



DIVISION MEMORANDUM

SGOD No. 72, s. 2019

TO: **Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Division Section Heads
Principals – in – Charge
All Elementary and Secondary School Heads
This Division**

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

SUBJECT: **DIVISION SEARCH FOR 2019 OUTSTANDING TEACHING AND
NON – TEACHING EMPLOYEES**

DATE: October 7, 2019

1. In reference to Region Memorandum, HRDD No. 31, s. 2019 entitled Regional Search for 2019 Outstanding Teaching and Non – Teaching Employees, the Schools Division Office of the City of Tacurong through the PRAISE (Program on Awards and Incentives for Service Excellence) Committee will take the lead in the Division Search for 2019 Outstanding Teaching and Non – Teaching Employees.
2. This undertaking aims to recognize teaching and non - teaching personnel who demonstrated exemplary and excellent commitment in the performance of duties and responsibilities for the attainment of the Division's goals and objectives in improving the student learning outcome.
3. Relative thereto, each school/cluster is hereby enjoined to carry – out a school/cluster level search to determine the nominee for each category. The hereunder timeline shall be observed for the selection activities:

Activities	Timeline
School (secondary) and Cluster Level Search	October 16 – 31 , 2019
Submission of School/Cluster List of Nominees and Documents to the Division	November 4, 2019

Evaluation of Documents by the PRAISE Committee	November 5 – 6 , 2019
Conduct of Interview to Nominees by the PRAISE Committee	November 7 – 8 , 2019
Finalization of results and submission to the SDS for approval	November 11 – 12 , 2019
Awarding of PRAISE Awardees	To be announced
Submission of SDO list of Division Nominees to the regional office (All Division First Place Winners will represent this Division)	November 18, 2019

4. All documents shall be submitted to the School Governance and Operations Division – Human Resource Development Section, Attention: Ernie P. Pama, Senior Education Program Specialist.

5. The categories for the Search are as follow:

A. Teaching Employees

Elementary	Secondary
Outstanding Elementary School Teacher (Teacher I – III)	Outstanding Secondary School Teacher (Teacher I – III)
Outstanding Elementary School Master Teacher (Master Teacher I – II)	Outstanding Secondary School Master Teacher (Master Teacher I – II)
Outstanding Kindergarten Teacher	
Outstanding ALIVE Teacher	
Outstanding IPed Teacher	
Outstanding SPED Teacher	
Outstanding ALS Teacher	
Outstanding Multigrade Teacher	
Outstanding Elementary School Principal (Principal I – IV)	Outstanding Secondary School Principal (Principal I – IV)
Outstanding Elementary School Head Teacher/Teacher – in Charge	Outstanding Secondary School Head Teacher/Teacher – in – Charge

Outstanding Supervisor/PSDS/Principal Charge	District - in -	
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B. Non – Teaching Employees (School and Division Office)

B.1. Outstanding Nurse

B.2. Outstanding Bookkeeper

B.3. Outstanding HRMO/Personnel Officer

6. To ensure coherence, the 2019 Guidelines and Criteria on the Regional Search shall be adopted by the Division PRAISE Committee. The copies of the guidelines and criteria are attached for your perusal and ready reference.

7. Widest dissemination of this Memorandum and strict adherence with the timeline are enjoined.