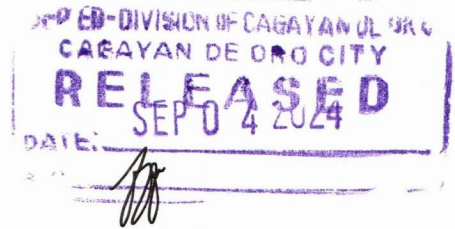




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

September 2, 2024

Division Memorandum

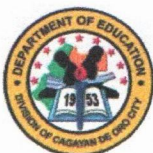
No. 644, s. 2024

**DIVISION SEARCH FOR 2024 PASIDUNGOG SA AMIHANANG
MINDANAO (2024 PAM)**

To: Assistant Schools Division Superintendent
Chiefs, Education Program Supervisors (SGOD & CID)
Education Program Supervisors
Elementary and Secondary School Heads
Teaching & Non-Teaching Personnel
This Division

1. Anchored on DepEd Order No. 9, s. 2002, and other relevant issuances by the Department of Education (DepEd), the Civil Service Commission (CSC), and Regional Memorandum No. 0636, s. 2024 of the Department of Education, this office issues the Implementation Guidelines on the **Program on Awards and Incentives for Service Excellence (PRAISE)** for the 2024 Regional Search for the Most Outstanding DepEd Region X Employees dubbed **Pasidungog sa Amihanang Mindanao**.
2. The program aims to recognize employees, and offices for their outstanding achievements, exemplary performance, extraordinary contributions, and efforts that enhance efficiency, economy, and government operations, thereby fostering equal opportunity and organizational productivity.
3. Adherence to the timeline is crucial to ensure the smooth execution of the activity and mitigate any potential disruptions to the process.

Activities	Dates
District Level Screening & Selection	September 9 – October 3, 2024
Submission of Documents to the Division Office	October 4, 2024 (5:00 pm deadline, late documents will no longer be accepted)
Division Level Screening & Selection	October 7 – 18, 2024
Submission of documents to the Regional Office	October 30 – 31, 2024
Regional Level Screening & Selection	November 11 – 15, 2024
Awarding Ceremonies	December 6, 2024



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Office of the Schools Division Superintendent

4. Generally, the search mechanics shall include three phases: (a) Paper Screening, (b) Validation of Documents and Background Investigation, and (c) Interview, except the BigaTen DepEd X category whose sole basis is the submitted documentary videos, promotional poster, and teaser video.
5. Employees who have previously won in the PAM are ineligible to participate in the same category in the current activity.
6. The Public Schools District Supervisor shall spearhead the District Level Screening & Selection.
7. The following are attached for reference:
 - a. Attachment No. 1 – Guidelines for the 2024 Division Search for the Most Outstanding DepEd Region X Employees – 2024 Pasidungog sa Amihanang Mindanao (2024 PAM)
 - b. Attachment No. 2 – Criteria for Evaluation
 - c. Attachment No. 3 – List of Winners
 - d. Attachment No. 4 - Committees for the Search
 - e. Attachment No. 5 - Criteria and Score Sheet, Non-Teaching Category Supervisory Level
 - f. Attachment No. 6 - Criteria and Score Sheet, Non-Teaching Category Level I & II
7. For inquiries, please contact Derrold Marl Aves or Mary Caress T. Galono, Human Resource Development Section (HRDS).
8. This office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

References: RM No. 636, s. 2024

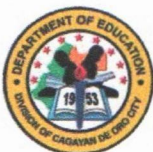
To be included in the Perpetual Index
Under the following subjects:

PRAISE AWARDS

PERSONNEL

PAM

Hrds/dmsa/mcg



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Republic of the Philippines
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REGION X
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Attachment No.1 to Regional Memorandum No. 0636, s. 2024

2024 PASIDUNGOG SA AMIHANANG MINDANAO (2024 PAM)

I. RATIONALE

Following **DepEd Order No. 78, s. 2007** titled **Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE)** of the Department of Education (DepEd) and consistent with the Department's quality policy to ensure employees' excellent performance through continuous improvement, DepEd Division of Cagayan de Oro City recognizes and rewards employees and offices for their innovative ideas, superior accomplishments, exemplary performance, extraordinary act or services in the public interest and other efforts contributing to efficiency, economy, and improvement in government operations, which lead to organizational productivity.

