



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

23 July 2026

DIVISION MEMORANDUM
SGOD NO. 113, s. 2026

**CALL FOR NOMINATIONS TO THE 2026 KAFNGABAL AWARDS: REGIONAL
SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED SOCCSKSARGEN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. In reference to DepEd Order No. 09, s. 2002 or the Program on Awards and Incentives for Service Excellence (PRAISE) and in adherence to Regional Memorandum HRDD-2026-025 or the 2026 KAFNGABAL Awards: Regional Search for Outstanding Employees of DepEd SOCCSKSARGEN, this Office announces the ***call for nominations for the Most Outstanding Employee of the Schools Division Office of Tacurong City through PRAISE Awards*** from the Cluster and Secondary Schools.
2. This activity aims to recognize and confer awards to the top-performing teachers, school administrators, related teaching, and nonteaching personnel who have demonstrated continuing and outstanding performance in the service at the Division and Regional levels.
3. The eligibility and documentary requirements shall adhere to the guidelines of the 2026 KAFNGABAL Awards: Regional Search for Outstanding Employees of DepEd SOCCSKSARGEN, attached here for your reference.
4. All documents shall undergo evaluation by the Cluster and Secondary PRAISE Committees before submission to the SDO through the SGOD -Human Resource and Development Section. This is to ensure that nominees undergo appropriate screening, selection, and validation for the nomination to the Division PRAISE. Cluster and Secondary School PRAISE Committees shall submit hard and soft copies of the document at the Receiving Section of the



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong_city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

SDO, and through the appropriate folder on the link <https://tinyurl.com/2026PRAISESubmissions>, respectively. Also, a digital copy of the guidelines and editable forms are available on the same link for perusal.

5. It was observed that the submission of Cluster Nominees has declined or no submission, hence, Cluster Heads are advised to ensure a complete List of Nominees per Cluster.
6. The Division Most Outstanding PRAISE Awardee shall automatically be the nominee of the SDO to the Regional Level. The Division PRAISE Awards through the PASIDUNGOG will be announced in December 2026 and will be presented in a separate memorandum.
7. The timeline below shall be strictly adhered to and observed:

Activity	Timeline
Info Dissemination	July-August 2026
Cluster /Secondary Level Search	August 1- 31, 2026
Submission to the SDO Level Search	September 1, 2026
SDO Level Search	September 21-25, 2026
Submission of SDO Nominees to the Regional Level Search	September 30, 2026
Regional Level Evaluation of SDO Nominees	October -November 2026
Virtual Interview for SDO Nominees	November 6-7, 2026
Consolidation and Deliberation of Evaluation Results	November 9-11, 2026
Issuance of Results for Regional Finalists	November 13, 2026
2026 KAFNGABAL Awarding Ceremony	November 21, 2026.

8. For further inquiries and clarifications, you may contact *Ernie P. Pama, EPS-SGOD*, and *Ma. Dianne Joy R. dela Fuente, SEPS-HRDS*, or through tacurong.sgod@deped.gov.ph.
9. For information, dissemination, and guidance.

CARLOS G. SUSARNO, PHD. CESO VI

Asst. Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

MDJRdF/SGOD/DM-2026 – CALL FOR NOMINATIONS TO THE 2026 KAFNGABAL AWARDS: REGIONAL SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED SOCCSKSARGEN/JULY 23, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-562-4880; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

**Enhanced Guidelines for Regional Search for
Outstanding Employees in DepEd SOCCSKSARGEN**

I. Rationale and Purpose

The Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002 in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department. Also, this program intends to recognize employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

In connection, DepEd SOCCSKSARGEN establishes the Regional Search for Outstanding Employees dubbed as the *Kafngabal Awards* to recognize and confer rewards to the top performing teachers, school administrators, related teaching and nonteaching employees who have demonstrated continuing commitment and outstanding performance in the service. This is in adherence to the principle that human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

Further, the initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. As integrated in the Results-Based Performance and Management System (RPMS) cycle which was operationalized through DO 2, s. 2015, performance rewarding and development planning comes at the fourth phase of the framework that enables the recognition of employee's performance and efforts for the whole year in delivering quality service and exemplary contribution to the department.

Hence, through this rewards and recognition system, it prepares our human resources more competitively for nomination and participation to the national level or international level awards program. This award program significantly opens more opportunities in giving support to teachers to teach better as rewards and recognition programs offer intrinsic motivations to improve performance in delivering quality basic education and services as encapsulated in DepEd Five Point Reform Agenda.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

II. General Guidelines

Hereunder, are the general rules for the DepEd SOCCSKSARGEN Search of Outstanding Employees:

1. The award is **open to all teaching, school administrators, related-teaching, and nonteaching employees of DepEd SOCCSKSARGEN.**
2. For **Teaching Category - Career Stages 1 to 4**, nominees must have **rendered service for at least five years. For Kindergarten and Inclusive Teacher Categories, nominees must have rendered service for at least five years and five years in the category applied for.**
3. In **School Administrator and Related Teaching Categories**, nominees must have rendered service for at least five years, and at least three years in the category applied for. In **Nonteaching Category**, nominees must have rendered service for at least five years, and at least one year of work experience relevant in the category applied for.
4. Nominees should have **met the set qualification requirements;**
5. Nominees should have at least **Very Satisfactory IPCRF rating.** The IPCRF rating for three school years are credited, however, if the nominee is on official leave due to training or scholarship, the performance rating prior to the study leave/ leave of absence can be used;
6. Nominees should have a **good moral character and no pending administrative/criminal case;**
7. Evaluation of the nominee document shall be facilitated by the Human Resource Development Section (HRDS) as Secretariat together with the Division PRAISE Committee. Endorsement to Regional Office must be duly signed by the PRAISE Chair as recommending approval and duly approved by the Schools Division Superintendent.
8. The top three regional winners in each category of the previously concluded Kafngabal Awards will not be qualified to join the awards in the succeeding year.

