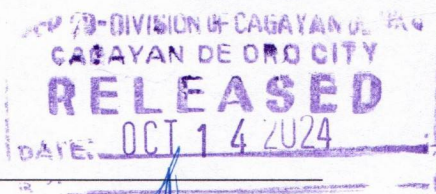




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 October, 2024

DIVISION MEMORANDUM

No. 791, s. 2024

CORRIGENDUM AND ADDENDUM ON DIVISION MEMORANDUM NO. 664, s. 2024 RE: DIVISION SEARCH FOR 2024 PASIDUNGOG SA AMIHANANG MINDANAO cum 2024 KAGAY-AN BAHANDI AWARDS (2024 PAM)

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

1. In reference to Division Memorandum No. 664, s. 2024, all designated evaluators are requested to submit their consolidated evaluation results for the 2024 Pasidungog sa Amihanang Mindanao (PAM) cum Kagay-an Bahandi Awards on or before October 18, 2024.
2. Attached are the Criteria and additional evaluators list designated for the new categories which are:
 - a. Best School Implementer of DRRM Program (Elementary & Secondary Category)
 - b. Most Outstanding School Implementer of Youth Formation Programs (Elementary & Secondary)
 - c. Best Implementer of OK sa DepEd Central Elementary School Category.
 - d. Best Implementer of OK sa DepEd Non-Central Elementary School Category.
 - e. Best Implementer of OK sa DepEd Secondary School Category.
 - f. Best Secondary School-Based Teen Center
3. Each district must endorse **one representative per category**, approved by the respective Public Schools District Supervisor. The deadline for submission of all documents for these additional categories is **October 25, 2024, at 5:00 PM**.



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4. For further inquiries regarding the submission process or evaluation guidelines, please contact the focal persons Dr. Derrold Marl S. Aves or Ms. Mary Caress Tagud Galono.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
6. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl: List of Additional Evaluators

Reference: NONE

To be indicated in the Perpetual Index

Under the following subjects:

DIVISION SEARCH FOR 2024 PASIDUNGOG SA AMIHANANG MINDANAO
cum 2024 KAGAY-AN BAHANDI AWARDS (2024 PAM)

MCTG/DM- DIVISION SEARCH FOR 2024 PASIDUNGOG SA AMIHANANG MINDANAO cum 2024 KAGAY-AN BAHANDI AWARDS (2024 PAM)

October 9, 2024

ADDITIONAL COMMITTEES FOR THE SEARCH ARE AS FOLLOWS:



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ADDITIONAL COMMITTEES FOR THE SEARCH ARE AS FOLLOWS:

CATEGORY	COMMITTEE COMPOSITION
Best School Implementer of DRRM Program	Chairperson: Ryan Q. Blanco Members: - Alrose T. Veloz - Amor Fajardo - Crystal Christi Cartel
Most Outstanding School Implementer of Youth Formation Programs (Elementary and Secondary Category)	Chairperson: Jairus John M. Gochuco Members: - Alvic Marie Francisco - Angela Vincent Torres
Best Implementer of OK sa DepEd Central Elementary School Category	Chairperson: Baldomero Mark B. Meso III Members: - Ryan Q. Blanco - Derold Marl S. Aves
Best Implementer of OK sa DepEd Non- Central Elementary School Category	Chairperson: Jamcel A. Chacon Members: - Roy Lumban - Amor Radaza
Best Implementer of OK sa DepEd Secondary School Category	Chairperson: Pauline C. Angara Members: - Beverly Ann E. Nicolasora - Mary Caress Tagud Galono
Best Secondary School- Based Teen Center	Chairperson: Baldomero Mark B. Meso III Members: - Jerry Taruc - Jairus Gochuco



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CRITERIA FOR THE SEARCH FOR THE MOST OUTSTANDING SCHOOL IMPLEMENTER OF YOUTH FORMATION PROGRAMS (ELEMENTARY & SECONDARY CATEGORY)