CATEGORIES

A. Most Outstanding Teacher

- (1) Key Stage 1 (Primary School)
- (2) Key Stage 2 (Middle School)
- (3) Key Stage 3 (Junior High School)
- (4) Key Stage 4 (Senior High School)
- (5) Madrasah Education Program
- (6) Special Education Program
- (7) Indigenous Peoples Education Program
- (8) Alternative Learning System Program

B. Most Outstanding Master Teacher

- (1) Elementary
- (2) Secondary

These awards recognize exceptional teachers who have demonstrated unwavering dedication and commitment to teaching, consistently exhibiting the highest levels of professionalism as outlined in their Job Description, going above and beyond the specified duties, and achieving remarkable accomplishments that underscore their exceptional merit.

C. Most Outstanding School Head

- (1) Elementary
- (2) Secondary

These awards recognize school heads who have consistently demonstrated exemplary leadership and professionalism in executing their responsibilities as outlined in the Job Description/OPCRF, thereby earning a distinguished merit.



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D. Most Outstanding Non-Teaching Personnel

- (1) Level 1
- (2) Level 2

This award recognizes employees within Levels 1 and 2 who consistently exhibit traits of organization, independence, innovation, and professionalism in executing their assigned tasks, go above and beyond their duties; and exceed expectations.

E. Most Learning Focused Schools Division Office

This award will be bestowed upon three of the 14 SDOs that consistently exhibit outstanding performance in the following areas: effective implementation of DepEd programs, projects, and activities; timely and accurate submission of required reports; prudent utilization of funds; and establishment of strong and fruitful partnerships.

F. Exemplary Award for PRAISE Implementation

The award is a commendation reserved for the Schools Division Office that has demonstrated an exceptional commitment to the effective execution of the Program on Awards and Incentives for Service Excellence (PRAISE). Through its steadfast dedication, this division has set a benchmark for others to emulate in acknowledging and rewarding the outstanding achievements of its employees over the years. This accolade serves as a beacon of inspiration, underscoring the significance of recognizing and celebrating exceptional performance within the division.

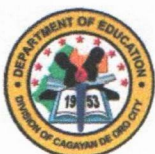
G. Most Outstanding BigaTEN DepEd X Segment Program

- (1) Best Documentary Video
- (2) Best Broadcaster
- (3) Best Teaser Video
- (4) Best Promotion Poster

BigaTEN DepEd X Theme: "Pag-angat ng Edukasyon, Una sa Ating Misyon."

The active participation of the Schools Division Offices (SDOs) in the BigaTEN DepEd X: Season 5, s. 2024, through their submission of the promotional poster, teaser video, and 30-minute documentary video of the division's programs, projects, activities, innovations, and best practices, among others, for the segment dubbed Anong Meron Ngayon? will be recognized and awarded in the preceding categories as per Regional Memorandum.

For further instructions and clarifications, please coordinate with the BigaTEN DepEd X Creative Force at 0917-522-1374.



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2024 PASIDUNGOG SA AMIHANANG MINDANAO (2024 PAM)

CRITERIA FOR EVALUATION

A. Level 1 and 2 Nonteaching Personnel

1. *Outstanding Quality and Consistency of Performance:* Over the past two years, consistently high performance ratings have been a notable hallmark, significantly contributing to the organization/institution's achievements (20 points)
 - 4.900 – 5.000 – 20 points
 - 4.800 – 4.899 – 18 points
 - 4.700 – 4.799 – 16 points
 - 4.600 – 4.699 – 14 points
 - 4.500 – 4.599 – 12 points
2. *Exceptional Responsiveness to the Public/Cienteles:* Demonstrated a commitment to delivering timely, courteous, and comprehensive services to the public/clients (20 points)
 - Consistently delivers timely, courteous, and comprehensive service to the public/clients (20 points)
 - Frequently provides prompt, courteous, and adequate service to the public/clients (18 points)
 - Regularly extends timely, courteous, and adequate service to the public/clients (16 points)
 - Occasionally provides prompt, courteous, and adequate service to the public/clients (14 points)
 - Seldom extends prompt, courteous, and adequate service to the public/clients (12 points)
3. *Dedication and Diligence:* The level of enthusiasm, sincerity, and industriousness demonstrated in fulfilling tasks, duties, and responsibilities (20 points)
 - Exhibits an exceptionally high level of dedication and diligence in their work (20 points)
 - Demonstrates a commendable level of dedication and diligence in their work (18 points)
 - Displays an average level of dedication and diligence in their work (16 points)