III. Documentary Requirements

All documents in PDF (soft copy) and portfolio (hard copy) shall be submitted in the Regional Office through the Human Resource Development Division, containing the following items in **order**:

- A. Checklist of Requirements duly signed by the nominees and Human Resource Development Section (HRDS) focal on Rewards and Recognition (can be retrieved from bit.ly/2026KafngabalChecklist);
- B. Nomination Form with Endorsement and Omnibus Certification of Authentication and Veracity (CAV) and Data Privacy Form (can be retrieved from bit.ly/2026KafngabalNomForm);
- C. Write-up of accomplishments and its impact in not more than 2000 words (template can be retrieved from bit.ly/2026KafngabalWriteUps);
- D. Certification of Awards and Nomination from the SDO PRAISE Committee duly signed by the committee chair (can be retrieved from bit.ly/2026KafngabalPRAISECert);



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- E. CS Form 212 or Personal Data Sheet (updated within the month of submission with photo, signature of the employee, signature of the person administering oath, and duly notarized);
- F. Photocopy of valid and updated PRC ID;
- G. Photocopy of scholastic/academic records;
- H. Certification from the HRMO reflecting a summary of IPCRF/OPCRF ratings of at least Very Satisfactory obtained for three school years, with attached Part I of the review form;
- I. Updated Service Record duly certified by the agency's HRMO;
- J. Photocopy of latest appointment;
- K. Certification from the HRMO of good moral character;
- L. Certification from the legal officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination;
- M. Certification from the local barangay being cleared of any criminal and/or derogatory records;
- N. Electronic copy of **4x picture in portrait** (300 dpi resolution) with white background wearing Filipiniana for female and Barong Tagalog for male. IPEd and ALIVE teachers may be in their cultural attire;

**Additional requirements for Principal and Supervisor*

- O. Certification of no unliquidated cash advances signed by the finance officer/accountant as of the month prior to the date of nomination;
- P. Certification of no disallowance issued by the Commission on Audit (COA) Resident Auditor.
- Q. Accomplishments, documented information and other relevant supporting documents should be for the **last three years**. Nominees are strictly advised to submit documents with the **superior weight, highest honor or recognition**; however, nominees should prepare other relevant pertinent papers for validation purposes during the interview.

IV. Disqualification Statement

A nominee will be automatically disqualified from consideration if, at the time of evaluation or award:

1. **Failed to meet the basic eligibility requirements**, such as but not limited to length of service, position, or performance thresholds.
2. **Under active disciplinary review or have unresolved administrative violations**, including but not limited to code of conduct violations, or dishonesty claims.
3. **Previously received the same award within the defined eligibility period.**
4. Provided **false, misleading, or incomplete information** in their nomination.
5. Submitted incomplete and incorrect documentary requirements.

Nominees who are disqualified will be notified in writing and may appeal the decision by submitting a written request to the program management team within **three working days** of receiving notification. Appeals will be reviewed by a designated committee whose decision is final.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

V. Category and Qualification Requirements

The search shall cover the teaching, school administration, related-teaching and nonteaching employees of DepEd SOCCSKSARGEN which shall include the following categories:

I. Teaching

A. Career Stage 1 Category

Category	Qualification Requirements
Outstanding Elementary Teacher I-III	- Has permanent item as Teacher I, II, or III - Either classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads
Outstanding Secondary Teacher I-III	Has been awarded the Division Outstanding Elementary/Secondary Teacher Award in Career Stage 1 Category

B. Career Stage 2 Category

Category	Qualification Requirements
Outstanding Elementary Teacher IV-VII	- Has permanent item as Teacher IV, V, VI or VII - Either classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads
Outstanding Secondary Teacher IV-VII	Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award in Career Stage 2 Category

C. Career Stage 3 Category

Outstanding Elementary Master Teacher I-II	- Has permanent item as Master Teacher I or II - Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads
Outstanding Secondary Master Teacher I-II	- Has other designations like coordinator, mentor, grade/year level chairman - Has received the Division Outstanding Elementary/Secondary Master Teacher Award in Career Stage 3 Category



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

D. Career Stage 4 Category

- | | |
|--|---|
| Outstanding Elementary Master Teacher III-V | <ul style="list-style-type: none">▪ Has permanent item as Master Teacher III, IV or V▪ Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads▪ Has other designations like coordinator, mentor, grade/year level chairman |
| Outstanding Secondary Master Teacher III-V | <ul style="list-style-type: none">▪ Has received the Division Outstanding Elementary/Secondary Master Teacher Award in Career Stage 3 Category |
-

E. Kindergarten Teacher

- | | |
|---|--|
| Outstanding Kindergarten Teacher | <ul style="list-style-type: none">▪ Has permanent item as Teacher/ Kindergarten teacher▪ Has at least two teaching loads of Kinder sessions or six hours of teaching loads▪ Has received the Division Outstanding Kindergarten Teacher Award |
|---|--|
-

F. Inclusive Teacher Category

- | | |
|--|---|
| Outstanding Multi-Grade Teacher | <ul style="list-style-type: none">▪ Has permanent item as regular teacher▪ Has at least an average of six hours teaching loads assigned to multi-grade classes▪ Has received the Division Outstanding Multi-Grade Teacher Award |
|--|---|
-

- | | |
|----------------------------------|---|
| Outstanding ALIVE Teacher | <ul style="list-style-type: none">▪ Has a permanent item as a regular teacher tagged to ALIVE Program or in contract of service that may either be a LET Passer or not, and may either be in Kulliyah (college level) Arabic or a graduate of Islamic Studies▪ Has at least four to six teaching loads or six hours teaching loads▪ Has received the Division Outstanding ALIVE Teacher Award |
|----------------------------------|---|
-

- | | |
|---------------------------------|---|
| Outstanding IPED Teacher | <ul style="list-style-type: none">▪ Has permanent item as regular teacher tagged to IPED Program▪ Has at least five to six teaching loads or six hours teaching loads▪ Has received the Division Outstanding IPED Teacher Award |
|---------------------------------|---|
-



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

**Outstanding
ALS Teacher**

- Has permanent item as regular teacher tagged as ALS teacher
- Has at least five to six teaching loads or six hours teaching loads
- Has received the Division Outstanding ALS Teacher Award

**Outstanding
SNED Teacher**

- Has permanent item as regular teacher or SPET
- Has at least five to six teaching loads or six hours teaching loads assigned to SPED classes
- Has received the Division Outstanding SPED Teacher Award

II. School Administrators

Category	Qualification Requirements
Outstanding Elementary School Principal	▪ Has permanent appointment as Principal I, II, III or IV ▪ Has served for at least three years as School Principal ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award
Outstanding Secondary School Principal	

III. Related Teaching Employees

Category	Qualification Requirements
Outstanding Public Schools District Supervisor (PSDS)	▪ Has regular permanent appointment as Public Schools District Supervisor (PSDS) ▪ Has served for at least three years as PSDS ▪ Has received the Division Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR Award
Outstanding Education Program Supervisor (EPS)	▪ Has Regular Permanent appointment as Education Program Supervisor (EPS) ▪ Has served for at least three years as EPS ▪ Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award
Outstanding Education Program Specialist	▪ Has regular permanent appointment as Senior Education Program Specialist (SEPS) or Education Program Specialist-II (EPS-II) ▪ Has served for at least three years as SEPS or EPS-II ▪ Has received the Division Outstanding EDUCATION PROGRAM SPECIALIST Award



