



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 4, 2022

REGION MEMORANDUM
HRDD No. 103, s. 2022

REGIONAL SEARCH FOR 2022 OUTSTANDING TEACHING AND NON-TEACHING EMPLOYEES OF DEPED SOCCSKSARGEN

To: Schools Division Superintendents

1. In reference to the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s. 2002) and the Search for Outstanding Public Officials and Employees (CSC Memorandum Circular no. 03, s. 2016), DepEd SOCCSKSARGEN announces the conduct of the region-wide **Search for 2022 Outstanding Teaching and Non-Teaching Employees**, dubbed as **KAFNGABAL 2022**.

2. This program aims to encourage, reward and give due recognition to the top performing teaching and non-teaching employees who have demonstrated outstanding performance and continuing commitment to service for the education of children in SOCCSKSARGEN Region. This shall also prepare our human resources to participate more competitively in the national or international level awards.

3. All Schools Division Offices (SDOs) are hereby directed to conduct the school and/ or district level search prior to the division level. It shall be conducted using the guidelines detailed in Enclosure 1. The timeline below shall be observed at all levels:

Level	Timeline
Pre work Activity	October 20, 2022
School/ Cluster of Schools/ District Level	October 24-28, 2022
Division Level Search	November 3-11, 2022
Submission of SDO Nominees for Regional level Search	November 14-18, 2022
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (<i>e- files</i>)	November 21-25, 2022
Interview for SDO Nominees	December 1-2, 2022
Consolidation and Deliberation of Evaluation Results by RO Teams	December 5-6, 2022
Regional Level Awarding & Recognition Program/ Ceremony	December 15, 2022

4. All Schools Division Offices are hereby enjoined to involve the **SDO PRAISE Committee** and the SEPS and EPS-II for HRTD in the screening, selection and validation of the division nominees for each category.



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph





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5. The hard copy of SDO nominations shall be officially endorsed by the SDS and shall be submitted to the Regional Office. The scanned copy of the endorsement shall be sent via email to region12@deped.gov.ph and copy furnish hrdd.region12@deped.gov.ph. All the division nominees' **e-files** on PDF of their accomplishment's portfolio shall be uploaded to this Google Drive link: <https://bit.ly/KAFNGABAL2022> on or before November 18, 2022.
6. Meals and snacks, supplies and materials, cash incentives and *sablay* to awardees, honoraria for evaluators and working committees during the evaluation activities and the actual conduct of the ceremony shall be chargeable against any available Local Funds
7. The Pre-work activity shall be conducted on October 20, 2022 (specific venue to be announced). All expenses including the food, venue and supplies shall be charged against 2021 OPDNTP Funds subject to usual accounting and auditing rules and regulations.
8. For inquiries and clarifications, you may contact, Maria Isabel Rosios Cunanan, EPS, through mariaisabel.cunanan@deped.gov.ph.
9. For guidance and immediate compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: DepEd Order No. 9, s 2002; CSC Memorandum Circular No. 03, s. 2016

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

AWARDS AND RECOGNITION

MIRC/HRDD/RM- REGIONAL SEARCH FOR 2022 OUTSTANDING TEACHING AND NON-TACHING EMPLOYEES/056/October 4, 2022



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Enclosure 1 to Region Memorandum HRDD No. 103, s. 2022

2022 Regional Search Guidelines for Outstanding Teaching and Non-Teaching Employees

I. Rationale and Purpose

DepEd Region XII shall conduct the region-wide Search for 2022 Outstanding Teaching and Non-Teaching Employees in conformity with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s.2002) and in support to the Search for Outstanding Public Officials and Employees that has been conducted by the Civil Service Commission (CSC) annually (CSC Memorandum Circular No. 03, s.2016). The initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. It prepares our human resources more competitively for nomination and participation to the national level or international level awards program.

The search activity aims to encourage, reward and give due recognition to the top performing teaching and non-teaching employees who have demonstrated continuing commitment and outstanding performance. This is in adherence to the principle that human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

II. Category and Qualification Requirements

The search shall cover both the teaching and non-teaching employees and shall include the following categories:

A.) Teaching Employees

Category	Qualification Requirements
Outstanding Elementary School Teacher (Teacher I - III)	<ul style="list-style-type: none">Has permanent item as teacher I, II, or IIIWith at least 5 years teaching experience and 3-year experience in the category applied for.Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loadsPerformance Rating of at least VS for the last three (3) yearsHas been awarded the Division Outstanding Elementary/ Secondary Teacher Award
Outstanding Secondary School Teacher (Teacher I - III)	<ul style="list-style-type: none">Has instructional materials produced and used for the improvement of teachingHas demonstrated expertise in the subject matterHas conducted research/es related to teaching and learning.





