



DIVISION MEMORANDUM

No. 87, s. 2017

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

FROM: **LEONARD M. BALALA, CESE** *LB*
 OIC – Schools Division Superintendent

SUBJECT: **2017 DIVISION SEARCH FOR PROGRAM ON AWARDS AND INCENTIVES
 FOR SERVICE EXCELLENCE (PRAISE) AWARDEES**

DATE: August 25, 2017

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 2017 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, DALCs & ABoT – Alam Teacher)	
Most Outstanding SPED 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

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 13, 2017 and submit the list of nominees and the documents for evaluation to

GUIDELINES ON THE SELECTION OF THE 2017 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 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.

the Division PRAISE Committee on or before September 17, 2017, 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, 2017 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, the list together with the documents shall be submitted on November 3, 2017.
8. Widest dissemination of this Memorandum is desired.

CRITERIA FOR MOST OUTSTANDING ELEMENTARY/SECONDARY SCHOOL TEACHER, KINDERGARTEN TEACHER, SPED TEACHER, ALS IMPLEMENTER

COMPONENT	Points	Indicators
<p>1. Instructional Competence</p>	<p>40</p>	<p>1. Performance Rating – 3 rating periods 20 points (5 – PAS & 15 – RPMS) PAS Rating 8.0 – 8.29 - 2.5 points <i>2.5 + 15</i> 8.3 – 8.59 - 3 points 8.6 – 8.89 - 3.5 points 8.9 – 9.19 - 4 points 9.2 – 9.49 - 4.5 points 9.5 – 10.0 - 5 points RPMS Rating 2.901- 3.300 - 10 points 3.301 – 3.600 - 11 points 3.601 – 4.000 - 12 points 4.001 – 4.200 - 13 points 4.201 – 4.600 - 14 points 4.601 – 5.000 - 15 points</p> <p>2. Outstanding employee or coach or trainer of winning students in different competitions for the last three (3) years - 10 points</p> <p>National level - 10 points Regional level - 8 points Division level - 6 points District level - 4 points School level - 2 points</p> <p>3. Creativity & Innovation Innovative and creative work plan, module or curriculum material, properly documented and approved by immediate superiors and attested by division or regional official, IGP implemented with proper documentation, etc., implemented from the SY 2014 – 2015 to 2016 – 2015 which were not utilized/presented in the previous PRAISE search. 10 points Conceptualized - 2 points Started the implementation - 4 points Fully implemented in the school - 6 points Adopted in the district - 8 points Adopted in the division - 10 points</p>
<p>2. Professional Competence</p>		<p>1. Education (Graduate studies attended to accredited Graduate Schools) 10 points</p> <p>At least 18 - 21 MA units - 2 points At least 24 - 27 MA units - 4 points Completed Academic Requirements for Master's Degree - 6 points Master's Degree - 8 points Completed Academic Requirements for Doctoral Degree - 9 points Doctoral Degree - 10 points</p>

	30	<p>2. Demonstration Teacher (For the Last 3 years) 5 points</p> <p>Secondary school/District Level - 2 points Division Level - 3 points Regional Level - 4 points National Level - 5 points</p> <p>3. Trainings/Seminars/Workshops/Conferences attended (For the Last 2 years) 5 points</p> <p>School Level - 0.5 point District Level - 1 point Division Level - 2 points Regional Level - 3 points National Level - 4 points International Level - 5 points</p> <p>4. Consultant / Resource Speaker / Facilitator in Trainings/Seminars/Workshops (For the Last 2 years) 5 points</p> <p>Secondary school/District Level - 2 points Division Level - 3 points Regional Level - 4 points National Level - 5 points</p> <p>5. Publication/Authorship - 5 points</p> <p>1 point for every article published 5 points - authorship of a book</p>
3. Community Development	10	<p>1. Outreach programs/activities initiated / participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials 5 points</p> <p>Twice in the school/barangay - 3 points 3 times in the School/barangay - 4 points Once in the Division/City - 5 points</p> <p>2. Networking Linkages 5 points</p> <p>2 Deed of Donation/MOA - 2 points 3 Deed of Donation/MOA - 3 points 4 Deed of Donation/MOA - 4 points 5 or more Deed of Donation/MOA - 5 points</p>
4. Personal Characteristics	20	<p>1. Personality 15 points</p> <p>-Maintained behavior that uphold the dignity of teaching profession with supporting testimonies -Demonstrates positive traits both private and public life - Friendly, compassionate and tactful - Team-player and has rapport with colleagues</p> <p>2. Potential 5 points</p> <p>Ability to present ideas - 1 point Alertness - 1 point Communication Skills - 2 points Self – Confidence - 1 point</p>
GRAND TOTAL	100	

