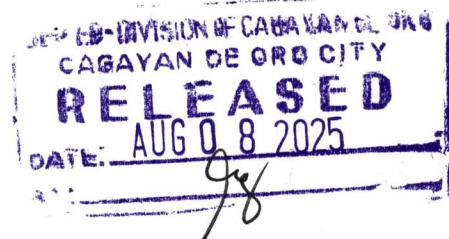




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

August 8, 2025

Division Memorandum

No. 057, s. 2025

**DIVISION-LEVEL SEARCH FOR 2025 KAGAY-AN BAHANDI
AWARDS**

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	August 11 – 28, 2025
Submission of Documents to the Division Office	August 29, 2025
Division Level Screening & Selection	September 1- 11, 2025
Submission of documents to SDS	September 15, 2025
Posting to the Web of the Results	September 19, 2025
Awarding Ceremonies	October 3, 2025



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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.

5. Employees who have previously won in the Division-Search of Kagaya-an Bahandi Awards 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 2025 Division Search for the Kagaya-an Bahandi Awards 2025
- b. Attachment No. 2 – PAM Criteria for Evaluation & other forms
- c. Attachment No. 3 – Committees for the Search
- d. Attachment No. 4 - Criteria and Score Sheet, Non-Teaching Category Level 1 & II

8. For inquiries, please contact Derrold Marl Aves or Mary Caress T. Galono, Human Resource Development Section (HRDS).

9. This office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated
Reference: NONE
To be included in the Perpetual Index
Under the following subjects:

PRAISE

AWARDS

PERSONNEL

PAM

DM-62-SGOD-Hrds/dmsa/mcg



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Attachment No.1

DIVISION-LEVEL SEARCH FOR 2025 KAGAY-AN BAHANDI AWARDS

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.

II. CATEGORIES

Award Category	Documents Requirement
A. Individual Category 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	• Nomination Form (For Individual Category) • Nomination Write-up (For Individual Category) • Omnibus Certification of Authenticity and Veracity of Documents • Teaching Demonstration Scoring Sheet (For Teacher Category Only) • Rating Sheet for Personal and Professional Characteristics • Criteria and Score Sheet ◦ Annex G. 1 — Teachers ◦ Annex G.2 — School Heads ◦ Annex G.4 — Non-Teaching Supervisory Level ◦ Annex G.5 — Non-Teaching Level I & II ◦ Annex G.7 — Researcher of the Year
B. Outstanding Master Teacher 1. Elementary 2. Secondary	
C. Outstanding School Head	



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1. Elementary 2. Secondary D. Outstanding Non-Teaching Personnel 1. Level 1 2. Level 2	o Annex G. 19 — Reading Teacher • Interview Rating Sheet, Individual Category • Certified true copy of IPCRF for the last three (3) years • Supporting Documents (properly tabbed)
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III. SEARCH AND SCREENING PROCEDURE

1. Qualification Requirements for a nominee candidate

Nominated employee for the Kagay-an Bahandi Award must meet the following criteria:

- a. Has completed a minimum of three (3) years of continuous government service as of the nomination deadline. The nominee's accomplishments should also have occurred within the last three years immediately preceding the nomination and have been carried out continuously by the nominee during that period;
- b. Has good human relations in the school and community;
- c. Has not been found guilty of any administrative or criminal offense at the time of nomination;
- d. With at least Very Satisfactory rating in the last (3) rating periods prior to the nomination. Individuals who have received a scholarship/ study grant are evaluated based on their performance throughout the preceding three (3) rating periods. For nominees who have received a scholarship throughout the rating time required, the most current rating periods available should be used, as specified in DepEd Order No. 2, s. 2015; and
- e. Has not been recognized by DepEd in any National, Regional, or Division Level Search on the same Individual Category, except for other PRAISE Awards and Recognition (Refer to Section VII.2)

2. Screening and Evaluation of Documents Stage



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Schools and districts shall be responsible for nominating individuals for the Search. The District PRAISE Committee shall conduct a District Level Search for its schools and employees, utilizing the evaluation tools and scoring sheets prescribe in this policy. The district's top one (1) nominee in each category shall advance to the division validation stage.

The district office shall endorse accomplished nomination forms, write-ups, and supporting papers of the district level nominees duly signed by the District PRAISE Committee Chairperson 10-15 days after the division search is posted. In exceptional circumstances, such as when physical submission of papers is not possible, scanned copies shall be emailed to cagayandeoro.city@deped.gov.ph.

No nominee shall be eliminated during the screening or evaluation of documents unless he or she is unable to progress to the next step in accordance with the standards, criteria, and guidelines outlined in this policy.

Nominees shall produce three (3) folders with proper tabbing comprising all required and supporting documentation and submit them to the district office for proper screening, evaluation, and endorsement.