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	<ul style="list-style-type: none"> Has been invited as Resource Speaker in DepEd related activity Has actively participated in the NEAP recognized trainings for the last 3 years Has original innovative teaching approaches/strategies/practices
<p>Outstanding Elementary Master Teacher (Master Teacher I- II)</p>	<ul style="list-style-type: none"> Has permanent item as Master Teacher I or II With at least 5 years teaching experience and 3 years in the category applied for. Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads Has other designations like coordinator, mentor, grade/year level chairman Performance Rating of at least VS for the last five (5) years Has received the Division Outstanding Master Teacher Award
<p>Outstanding Secondary Master Teacher (Master Teacher I- II)</p>	<ul style="list-style-type: none"> Has been a member of Technical Working Group as manifestation of Subject Matter Expertise Has conducted mentoring or coaching activity Has conducted seminar-workshop for teachers Has been a demo teacher among peer group Has developed and produced instructional materials and used or adopted by other teachers in the school or division Has conducted research/es related to teaching and learning Has original innovative teaching approaches/strategies/practices
<p>Outstanding Kindergarten Teacher</p>	<ul style="list-style-type: none"> Has permanent item as Teacher I/ Kindergarten teacher With at 5 years teaching experience and 3 years in the category applied for Has at least 2 teaching loads of Kinder sessions or 6 hours of teaching loads. Performance Rating of at least VS for the last 5 years Has received the Division Outstanding KINDER Teacher Award Has instructional materials produced and used for the improvement of teaching -learning Has demonstrated expertise in the subject matter Has been a Resource Speaker in the DepEd related activity Has been a demo teacher among peer group Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years Has conducted research/es related to teaching and learning Has original innovative teaching approaches/strategies/practices
<p>Outstanding</p>	<ul style="list-style-type: none"> A Passer of the Qualifying Exam for Arabic Language and Islamic Studies (QEALIS) With at least 5 years teaching experience and 3 years in the category applied for





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ALIVE Teacher	<ul style="list-style-type: none"> ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last 5 years ▪ Has received the Division Outstanding ALIVE Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
Outstanding IPED Teacher	<ul style="list-style-type: none"> ▪ Has permanent item as Teacher I tagged to IPED Program ▪ With at least 5 years teaching experience and 3 years in the category applied for ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last three (3) years ▪ Has received the Division Outstanding IPED Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has instructional materials produced and used for the improvement of teaching-learning ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
Outstanding SPED Teacher	<ul style="list-style-type: none"> ▪ Has permanent item as regular Teacher or SPED teacher ▪ With at least 5 years teaching experience and 3 years in the category applied for ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last 5 years ▪ Has received the Division Outstanding SPED Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has instructional materials produced and used for the improvement of teaching-learning ▪ Has conducted research/es related to teaching and learning





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	<ul style="list-style-type: none"> Has original innovative teaching approaches/strategies/practices
Outstanding ALS Teacher	<ul style="list-style-type: none"> Has permanent item as Regular ALS teacher With at least 5 years teaching experience and 3 years in the category applied for Has at least 5-6 teaching loads or 6 hours teaching loads Performance Rating of at least VS for the last 5 years Has received the Division Outstanding ALS Teacher Award Has instructional materials produced and used for the improvement of teaching -learning Has demonstrated expertise in the subject matter Has been a Resource Speaker in the DepEd related activity Has been a demo teacher among peer group Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years Has conducted research/es related to teaching and learning Has original innovative teaching approaches/strategies/practices
Outstanding Multi-Grade Teacher	<ul style="list-style-type: none"> Has permanent item as Regular Teacher with at least 5 years teaching experience and 3 years in the category applied for Has at least 5-6 teaching loads or 6 hours teaching loads Performance Rating of at least VS for the last 3 years Has received the Division Outstanding MULTI GRADE Teacher Award Has instructional materials produced and used for the improvement of teaching -learning Has demonstrated expertise in the subject matter Has been a Resource Speaker in the DepEd related activity Has been a demo teacher among peer group Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years Has conducted research/es related to teaching and learning Has original innovative teaching approaches/strategies/practices
Outstanding Elementary School Principal (Principal I to IV) Outstanding Secondary School Principal (Principal I to IV)	<ul style="list-style-type: none"> Has Regular Permanent appointment as Principal I, II, III or IV Has 5 years teaching experience with a 3-year experience in the category applied for Has served for at least 3 years as Principal I, II, III or IV Has no pending administrative/criminal case (OPCRF) Performance Rating of at least VS for the last 3 years. Has received the Division Outstanding ELEMENTARY/SECONDARY PRINCIPAL Award Has an unquestioned integrity With SF5 showing the Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer





