM Attendance to Specialized Training Leading to NC/TM e.g. MCLE, ICT,	5 3	Certified photocopy of certificates
5. Innovation/Research/ CI Project/ Development Project/ IGP Adopted in the Division Implemented with accomplishment report Approved proposal	5pts 5 4 3	Certified Photocopy of Innovations signed by the head of office and Completion Report With the approval sheet of the Innovation/Research Committee
6. Exemplary norms of conduct (8 norms of conduct - RA. 6713	10	Accomplished checklist by the immediate supervisor
Total score/76 X 10% =		
7. Award won for (from October of the previous year to September of the current year)	10	
A. Regional 1 st place 2 nd place 3 rd place Finalists	10 8 6 4	- Certified photocopy of awards, plaques, etc.
Division District School Spot Award	8 6 4 2	
TOTAL	100	

OUTSTANDING PUBLIC SCHOOL
(PUBLIC ELEMENTARY AND SECONDARY)

This criterion applies to all public schools (multigrade, primary, elementary, secondary- junior high school only, junior with senior high school, stand alone and integrated schools)

INDICATORS	POINTS	MOVs
1. A. SIP/AIP (SY 2021- 2022)	10 pts	
AIP approved and implemented		- Copy of approved AIP and implementation
Implementation of AIP		Accomplishment report noted by the SDS
91-100% of the plan implemented	10	
81-90% of the plan implemented	8	
71-80% of the plan implemented	6	
61-70% of the plan implemented	4	
51-60 % of the plan implemented	2	
2. SBM level of Practice	20 pts	Certificate of SBM certification issued by the Division Office (Level 1 & 2) Regional Office (Level 3)
Level 3	20	
Level 2	15	
Level 1	10	
3. Performance Indicator (latest SY)	10	Source: Latest available data from EBEIS
3.1. Retention		
88% & above	5	
86% - 87	4	
84% - 85%	3	
3.2. School Leavers Rate	5	
0 - .99 %	4	
1.0 - 1.99%	3	
2.0 - 2.99%	2	
3.0 - 3.99%	1	
4.0 - 4.00 %		
4. Financial Management - - - 10 Points	10 pts	
A. WFP prepared and approved	5	- Budget utilization report Latest CY - Liquidation report: Oct. to Dec. Previous Year and January – September current year
B. Transparency Board is updated monthly -	5	- WFP approved by the DO-current year - pictures of transparency board with September current year reports
5. Personnel Development - - -	10 pts	
A. School LAC sessions conducted from October of the previous year to September of the current year	5	
5 LAC sessions conducted		
4 LAC sessions conducted		
3 LAC sessions conducted		
2 LAC sessions conducted		
1 LAC session conducted		

B. Attendance to L&D Activities conducted by the School except LAC Sessions 100% employees 95 - 99% employees 90 – 94% employees	5 4 3	- Attendance for L and D report for Jan to Sept. of the current year -Training proposal and implementation report including L &D conducted by other DepED accredited providers
6. Curriculum Development Developed/contextualized Quality assured learning materials for the current year Quality Assured by the Region Quality Assured at the Division Level Quality Assured at the District Level Quality assured at the School	15 points 15 12 9 6	Regardless of number Learning materials Developed/contextualized and quality assured or published at the Regional LR Portal
7. Learning Environment A. School Environment All indicators met 3 of the indicators met 2 of the indicators met 1 of the indicator met	20 pts 5 pts 5 4 3 2	(each indicator is equivalent to 1 point) 1. Citizen's Charter 2. Passed the SSAT (school safety assessment tool) 3. presence of site development plan 4. presence of 2 or more learning parks
B. Clean and Green Program All indicators met 4 of the indicators met 3 of the indicators met 2 of the indicators met 1 of the indicator met C. Health and Nutrition All indicators Met 5 of the indicators met 4 of the indicators met 3 of the indicators met 1-2 of the indicator met	5 pts 5 4 3 2 1 5 pts 5 4 3 2 1 5 pts	(each indicator is equivalent to 1 point) <ul style="list-style-type: none"> • Clean, orderly and well structured classroom and offices • Waste management is evident • Implementation of WinS • Presence of Gulayan sa Paaralan • Beautification Program Full implementation of Oplan Kalusugan sa DepED with implementation Report <ul style="list-style-type: none"> • School Nutrition Program • WASH in Schools • National Drug Education Program • School Mental Health • Comprehensive Sex Education • Access to Health Services Report on CPP Contextualized CPP
D. Child Protection Policy Functionality of CPP-Committee (Organization of committee)		
8. Partnership 5 partners and above -- 5 4 partners ----- 4 3 partners ----- 3 2 partners ----- 2 1 partner ----- 1	5 5 4 3 2 1	- MOA/MOU - Resolutions/requests - Acknowledgement/official receipt - PTA financial report SY 2018-2019 - minutes of meeting - pictures
TOTAL POINTS.....100		