3. Division Document Validation Stage

The Division PRAISE Committee shall spearhead the validation of the nominees from each district for each category. Scores gained in the District Level Search may change after the division validation.

For each award category, the Division PRAISE Committee shall establish Review and Evaluation Teams. The teams shall convene to discuss and analyze criteria and materials. If face-to-face interaction is not possible, teleconferencing, and other online platforms shall be utilized to complete the document screening and review stage.

All candidates are required to meet at least 90% of the total raw score to qualify for the nomination. In cases where there is only one eligible nominee/candidate for the entire division, all District Supervisors shall submit a certification affirming that they have conducted the Search for their District.



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4. Interview of the Finalists' Stage

The Division PRAISE Committee shall conduct interviews of all division finalists. Structured interview questions shall be prepared prior to the interview. For individual teaching categories, nominees shall undergo demonstration teaching.

In exceptional circumstances, when a qualifier is not physically present or the validation team is unable to conduct on-site validation and interview, qualifiers shall be validated and interviewed via video calls, teleconferencing, or other platforms.



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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/Clientele:* 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

Annex C.1: Nomination Form (For Individual Category)

NOMINATION FORM (FOR INDIVIDUAL CATEGORY)
Outstanding Teacher, School Head, and Non-Teaching Personnel

THE NOMINEE	
Name	
Position	
Current Station	
Grade Level Handled & Subject Taught <i>(if applicable)</i>	
Contact Number	
DepEd Email	
Home Address	
No. of Months Served in the School	
Performance Rating: School Year 20__ to 20__ = ____ School Year 20__ to 20__ = ____ School Year 20__ to 20__ = ____	
IMMEDIATE SUPERVISOR	
Name	
Position	
Contact Number	
DepEd Email	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Were you a previous CDO Seal of Excellence nominee?	____ Yes ____ No If yes, what year? ____ What category? ____
Were you a previous CDO Seal of Excellence semi-finalist?	____ Yes ____ No If yes, what year? ____ What category? ____
Were you a previous winner in national, regional, and division search?	____ Yes ____ No If yes, what year? ____ What category? ____

The/I _____ hereby nominate _____
(District/ Nominator) (Name of Nominee)
to the _____ based on his/her good
(Category)
character and outstanding performance. Further, I certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

(Mr./Ms./Mrs./Dr.) _____
Signature Over Printed Name of PSDS/Nominator
Date: _____

Annex C.2: Nomination Write-Up

NOMINATION WRITE-UP (FOR INDIVIDUAL CATEGORY)

Outstanding Teacher, School Head, and Non-Teaching Personnel

Name of Nominee			
Position/ Designation			
School/ Office			
Nominee's Length of Service in Current Assignment		Nominee's Length of Service in DepEd	
Executive Summary <i>(Description why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies)</i>			
Significant Accomplishment/s within the Last Three Years <i>(Description of the Project/ Work Accomplished/ Strategies/ Activities done that have significant effect on the performance of the school)</i>			
Impact of Accomplishments <i>(Indicate problems addressed, savings generated, office benefited, and transaction facilitated. If the accomplishment is part of the nominee's regular functions, justify why the accomplishments are considered exemplary or extraordinary)</i>			
Other Information <i>(Innovations, Awards & Memberships)</i>			

CERTIFICATION

We attest to all the facts stipulated herein and authorize the use of these information for publication. We understand that the PRAISE Committee shall validate the accuracy of the information contained in this form and grant my consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disqualification in the Search and for disciplinary action pursuant to applicable Civil Service laws and regulations.

 Name & Signature of Nominee
 Date: _____

 Name & Signature of PSDS/Nominator
 Date: _____

Annex D: Omnibus Certification of Authenticity and Veracity of Documents

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address at _____ hereby depose and state under oath:

1. That each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation shall automatically disqualify me from the selection process;
4. That I am making these statements as part of the requirement for CDO Seal Awards of Excellence of the Department of Education Cagayan de Oro City.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education – Cagayan de Oro City to verify the authenticity of the documents I have submitted.

Nominee/School Head

Signed in the presence of:

District PRAISE Committee Chairperson

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CAGAYAN DE ORO CITY) S.S.

BEFORE ME, this _____ in Cagayan de Oro City, Philippines, personally appeared the persons above, who are known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is their free act and deed.

WITNESS MY HAND AND SEAL.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Annex E: Rating Sheet for Personal and Professional Characteristics

PERSONAL & PROFESSIONAL CHARACTERISTICS
(For Outstanding Teacher, Instructional Manager, School Head and
Non-Teaching Personnel)

Nominee: _____ School/Office: _____
 Position: _____ District (if applicable): _____
 Category: _____

Directions: Put a check (✓) if the nominee **AT ALL TIMES** exhibits the following indicators otherwise put an (x).

