



**DIVISION MEMORANDUM**

No. 115, s. 2018

**TO:** OIC-Assistant Schools Division Superintendent  
Chiefs, Curriculum Implementation Division (SGOD) and  
School Governance and Operations Division  
Education Program Supervisors  
Section Heads, Finance and Accounting  
Elementary School Heads  
This Division

**FROM:** **LEONARDO M. BALALA, CESE** *LM*  
Schools Division Superintendent

**SUBJECT:** 2018 DIVISION SEARCH FOR PROGRAM ON AWARDS AND  
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) AWARDEES

**DATE:** September 10, 2018

1. In reference to an unnumbered Region Memorandum entitled Regional Search for Outstanding Teaching and Non-Teaching Employees and as part of the goals as reflected in the Division Education Development Plan (DEDP) to sustain the Program on Awards and Incentives for Service Excellence (PRAISE), this is to announce to the field the conduct of the 2018 Division Search for PRAISE Awardees.
2. The Search is purposely to recognize excellent services which remarkably contributed to the achievement of the major final output in the delivery of basic education services.
3. Relative thereto, hereunder are the categories for the Search:

**Elementary**

**Secondary**

Most Outstanding Elementary School Teacher (Teacher I-III)	Most Outstanding Secondary School Teacher (Teacher I-III)
Most Outstanding Master Teacher (Master Teacher I-II)	Most Outstanding Master Teacher Master Teacher (I-II)
Most Outstanding Kindergarten Teacher	
Most Outstanding SPED Teacher	
Most Outstanding ALS Implementer (Mobile, DALC & Abot – Alam Teacher)	
Most Outstanding Elementary School Head Teacher (HT)/TIC	
Most Outstanding Elementary School Principal (Principal I-II)	Most Outstanding Secondary School Principal (Principal I-II)
Most Outstanding Bookkeeper	School-Based and Division Office
Most Outstanding ALIVE Teacher	

4. All clusters/secondary schools are enjoined to submit one (1) nominee per category; hence each cluster/secondary school shall conduct a cluster/school search not later than September 17, 2018 and submit the list of nominees and the documents for evaluation to the Division PRAISE Committee on or before September 20, 2018, Attention: Levi B. Butihen, OIC-Assistant Schools Division Superintendent.
5. The guidelines and the criteria for the Search are found in the Enclosures.
6. The awarding of PRAISE awardees will be held on September 28, 2018 at the venue to be announced later.
7. In furtherance, the Division PRAISE Awardees shall automatically be the division nominees during the Regional Search for Outstanding Teaching and Non-Teaching Employees.
8. Widest dissemination of this Memorandum is desired.

## **GUIDELINES ON THE SELECTION OF THE 2018 DIVISION PRAISE AWARDEES**

As one of the mechanisms to ensure effective and efficient delivery of basic education service, the Program on Awards and Incentives for Service Excellence has been in place in this Division.

The ultimate aim of the program is to motivate teachers and school heads to continuously provide quality basic education services as enshrined in the Department's vision and mission and to develop the culture of excellence in all schools.

In order to ensure equal opportunities to all teachers and school heads, conferment of award and recognition through the PRAISE shall be strengthened and that the PRAISE Committee shall maintain utmost integrity, fairness and objectivity in its mission of rewarding excellent service.

Hence, hereunder are the general guidelines of the search;

1. There shall be a School/District Search Committee that shall attest to the list of nominees recommended/submitted to the Division otherwise the nominees shall be automatically be disqualified to the Division PRAISE Committee evaluation.
2. The teacher-nominee must be a regular permanent teacher in this Division for at least three (3) years and with 5-6 subject loads or 6 hours of teaching loads for Outstanding Elementary/Secondary Teacher and Master Teacher. In addition for Outstanding Master Teacher, the nominee must have other designations like coordinator, mentor, grade/year level chair, etc.
3. The performance rating of the nominee must be at least Very Satisfactory for the last three years.
4. Previous awardees can no longer apply in the same category being applied for in this year's search.
5. The nominee must not have any administrative complaint filed against him/her or has not been subjected to any disciplinary action.
6. Only the Rank 1 in the School/Cluster selection shall qualify for the Division evaluation, thus only one (1) nominee per category shall be recommended and documents be submitted. The school/cluster comparative assessment matrix of applicants shall also be submitted to this Division.
7. The enclosed criteria for the outstanding SPED Teacher is adopted from DepEd memorandum No. 66, s. 2011.
8. The results of the Division PRAISE Committee evaluation shall be announced through a memorandum.
9. Since, the PRAISE Committee observes integrity, fairness and objectivity, the decision shall be final and irrevocable.