1. Impact of the Project 30%					Points
a) Identify and address specific school issues or problems by offering solutions through sustainable, and long-term youth formation Projects, Programs, and Activities (PPAs) <i>(Maximum of 20 pts)</i> MOVs: MOA, Resolutions, Action Plan, Project Proposals	The School produced atleast three (3) MOA/Resolutions, an Annual Action Plan, and atleast five (5) project proposals related to Youth Formation – 20 pts	The School made an Annual Action Plan, and atleast five (5) project proposals related to Youth Formation – 10 pts	The School made less than five (5) project proposals related to Youth Formation– 5 pts		
b) Level of impact <i>(Maximum of 10 pts)</i> MOVs: Certificates, Attendance Sheets, and other relevant documents	Division-wide --MOVs must be counter-signed by the SDS and must have involved participants from at least 5 (five) different schools. – 10 pts	District-wide-- MOVs must be counter-signed by the PSDS and must have involved participants from at least three (3) different schools. – 8 pt	Barangay-wide -- MOVs must be counter-signed by a Barangay Official and must have involved participants from at least two (2) different schools.– 6 pts	School-wide (MOVs signed by the School Head) – 4 pts	
2. Teamwork on Implementing Projects 50%					
a) Number of School-based youth clubs/organization organized <i>(Maximum of 15 pts)</i> MOVs: Organizational Chart, and other relevant documents such as Election Report	10 or more youth clubs/organizations – 15 pts	8 or more youth clubs/organizations – 10 pts	6 or more youth clubs/organizations – 5 pts	5 or less youth clubs/organizations – 1 pt	
b) Engaged stakeholders <i>(Maximum of 20 pts)</i> MOVs: Attendance Sheets,	b.1) Quality of Engaged stakeholders <i>(Maximum of 10 pts)</i>	The School was able to engage the students, teachers, administrators, parents, barangay community, and other external stakeholders in implementing the Youth Formation PPAs – 10 pts	The School was able to engage the students, teachers, administrators and parents in implementing the Youth Formation PPAs – 7 pts	The School was able to engage the students, teachers and administrators in implementing the Youth Formation PPAs – 4 pts	

Certificates, and other relevant documents	b.2) Quantity of Engaged stakeholders (Maximum of 10 pts)	The school conducted at least five (5) activities that involved students, teachers, administrators, parents, the barangay community, and other external stakeholders in implementing the Youth Formation PPAs. – 10 pts	The school conducted at least four (4) activities that involved students, teachers, administrators, and parents, in implementing the Youth Formation PPAs. – 7 pts	The school conducted at least three (3) activities that involved students, teachers, and administrators in implementing the Youth Formation PPAs.– 4 pts	
c) Involvement of the school (Maximum of 15 pts) MOVs: Minutes of Meetings, Activity Proposal, Letters, and other relevant documents	c.1) Quality of Involvement (Maximum of 10 pts)	The school officials, teachers and students were involved during the planning and implementation of Youth Formation PPAs – 10 pts	The teachers and students were involved during the planning and implementation of Youth Formation PPAs – 5 pts	Only the students planned and implemented the Youth Formation PPAs – 2 pts	
	c.2) Quantity of Involvement (Maximum of 5 pts)	The school officials, teachers and students planned and implemented at least five (5) activities together – 5 pts	The teachers and students planned and implemented at least five (5) activities together – 3 pts	Only the students planned and implemented the Youth Formation PPAs – 1 pt	
3. Resource Management– 20 %					
a) Partnerships and/or Sponsorship for Youth Formation Activities (Maximum of 10 pts) MOVs: Budget Matrix, Financial Plan, SOB, Deed of Donation, MOA, and other relevant documents	The school successfully partnered with internationally recognized organizations, local organizations, and school-based organizations, which provided financial support or covered the expenses for the implementation of Youth Formation PPAs. – 10pts	The school successfully partnered with local organizations, and school-based organizations, which provided financial support or covered the expenses for the implementation of Youth Formation PPAs. – 8pts	The school successfully partnered other school-based organizations such as PTA, Teachers' Club, Canteen, etc, which provided financial support or covered the expenses for the implementation of Youth Formation PPAs – 5 pts		
b) Accountability and Transparency (Maximum of 10 pts) MOVs: Financial/Liquidation Report, Documentation, Accomplishment Report and other relevant documents	100% of all the collaborative activities implemented were properly documented and liquidated. Accomplishment Reports were submitted to the Division Office, while Liquidation Reports are posted in School Bulletin Board or website –10 pts	80% of all the collaborative activities implemented were properly documented and liquidated. Accomplishment Reports were submitted to the Division Office, while Liquidation Reports are posted in School Bulletin Board or website –8 pts	60% of all the collaborative activities implemented were properly documented and liquidated. Accomplishment Reports were submitted to the Division Office, while Liquidation Reports are posted in School Bulletin Board or website –6 pts	40% or less of all the collaborative activities implemented were properly documented and liquidated. Accomplishment Reports were submitted to the Division Office, while Liquidation Reports are posted in School Bulletin Board or website –4 pts	
TOTAL:					