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Outstanding Guidance Counselor/ Associate	- Has regular permanent appointment as Guidance Counselor or a teacher assigned as School Guidance Associate - Has served for at least three years as Guidance Counselor/Designate/Advocate - Has received the Division Outstanding GUIDANCE COUNSELOR/ASSOCIATE Award
--	--

D. Nonteaching Employees

Category	Qualification Requirements
Outstanding Nonteaching Employee For Internal Service Support (First Level Positions) - Administrative Assistant I-III - Administrative Aide I-VI	- The Outstanding Nonteaching Employee for Internal Support Service for First Level Position Award may be awarded to either of the following positions: ADMINISTRATIVE ASSISTANT I-III, ADMINISTRATIVE AIDE I-VI - Has permanent item in the position as ADMINISTRATIVE ASSISTANT I-III/ ADMINISTRATIVE AIDE I-VI - With at least 1 year of work experience relevant to the current position - Has a salary grade 1 to 9 - Has received the Division Outstanding NONTEACHING EMPLOYEE FOR INTERNAL SUPPORT SERVICE FOR FIRST LEVEL POSITION Award
Outstanding Nonteaching Employee For Internal Service Support (Second Level Positions) - Accountant II - Administrative Officer I-IV - Dentist II - Nurse I-II - PDO I-II - Librarian I-II - Supply Officer I-II	- The Outstanding Nonteaching Employee for Internal Support Service Award may be awarded to either of the following positions: ACCOUNTANT II, ADMINISTRATIVE OFFICER I-IV, NURSE I-II, DENTIST I-II, PDO I-II, LIBRARIAN I-II, SUPPLY OFFICER I-II - Has permanent item in the position as ACCOUNTANT II/ ADMINISTRATIVE OFFICER I-IV/ NURSE I-II/ DENTIST I-II/ PDO I-II/ LIBRARIAN I-II/ SUPPLY OFFICER I-II - With at least 1 year of work experience relevant to the current position - Has a salary grade 10 to 17 - Has received the Division Outstanding NONTEACHING EMPLOYEE FOR INTERNAL SUPPORT SERVICE Award



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

II. SELECTION CRITERIA AND RATING FOR TEACHING EMPLOYEES

CATEGORY	SELECTION CRITERIA AND RATING																															
Career Stage 1 Category: Outstanding Elementary Teacher I-III Outstanding Secondary Teacher I-III Career Stage 2 Category: Outstanding Elementary Teacher IV-VII Outstanding Secondary Teacher IV-VII Teacher	Instructional Competence (25) 1. Teaching Competence (15) <table><tr><td>Teaching Demonstration (PPST)</td><td>Rating/Highest Possible Rating x 15 points</td></tr></table> 2. IPCRF Rating (10) Final Rating= Average Score of 3 consecutive ratings/5 X 10 <table><tr><td>Documented Information</td><td>3-year IPCRF</td></tr></table> Accomplishments and Contributions (25) A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10) <table><tr><th>Indicator</th><th>Percentage</th><th>Documented Information</th></tr><tr><td>Magnitude (Extensiveness of impact as to beneficiaries and recipients)</td><td>30%</td><td rowspan="2">Action Plan/ Proposal/ Program Design duly approved by immediate superior</td></tr><tr><td>Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)</td><td>30%</td></tr><tr><td>Linkages and Support (Establishment of concrete linkages and support with various stakeholders)</td><td>20%</td><td rowspan="3">Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior</td></tr><tr><td>Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</td><td>20%</td></tr><tr><td>Total</td><td>100%</td></tr></table> <i>Gained evaluation percentage x 10 = Rating</i> B. DepEd-endorsed awards or distinctions received (5) <table><tr><th>Level</th><th>Points</th><th>Documented Information</th></tr><tr><td>International</td><td>5</td><td rowspan="4">Certificate of Awards with Endorsement/nom ination letter</td></tr><tr><td>National</td><td>4</td></tr><tr><td>Regional</td><td>3</td></tr><tr><td>Division</td><td>2</td></tr></table>	Teaching Demonstration (PPST)	Rating/Highest Possible Rating x 15 points	Documented Information	3-year IPCRF	Indicator	Percentage	Documented Information	Magnitude (Extensiveness of impact as to beneficiaries and recipients)	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior	Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)	30%	Linkages and Support (Establishment of concrete linkages and support with various stakeholders)	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior	Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)	20%	Total	100%	Level	Points	Documented Information	International	5	Certificate of Awards with Endorsement/nom ination letter	National	4	Regional	3	Division	2
Teaching Demonstration (PPST)	Rating/Highest Possible Rating x 15 points																															
Documented Information	3-year IPCRF																															
Indicator	Percentage	Documented Information																														
Magnitude (Extensiveness of impact as to beneficiaries and recipients)	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior																														
Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)	30%																															
Linkages and Support (Establishment of concrete linkages and support with various stakeholders)	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior																														
Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)	20%																															
Total	100%																															
Level	Points	Documented Information																														
International	5	Certificate of Awards with Endorsement/nom ination letter																														
National	4																															
Regional	3																															
Division	2																															