**OUTSTANDING PRIVATE SCHOOL
(PRIVATE ELEMENTARY AND SECONDARY)**

This criterion applies to all private elementary and secondary schools.

INDICATORS	POINTS	MOVs
		All MOVs are from October (Previous year) to September (Current Year)
1. Strategic Plan Annual/Triennial/5 years development plan	5	Development plan and implementation Report with pictorials
2. Performance Indicator (latest SY)	10	Source: EBEIS
a. Retention --		
88% & above	5	* Data – Manually
86% - 87%	4	*Certified - SDS
84% - 85%	3	*Validation – SDO Planning Officer
b. School Leavers Rate		
0%	5	
0.1 - 1%	4	
1.01 - 2%	3	
3. Learners Development - - - - -	10	List of activities organized Action Plans Pictorials of Implementation Accomplishment Report
Have organized activities aligned to the mandated PAPs that enhance learners' performance and interest (DO No. 49, s. 2011)		
8-and above organized activities –	10	
6-7 organized activities –		
4-5 organized activities –	8	
3 and below organized activities	6	
	4	
4. Intervention Programs/Activities provided for- - -	10	List of Interventions provided Sample of Learning materials provided
8 and above programs/activities provided	10	
6-7 Programs/activities		
4-5 programs/ activities	8	
3 and below programs/ activities	6	
	4	
5. Personnel Development - - -	10	
a. Attendance of employees to L&D Activities conducted from October (Previous Year) to September (Current Year)-		1. Report of regular in-service training, other training conducted 2. Summary of attendance of employees to L and D
100% employees -		

95 - 99% employees - 90 - 94% employees - 85- 89 % employees -	5 4 3 2	
b. In-service trainings conducted by the school from October (Previous Year) to September (Current Year)--- 5 in-service trainings conducted 4 in-service trainings conducted 3 in-service trainings conducted 2 in-service trainings conducted 1 in-service trainings conducted	5 4 3 2 1	Training Design Training Completion Report with pictorials
6. School Development - - - - - 6.1 School site ownership - .	15 5	1. Certified photocopy of Title/patent or any proof of ownership: <ul style="list-style-type: none"> • Certificate of Ancestral Land Title • Transfer of Certificate Title • Patent • Presidential Proclamation • Deed of Sale
		2. Certified photocopy of Deed of Donation & Acceptance 3. Certified photocopy of Usufruct Agreement (lease contract) Documentation (reports & pictures)
6.2 Clean and Green Program; Health and Nutrition	8	Documentation of the full implementation of the Oplan Kalusugan sa DepEd (OK sa DeepED) <ul style="list-style-type: none"> • School Nutrition Program • WASH in Schools • National Drug Education Program • School Mental Health • Comprehensive Sexuality Education • Access to Health Services
6.3 Child Protection Policy - * Implementation of the Child Protection Policy	2	1. Presence of a program on bullying management with functional monitoring tools 2. Localized school policies for child protection 3. reports of bullying cases addressed