- Shows a limited level of dedication and diligence in their work (14 points)
 - Exhibits a very limited level of dedication and diligence in their work (12 points)
4. *Honesty, Trustworthiness, and Sincerity*: The extent of truthfulness, dependability, and transparency exhibited in one's ideas, words, and actions as an employee (20 points)
- Demonstrates an exceptionally high level of commendable honesty, truthfulness, and sincerity (20 points)
 - Displays a commendable high level of honesty, truthfulness, and sincerity (18 points)
 - Exhibits an average commendable depth of honesty, truthfulness, and sincerity (16 points)
 - Shows a less commendable depth of honesty, truthfulness, and sincerity (14 points)
 - Demonstrates the least commendable depth of honesty, truthfulness, and sincerity (12 points)
5. *Level of Challenge and Inherent Risk in the Work*: The extent of sacrifice, danger, and hazard significantly associated with the tasks at hand (20 points)
- Faces exceptionally high levels of difficulty and risk in their work (20 points)
 - Encounters high levels of difficulty and risk in their work (18 points)
 - Deals with average levels of difficulty and risk in their work (16 points)
 - Experiences relatively low levels of difficulty and risk in their work (14 points)
 - Encounters very low levels of difficulty and risk in their work (12 points)

On Summary of Accomplishments/Norms of Conduct Manifested, the following written information should be provided:

1. *Key Achievements and Exemplary Conduct Over the Past Three Years*: Present accomplishments or demonstrated norms in order of importance, accompanied by detailed descriptions and justifications, following these guidelines:
 - Utilizes precise terms like 'assisted,' 'contributed,' and 'facilitated.'
 - Clearly outlines exceptional accomplishments and their factual impact using bullet points.
 - Provides specific situations showcasing the nominee's outstanding behavior, the addressed issues, beneficiaries, and facilitated tasks or activities.
2. For exceptional achievements, please specify whether they fall within the scope of the nominee's regular responsibilities, or if they represent personal initiatives.

If these accomplishments align with the nominee's regular duties or mandate, provide reasons why the demonstrated norms are deemed outstanding.

3. For commendable conduct and ethical behavior, provide reasoning for considering the displayed norms as exemplary. Additionally, present a concise summary of the demonstrated behavioral standards.

B. Teacher Category

The Regional Search for Outstanding Teachers will align with the criteria and procedures set forth by the Metrobank Foundation Inc. for their Search for Outstanding Filipinos in the Teacher Category.

For Phase 1 (Paper Screening), the criteria for evaluation shall focus on the milestone accomplishments of the teacher.

A milestone accomplishment is what defines the nominee's career as a teacher. It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school she/he belongs but their contributions are above and beyond the usual responsibilities of a teacher (contribution to service); and
5. Its scope is the bigger academic community outside of his/her own school, i.e., within his/her district, division, region, or the entire national educational system, as well as contributions to the community outside of the educational system (contribution to community).

The milestone accomplishments shall be evaluated based on the following areas:

A. Role	a. How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment. b. Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.
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B. Innovation	a. Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community. b. The innovation must be sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.
C. Impact	a. Were the objectives of the accomplishment met? b. How were the objectives met? c. What were the effects of the accomplishment on the intended beneficiaries or stakeholders?

Each nominee is required to submit six milestone accomplishments focusing on contributions to service (3) and contributions to community (3).

Contributions to Service refers to the nominee's impact in the teaching profession benefitting the community of teachers or learners within his/her academic institution but these contributions are above the usual responsibilities of a teacher. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests;
2. A discovery, innovation, or creation such as teaching devices or apparatuses;
3. Technology-based learning tools (e.g. learning games, gamification);
4. Teaching approaches (e.g. Modified explicit instruction approach)

Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the division, regional or national level;
2. Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
3. Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school; and,

Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services.