JAIRUS JOHN M. GOCHUCO
Evaluator

ALVIC MARIE FRANCISCO
Evaluator

ANGELA VINCENT A. TORRES
Evaluator

Criteria and Score Sheet for Best Implementer of OK sa DepEd Central/ Non-Central Elementary School Category

School: _____ District: _____

School Head: _____

School Clinic Coordinator: _____

CRITERIA	Max. Points	Score
1. School Clinic	30	
A.) Functionality • Adequate supply of medicines with proper label and potable water • Availability of equipment: Bed, BP apparatus, Desk, Chair, Waiting Room Seats, Weighing Scale, Height measurement tool, Non-contact thermometer, Pulse oximeter, Visual Screening Chart, Medicine Cabinet, Dressing Cart, Bandage scissors, Hypoallergenic plaster, Ice pack, Kidney basin, Hot water bag, nebulizer, examination gloves, arm sling, elastic bandage, first aid kit • Medicines (Paracetamol tab or syrup, Loperamide, Mefenamic acid, Anti-allergy tab or syrup, Aluminum magnesium hydroxide, Hyoscine, Anti-bacterial ointment, Isopropyl alcohol, Anti-hypertensive meds, Betadine, Gauze bandage, Cotton balls) • Well-ventilated • Daily Treatment and Referral Records		
B.) School Health Program Data • School-based Feeding Program • Wash in Schools (WinS) • School Mental Health • Adolescent Sexuality Reproductive Health • National Drug Education Program • Medical, Dental, and Nursing Services • Gulayan sa Paaralan • Inventory of Medicines and Equipment • Nutritional Status Records of Learners • IEC on Toothbrushing and Handwashing		
C.) Structures • School Clinic Signage • Easy Accessibility • Breastfeeding Corner • Safe Drinking Water • Emergency Hotlines • Lavatory • Herbal Garden Within the Clinic Vicinity • Functional Door and Window Locks and latches • Dust-free Shelves		
2. Water, Sanitation, and Hygiene in Schools (WinS)	20	
A.) Presence of handwashing facilities that can accommodate at least 10 learners for elem; 4 learners for secondary		

CRITERIA	Max. Points	Score
B.) Availability of water for drinking, daily handwashing, bathing, and clearing of toilets regardless of source		
C.) Presence of Functional Toilets (sex segregated; for PWD)		
D.) Water Testing Done At least Once a Year		
E.) Visible IEC Materials Regarding Hygiene, Menstrual Health, and Food Safety in Strategic School Areas		
F.) Presence of WinS School's TWG		
G.) WinS Program, Repair, and Maintenance Reflected in SIP and AIP		
3. Waste Segregation	10	
A.) Implement Segregation of Trash Bins with Covers and Labels		
B.) Functional Material Recovery Facility		
C.) Functional Drainage and Septic Tank		
D.) Presence of Compost Pit or Heap		
4. Food Safety and School Canteens	10	
A.) Adherence to DepEd Order No. 13, s. 2017 Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices		
B.) Health Certificates to All Food Handlers and Canteen's Sanitary Permit		
C.) Proper Food Storage and Proper Food Handler Attire (hairnet, apron, gloves, & mask)		
5. Essential Health Care Program	10	
A.) Availability of Health Kit Supplies (soap, toothbrush, & toothpaste)		
B.) Handwashing and Toothbrushing Activities (individual or group)		
6. School- Based Feeding Program (2023- 2024)	20	
A.) Prompt Implementation of the Program		
B.) Compliance of SBFP Guidelines		
C.) Presence and Completeness of SBFP Forms		
D.) Prompt Submission of Liquidation Reports		
E.) Prompt Submission of Program Terminal Report		
F.) Documentation of Innovations or Good Practices Developed		
TOTAL	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

We certify the correctness and authenticity of the documents evaluated:

District Level Screening:

Chairman Member 1 Member 2

Division Level Validation:

Chairman Member 1 Member 2

Criteria and Score Sheet for Best Implementer of OK sa DepEd Secondary School Category