7. School Recognition Updated DepEd Recognition Updated DepEd Permit	15 10 5	Certified Photocopy of Updated DepEd Recognition, Updated DepEd Permit
School Accreditation by any accrediting agencies - 5 pts Level 4 - 5 pts Level 3 - 4 Level 2 - 3 Level 1 - 2 On process - 1	5 5 4 3 2 1	Photocopy of accreditation
8. Partnership ----- 5 Points a. School community projects/activities and donations received/provided ---- 5 partners and above - 4 partners ----- 3 partners ----- 2 partners ----- 1 partner -----	5 5 4 3 2 1	1. MOA/MOU 2. Acknowledgement/official receipt/certificate of acceptance 3. Accomplishment report on partnership
9. School Awards won from October (previous year) to September (Current Year)- a. International ----- b. National ----- c. Regional ----- d. Division ----- e. District -----	10 8 6 4 2	- certified photocopy of certificates, plaques, and other relevant documents
10. Learners Awards won from October (previous year) to September (Current Year) a. International b. National c. Regional d. Division e. District	10 10 8 6 4 2	- certified photocopy of certificates, plaques, and other relevant documents
TOTAL POINTS	100	

		<p>d. Child Protection Policy</p> <p>e. Intervention Program for Learners w/ behavioral maladjustment.</p>								
5. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	10									
<ul style="list-style-type: none"> ▪ Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel Conducts SLAC/School Based INSET. ▪ Assigns personnel in their areas of competence; mentors and coaches employees and facilitates the induction of new one. ▪ Promotion of Teachers (Reclass or Natural). ▪ Creates a functional school-based performance appraisal committee (PRAISE) 	<p>3</p> <p>2</p> <p>3</p> <p>2</p>	<ul style="list-style-type: none"> ▪ Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided ▪ Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, <ul style="list-style-type: none"> ▪ Transmittal for Promotion ▪ School PRAISE guidelines 								
6. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP	5									
<ul style="list-style-type: none"> ▪ Organizes programs that involve parents and other stakeholders to promote learning. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">No. of Programs</th> <th style="width: 50%;">Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	No. of Programs	Points	3	3	2	2	1	1	<p>3</p>	<ul style="list-style-type: none"> ▪ Accomplishment report of programs implemented by PTA and other stakeholders vis-a-vis action plan
No. of Programs	Points									
3	3									
2	2									
1	1									

<ul style="list-style-type: none"> Establishes sustainable linkages/partnership with external stakeholders. <table border="1" data-bbox="255 273 785 598"> <thead> <tr> <th>Rating</th> <th>No. of Activities Conducted/MOA /MOU forged</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>5</td> </tr> <tr> <td>1.5</td> <td>4</td> </tr> <tr> <td>1</td> <td>3</td> </tr> </tbody> </table>	Rating	No. of Activities Conducted/MOA /MOU forged	2	5	1.5	4	1	3	2	<ul style="list-style-type: none"> MOA/MOU of Adopt a School Program, certificates of participation in community affairs, Conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)
Rating	No. of Activities Conducted/MOA /MOU forged									
2	5									
1.5	4									
1	3									
<p>7. Outstanding Accomplishment with impact for the last 3 years (HAP)</p>	10									
<p>A. Projects/ Programs/Innovations Implemented</p> <p>a. Noteworthiness of Outstanding Performance/Contribution- The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services</p> <p>b. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer</p> <p>c. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved</p> <p>d. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.</p> <p>e. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.</p> <p>f. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group</p>		<p>Approved Proposals</p> <p>Write up of accomplishments that includes photos, attendance, MOA if applicable, financial report if applicable</p> <p>Validated and certified by immediate supervisor</p> <p>Certified Photocopy of Certificates of Recognition</p>								

<p>nominations) – The extent to which the group members motivate and support each other or the degree to which group members positively influence each other.</p> <p>* 5 Programs/Projects Implemented 10 * 4 Programs/Projects Implemented 8 * 3 Programs/Projects Implemented 6 * 2 Programs/Projects Implemented 4 * 1 Programs/Projects Implemented 2 *With complete MOVs</p>		
B. Research (Basic/Action)	5	Certified Photocopy of Research approved by the head of office
B.1 Conducted Research	3	Implementation Report signed by SDO Officials
B.2 Approved Research Proposal	1	Approved Research Proposal signed by SDO officials
C. Authorship and Publication	5	Certified photocopy of Publication
C.1. Published Book – sole authorship with ISBN	5	
<p>OR</p> <p>C.2 Educational articles, research abstracts, published to newspapers, journals, and websites of general circulation (e.g. National, Provincial, Regional)</p> <p>- For educational articles, prior permission from the Head of Office is required to publish.</p>	1 pt. per published article but not to exceed 5	
D. Consultant/Resource Speaker/Learning Facilitator/Learning Resource Writer or Developer/Learning Resource Evaluator/ Learning Resource Illustrator representing DepEd	5	Certified photocopy of certificates
D.1 National/International	5	
D.2 Regional	4	
D.3 Division	3	
E. Chair/Co-chair/Focal Person/Coordinator of a training/conference	5	Memorandum/Designation Certified photocopy of certificates
E.1 International/National	5	
E.2 Regional	4	

