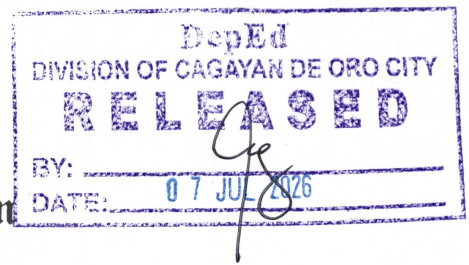




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

13 July 2026

DIVISION MEMORANDUM
No. 676 s.2026

MECHANICS & CRITERIA FOR THE KAGAY-AN BAHANDI AWARDS 2026
Division Search for Outstanding Teaching, School Leadership,
and Non-Teaching Personnel

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public-School Heads and Principals
All Teaching and 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 2026 Division Search for the Most Outstanding DepEd Cagayan de Oro City Employees dubbed **Kagay-an Bahandi Awards**.

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.

Date	Activity
July 13, 2026	Issuance of memorandum
July 27–31, 2026	School-Level Selection and Submission of Entries to the District
August 3–7, 2026	District Screening, Assessment, and Validation
August 10–14, 2026	District Technical Assistance to Qualified Nominees



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Office of the Schools Division Superintendent

Date	Activity
August 17-21, 2026	Submission of District-Endorsed Entries to the Division Office
August 24-28, 2026	Division Sorting of Entries and Pre-work for the Evaluation
September 7-11, 2026	Division Screening, Assessment, and Validation; Technical Assistance by the Division Committee
September 14, 2026	Submission of Consolidated Results to the SDS
September 15, 2026	Submission of Names to the Plaque Maker
October 5, 2026	Kagay-an Bahandi Awarding Ceremony
October 6, 2026	Release of Official Results to Deped CDO Official Page
October 7-9, 2026	Division-Level Technical Assistance; Creation of Committee for Content and Appearance

4. Generally, the search mechanics shall include three phases: (a) Paper Screening, (b) Validation of Documents and Background Investigation, and (c) Interview.

5. The Public Schools District Supervisor and District-In-Charge shall spearhead the District Level Screening & Selection.

6. The following are attached for reference:

- Attachment No. 1 – Guidelines for the 2026 Division Search for the Kagay-an Bahandi Awards 2026
- Attachment No. 2 – KBA Criteria for Evaluation & other forms
- Attachment No. 3 – Committees for the Search
- Attachment No. 4 - Criteria and Score Sheet, Non-Teaching Category Level I & II

7. For inquiries, please contact SEPS Derrold Marl Aves or EPS II Mary Caress Tagud Galono, Human Resource Development Section (HRDS).



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REGION X
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Office of the Schools Division Superintendent

8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

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

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated
Reference: as stated
To be included in the Perpetual Index
Under the following subjects:

PRAISE

AWARDS

PERSONNEL

KAGAY-AN BAHANDI AWARDS

DM030-SGOD-HRDS-MCTG / DIVISION-LEVEL SEARCH FOR 2026 KAGAY-AN BAHANDI AWARDS
July 13, 2026



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

Office of the Schools Division Superintendent

Attachment No. 1

KAGAY-AN BAHANDI AWARDS 2026

Division Search for Outstanding Teaching, School Leadership, and Non-Teaching Personnel

I. RATIONALE

The Schools Division of Cagayan de Oro City recognizes that its greatest treasures or "bahandi" are its people. Through their commitment, dedication, innovation, and exemplary service, education personnel significantly contribute to learner success and organizational excellence.

Anchored on DepEd Order No. 78, s. 2007 (PRAISE System), the Division launches the KAGAY-AN BAHANDI AWARDS 2026 to recognize and celebrate outstanding teaching, school leadership, and non-teaching personnel whose exemplary accomplishments embody excellence, integrity, innovation, and service.

II. OBJECTIVES

The search aims to:

1. Recognize exemplary accomplishments and contributions of personnel.
2. Promote excellence and innovation in education service delivery.
3. Encourage continuous professional growth and lifelong learning.
4. Showcase best practices that improve learner outcomes.
5. Foster a culture of recognition and appreciation.
6. Identify role models who inspire excellence among personnel.

III. AWARD CATEGORIES

A. TEACHING PERSONNEL

Classroom Teachers

1. Outstanding Key Stage 1 Teacher (Primary School)

- Outstanding Kindergarten Teacher
- Outstanding Grade 1 Teacher
- Outstanding Grade 2 Teacher



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- Outstanding Grade 2 Teacher
 - Outstanding Grade 3 Teacher
2. Outstanding Key Stage 2 Teacher (Middle School)
- Outstanding Grade 4 Teacher
 - Outstanding Grade 5 Teacher
 - Outstanding Grade 6 Teacher
3. Outstanding Key Stage 3 Teacher (Junior High School)
- Outstanding Grade 7 Teacher
 - Outstanding Grade 8 Teacher
 - Outstanding Grade 9 Teacher
 - Outstanding Grade 10 Teacher
4. Outstanding Key Stage 4 Teacher (Senior High School)
- Outstanding Grade 11 Teacher
 - Outstanding Grade 12 Teacher
5. Outstanding SNED Teacher
6. Outstanding ALS Teacher
7. Outstanding MADRASAH Teacher
8. Outstanding IPED Teacher