**CRITERIA FOR MOST OUTSTANDING ELEMENTARY/SECONDARY
MASTER TEACHER (I – II)**

COMPONENT	Points	Indicators
<p align="center">1. Instructional Competence</p>	<p align="center">40</p>	<p>1. Performance Rating – Average of 3 rating periods - 10 points</p> <p>(5 – PAS + 5 – RPMS)</p> <p>PAS – Average of the 2 rating periods</p> <p>8.0 – 8.29 - 0.5 point</p> <p>8.3 – 8.59 - 0.75 point</p> <p>8.6 – 8.89 - 1.0 point</p> <p>8.9 – 9.19 - 1.25 points</p> <p>9.2 – 9.49 - 1.5 points</p> <p>9.5 – 10.0 - 2 points</p> <p>RPMS</p> <p>2.901- 3.300 - 1 point 3</p> <p>3.301 – 3.600 - 2 points 4</p> <p>3.601 – 4.000 - 3 points 5</p> <p>4.001 – 4.200 - 4 points 6</p> <p>4.201 – 4.600 - 4.5 points 6.5</p> <p>4.601 – 5.000 - 5 points 7</p>
		<p>2. Instructional Leadership (Mentor, Learning Facilitator, Project Manager/Director of INSET, etc. which are properly documented) - 10 points</p> <p>Combination of the tasks for:</p> <p>9 - 10 times - 10 points</p> <p>7 - 8 times - 8 points</p> <p>5 - 6 times - 6 points</p> <p>3 – 4 times - 4 points</p> <p>1 – 2 times - 2 points</p>
		<p>3. Creativity & Innovation</p> <p>Innovative and creative work plan, contextualized module or curriculum material, properly documented and approved by immediate superiors and attested by division or regional official, IGP implemented with proper documentation, etc., implemented from the SY 2015 – 2016 to SY 2016 – 2017 which were not utilized/presented in the previous PRAISE search. - 10 points</p> <p>Conceptualized - 2 points</p> <p>Started the implementation - 4 points</p> <p>Fully implemented in the school - 6 points</p> <p>Adopted in the district - 8 points</p> <p>Adopted in the division - 10 points</p>
		<p>4. Outstanding Accomplishment properly documented - 10 points</p>
		<p>1. Education (Graduate studies attended to accredited Graduate Schools) - 10 points</p> <p>At least 18 - 21 MA units - 2 points</p>

<p>2. Professional Competence</p>	<p>30</p>	<p>At least 24 - 27 MA units - 4 points Completed Academic Requirements for Master's Degree - 6 points Master's Degree - 8 points Completed Academic Requirements for Doctoral Degree - 9 points Doctoral Degree - 10 points</p> <p>2. Demonstration Teacher (For the Last 3 years) 5 points Secondary school/District Level - 2 points Division Level - 3 points Regional Level - 4 points National Level - 5 points</p> <p>3. Trainings/Seminars/Workshops/Conferences attended (For the Last 2 years) 5 points School Level - 0.5 point District Level - 1 point Division Level - 2 points Regional Level - 3 points National Level - 4 points International Level - 5 points</p> <p>4. Consultant / Resource Speaker / Facilitator in Trainings/Seminars/Workshops (For the Last 2 years) 5 points Secondary school/District Level - 2 points Division Level - 3 points Regional Level - 4 points National Level - 5 points</p> <p>5. Publication/Authorship - 5 points 1 point for every article published</p>
<p>3. Community Development</p>	<p>10</p>	<p>1. Outreach programs/activities initiated / participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials 5 points Twice in the school/barangay - 3 points 3 times in the School/barangay - 4 points Once in the Division/City - 5 points</p> <p>2. Networking Linkages - 5 points 2 Deed of Donation/MOA - 2 points 3 Deed of Donation/MOA - 3 points 4 Deed of Donation/MOA - 4 points 5 or more Deed of Donation/MOA - 5 points</p>
<p>4. Personal Characteristics</p>	<p>20</p>	<p>1. Personality 15 points -Maintained behavior that uphold the dignity of teaching profession with supporting testimonies -Demonstrates positive traits both private and public life - Friendly, compassionate and tactful - Team-player and has rapport with colleagues</p> <p>2. Potential 5 points Ability to present ideas - 1 point Alertness - 1 point</p>

	School	1
	d. Research Conducted	- 5 points
	e. Educational Attainment	- 10 points
	Doctoral	10
	Doctoral (CAR)	8
	Master's Degree	6
	MA (CAR)	4
III. Community Partnership (10 points)	a. Linkages	- 10 points
	1 M above	10
	500,000 – 999,000	8
	300,000 – 499,000	6
	100,000 – 299,000	4
	50,000 – 99,000	2
IV. Personal Attributes (5 points)	Characteristics.	- 5 points
	<ul style="list-style-type: none"> * Demonstrates positive traits both private and public life * Friendly, compassionate and tactful * Team – player and has good working rapport with colleagues * Initiates, facilitates and builds inter – community relations * Maintains wholesome relations with community stakeholders and local partners * Demonstrates transparency, honesty, accountability and personal integrity 	