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

	District	1	signed by the SDS and/or Regional Head of Office																		
			Memorandum of the search or call for nominations with the set of criteria and guidelines																		
C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5) <table border="1"> <thead> <tr> <th>Level</th> <th>Points</th> <th>Documented Information</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> <td rowspan="3">Certificate of Recognition</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> <td rowspan="2">Memorandum showing membership as subject matter expert/TWG</td> </tr> <tr> <td>School</td> <td>1</td> </tr> <tr> <td colspan="2"></td> <td>Output as proof of significant contribution</td> </tr> </tbody> </table>				Level	Points	Documented Information	National	5	Certificate of Recognition	Regional	4	Division	3	District	2	Memorandum showing membership as subject matter expert/TWG	School	1			Output as proof of significant contribution
Level	Points	Documented Information																			
National	5	Certificate of Recognition																			
Regional	4																				
Division	3																				
District	2	Memorandum showing membership as subject matter expert/TWG																			
School	1																				
		Output as proof of significant contribution																			
D. Publication/ Authorship/ Learning Resource developed (5) <table border="1"> <thead> <tr> <th>Level</th> <th>Points</th> <th>Documented Information</th> </tr> </thead> <tbody> <tr> <td>International</td> <td>5</td> <td rowspan="4">Abstract and proof of publication with acceptance letter or</td> </tr> <tr> <td>National</td> <td>4</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District</td> <td>1</td> <td>Copy of parts of developed learning resource with citation of authorship</td> </tr> <tr> <td colspan="2"></td> <td>Certification as proof of utilization/ adoption of the produced material or research</td> </tr> </tbody> </table>				Level	Points	Documented Information	International	5	Abstract and proof of publication with acceptance letter or	National	4	Regional	3	Division	2	District	1	Copy of parts of developed learning resource with citation of authorship			Certification as proof of utilization/ adoption of the produced material or research
Level	Points	Documented Information																			
International	5	Abstract and proof of publication with acceptance letter or																			
National	4																				
Regional	3																				
Division	2																				
District	1	Copy of parts of developed learning resource with citation of authorship																			
		Certification as proof of utilization/ adoption of the produced material or research																			
Community Involvement and Engagements (10) Initiation or actual participation in community and civic movements/advocacies <table border="1"> <thead> <tr> <th>Level of Engagement</th> <th>Documented Information</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>				Level of Engagement	Documented Information	Points															
Level of Engagement	Documented Information	Points																			



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation	4 – If iv and v only
	v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (25)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.*

B. Resource Speakership/ Learning and Development Facilitation (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate as Resource Speaker/Facilitator
Regional	8	
Division	6	
District	4	
School	2	Issuances and memorandum



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Slide Deck/Session
Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation
Regional	4	
Division	3	
District	2	
School	1	Memorandum indicating the list of participants and program matrix

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Career Stage 3 Category: Outstanding Elementary Master Teacher I-II Outstanding Secondary Master Teacher I-II Career Stage 4 Category: Outstanding Elementary Master Teacher III-V Outstanding Secondary Master Teacher III-V	Instructional Competence (25) A. Teaching Competence/ IPCRF Rating (15) Final Rating= Average Score of 3 consecutive ratings/5 X 15 <table><tr><td>Documented Information</td><td>3-year IPCRF</td></tr></table> B. Instructional Supervision Skills (10) 1. Conducted at least 4 mentoring/ coaching activities with teachers quarterly <table><tr><th>Indicator</th><th>Points</th><th>Documented Information</th></tr><tr><td>Frequently demonstrated (4 or more per quarter)</td><td>2</td><td>Classroom Observation Tool</td></tr><tr><td>Occasionally Demonstrated (3 or less per quarter)</td><td>1</td><td>Coaching and mentoring report/documents</td></tr><tr><td>Not Demonstrated</td><td>0</td><td></td></tr></table> 2. Managed performance of teachers following the RPMS Cycle <table><tr><th>Indicator</th><th>Points</th><th>Documented Information</th></tr><tr><td>Facilitated and managed 4 phases of performance cycle</td><td>2</td><td>Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool</td></tr><tr><td>Facilitated and managed 3 phases or less of performance cycle</td><td>1</td><td>Agreements and Performance Monitoring and Coaching Form</td></tr><tr><td>Not Demonstrated</td><td>0</td><td>Summary of teacher's development plan duly signed by the Head of Office</td></tr></table> 3. Managed school program, projects and activities that facilitated for the increase of learners' performance <table><tr><th>Indicator</th><th>Points</th><th>Documented Information</th></tr><tr><td>Frequently demonstrated (3 or more per quarter)</td><td>2</td><td>Program Completion Report</td></tr><tr><td>Occasionally Demonstrated (2 or less per quarter)</td><td>1</td><td>Learners progress report (e.g. GPA, MPS, Proficiency level)</td></tr><tr><td>Not Demonstrated</td><td>0</td><td></td></tr></table>	Documented Information	3-year IPCRF	Indicator	Points	Documented Information	Frequently demonstrated (4 or more per quarter)	2	Classroom Observation Tool	Occasionally Demonstrated (3 or less per quarter)	1	Coaching and mentoring report/documents	Not Demonstrated	0		Indicator	Points	Documented Information	Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool	Facilitated and managed 3 phases or less of performance cycle	1	Agreements and Performance Monitoring and Coaching Form	Not Demonstrated	0	Summary of teacher's development plan duly signed by the Head of Office	Indicator	Points	Documented Information	Frequently demonstrated (3 or more per quarter)	2	Program Completion Report	Occasionally Demonstrated (2 or less per quarter)	1	Learners progress report (e.g. GPA, MPS, Proficiency level)	Not Demonstrated	0	
Documented Information	3-year IPCRF																																						
Indicator	Points	Documented Information																																					
Frequently demonstrated (4 or more per quarter)	2	Classroom Observation Tool																																					
Occasionally Demonstrated (3 or less per quarter)	1	Coaching and mentoring report/documents																																					
Not Demonstrated	0																																						
Indicator	Points	Documented Information																																					
Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool																																					
Facilitated and managed 3 phases or less of performance cycle	1	Agreements and Performance Monitoring and Coaching Form																																					
Not Demonstrated	0	Summary of teacher's development plan duly signed by the Head of Office																																					
Indicator	Points	Documented Information																																					
Frequently demonstrated (3 or more per quarter)	2	Program Completion Report																																					
Occasionally Demonstrated (2 or less per quarter)	1	Learners progress report (e.g. GPA, MPS, Proficiency level)																																					
Not Demonstrated	0																																						



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

4. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

Indicator	Points	Documented Information
75% and above	2	M&E Reports SF5
50%-74%	1	
Below 50%	0	

5. Conducted DepEd/NEAP-recognized/ PRC-accredited Seminar /Workshop for Teachers in specific learning areas

Indicator	Points	Documented Information
At least 2 in a year	2	Approved program/activity design
At least 1 in a year	1	
Not Demonstrated	0	Accomplishment report

Accomplishments and Contributions (25)

- A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	Percentage	Documented Information
Magnitude (Extensiveness of impact as to beneficiaries and recipients)	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior
Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)	30%	
Linkages and Support (Establishment of concrete linkages and support with various stakeholders)	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

B. DepEd-endorsed awards or distinctions received (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	
Division	3	Memorandum showing membership as subject matter expert/TWG
District	2	
School	1	Output as proof of significant contribution

D. Publication/ Authorship/ Learning Resource developed (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Abstract and proof of publication with acceptance letter or Copy of parts of developed learning resource with citation of authorship
National	4	
Regional	3	
Division	2	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	District	1	Certification as proof of utilization/ adoption of the produced material or research
--	----------	---	--

Community Development/ Services (10)
 Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	Documented Information	Points
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation	4 – If iv and v only
	v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (25)
 A. Education (10)

Increments from minimum QS	Points	Documented Information
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education Basic Qualification for MT-I: Bachelor's degree for teacher or Bachelor's degree with 18 professional units in Education, and 18 units for MA in Education or its equivalent*



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Basic Qualification for MT-II: Bachelor's Degree for teachers or Bachelor's degree with 18 professional units in Education; 24 units for Master's Degree in Education or its equivalent.