Teacher Leadership

11. Outstanding Master Teacher (Elementary)
12. Outstanding Master Teacher (Secondary)

B. SCHOOL LEADERSHIP

1. Outstanding Elementary School Head
2. Outstanding Secondary School Head

C. NON-TEACHING PERSONNEL

1. Outstanding Non-Teaching Supervisory Level (EPS, PSDS & DICs)
2. Outstanding Non-Teaching Personnel – Level 1
3. Outstanding Non-Teaching Personnel – Level 2



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IV. ELIGIBILITY

Nominees must:

1. Be permanent personnel of DepEd Cagayan de Oro City.
2. Have rendered at least three (3) years of continuous service.
3. Have no pending administrative or criminal case.
4. Have obtained at least Very Satisfactory performance ratings for the last three years.
5. Have not been previously won as Regional Winner in the same category within the last three years.

V. SEARCH PROCESS

Phase 1 – School Level Screening

School PRAISE Committees evaluate and select nominees.

Phase 2 – District Validation

District Screening Committees validate documents and endorse winners.

Phase 3 – Division Evaluation

Division Evaluation Committees conduct portfolio review, validation, interview, and deliberation.

VI. DOCUMENTARY REQUIREMENTS

1. Nomination Form (For Individual Category)
2. Nomination Write-up (For Individual Category)
3. Updated Personal Data Sheet
4. Service Record
5. Latest Appointment
6. Teaching Demonstration Scoring Sheet (For Teacher Category Only)
7. Rating Sheet for Personal and Professional Characteristics
8. Certification of Trainings
9. Certification of Awards
10. Portfolio of Accomplishments
11. Certified true copy of IPCRF/OPCRF for the last three (3) years
12. Interview Rating Sheet, Individual Category
13. Supporting Documents and Evidences (properly tabbed)
14. Certification of No Pending Administrative Case
15. Omnibus Certification of Authenticity and Veracity of Documents



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Office of the Schools Division Superintendent
Attachment No. 2 – KBA Criteria for Evaluation & Other Forms

**OUTSTANDING TEACHER, OUTSTANDING COORDINATOR, OUTSTANDING
INSTRUCTIONAL MANAGER**

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

Indicators	Max. Points	Score
1. Instructional competence in fostering learning a. Original creative outputs/innovative teaching strategies done that have significantly influenced/provided greater impact in the implementation of the learning modality b. Level of implementation of weekly home learning plan and individual learning monitoring plan c. Monitoring, evaluation, and plan adjustment in the learning modalities implemented d. Learner's assessment results/progress in the learning modality chosen and enhancement activities provided	40	
2. Provision of learning environment a. Programs/projects/health protocols initiated for a safe learning environment for learners, parents, and stakeholders b. Management and improvement of classroom facilities	20	
3. Professional and community involvement a. Professional development/trainings participated in the implementation of alternative learning modalities b. Information dissemination in the implementation of the school's learning delivery modalities	20	
4. Parents' involvement and community partnership a. Stakeholders' participation and involvement b. Parents' willingness to co-supervise and co-monitor the progress of their children's learning	20	
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



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OUTSTANDING SCHOOL HEAD

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

Indicators	Max. Points	Score
1. Instructional leadership in fostering learning a. Level of School Learning Continuity Plan implementation b. Project/work accomplished c. Number of strategies/activities done that have significantly influenced/provided greater impact in the implementation of the learning modality d. School monitoring, evaluation, and plan adjustment in the learning modalities implemented e. Communication mechanisms on the implementation of the school's learning delivery modalities	40	
2. Provision of learning environment a. Provision of safe learning environment for learners, parents, and stakeholders b. Management and improvement of school facilities c. Implementation of health protocols	20	
3. Human resource management and development a. Teachers and staff's professional development/training plan for the implementation of alternative learning modalities b. Technical Assistance provided to teachers and stakeholders	20	
4. Parents' involvement and community partnership a. Stakeholders' participation and involvement	20	
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



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Republic of the Philippines
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Office of the Schools Division Superintendent

OUTSTANDING NON-TEACHING PERSONNEL
Supervisory Level

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 (To be filled by the Division PRAISE Com)		

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

Chairman

Member 1

Member 2



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

Office of the Schools Division Superintendent

OUTSTANDING NON-TEACHING PERSONNEL
Level I and II

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

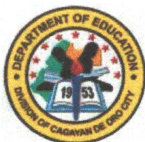
Indicators	Max. Points	Score
Part I. Work Productivity		
a. Quality and Consistency of Performance	5	
b. Responsiveness to the Public/Clientele	5	
c. Dedication and Diligence	5	
d. Honesty, Trustworthiness, and Sincerity	5	
e. Difficulty and Risk Inherent in the Work	5	
Part II. Other Areas		
a. Innovation	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 2



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Office of the Schools Division Superintendent

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

Outstanding



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INTERVIEW RATING SHEET
(For Outstanding Teacher, Instructional Manager, School Head and Non-Teaching Personnel)