E.3 Division	3	
As member/secretariat /TWG (any level)	1	
F. Awards Won	5	Certified Photocopy of Certificates
National/International	5	
Regional	4	
Division	3	
District	2	
On-the-Spot Awards	1	
8. Exemplary norms of conduct (8 norms of conduct - RA. 6713	10	Validated and certified by immediate superior
Total score/76 X 10% =		Accomplished checklist Norms manifested should be in order of significance, complete with descriptions and justifications.
Additional MOVs to be attached		Certification that SIP & AIP are submitted regularly. . Approval Sheet . Priority Improvement Areas . Latest approved Annual Implementation Plan
Total	100	

OUTSTANDING EMPLOYEE AWARD -MASTER TEACHER CATEGORY

This criterion applies to Public Master Teacher for both elementary and secondary schools.

INDICATORS	POINTS	MOVs
1. Performance Rating for the current year	10	Approved latest IPCRF
4.90 – 5.00	10	
4.80 – 4.89	8	
4.70 – 4.79	6	
4.60 – 4.69	4	
4.50 – 4.59	2	
2. School Instructional Supervision	10	
A. Conducted and processed classroom observation	5	<ul style="list-style-type: none"> Classroom Observation Tool
B. Monitored teachers in the conduct of intervention/remediation activities	5	<ul style="list-style-type: none"> Monitoring tool with actual intervention accomplishment reports
3. Technical Assistance	15	
A. Conducted INSET/LAC Sessions	5	<ul style="list-style-type: none"> Approved LAC/INSET Plan Approved LAC/INSET Accomplishment Report
<ul style="list-style-type: none"> <i>Satisfied the two MOVs</i> 	5	
<ul style="list-style-type: none"> <i>Satisfied any one of the MOVs</i> 	3	
B. Provided technical assistance to teachers	5	<ul style="list-style-type: none"> Approved TA PLAN Approved accomplishment Report
<ul style="list-style-type: none"> <i>Satisfied the two MOVs</i> 	5	
<ul style="list-style-type: none"> <i>Satisfied any one of the MOVs</i> 	3	
C. Checked DLLs through appropriate monitoring and evaluation tools within the required timetable	5	<ul style="list-style-type: none"> Duly signed monitoring and evaluation tools Sample evaluated DLL
<ul style="list-style-type: none"> <i>Presented the accomplished monitoring and evaluation tool with DLL</i> 		

<ul style="list-style-type: none"> Presented the accomplished monitoring and evaluation tool only 		
4. Curriculum Development, Enrichment and Localization	25	
A. Ensured the localization of the curriculum by preparing syllabus and learning materials	5	<ul style="list-style-type: none"> Localized learning materials Localized syllabus
<ul style="list-style-type: none"> Localized learning material with syllabus 	5	
<ul style="list-style-type: none"> Localized learning material only 	3	
B. Monitored and checked the preparation of summative assessments in terms of TOS, rubric scoring guides and levels of assessment	5	<ul style="list-style-type: none"> Monitoring and evaluation report Any one of the MOVs such as: Sample evaluated summative assessment or TOS with levels of assessment or rubrics
<ul style="list-style-type: none"> Presented the Monitoring and evaluation report with any one of the MOVs mentioned 	5	
<ul style="list-style-type: none"> Presented monitoring and evaluation report only 	3	
C. Monitored the use of instructional materials through the appropriate monitoring tool	5	<ul style="list-style-type: none"> Monitoring Sheet of IMs Any one of the MOVs such as: DLL showing the utilization of IMs or Sample IMs
<ul style="list-style-type: none"> Presented the Monitoring Sheets of IMs with any one of the MOVs mentioned 	5	
<ul style="list-style-type: none"> Presented the Monitoring Sheets of IMs only 	3	
D. Contextualized/developed learning materials	10	
<ul style="list-style-type: none"> Published in the Regional LR Portal 	10	
<ul style="list-style-type: none"> Quality assured in the Division 	8	
<ul style="list-style-type: none"> Quality assured in the District 	6	
<ul style="list-style-type: none"> Quality assured in the District 	4	
E. Research/Innovation	5	
<ul style="list-style-type: none"> Approved completion report/final write-up 	5	Approved completion report containing the effect