B. Resource Speakership/ Learning and Development Facilitation (10)

Level	Points	Documented Information
National	10	Certificate as Resource Speaker/ Facilitator
Regional	8	
Division	6	Issuances and memorandum
District	4	
School	2	Slide Deck/Session Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information
National	5	Certificate of Participation
Regional	4	
Division	3	Memorandum indicating the list of participants and program matrix
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	D. Teamwork (3) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Fully Manifested</td><td style="text-align: center;">3</td></tr> <tr><td>Moderately Manifested</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Manifested</td><td style="text-align: center;">1</td></tr> <tr><td>Poorly Manifested</td><td style="text-align: center;">0</td></tr> </table> E. Service Orientation (3) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Fully Manifested</td><td style="text-align: center;">3</td></tr> <tr><td>Moderately Manifested</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Manifested</td><td style="text-align: center;">1</td></tr> <tr><td>Poorly Manifested</td><td style="text-align: center;">0</td></tr> </table>	Fully Manifested	3	Moderately Manifested	2	Fairly Manifested	1	Poorly Manifested	0	Fully Manifested	3	Moderately Manifested	2	Fairly Manifested	1	Poorly Manifested	0			
Fully Manifested	3																			
Moderately Manifested	2																			
Fairly Manifested	1																			
Poorly Manifested	0																			
Fully Manifested	3																			
Moderately Manifested	2																			
Fairly Manifested	1																			
Poorly Manifested	0																			
Outstanding Kindergarten Teacher Outstanding ALIVE Teacher Outstanding IPED Teacher Outstanding SPED Teacher Outstanding ALS Teacher Outstanding Multi-Grade Teacher	Instructional Competence (25) 1. Teaching Competence (15) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Teaching Demonstration</td> <td style="width: 50%;">Rating/Highest Possible Rating x 15 points</td> </tr> </table> 2. IPCRF Rating (10) Final Rating= Average Score of 3 consecutive ratings/5 X 10 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><i>Documented Information</i></td> <td style="width: 50%; text-align: center;">3-year IPCRF</td> </tr> </table> Accomplishments and Contributions (25) A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Indicator</th><th style="width: 15%;">Percentage</th><th style="width: 55%;">Documented Information</th></tr> </thead> <tbody> <tr> <td>Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i></td><td style="text-align: center;">30%</td><td>Action Plan/ Proposal/ Program Design duly approved by immediate superior</td></tr> <tr> <td>Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i></td><td style="text-align: center;">30%</td><td>Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)</td></tr> <tr> <td>Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i></td><td style="text-align: center;">20%</td><td></td></tr> <tr> <td>Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and</i></td><td style="text-align: center;">20%</td><td>Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior</td></tr> </tbody> </table>	Teaching Demonstration	Rating/Highest Possible Rating x 15 points	<i>Documented Information</i>	3-year IPCRF	Indicator	Percentage	Documented Information	Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior	Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%		Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and</i>	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Teaching Demonstration	Rating/Highest Possible Rating x 15 points																			
<i>Documented Information</i>	3-year IPCRF																			
Indicator	Percentage	Documented Information																		
Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior																		
Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)																		
Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%																			
Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and</i>	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior																		



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

evaluation mechanisms/		
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	Points	Documented Information
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

Level	Points	Documented Information
International	5	Abstract and proof of publication with acceptance letter or Copy of parts of developed learning resource with citation of authorship
National	4	
Regional	3	
Division	2	
District	1	



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Certification as proof
of utilization/
adoption of the
produced material or
research

Community Development/ Services (10)

Initiation or actual participation in community and civic
movements/advocacies

<i>Level of Engagement</i>	<i>Documented Information</i>	<i>Points</i>
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation	4 – If iv and v only
	v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (25)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

B. Resource Speakership/ Learning and Development Facilitation (10)

Level	Points	Documented Information
National	10	Certificate as Resource Speaker/ Facilitator
Regional	8	
Division	6	Issuances and memorandum
District	4	
School	2	Slide Deck/Session Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	Points	Documented Information
National	5	Certificate of Participation
Regional	4	
Division	3	Memorandum indicating the list of participants and program matrix
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

	D. Teamwork (3)	
	Fully Manifested	3
	Moderately Manifested	2
	Fairly Manifested	1
	Poorly Manifested	0
	E. Service Orientation (3)	
	Fully Manifested	3
	Moderately Manifested	2
	Fairly Manifested	1
	Poorly Manifested	0

SCHOOL ADMINISTRATOR CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING											
Outstanding Elementary School Principal (Principal I-IV)	Managerial Competence (25) A. IPCRF/OPCRF (10) Final Rating= Average Score of 3 consecutive ratings/5 X 10 B. General Average of the Learners' Proficiency/ Achievement Level in all grade levels as reflected in SF5 and other forms for the past three years and should be verified by the division planning officer (5) Final Rating= Average Score of 3 consecutive years/100 X 5											
	<table border="1"><tr><td><i>Documented Information</i></td><td>3-year School Performance Rating Based on Learners' Proficiency/ Achievement Level</td></tr></table>	<i>Documented Information</i>	3-year School Performance Rating Based on Learners' Proficiency/ Achievement Level									
<i>Documented Information</i>	3-year School Performance Rating Based on Learners' Proficiency/ Achievement Level											
Outstanding Secondary School Principal (Principal I-IV)	C. Fiscal Leadership on MOOE/school funds liquidation on the previous calendar year with timeliness and efficiency (10) Timeliness (5)											
	<table border="1"><tr><th><i>Indicator</i></th><th><i>Points</i></th><th><i>Documented Information</i></th></tr><tr><td>Never been delayed in the liquidation</td><td>5</td><td rowspan="3">Accountant's certification</td></tr><tr><td>1-2 delays</td><td>3</td></tr><tr><td>3 or more delays</td><td>1</td></tr></table>	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	Never been delayed in the liquidation	5	Accountant's certification	1-2 delays	3	3 or more delays	1	
<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>										
Never been delayed in the liquidation	5	Accountant's certification										
1-2 delays	3											
3 or more delays	1											
	Efficiency (5)											
	<table border="1"><tr><th><i>Indicator</i></th><th><i>Points</i></th><th><i>Documented Information</i></th></tr><tr><td>91-100% utilized MOOE/ School funds</td><td>5</td><td rowspan="3">Accountant's certification</td></tr><tr><td>81-90% utilized MOOE/ School funds</td><td>3</td></tr><tr><td>80% and below utilized MOOE/ School funds</td><td>1</td></tr></table>	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	91-100% utilized MOOE/ School funds	5	Accountant's certification	81-90% utilized MOOE/ School funds	3	80% and below utilized MOOE/ School funds	1	
<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>										
91-100% utilized MOOE/ School funds	5	Accountant's certification										
81-90% utilized MOOE/ School funds	3											
80% and below utilized MOOE/ School funds	1											