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

Interview Rubric	Max. Points (For SH and NT Category)	Max. Points (For Teacher Category)	Score
Domain 1 - Organization - Detail-oriented - Time Management - Resourcefulness - Strategic Planning Has the ability to stay focused, can prioritize tasks and plan strategically, and manage time, energy, strength, mental capacity, physical space, etc., effectively, and efficiently to achieve the desired outcome.	8	4	
Domain 2 - Adept in Technology - Verbal and Written Communication Has the ability to communicate effectively using latest technology with superiors, colleagues, and staff and knows how to effectively prepare, convey, and receive messages in person as well as via phone, email, and social media.	6	3	
Domain 3 Professional and ethical behaviors Demonstrates respect for key moral principles that include honesty, fairness, equality, dignity, diversity, and individual rights, and conducts or characterizes a mark of a professional person.	6	3	
TOTAL	20	10	
Final Score (To be filled by the Division PRAISE Com)			

*NT – Non-Teaching; SH – School Head

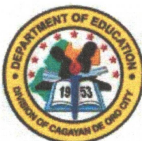
Source: Regional Memo 411, s. 2019 (adapted)

PRAISE Committee:

Chairman

Member 1

Member 2



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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	



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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: _____

Diligence
Outstanding Integrity



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

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.

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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: _____



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NOMINATION WRITE-UP (FOR INDIVIDUAL CATEGORY)

Outstanding Teacher, School Head, and Non-Teaching Personnel

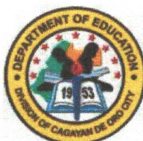
Name of Nominee			
Position/ Designation			
School/ Office			
Nominee's Length of Service in Current Assignment		Nominee's Length of Service in DepEd	
Executive Summary <i>(Description why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits 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

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Name & Signature of Nominee
Date: _____

Name & Signature of PSDS/ Nominator
Date: _____



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Office of the Schools Division Superintendent

CONSOLIDATED RATING SHEET
KAGAY-AN BAHANDI AWARDS YEAR _____
Teacher Category

Nominee	District	Documentary Evidence (80)	Demo Teaching (10)	Interview (10)	Total Score

Computation:

Documentary Evidence = $\frac{\text{Total Score (based on Annex H.1)}}{\text{Maximum Points}} \times 80$

Demo Teaching = $\frac{\text{Total Demo Score}}{60} \times 10$

Interview = $\frac{\text{Total Interview Score}}{20} \times 10$

Reviewed by the PRAISE Committee:



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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. Teaching Personnel	Chair: Phoebe W. Taruc Members:
1. Key Stage 1 (Primary School)	1. Amor A. Radaza 2. Alvic Marie Francisco
2. Key Stage 2 (Middle School)	Chair: Beverly Anne E. Nicolasora Members:
	1. Maribeth T. Auman 2. Ferdinand A. Vinco
3. Key Stage 3 (Junior High School)	Chair: January Gay T. Valenzona Members:
	1. Celso E. Pagulon 2. Rommelyn N. Gonzales
4. Key Stage 4 (Senior High School)	Chair: Evelyn Q. Sumanda Members:
	1. Melba S. Omandam 3. Emelia D. Lago
5. Madrasah Education Program	Chair: Helen R. Lucman Members:
	1. Cheryl M. Pontillas 2. Karl Anthony O. Salise
6. Special Needs Education	Chair: Jenith Q. Balsicas Members:
	1. Edwin O. Mamba 2. Jay T. Hebia
7. Indigenous Peoples Education Program	Chair: Ray O. Maghuyop Members:
	1. Janry Colonia 2. John Paul Santos
8. Alternative Learning System Program	Chair: Chair: Jerly H. Eluna Members:
	1. Hazel Jerusalem 2. Rubeneth Salazar
Teacher Leadership:	Chair: Jean S. Macasero
1. Outstanding Master Teacher (Elementary)	Members: 1. Dinah Zoraida B. Zamora 2. Elizer O. Teruel



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Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

2. Outstanding Master Teacher (Secondary)	Chair: Chair: Rosalio R. Vitorillo Members: 1. Candolyn L. Quilit 2. Corazon Z. Bartoces
SCHOOL LEADERSHIP: 1. Outstanding School Head (Elementary)	Chair: Romeo B. Aclo Members: 1. Eleanor Consejo H. Rollan 2. Marisa D. Cayetuna
2. Outstanding School Head (Secondary)	Chair: Rochelle A. Luzano Members: 1. Juan A. Mingo 2. Roy H. Lumban
NON-TEACHING PERSONNEL: 1. Outstanding Non-Teaching Supervisory Level (EPS, PSDS & DICs)	Chair: Arnel A. Calubag Members: 1. Baldomero Meso 2. Rodel Megollas
2. Outstanding Non-Teaching Personnel (Level 1)	Chair: Angela Vincent Corrales Members: 1. Ignacio Gabule 2. Wilfredo L. Belono Jr.
3. Outstanding Non-Teaching Personnel (Level 2)	Chair: Risa Bea Socorro M. Borres Members: Members: Kristian B. Murillo Jairus John M. Gochuco