C. School Head Category

PPSSH Domain 1: Leading Strategically (15 points)		
Performance Indicators	Criteria and MOVs	Points
A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.	a. Vision, Mission and Core Values * copy of approved ESIP, AIP with accomplishment report * PAPs anchored on core values of Makadiyos, Makatao, Makakalikasan and Makabansa * With documents such as approved AIP, project proposal or action plan, Activity completion report, and impact evaluation report 9 PAPs – above - 5 7 – 8 - 4 5 – 6 - 3 3 – 4 - 2 1 – 2 - 1	5
B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement.	5. Presentation or sharing of the research to others (cluster, division, region, national) with letter of invitation and certificate of participation 4. Copy of completed manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report 3. Manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report 2. Copy of approved conducted training on research 1. Copy of school research team	5
PPSSH Domain 2: Managing School Operations and Resources (15 points)		
Performance Indicators	Criteria and MOVs	Points
A. Exhibit good practice in managing school data and information using technology to ensure efficient and effective school operations	a. Records Management * Copy of EBIES and LIS (BOSY and EOSY uploading) * SBM Level of Practice with certification from the division, region highlighting scores from each of the four principles (leadership and governance, curriculum and instruction, accountability and continuous improvement, and management of resources) On-time uploading of EBIES and LIS (BOSY) – 1	5

	On-time uploading of EBIES and LIS (BOSY and EOSY) – 2 SBM Level 3 Accredited – 3 SBM Level 2 – 2 SBM Level 1-2 – 1	
B. Displayed efficient and effective practices in managing of finances consistently adhering to RA 9184	b. Financial Management *Copy of AIP, APP *Copy of MOOE Liquidation reports, MOOE utilization and disbursement reports *Copy of other sources of funds with accomplished projects (attach project proposal, activity completion report, and impact evaluation report) as certified by authorized personnel *Copy of certification from the COA Zero late liquidation of 95-100% utilization of MOOE – 3 1-2 late liquidation of 90-100% utilization of MOOE – 2 3-4 late liquidation of 85-100% utilization of MOOE – 1 And 100% utilization of other sources of funds – 2	5
C. Institutionalized the effective management of school safety for disaster preparedness, mitigation and resiliency to sustain continuous delivery of instruction	c. School Safety for disaster preparedness, mitigation and resiliency *Copy of approved plan with completion report of the ff: School Disaster Risk Reduction Plan – 1 Contingency Plan – 1 School Child Protection Plan – 1 Eco-Friendly School – 1 Homeroom Guidance – 1	5
PPSSH Domain 3: Focusing on Teaching and Learning (30 points)		
Performance Indicators	Criteria and MOVs	Points
A. Shares exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the	School-based Contextualization (list of approved contextualized instructional materials) *Copy of Monthly Instructional Supervision Plan and Accomplishment Report *Copy of list of approved contextualized instructional materials *Copy of list of lesson plans utilizing the contextualized instructional materials	5

curriculum relevant to learners	*Copy of the certification of the use of the contextualized instructional materials 50 and above – 5 42 – 4 32 – 3 16 – 2 8 contextualized IMs – 1	
B. Shows good practices in providing technical assistance to teachers on teaching standards and pedagogies	b. Technical Assistance provided on teaching standards and pedagogies *Copy of Monthly Instructional Supervision Plan and accomplishment report *Copy of Monthly Technical Assistance Plan and accomplishment report *Copy of Report providing technical assistance to others (beyond the school, i.e. to other schools, division, region, national) with a letter of invitation or proposal 50 and above – 5 40 – 4 30 – 3 20 – 2 10 – 1 Or at least 5 Technical Assistance provided outside school – 5	5
C. Sets achievable learning outcome to support learner achievement and other performance indicators	c. Learner achievement and other performance indicators *Copy of Learner Achievement Rate *Copy of Performance Indicators with analysis and intervention plan ~Average increase in MPS 10 – above – 5 7 – 9 – 4 4 – 6 – 3 1 – 3 – 2 Below 1 – 1 ~Dropout rate/no longer in school 0% - 5 1-3% - 4 4-6% - 3 7-9% - 2 10%-above – 1 ~Completion rate 95-100% - 5 90-94% - 4 85-89 – 3 80-84 – 2 75-79 – 1	15