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Leadership and Instructional Supervisory Skills (10)

A. Conducted at least 4 mentoring/ coaching activities with teachers quarterly.

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (4 or more quarterly)	2	Classroom Observation Tool
Occasionally Demonstrated (3 or less quarterly)	1	Coaching and mentoring report/documents
Not Demonstrated	0	

B. Managed performance of teachers following the RPMS Cycle

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office
Facilitated and managed 3 phases or less of performance cycle	1	Classroom Observation Tool
Not Demonstrated	0	Agreements and Performance Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports
Occasionally Demonstrated (2 or less per quarter)	1	Learners progress report (e.g. GPA, MPS, Proficiency level)
Not Demonstrated	0	

D. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
75% and above	2	M&E Reports
50%-74%	1	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Below 50%	0	Accomplishment Reports
		SF5

E. Conducted/Assisted instructional supervision quarterly

Indicator	Points	Documented Information
At least 4 instructional supervision in a year	2	Supervisory Plan and Monitoring Reports
3 or less instructional supervision in a year	1	
Not Demonstrated	0	

Accomplishments and Contributions (20)

- A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	Percentage	Documented Information
Magnitude (Extensiveness of impact as to beneficiaries and recipients)	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior
Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)	30%	
Linkages and Support (Establishment of concrete linkages and support with various stakeholders)	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)
Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Total	100%	

$\text{Gained evaluation percentage} \times 10 = \text{Rating}$



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

B. DepEd-endorsed awards or distinctions received (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	Memorandum showing membership as subject matter expert/TWG
Division	3	
District	2	
School	1	Output as proof of significant contribution

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

<i>Level of Engagement</i>	<i>Documented Information</i>	<i>Points</i>
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator,	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
		6 – If iii to v only



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

member of working committee, and other active works.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	4 – If iv and v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iv. Certificate of Recognition/Participation	2 – If either iv or v only
Contributed to community programs as benefactor, sponsor, or donor	v. Deed of Acceptance/Donations	

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education*

Basic Qualification for P-I: Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree w/ 18 professional education units

Basic Qualification for P-II to P-IV: Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management

B. Resource Speakership/ Learning and Development Facilitation (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate as Resource Speaker/Facilitator
Regional	8	
Division	6	Issuances and memorandum
District	4	
School	2	Slide Deck/Session Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Regional	4	Certificate of Participation
Division	3	
District	2	Memorandum indicating the list of participants and program matrix
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

RELATED TEACHING CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Public Schools District Supervisor (PSDS)	Instructional Supervisory Skills (35) A. Performance ratings/IPCRF (15) Final Rating= Average Score of 3 consecutive ratings/5 X 15



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

B. Functional Supervisory Development (20)

1. Supports Curriculum Management and Implementation

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	Program design duly approved by the Head of Office
Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	Accomplishment Report (narrative, impact, photos, monitoring and evaluation results)
Support curriculum implementation through the management of programs, projects and activities	3	
Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	
Fairly demonstrate support to curriculum management and implementation	1	Technical Assistance report signed by CID Chief

2. Strengthens Shared Accountability

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Monitoring and evaluation report duly signed by the Head of Office
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	Excerpt of targeted program/project/activity from Division Educational Development Plan (DEDP)
Conduct programs, projects and activities aligned with the educational development plan.	3	
Demonstrate knowledge and understanding of the operationalization of educational development plans	2	
Fairly demonstrate understanding of the operationalization of educational development plans	1	



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

3. Fosters a Culture of Continuous Improvement

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	Needs Analysis Report Action Plans duly approved by the Head of Office Activity documentation report on leading collegial discussion
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	
Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	
Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1	

4. Develops Self and Others

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Training design duly approved by the Head of Office Activity Documentation Report (narrative, impact, list of participants,
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

	Ensure the delivery of different learning and development interventions to support divisions/ districts/schools and/or learning centers.	3	photos, monitoring and evaluation results)
	Demonstrate knowledge and understanding of different learning and development interventions.	2	Coaching and Mentoring Plan
	Fairly demonstrate understanding of different learning and development interventions.	1	

Accomplishments and Contributions (20)

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	Percentage	Documented Information
Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior
Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	
Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the innovations duly signed by immediate superior
Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</i>	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	Points	Documented Information
National	5	Certificate of Recognition
Regional	4	Memorandum showing membership as subject matter expert/TWG
Division	3	
District	2	
School	1	Output as proof of significant contribution

Community Development/ Services (10)
Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	Documented Information	Points
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
	iii. Accomplishment report (narrative, impact, list of	6 – If iii to v only



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	recipients, photos, monitoring and evaluation results)	4 – If iv and v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education Basic Qualification for PSDS: Master's degree in education or its equivalent*

D. Resource Speakership/ Learning and Development Facilitation (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate as Resource Speaker/Facilitator
Regional	8	
Division	6	Issuances and memorandum
District	4	
School	2	Slide Deck/Session Guide

E. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation
Regional	4	
Division	3	Memorandum indicating the list of participants and program matrix
District	2	
School	1	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

CATEGORY	SELECTION CRITERIA AND RATING		
Outstanding Education Program Supervisor	Instructional Supervisory Skills (35)		
	A. Performance ratings/IPCRF (15)		
	Final Rating= Average Score of 3 consecutive ratings/5 X 15		
	B. Functional Supervisory Development (20)		
	1. Supports Curriculum Management and Implementation		
	Indicator	Points	Documented Information
	Lead in designing and managing responsive support for curriculum implementation through the application of	5	Program design duly approved by