School: _____ District: _____

School Head: _____

School Clinic Coordinator: _____

CRITERIA	Max. Points	Score
1. School Clinic	30	
A.) Functionality • Adequate supply of medicines with proper label and potable water • Availability of equipment: Bed, BP apparatus, Desk, Chair, Waiting Room Seats, Weighing Scale, Height measurement tool, Non-contact thermometer, Pulse oximeter, Visual Screening Chart, Medicine Cabinet, Dressing Cart, Bandage scissors, Hypoallergenic plaster, Ice pack, Kidney basin, Hot water bag, nebulizer, examination gloves, arm sling, elastic bandage, first aid kit • Medicines (Paracetamol tab or syrup, Loperamide, Mefenamic acid, Anti-allergy tab or syrup, Aluminum magnesium hydroxide, Hyoscine, Anti-bacterial ointment, Isopropyl alcohol, Anti-hypertensive meds, Betadine, Gauze bandage, Cotton balls) • Well-ventilated • Daily Treatment and Referral Records		
B.) School Health Program Data • School-based Feeding Program • Wash in Schools (WinS) • School Mental Health • Adolescent Sexuality Reproductive Health • National Drug Education Program • Medical, Dental, and Nursing Services • Gulayan sa Paaralan • Inventory of Medicines and Equipment • Nutritional Status Records of Learners • IEC on Toothbrushing and Handwashing		
C.) Structures • School Clinic Signage • Easy Accessibility • Breastfeeding Corner • Safe Drinking Water • Emergency Hotlines • Lavatory • Herbal Garden Within the Clinic Vicinity • Functional Door and Window Locks and latches		

CRITERIA	Max. Points	Score
• Dust-free Shelves		
2. Water, Sanitation, and Hygiene in Schools (WinS)	25	
A.) Presence of handwashing facilities that can accommodate at least 10 learners for elem; 4 learners for secondary		
B.) Availability of water for drinking, daily handwashing, bathing, and clearing of toilets regardless of source		
C.) Presence of Functional Toilets (sex segregated; for PWD)		
D.) Water Testing Done At least Once a Year		
E.) Visible IEC Materials Regarding Hygiene, Menstrual Health, and Food Safety in Strategic School Areas		
F.) Presence of WinS School's TWG		
G.) WinS Program, Repair, and Maintenance Reflected in SIP and AIP		
3. Waste Segregation	20	
A.) Implement Segregation of Trash Bins with Covers and Labels		
B.) Functional Material Recovery Facility		
C.) Functional Drainage and Septic Tank		
D.) Presence of Compost Pit or Heap		
4. Food Safety and School Canteens	15	
A.) Adherence to DepEd Order No. 13, s. 2017 Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices		
B.) Health Certificates to All Food Handlers and Canteen's Sanitary Permit		
C.) Proper Food Storage and Proper Food Handler Attire (hairnet, apron, gloves, & mask)		
5. Essential Health Care Program	10	
A.) Availability of Health Kit Supplies (soap, toothbrush, & toothpaste)		
B.) Handwashing and Toothbrushing Activities (individual or group)		
TOTAL	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

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

District Level Screening:

Chairman

Member 1

Member 2

Division Level Validation:

Chairman

Member 1

Member 2

**Criteria and Score Sheet for Best Implementer of School- Based Teen Centers
for Secondary Schools (Adolescent Reproductive Health, School Mental
Health, National Drug Education Program)**

SCHOOL- BASED TEEN CENTER (ARH-SMH-NDEP)

School: _____ District: _____
 School Head: _____
 Teen Center Coordinator: _____

INDICATOR	Max. Points	Score
1. Functionability of ARH-SMH Program on Teenage Pregnancy & Suicide Reduction/Prevention in Schools.	15	
1.1 Mission & Vision		
1.2 Counselling facility		
1.3 Services offered posted		
1.4 Informative ARH and SMH related materials posted and made available to clients		
1.5 Activity area		
1.6 Referral System flow chart		
2. Coverage & Scope of Implementation	10	
2.1 School-wide Implementation		
2.1a Conducts ARH-SMH-NDEP related activities (U4U, Peer Ed, ASRH, LPPED, BKD etc.)		
2.2b Teen Center Establishment with Operators (POPDEV Coordinator, Guidance Counselor/Designate/Licensed, Clinic Teacher In-charge/School Mental Health in-charge)		
2.2 Community Involvement Partnership LGU/Brgy. Health Center, BADAC, CADAC, DOH, Community Improvement Division-Oro Youth Center/SK & Alumni Involvement and Xavier Science Foundation 4K Childfund.		
3. Nature & Extent of Teenage Pregnancy Prevention Activities, Projects Initiated/ Implemented & Organized	30	
3.1 Information - Use of IEC materials (SHAPE, Healthy Young Ones, HIV/AIDS, CSE) Social Media platform (FB page),		
3.2 Education - Curriculum Integration of Comprehensive Sexuality Education (CSE) and NDEP in classroom instruction which is reflected in DLL -Seminar related to teen-age pregnancy prevention - capacity building for Peer Advocate/POPDEV officers & members		
3.3 Intervention - Quarterly documentation and submission of HEEADSSS to the ARH Focal person in the Division - Separate logbook for SMH, ARH, and NDEP. - Utilization of ISDN (Information Service Delivery Network).		