INDICATORS	Yes
A. Manifested genuine enthusiasm and pride in the nobility of his/her profession	
1. Demonstrate punctuality	
2. Participate actively in all office activities	
3. Attend in all required seminars and trainings for professional development	
4. Gets involved in all school programs and projects/office activities as required	
5. Communicate the DepEd vision, mission, and core values to stakeholders	
B. Observe and demonstrates desirable personal and professional (RA 6713) and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine for others at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright, and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Always observes loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	
9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and can work harmoniously with superiors and colleagues	
2. Maintains good working relationship with co-workers, parents, and stakeholders	
3. Performs well whether as a team leader or member	

INDICATORS	Yes
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs/liabilities	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
3. Has not been subjected to any complaint/ charged administratively relative to financial matters	

Rated by:

Signature over Printed Name of the Immediate Supervisor

Date: _____

Annex F: Criteria and Score Sheet for Teaching Demonstration

TEACHING DEMONSTRATION
(For Outstanding Teacher, Coordinator & Instructional Manager)

Nominee: _____ School: _____
Position: _____ District: _____
Level/Program: ☐ K-G3 ☐ G4-G6 ☐ JHS ☐ SHS ☐ Madrasah ☐ SPED ☐ IP ☐ ALS

Components	Maximum Points	Score
1. Lesson planning and preparation	12	
2. Classroom Management	8	
3. Teaching-Learning Process	20	
4. Language Proficiency	8	
5. Assessment of Learning Outcomes	8	
6. Reinforcement of Learning	4	
Total:	60	

PRAISE Committee:

Chairman

Member 1

Member 2



Republic of the Philippines
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Office of the Schools Division Superintendent

Attachment No. 3

The Committees for the search are as follows:

Award Category	Review and Evaluation Teams
A. Individual Category	Chair: Phoebe W. Taruc Members:
1. Key Stage 1 (Primary School)	1. Beverly Anne E. Nicolasora 2. Elizer O. Teruel 3. Edwin O. Mamba
1. Key Stage 2 (Middle School)	Chair: Sylvio C. Carciller Members:
	1. Maribeth T. Auman 2. Ferdinand A. Vinco 3. Amor A. Radaza
2. Key Stage 3 (Junior High School)	Chair: January Gay T. Valenzona Members:
	1. Celso E. Pagulon 2. Jennifer Espina 3. Rommelyn N. Gonzales
3. Key Stage 4 (Senior High School)	Chair: Members:
	1. Annabelle J. Lariba 2. Melba S. Omandam 3. Emelia D. Lago
4. Madrasah Education Program	Chair: Helen R. Lucman Members:
	1. Cheryl M. Pontillas 2. Vanessa F. Martinez 3. Karl Anthony O. Salise
5. Special Needs Education	Chair: Jenith Q. Balsicas Members:
	1. Giljun T. Penuliar 2. Andrew N. Alda 3. Manuel E. Lincaro Jr.
7. Indigenous Peoples Education Program	Chair: Ray O. Maghuyop Members:



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Website: <https://depedcdo.net/>

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	1. Marcelo Q. Mabalos 2. Alma B. Penonia 3. Tito O. Yongao
8. Alternative Learning System Program	Chair: Chair: Jerly H. Eluna Members: 1. Vaicar G. Mayake 2. Basilisa B. Gayramara 3. Joebert M. Salingay
B.1. Outstanding Master Teacher (Elementary)	Chair: Jean S. Macasero Members: 1. Macapangcat U. Mama 2. Roel R. Lamberte 3. Dinah Zoraida B. Zamora
B.2. Outstanding Master Teacher (Secondary)	Chair: Chair: Rosalio R. Vitorillo Members: 1. Leonora S. Alinsub 2. Candolyn L. Quilit 3. Corazon Z. Bartoces
C.1. Outstanding School Head (Elementary)	Chair: Romeo B. Aclo Members: 1. Eleanor Consejo H. Rollan 2. Alvic Marie S. Francisco 3. Marisa D. Cayetuna
C.2. Outstanding School Head (Secondary)	Chair: Rochelle A. Luzano Members: 1. Juan A. Mingo 2. Derrold Marl S. Aves 3. Roy H. Lumban
D.1. Outstanding Non-Teaching Personnel (Level 1)	Chair: Arnel A. Calubag Members: 1. Risa Bea Socorro M. Borres 2. Marvin Anthony A. Ramos 3. Wilfredo L. Belono Jr.
D.2. Outstanding Non-Teaching Personnel (Level 2)	Chair: Angela Vincent Corrales Members: Kristian B. Murillo Jairus John M. Gochuco Loredelle L. Tacandong



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