		<i>or impact of the research or innovation</i> <i>Certificate</i>
<ul style="list-style-type: none"> • <i>Implemented the approved proposal</i> 	4	<i>Write-up of the implementation</i>
<ul style="list-style-type: none"> • <i>Approved Proposal</i> 	2	<i>Approved proposal/Approval sheet</i>
5. Parent's Involvement and Community Partnership	10	
A. Organizes programs that involve parents and other stakeholders to promote learning (1 program is one point)	5	<ul style="list-style-type: none"> • Approved Accomplishment report of the program that involved parents and other stakeholders vis-à-vis action plan • Approved Action Plan
<ul style="list-style-type: none"> • <i>Presented the accomplishment report of the program with approved action plan</i> 	5	
<ul style="list-style-type: none"> • <i>Presented the accomplishment report of the program only</i> 	3	
B. Establishes sustainable linkages/partnership with external stakeholders (1 program/MOA/MOU is one point)	5	<ul style="list-style-type: none"> • MOA/MOU • Any one of the MOVs such as: Certificate of Participation in Community Partnership, Letter of request with acceptance <p>Ex. Conduct of school summit, SOSA, school activities in cultural shows, learner's project exhibit, fairs)</p>
<ul style="list-style-type: none"> • <i>Presented the MOU/MOA with any one of the MOVs mentioned</i> 	5	
<ul style="list-style-type: none"> • <i>Presented the MOU/MOA only</i> 	3	
6. Exemplary Norms (Carried)	10	Accomplished checklist
Total score/76 X 10% =		Norms manifested should be in order of significance, complete with descriptions and justifications.

<p>7. Award/s won (Carried)</p> <p>National/International Regional Division District School/on the spot</p>	<p>5</p> <p>5 4 5 3 2</p>	<p>Certified photo copy of certificates</p>
<p>8. Outstanding Accomplishment with impact for the last 3 years (HAP)</p> <p>To be evaluated based on the following:</p> <p>a. Noteworthiness of Outstanding Performance/Contribution b. Sustainability of Contribution c. Impact of Performance/Achievement d. Reliability and Effectiveness e. Consistency of Performance f. Demonstrated Teamwork g. Cooperation, Camaraderie and Cohesiveness (for group nominations)</p>	<p>15</p> <p>5 2 2 2 2 2</p>	<p>Approved Proposals</p> <p>Write up of accomplishments that includes photos, attendance, MOA if applicable, financial report if applicable</p> <p>Validated and certified by immediate supervisor</p> <p>Certified Photocopy of Certificates of Recognition</p>
<p>Total</p>	<p>100</p>	

**BEST EMPLOYEE AWARD - SCHOOL TEACHER CATEGORY (K TO 12)
(ELEMENTARY AND SECONDARY)**

This criterion applies to all Teacher 1-3 for public elementary and secondary schools.