D. Empowers the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities	d. Learning Environment *Certified validated Child Friendly School score with documentation for indicators *Copy of National School Building Inventory Report (NSBI) *Copy of Site Development Plan *Copy of Brigada Eskwela Report *Amount of funding through Adopt-A-School Program 1M and above – 5 700K – 999K – 4 400K – 699K – 3 100K – 399K – 2 Below 100K – 1	5
PPSSH Domain 4: Developing Self and Others (30%)		
Performance Indicators	Criteria and MOVs	Points
A. Models exemplary leadership practices within and beyond contexts and ensure personal and professional development for oneself and for others	a. Trainings Attended (Developing Self) *Copy of certificates with memo (only DepEd recognized trainings are to be considered) At least 3 international level – 5 At least 4 national level – 4 At least 5 regional level – 3 At least 6 division level – 2 At least 7 district level – 1	5
	b. Speakership/Facilitation/Consultancy *Copy of certificate of recognition *Copy of memo or invitation *Copy of the session/topic facilitated International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1	5
	c. Professional Networks *Copy of certificate of membership International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1	5
	d. Publication/Authorship *Copy of the book or published materials Sole Publication – 5 2 or more publishers – 3 OR	5

	3 articles – 5 2 articles – 3 1 article – 1	
	e. Trainings Conducted as Chair or Co-Chair of the Training Management Team *Copy of the approved training proposal *Copy of the accomplishment report *Proof of DepEd Recognition of the training International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1	5
	f. Succession Planning (List of Promotions of School Personnel) *Copy of PSIPOP *Copy of Succession Plan *Copy of List of Promotions for teaching and non-teaching personnel *Copy of appointment/transmittal 9-10 – 5 7-8 – 4 5-6 – 3 3-4 – 2 1-2 – 1	5
PPSSH Domain 5: Building Connections (10%)		
Performance Indicators	Criteria and MOVs	Points
A. Creates a culture of inclusivity in the school and the community through strengthened relationship with stakeholders to support enabling environment for learners	a. Inclusive Practice (PPAs) *Copy of approved plan and completion report for the following: GAD, Physical and Mental Health Awareness, Culture Responsiveness 3 PPAs – 5 2 PPAs – 3 1 PPA – 1	5
	b. Community engagement *List of projects with the community stakeholders with MOA/MOU *List of Partners in Partnership and Collaboration *List of Initiated Outreach Programs/activities *Copy of Report on the conducted Stakeholders' Recognition Day *Adopt-a-school Program reports	5

	<u>*Copy of PPAs that were shared or showcased to others (documented with a proposal and completion report)</u> 15 MOA/MOU – 5 10 MOA/MOU – 3 5 MOA/MOU – 1	
		100

D. Most Learning-Focused Schools Division Office

Indicators	Points
1. Performance Rating (OPCRF) of the Head of Office	15
2. Significant Accomplishment/s in Fostering Learning • Project/Work Accomplished - (5) • Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school, division office, regional office and central office (Bureau/Offices of CI strand) – (15)	20
3. Impact of Accomplishments in making learning happen • Scope – (5) • Replicability of the program/project/activity – (5) • Number of people, office benefited and transactions facilitated – (5) • Level of Attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level) – (10)	25
4. Innovations in Enhancing Learner's Achievement • Originality – (5) • Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited – (10) • Scope/replicability of the innovation – (5) • Level of attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level) – (10)	30
5. Major awards/citations received by the school/SDO/RO/CO Division/Unit. Major award or refers to the highest award or recognition received by the school, SDO, RO, and CO that gives greater impact in the organization.	10

E. Exemplary Award for PRAISE Implementation

Clarity of Process and Procedure (25%)

- Clear documentation of the PRAISE program's guidelines, including nomination, evaluation, and selection process.
- Transparent communication of criteria for eligibility and evaluation.
- Well-defined steps for handling disputes or appeals related to the awards.

Promotion of Equal Opportunities (20%)

- Evidence of efforts to ensure all employees have an equal opportunity to be recognized for their excellence in service.
- Measures in place to prevent bias or favoritism in the selection process.
- Demonstrated commitment to diversity and inclusion in award selections.

Regularity of Awards (15%)

- Consistency in the frequency of award cycles and ceremonies.
- Evidence of regular acknowledgment and celebration of outstanding performance.

Advancement of Awardees (15%)

- Tracking and documentation of career advancements or professional growth of previous awardees.
- Programs or initiatives in place to support the continued development of awardees.

Feedback Mechanism (10%)

- Existence of a system for collecting feedback from employees regarding the PRAISE program.
- Demonstrated responsiveness to feedback, with evidence of adjustments or improvements made based on employee input.