INDICATOR	Max. Points	Score
4. Extent of Involvement of the following in terms of providing Leadership & Support in ARH-SMH-NDEP Program	20	
4.1 Students- activities initiated by ARH-SMH-NDEP to students or vice versa, Supreme Student Government (SSG), Barkada Kontra Droga (BKD), attendance & program, documentation		
4.2 Teachers- activities initiated by ARH-SMH-NDEP to teachers or vice versa, support from teachers to Peer Advocates/POPDEV officers & members, attendance & program, and documentation		
4.3 School Administrators/Non-teaching personnel		
4.4 Parents/Guardians		
4.5 Government / other non-Government agencies		
5. Attainment of Objectives	20	
5.1 Strengthen the ARH-SMH-NDEP Program thru: -Peer Advocates/POPDEV Club movement and BKD established in school - develop skills and understanding among learners, T&NT staff, school administrators in initiating active responses for Teenage Pregnancy/HIV-AIDS Reduction/Prevention - Accomplishment Report and Best Practices		
5.2 Documentation-: - sustainable support of ARH/CSE/NDEP adopted concepts among educators, professionals, families, work forces, peer groups & other sectors		
6. Monitoring & Evaluation M&E tool, result and Timetable	5	
Total	100	
Tentative Score (To be filled by the District PRAISE Com)		
Final Score (To be filled by the Division PRAISE Com)		

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

District Level Screening:

_____ Chairman	_____ Member 1	_____ Member 2
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Division Level Validation:

_____ Chairman	_____ Member 1	_____ Member 2
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NOTE: Pls incorporate some criteria with the Teen Center.

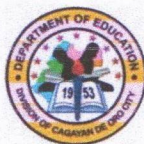


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TIMELINE:

DATE	ACTIVITY	DESCRIPTION
Sept. 9 – Oct. 3	District Level Screening & Selection	Districts will conduct the initial screening and selection process for the nominees. All required documents and evaluation criteria must be reviewed and validated during this period.
Oct. 4	Submission of District Papers	All district-level papers must be submitted by 5:00 PM. Late submissions will not be accepted unless a valid reason, such as being trapped in traffic or affected by a calamity, is provided. In such cases, the exact time of receipt should be noted, along with a written explanation.
Oct. 7	Preparation for Division Screening	- Organize the applications by category and properly label each table. - Prepare scoresheets and tabulation sheets for the Division Level Screening & Selection.
Oct. 8 – 18	Division Level Screening & Selection	The division will conduct the screening and selection process, using the prepared scoresheets and tabulation. Each nominee will be evaluated based on established criteria.
Oct. 21	Determine Division Winners	Division winners will be identified, and the results will be forwarded to the Public Schools District Supervisors (PSDS) for review and technical assistance.
Oct. 28-29	Division Level Screening & Selection for the additional categories.	The division will conduct the screening and selection process, using the prepared scoresheets and tabulation. Each nominee will be evaluated based on established criteria.
Nov. 11	Pictorial Session with Moving Video Pose	The division winners will participate in a pictorial session, which will include a video component for presentation purposes.
Dec. 4	Awarding Ceremonies	- AM: Stakeholders Convergence (MANCOM & Stakeholders): A morning session dedicated to recognizing the contributions of stakeholders.



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		- PM: Kagay-an Bahandi Awards (MANCOM & Awardees): A formal ceremony where awardees will be honored
Dec. 6	Regional Awarding Ceremonies	The final awarding ceremonies for the Regional Search for the Most Outstanding DepEd Region X Employees will take place, recognizing the exemplary achievements of the winners.



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