CRITERIA FOR NON – TEACHING EMPLOYEE

	Occupational Competence (50 pts)
--	---

		Communication Skills	- 2 points
		Self – Confidence	- 1 point
GRAND TOTAL	100		

CRITERIA FOR MOST OUTSTANDING ELEMENTARY/SECONDARY PRINCIPAL (I – II)

I. Managerial Competence (40 points)	a. NAT MPS - 15 points	
	95 – 99	15
	90 – 94	14
	85 – 89	13
II. Professional Competence(45 points)	70 – 74	10
	65 – 69	9
	60 – 64	8
	55 – 59	7
I. Managerial Competence (40 points)	75 – 79	11
	50 - 54	6
	b. Level of SBM practice - 10 points	
	Level 1	5
II. Professional Competence(45 points)	Level 2	7
	Level 3	10
	c. Fiscal Leadership (MOOE/School Funds Liquidation) - 15 points	
	a. Performance Ratings - 10 points (2 points – PAS + 7 points RPMS)	
8.0 – 8.29 - 0.5 pts	RPMS	
8.3 – 8.59- 0.75 pts	2.901- 3.300 - 5 pts	
8.6 – 8.89 - 1.0 pts	3.301 -3.600 - 6 pts	
8.9 – 9.19 - 1.25 pts	3.601-4.00 - 6.5pts	
9.2 – 9.49 - 1.5 pts	4.001- 4.200- 6 pts	
9.5 – 10.0 - 2 pts	4.201-4.600-6.5 pts	
I. Managerial Competence (40 points)	b. Research and creative outputs, re – entry projects after attendance to trainings, conferences, workshops, etc - 10 points	
	International	10
	National	7 /
	Regional	5 /
	Division	3
	District	2
	School	1
II. Professional Competence(45 points)	b. Leadership Skills - 5 points	
	* Manages the implementation, monitoring and review of SIP/AIP	
	* Oversees school operations; care and use of physical facilities	
	*Submits and liquidates MOOE on time	
I. Managerial Competence (40 points)	*Manages school resources in accordance with DepEd policies	
	c. Awards or distinctions received - 5 points	
	National	5
	Regional	4
II. Professional Competence(45 points)	Division	3
	District	2

	<p>c. Awards or distinctions received - 5 points</p> <table border="1"> <tr> <td>National</td> <td>5</td> </tr> <tr> <td>Regional</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </table>	National	5	Regional	4	Division	3	District	2	School	1
National	5										
Regional	4										
Division	3										
District	2										
School	1										
	<p>d. Research Conducted - 5 points</p>										
	<p>e. Educational Attainment - 10 points</p> <table border="1"> <tr> <td>Doctoral</td> <td>10</td> </tr> <tr> <td>Doctoral (CAR)</td> <td>8</td> </tr> <tr> <td>Master's Degree</td> <td>6</td> </tr> <tr> <td>MA (CAR)</td> <td>4</td> </tr> </table>	Doctoral	10	Doctoral (CAR)	8	Master's Degree	6	MA (CAR)	4		
Doctoral	10										
Doctoral (CAR)	8										
Master's Degree	6										
MA (CAR)	4										
III. Community Partnership (10 points)	<p>a. Linkages - 10 points</p> <table border="1"> <tr> <td>1 M above</td> <td>10</td> </tr> <tr> <td>500,000 – 999,000</td> <td>8</td> </tr> <tr> <td>300,000 – 499,000</td> <td>6</td> </tr> <tr> <td>100,000 – 299,000</td> <td>4</td> </tr> <tr> <td>50,000 – 99,000</td> <td>2</td> </tr> </table>	1 M above	10	500,000 – 999,000	8	300,000 – 499,000	6	100,000 – 299,000	4	50,000 – 99,000	2
1 M above	10										
500,000 – 999,000	8										
300,000 – 499,000	6										
100,000 – 299,000	4										
50,000 – 99,000	2										
IV. Personal Attributes (5 points)	<p>Characteristics - 5 points</p> <ul style="list-style-type: none"> * Demonstrates positive traits both private and public life * Friendly, compassionate and tactful * Team – player and has good working rapport with colleagues * Initiates, facilitates and builds inter – community relations * Maintains wholesome relations with community stakeholders and local partners * Demonstrates transparency, honesty, accountability and personal integrity 										