Documentation and Reporting (10%)

- Adequate record-keeping of the PRAISE program, including nomination forms, evaluation scores, and awardee information.
- Regular reporting on the outcomes and impact of the PRAISE program to relevant stakeholders.

Innovation and Creativity (5%)

- Recognition of innovative approaches or creative contributions to the organization's goals and objectives.

Community and Stakeholder Involvement (5%)

- Evidence of engagement with the wider community and stakeholders in the PRAISE program.
- Demonstrated positive impact on the broader educational community or local community.

F. Most Outstanding BigaTEN DepEd X Segment Program

Best Documentary Video		
Content and Relevance (35%)	Presentation (35%)	Overall Impact (30%)
Theme: "Pag-angat ng Edukasyon, Una sa Ating Misyon"	Clarity, completeness, organization, and animation	Effect of the video material to engage and move the audience

Best Broadcaster		
Content (40%)	Physical and Vocal Delivery (40%)	Overall Impact (20%)
Relevance, clarity, completeness, and organization	*Pronunciation/articulation *Facial expression, gestures, posture, and movement *Voice quality, clarity, and animation	Ability to engage and move the audience

Best Teaser Video			
Storyline (30%)	Editing (30%)	Call to Action (20%)	Overall Impact (20%)
Building suspense and intrigue without giving away too much	Quick cuts without revealing too much of the story	Clarity, completeness, and correctness of actionable steps	Effect of the video material to engage and move the audience

Best Promotional Poster			
Details (25%)	Contrast (25%)	Photos (25%)	Overall Impact (25%)
Clarity, completeness, and correctness of information; captivating font style	Balanced layout of the design elements	Compelling visuals that create a lasting impression, balanced organization	Effect of the poster to engage and move the audience

2024 PASIDUNGOG SA AMIHANANG MINDANAO (2024 PAM)

LIST OF OFFICIAL WINNERS

Division : _____

Categories	Name of Winners	Schools	Contact Numbers

The Division Screening and Selection Committee certifies that the information contained herein, and the accompanying supporting documents are true and correct.

Chair

Member

Member

Member

Approved by:

Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

II. STEPS IN THE SEARCH PROCESS FOR THE DIFFERENT CATEGORIES EXCEPT FOR THE REGIONAL OFFICE CATEGORY

A. Following the attached guidelines and criteria, the SDOs shall conduct a thorough search both at the school and district levels.

B. Those who emerge as winners in various categories at the district level will automatically progress as finalists at the division level search.

C. The SDOs shall diligently evaluate, validate, and rank all the finalists within each category.

D. The official winner for each category will be declared only from the top-ranking finalist designated as rank 1 in the SDOs.

E. The SDOs shall endorse the official list of winners to the Office of the Regional Director (ORD) through the Human Resource Development Division (HRDD).

F. The top-ranked finalist from the division's search in each category will advance as the finalist for the 2024 Pasidungog sa Amihanang Mindanao (2024 PAM).

G. From among the regional finalists, the individual holding the rank 1 will be declared as the Most Outstanding DepEd Region X Employee for each category.

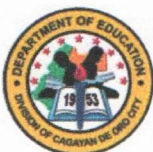
H. The Regional Office (RO) will assess the Schools Division Offices' (SDOs) entries based on the established criteria for the category to determine the top three offices that exhibit the highest level of focus on learning.

III. DOCUMENTS TO BE SUBMITTED

The following documents shall be forwarded to the Regional Office X:

- A. Official List of Winners (Attachment No. 2)
- B. Consolidated results for each category
- C. Pictures of Winners meeting the specified requirements to be sent via email to renel.quirit@deped.gov.ph no later than October 25, 2024:
 - 1. Full body in Portrait layout
 - 2. Dimensions: 8'' x 10'' with high resolution against a white background
 - 3. Attire: Corporate attire with a blazer
- D. Portfolio for the Schools Division Offices (SDOs) based on the established criteria.