CRITERIA		MOVs
<p>1. Performance Rating for the current year</p> <p>4.90 – 5.00</p> <p>4.80 – 4.89</p> <p>4.70 – 4.79</p> <p>4.60 – 4.69</p> <p>4.50 – 4.59</p>	<p>15</p> <p>15</p> <p>12</p> <p>9</p> <p>6</p> <p>3</p>	<p>Certified photocopy of approved IPCRF</p>
<p>2. Learner Development from October (Previous Year) to September (Current Year)</p>	<p>15</p>	
<p>A. Conducted activities like remedial classes, home visitation, tutoring and other related activities -----</p> <p>Home visitation -----</p> <p>Remedial classes/tutorial -----</p> <p>B. 100% passing rate and zero dropout - - -</p> <p>C. Initiated and organized school and family partnerships that promote student peak performance -----</p>	<p>5</p> <p>2</p> <p>3</p> <p>5</p> <p>5</p>	<p>1. Report of conducted home visitation with documentation</p> <p>2. Instructional plan for the conduct of remedial classes approved by the School Head</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom/subject taught for non-advisers)</p> <p>2. SF 2</p> <p>3. SF 4</p> <p>1.. Organized functional Homeroom PTA</p> <p>2. List of curricular and extracurricular activities initiated and organized with documentation</p>
<p>3. Outstanding Accomplishment for the last three (3) years with impact (HAP)</p> <p>To be evaluated based on the following:</p> <p>a. Noteworthiness of Outstanding Performance/Contribution</p> <p>b. Sustainability of Contribution</p> <p>c. Impact of Performance/Achievement</p> <p>d. Reliability and Effectiveness</p> <p>e. Consistency of Performance</p> <p>f. Demonstrated Teamwork , Cooperation, Camaraderie and</p>	<p>20</p> <p>5</p> <p>2</p> <p>4</p> <p>2</p> <p>2</p> <p>5</p>	<p>Write up of Accomplishments</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>

4. Curriculum and professional Development	30	
<p>A. Contextualized/Developed Learning Materials-</p> <p>Published in the Region LR Portal ----- 10</p> <p>Quality assured in the Division ----- 8</p> <p>Quality assured in the District ----- 6</p> <p>Quality assured in the School ----- 4</p>		Copy of Learning Materials Developed/Contextualized
<p>B. Research (Basic or Action)</p> <p>Approved Completion Report 5</p> <p>Implemented the approved proposal 4</p> <p>Approved Proposal 3</p>		<p>1. Research Proposal approved by the SDS</p> <p>2. Research Completion Report containing the effect/impact of the research signed by the SDS</p> <p>Certified true photocopy of certificate</p>
<p>C. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd</p> <ul style="list-style-type: none"> • Regional ----- 5 • Division ----- 4 • District ----- 3 • School ----- 2 		
<p>D. Innovations</p>	5	<p>1. Innovation Proposal approved by the SDS</p> <p>2. Innovation Completion Report containing the effect/impact of the innovation signed by the SDS</p>
<p>E. Chair/Co-Chair in Technical/planning committee</p> <ul style="list-style-type: none"> • Regional ----- 5 • Division ----- 4 • District ----- 3 		Certified true photocopy of certificate

<p>5. Exemplary norms of conduct (8 norms of conduct – RA. 6713 (10 pts)</p> <p style="text-align: center;">Total score/76 X 10% =</p>	10	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
<p>6. Awards won from Oct. (previous year) to September (current year)</p>	10	
<p>National/National - - - - -</p> <p>Regional - - - - -</p> <p style="padding-left: 20px;">1st</p> <p style="padding-left: 20px;">2nd</p> <p style="padding-left: 20px;">3rd</p> <p>Division/province</p> <p>District/school</p>	<p>10</p> <p>8</p> <p>6</p> <p>4</p> <p>3</p> <p>2</p>	<p>Certified photocopy of certificates, plaques, etc.</p> <p>- Awards taken from a search for performing or outstanding teachers</p> <p>- Memorandum</p>
<p>TOTAL POINT</p>	100	

**BEST EMPLOYEE AWARD - TEACHER CATEGORY
(PRIVATE ELEMENTARY AND SECONDARY)**

This criterion applies to all school teachers for private elementary and secondary schools.