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

	efficient and effective programs, projects and activities		the Head of Office
	Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	Accomplishment Report (narrative, impact, photos, monitoring and evaluation results)
	Support curriculum implementation through the management of programs, projects and activities	3	
	Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	Technical Assistance report signed by CID Chief
	Fairly demonstrate support to curriculum management and implementation	1	

2. Strengthens Shared Accountability

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Monitoring and evaluation report duly signed by the Head of Office
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	Excerpt of targeted program/project/activity from Division Educational Development Plan (DEDP)
Conduct programs, projects and activities aligned with the educational development plan.	3	
Demonstrate knowledge and understanding of the operationalization of educational development plans	2	
Fairly demonstrate understanding of the operationalization of educational development plans	1	

3. Fosters a Culture of Continuous Improvement

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address	5	Needs Analysis Report



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

	the identified priority needs of divisions/ districts/schools and/or learning centers.		Action Plans duly approved by the Head of Office
	Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	Activity documentation report on leading collegial discussion
	Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
	Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1	
4. Develops Self and Others			
	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
	Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Training design duly approved by the Head of Office
	Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	Activity Documentation Report (narrative, impact, list of participants, photos, monitoring and evaluation results)
	Ensure the delivery of different learning and development interventions to support divisions/ districts/schools and/or learning centers.	3	
	Demonstrate knowledge and understanding of different learning and development interventions.	2	Coaching and Mentoring Plan



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Fairly demonstrate understanding of different learning and development interventions.	1	
---	---	--

Accomplishments and Contributions (20)

- A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	Percentage	Documented Information
Magnitude (Extensiveness of impact as to beneficiaries and recipients)	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior
Strategic Importance (Alignment to organizational and strategic goals in addressing gaps)	30%	
Linkages and Support (Establishment of concrete linkages and support with various stakeholders)	20%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)
Sustainability (Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Total	100%	

Gained evaluation percentage x 10 = Rating

- B. DepEd-endorsed awards or distinctions received (5)

Level	Points	Documented Information
International	5	Certificate of Awards with Endorsement/ nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	Points	Documented Information
National	5	Certificate of Recognition
Regional	4	
Division	3	Memorandum showing membership as subject matter expert/TWG
District	2	
School	1	Output as proof of significant contribution

Community Development/ Services (10)
Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	Documented Information	Points
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iv. Certificate of Recognition/Participation	4 – If iv and v only
		2 – If either iv or v only



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Contributed to community programs as benefactor, sponsor, or donor	v. Deed of Acceptance/ Donations	
--	----------------------------------	--

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education*

Basic Qualification for EPS: Master's degree in education or other relevant degrees/ Master's degree with a specific area of specialization

B. Resource Speakership/ Learning and Development Facilitation (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate as Resource Speaker/ Facilitator
Regional	8	
Division	6	Issuances and memorandum
District	4	
School	2	Slide Deck/Session Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation
Regional	4	
Division	3	Memorandum indicating the list of participants and program matrix
District	2	
School	1	

Personal Attributes and Characteristics (15)



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

CATEGORY	SELECTION CRITERIA AND RATING		
Outstanding Education Program Specialist	Occupational Competence (20)		
	Work Experience/ IPCRF Rating (20)		
	Final Rating= Average Score of 3 consecutive ratings/5 X 20		
	Documented Information	3-year IPCRF	
Outstanding Guidance Counselor/Associate	Accomplishments and Contributions (35)		
	A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (20)		
	Indicator	Percentage	Documented Information



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior
Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)
Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</i>	20%	
Total	100%	

Gained evaluation percentage x20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Certificate of Awards with Endorsement/ nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Division	3	Memorandum showing membership as subject matter expert/TWG
District	2	
School	1	Output as proof of significant contribution/Accomplishment Report

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

<i>Level of Engagement</i>	<i>Documented Information</i>	<i>Points</i>
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation	4 – If iv and v only
	v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

2-3 increments

2

*Refer to DO_s2023_007, Table 2.a Increments Table - Education

Basic Qualification for SEPS and EPS-II: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

Basic Qualification for Guidance Counselor: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

Or

for Guidance Designate: Required basic qualification for the current plantilla position

D. DepEd/NEAP Recognized Trainings/ Seminars Attended (10)

Level	Points	Documented Information
National	10	Certificate of Participation
Regional	8	
Division	6	Memorandum indicating the list of participants and program matrix
District	4	
School	2	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

	Poorly Manifested	0
E. Service Orientation (3)		
	Fully Manifested	3
	Moderately Manifested	2
	Fairly Manifested	1
	Poorly Manifested	0

NONTEACHING CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING																		
Outstanding Nonteaching Employee for Internal Service Support (First Level Positions)	Occupational Competence (20) Work Experience/ IPCRF Rating (20) Final Rating= Average Score of 3 consecutive ratings/5 X 20 <table><tr><td>Documented Information</td><td>3-year IPCRF</td></tr></table>	Documented Information	3-year IPCRF																
Documented Information	3-year IPCRF																		
Outstanding Nonteaching Employee for Internal Service Support (Second Level Positions)	Accomplishments and Contributions (35) A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (20) <table><tr><th>Indicator</th><th>Percentage</th><th>Documented Information</th></tr><tr><td>Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i></td><td>30%</td><td>Action Plan/ Proposal/ Program Design duly approved by immediate superior</td></tr><tr><td>Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i></td><td>30%</td><td>Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)</td></tr><tr><td>Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i></td><td>20%</td><td>Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior</td></tr><tr><td>Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</i></td><td>20%</td><td></td></tr><tr><td>Total</td><td>100%</td><td></td></tr></table> Gained evaluation percentage x20 = Rating	Indicator	Percentage	Documented Information	Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior	Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior	Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</i>	20%		Total	100%	
Indicator	Percentage	Documented Information																	
Magnitude <i>(Extensiveness of impact as to beneficiaries and recipients)</i>	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior																	
Strategic Importance <i>(Alignment to organizational and strategic goals in addressing gaps)</i>	30%	Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results)																	
Linkages and Support <i>(Establishment of concrete linkages and support with various stakeholders)</i>	20%	Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior																	
Sustainability <i>(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)</i>	20%																		
Total	100%																		
Outstanding Nonteaching Employee (Middle Manager Positions)	B. DepEd-recognized and/or Government-sponsored Awards and Recognition (5)																		



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Level	Points	Documented Information
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	Memorandum of the search or call for nominations with the set of criteria and guidelines
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant (10)

Level	Points	Documented Information
National	10	Certificate of Recognition
Regional	8	Memorandum showing membership as subject matter expert/TWG
Division	6	
District	4	
School	2	Output as proof of significant contribution/Accomplishment Report