Attachment No. 4



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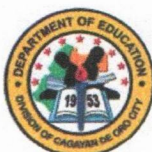


Republic of the Philippines
Department of Education
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

The Committees for the search are as follows:

Category	Committee Composition
A. Outstanding Teacher	
A. Key Stage 1 (Primary School)	Chair: Phoebe W. Taruc Members: Elizer O. Teruel Marvin Anthony A. Ramos Beverly Anne E. Nicolasora
B. Key Stage 2 (Middle School)	Chair: Sylvio C. Carciller Members: Maribeth Auman Ferdinand A. Vinco Amor A. Radaza
C. Key Stage 3 (Junior High School)	Chair: January Gay T. Valenzona Members: Celso Pagulon Jennifer Espina Jenith Q. Balsicas
D. Key Stage 4 (Senior High School)	Chair: Evelyn Q. Sumanda Members: Annabelle Lariba Melba S. Omandam
B. Outstanding Master Teacher	
a. Elementary	Chair: Jean Macasero Members: Macapangcat U. Mama Roel R. Lamberte
b. Secondary	Chair: Rosalio R. Vitorillo Members: Leonora S. Alinsub Melba S. Omandam Candolyn Quilit
C. Outstanding School Head	
a. Elementary School Head	Chair: Romeo B. Aclo



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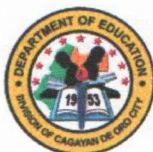


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b. Secondary School Head	Members: Eleanor Rollan Ray O. Maghuyop Chair: Rochelle A. Luzano Members: Roy H. Lumban Derrold Marl S. Aves
Category	Committee Composition
D. Outstanding Teacher in Inclusion Program	
1. Madrasah Education	Chair: Helen Lucman Members: Juan A. Mingo Cheryl Pontillas Vanessa Martinez
2. Special Education Program	Chair: Jerry Taruc Members: Giljun T. Penuliar Andrew Alda
3. Indigenous Peoples Education Program	Chair: Ray O. Maghuyop Members: Marcelo Q. Mabalos Dinah Zoraida B. Zamora
4. Alternative Learning System	Chair: Jerly H. Eluna Members: Janry B. Colonia Julieta Dolero
E. Outstanding Non-Teaching Personnel	
a. Level 1	Chair: Arnel A. Calubag Members: Jairus John M. Gochuco Mary Caress Tagud-Galono
b. Level 2	Chair: Risa Bea Socorro Borres Members: Romiel S. Vallente Kristian B. Murillo

Attachment No. 5



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Criteria and Score Sheet, Non-Teaching Category Supervisory Level

OUTSTANDING NON-TEACHING PERSONNEL

Supervisory Level (Level III)

Nominee: _____ Office/Unit: _____

Position: _____ No. of Years in Current Position: _____

Indicators	Max. Points	Score
Part I. Key Result Areas		
a. Instructional Supervision	15	
b. Technical Assistance in School Management	15	
c. Monitoring and Evaluation	15	
d. Curriculum Development, Enrichment and Localization	5	
e. Learning Outcomes Assessment	5	
Part II. Other Areas		
a. Innovation	5	
b. Research	5	
c. Education and Professional Advancement	5	
d. Publication/ Authorship	5	
e. Award/Outstanding Accomplishment	5	
III. Interview	20	
Total	100	
Final Score <i>{To be filled by the Division PRAISE Com}</i>		

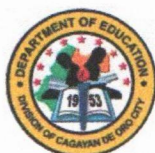
We certify to the correctness and authenticity of the documents evaluated:

Chairman

Member 1

Member 2

Attachment No. 6



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Criteria and Score Sheet, Non-Teaching Category Level I & II
OUTSTANDING NON-TEACHING PERSONNEL
Level I and II

Name: _____

Position: _____ No. of Mos./Yrs. in Current Station: _____

Indicators	Max. Points	Score
Part I. Work Productivity		
a. Quality and Consistency of Performance	5	
b. Responsiveness to the Public/Clientele	5	
c. Dedication and Diligence	5	
d. Honesty, Trustworthiness, and Sincerity	5	
e. Difficulty and Risk Inherent in the Work	5	
Part II. Other Areas		
a. Innovation	10	
b. Research	5	
c. Education and Professional Advancement	10	
d. Publication/ Authorship	5	
e. Award/Outstanding Accomplishment	5	
III. Summary of Accomplishment	20	
IV. Interview	20	
Total	100	
Final Score <i>{To be filled by the Division PRAISE Com}</i>		

We certify to the correctness and authenticity of the documents evaluated:

Chairman

Member 1

Member



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