INDICATORS	POINTS	MOVs
1. Learner Development -----	30	
<p>A. Conducted activities like remedial classes, home visitation, tutoring and other related activities</p> <ul style="list-style-type: none"> • Home visitation – • Remedial classes/tutorial – <p>B. 100% passing rate and zero dropout –</p> <p>C. Initiated and organized school and family partnerships that promote student peak performance</p>	<p>10</p> <p>5 5</p> <p>10</p> <p>10</p>	<p>1. Instructional plan for the conduct of remedial classes or other interventions</p> <p>2. Report of conducted home visitation with documentation</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom)</p> <p>2. Class record</p> <p>3. SF 2</p> <p>4. SF 4</p> <p>1. Teacher-Parent-Pupil Organization (TPPO)</p> <p>2. Homeroom PTA</p> <p>3. List of curricular and extracurricular activities initiated and organized with documentation</p>
2. Outstanding Accomplishment with impact for the last 3 years (HAP)	20	
<p>To be evaluated based on the following:</p> <p>a. Noteworthiness of Outstanding Performance/Contribution</p> <p>b. Sustainability of Contribution</p> <p>c. Impact of Performance/Achievement</p> <p>d. Reliability and Effectiveness</p> <p>e. Consistency of Performance</p> <p>f. Demonstrated Teamwork</p> <p>g. Cooperation, Camaraderie and Cohesiveness (for group nominations)</p>	<p>5</p> <p>2 5 2 2</p> <p>4</p>	<p>Approved Proposals</p> <p>Write up of accomplishments that includes photos, attendance, MOA if applicable, financial report if applicable</p> <p>Validated and certified by immediate supervisor</p> <p>Certified Photocopy of Certificates of Recognition</p>

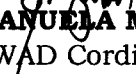
3	Professional development	20	
	(Adopted from DO 66, S. 2007)		
	A. Innovation – 5 points	5	Certified true photocopy of innovation
	• Approved Completion Report	5	
	• Implemented the approved proposal	4	
	• Approved Proposal	3	Certified true photocopy of certificate
	B. Research (Basic or Action)		
	• Approved Completion Report	5	
	• Implemented the approved proposal	4	
	• Approved Proposal	3	Certified Photocopy of Research
	C. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee -		Certified Photocopy of certificates
	• International	5	
	• Regional	4	
	• Division	3	
	D. Acquisition of Valid NC/TM Attendance to Specialized Training Leading to NC/TM	5	NCII certificates
	E. e.g. MCLE, ICT, Acquisition of NCII		
4.	Responsiveness to the public - -	10	Use a feedback form to be filled out by the client
	A. Undertook volunteer service for the community and school:		1. Certification by GOs/NGOs
	• In times of calamities		2. Documentation
	• Municipal/barangay activities		
	• Outreach programs		
5.	Exemplary norms of conduct (8 norms of conduct – RA. 6713 -10 pts Total score $70/76 \times 100 = 92 \times 10\% = 9.2$	10	Accomplished checklist Norms manifested should be in order of significance, complete with descriptions and justifications.
6.	Awards won for the last 5 years - - 10 Points	10	
	National - - - - -	10	1. Awards taken from a search for performing or outstanding teacher
	Regional - - - - -	8	
	1 st place - - - - -	6	
	2 nd place - - - - -	4	2. Certified photocopy of certificates, plaques, etc.
	3 rd place - - - - -	2	
	Division - - - - -	1	3. Memorandum
	District/School - - - - -		
Total		100	

APPROVAL SHEET


This Guidelines on the GAWAD Cordillera for the Schools Division Offices is submitted for review and approval:


Submitted by:


SASHA JOSEPH L. DAGANOS
OIC, HRDD

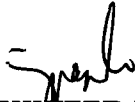

EMMANUELA M. GABOL
EPS II-GAWAD Cordillera- Secretariat


Reviewed by the Regional Policy Review Committee (RPRC) Members



EDGAR H. MADLAING
CES, ESSD
Member



MAKSIM A. BOTILAS
CAO, Admin Division
Member

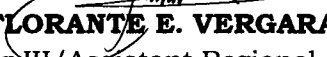

ATTY. SEBASTIAN G. TAYABAN
CAO, Finance Division
Member


JENNIFER P. ANDE
CES, NEAP R
Member


ATTY. VANESSA B. FLORA
Attorney IV
Member


ETHIELYN E. TAQUED
CES, FTAD
Member


AIDA L. PAYANG
CES, PPRD
Co-Chairperson


FLORANTE E. VERGARA
Director III/Assistant Regional Director
Chairperson

APPROVED:


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