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	Documented Information	Points
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design	10 – If all MOVs are present
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.	ii. Memorandum of Understanding with beneficiary community/organization/partners	8 – If ii to v only
	iii. Accomplishment report (narrative, impact, list of	6 – If iii to v only



Republic of the Philippines
Department of Education
SOCCKSARGEN REGION

Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	recipients, photos, monitoring and evaluation results)	4 – If iv and v only
Contributed to community programs as benefactor, sponsor, or donor	iv. Certificate of Recognition/Participation v. Deed of Acceptance/Donations	2 – If either iv or v only

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

*Refer to DO_s2023_007, Table 2.a Increments Table - Education

B. DepEd/NEAP Recognized and/or Government-sponsored Trainings/ Seminars attended (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate of Participation
Regional	8	
Division	6	Memorandum indicating the list of participants and program matrix
District	4	
School	2	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

		Fully Manifested	3
		Moderately Manifested	2
		Fairly Manifested	1
		Poorly Manifested	0
	C. Result Focus (3)		
		Fully Manifested	3
		Moderately Manifested	2
		Fairly Manifested	1
		Poorly Manifested	0
	D. Teamwork (3)		
		Fully Manifested	3
		Moderately Manifested	2
		Fairly Manifested	1
		Poorly Manifested	0
	E. Service Orientation (3)		
		Fully Manifested	3
		Moderately Manifested	2
		Fairly Manifested	1
		Poorly Manifested	0

Search and Selection Process

School Level/Cluster of Schools/Districts

- The search and awards committee of the school shall review the performance of teachers in the school, based on the results of the IPCRF of individual teachers including their portfolio of accomplishments or innovations.
- The search committee shall prepare a shortlist of potential nominees for each of the categories based on the IPRCF and Portfolio of accomplishments of teachers.
- The search committee led by the principal shall conduct interviews of shortlisted teachers who are potential nominees for the Division Level search.
- The school head shall nominate one Outstanding Teacher for each of the categories as entries for the Division Level Search for Outstanding Teachers.

Division Level

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding Teachers and intensify the promotion or advocacy for these awards and recognition program for teachers.
- The Division Search and Awards Committee shall review the nomination documents submitted by the school for each of the categories, and if necessary, shall conduct the validation process at the school level.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- Division winners (1st Placers) in all categories shall also be recognized during a formal recognition program apart from the *KAFNGABAL AWARDING CEREMONIES*.
- The SDS shall nominate and endorse only one outstanding employee for each category to the regional office for the Regional Level Search for Outstanding Employees in DepEd SOCCSKSARGEN.

Division Level Search and Selection Process for Outstanding School Administrator, Related-Teaching, and Nonteaching Categories

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding DepEd Employees in School Administrator, Related-Teaching, and Nonteaching Categories. The SDO shall intensify the promotion or advocacy for the awards and recognition program and open the opportunity to all School Administrator, Related-Teaching, and Nonteaching employees who meet the general entry qualifications for nomination.
- The nominations for the Outstanding School Administrator, Related-Teaching, and Nonteaching Employees shall be endorsed by the top management, teachers' organization/s, parents' associations, PTCA, local LGUs or any organizational partners of the school where the nominee is currently working/deployed.
- The Division Search and Awards Committee shall review the nomination documents submitted for these categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of potential nominees for each category who will undergo final interview by the committee.
- The SDS shall nominate and endorse **one nominee for each category** to the Regional Office for the Regional Level Search the following:

Teachers

1. Outstanding Elementary Teacher in Career Stage 1
2. Outstanding Secondary Teacher in Career Stage 1
3. Outstanding Elementary Teacher in Career Stage 2
4. Outstanding Secondary Teacher in Career Stage 2
5. Outstanding Elementary Master Teacher in Career Stage 3
6. Outstanding Secondary Master Teacher in Career Stage 3
7. Outstanding Elementary Master Teacher in Career Stage 4
8. Outstanding Secondary Master Teacher in Career Stage 4
9. Outstanding Kindergarten Teacher
10. Outstanding ALS Teacher



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

11. Outstanding IPed Teacher
12. Outstanding Multi Grade Teacher
13. Outstanding ALIVE Teacher
14. Outstanding SPED Teacher

School Administrators

15. Outstanding Elementary Principal
16. Outstanding Secondary Principal

Related Teaching Employees

17. Outstanding Public Schools District Supervisor
18. Outstanding Education Program Supervisor
19. Outstanding Education Program Specialist
20. Outstanding Guidance Counselor/ Associate

Nonteaching Employees

21. Outstanding Nonteaching Employee for Internal Service Support Positions (First Level)
22. Outstanding Nonteaching Employee for Internal Service Support Positions (Second Level)
23. Outstanding Nonteaching Employee for Middle Manager Positions

- The division shall conduct awarding and recognition for division level top awardees.

Regional Level Search and Selection Process for Outstanding Employees in DepEd SOCCSKSARGEN

- The search and selection committee at all levels shall require all nominees to submit the **electronic copy (soft copy) and scanned copy** in PDF format and **hard copy** of the required documents as basis for evaluation;
- All documents in PDF (soft copy) or portfolio (hard copy) shall be submitted in the Regional Office through the Human Resource Development Division.
- The Regional Head of Office shall assign the PRAISE Committee to collaborate with Human Resource Development Division on the review and evaluation of the nomination documents from the SDO for each category.
- The nomination documents shall undergo phases of documentary review, evaluation and validation, and final deliberation of finalists and awardees.
- Using the selection and evaluation criteria, the evaluators will rate the performance and accomplishments of the nominees.
- For the interview, the Behavioral Events Interviewing (BEI) Approach shall be used to further validate the nominees' accomplishments and exemplary innovations.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- Then, the final deliberation of the awardees shall be undertaken by the panel of evaluators and PRAISE Committee.
- **The Top 3 awardees as most outstanding employees and the finalists in each category shall be conferred with rewards and recognition during the Kafngabal Awarding Ceremony.** The awarding and recognition program shall be conducted on the set schedule that may be conducted through face-to-face and shall be published online via social media platforms.
- Awardees and nominees shall be given honor incentives and certificates. As a form of non-monetary incentives, the awardees shall be prioritized for international and local external awards, and scholarship opportunities.
- The RO team shall lead the public announcement or publicity of the awards and the regional level awardees via issuance and social media broadcast. The official results of the search shall also be posted on the official website and FB account of DepEd SOCCSKSARGEN for wider publicity and recognition of all regional awardees.

This guideline shall take effect immediately upon issuance of a regional memorandum.