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	<ul style="list-style-type: none"> ▪ Has shown School Based Management (SBM) level of practice ▪ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022. ▪ Has Concept paper or program of Innovation, Creativity or Research for the last 3 years. ▪ Has Consolidated Classroom Observation Report manifesting the Management of Teachers Performance for the increase of MPS ▪ Has Accomplishment Report showing the achievement of 80% performance level ▪ Has Program of Work of the Seminar-workshop conducted for teachers ▪ Has document that show the impact and sustainability of professional or community contribution ▪ Has no outstanding unliquidated funds.
<p>Outstanding Elementary School Head Teacher (HT) (IH)/TIC</p> <p>Outstanding Secondary School Head Teacher HT (IH)/TIC</p>	<ul style="list-style-type: none"> ▪ Has Regular Permanent Appointment as HT (IH) or Designation as TIC ▪ Has served for 5 years (teaching/teaching related experience) ▪ Has served for at least 5 years as Head Teacher/ TIC ▪ Has no pending administrative/criminal case (OPCRF) Performance Rating of at least VS for the last 5 years ▪ Has received the Division Outstanding ELEMENTARY/SECONDARY SCHOOL HEAR/TIC/HT Award ▪ Has an unquestioned integrity ▪ With SF5 showing the Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer ▪ Has shown School Based Management (SBM) level of practice ▪ Has Concept paper or program of Innovation, Creativity or Research for the last 3 years. ▪ Has Consolidated Classroom Observation Report manifesting the Management of Teachers Performance for the increase of MPS ▪ Has Accomplishment Report showing the achievement of 80% performance level ▪ Has Program of Work on the Seminar-workshop conducted for teachers ▪ Has document that show the impact and sustainability of professional or community contribution ▪ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022. ▪ Has no outstanding unliquidated funds.





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	<ul style="list-style-type: none"> Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022.
<p>Outstanding District Supervisor/ PSDS/PIC (Principal In-charge of the District/PIC)</p>	<ul style="list-style-type: none"> Has Regular Permanent appointment as District Supervisor/PSDS or Designation as (PIC) Principal in-charge of the district Has served for at least 5 years as Principal in-charge/ PSDS Has no pending administrative/ criminal case Performance Rating of at least VS for the last 3 years Has received the Division Outstanding DISTRICT SUPERVISOR/PIC Award Has shown concept paper or program of innovation, creativity or research With SF5 showing the Consolidated Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer Has shown School Based Management (SBM) level of practice Performance Rating of at least VS for the last 3 years Programs implemented/ Technical Assistance Report signed by CID chief on mechanism showing support to Curriculum Management and Implementation Educational Development Plan. Accomplishment report strengthening Shared Accountability Policy/ Contextualized Activity/ innovation introduced that fosters a culture of Continuous Improvement Mentoring Program that lists Need versus Action done to improve oneself and others Participation to DepEd /NEAP recognized Training/ Seminars attended Has been a Resource Speaker on NEAP Accredited Learning and Development programs for the last 3 years
<p>Education Program Supervisor (EPS)</p>	<ul style="list-style-type: none"> Has Regular Permanent appointment as Education Program Supervisor (EPS) Has served for 5 years (teaching/teaching related experience) Has served for at least 3 years as Education Program Supervisor Has no pending administrative/criminal case Performance Rating of at least VS for the last 3 years Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award Programs implemented/ Technical Assistance Report signed by CID chief on mechanism showing support to Curriculum Management and Implementation Educational Development Plan. Accomplishment report strengthening Shared Accountability





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	<ul style="list-style-type: none"> ▪ Policy/ Contextualized Activity/ innovation introduced that fosters a culture of Continuous Improvement ▪ Mentoring Program that lists Need versus Action done to improve oneself and others ▪ Participation to DepEd /NEAP recognized Training/ Seminars attended ▪ Has been a Resource Speaker on DepEd/ NEAP Accredited Learning and Development programs for the last 3 years
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B.) Non-Teaching Employees

Category	Qualification Requirements	Revisions/Comments
<p>Outstanding Non-Teaching Employee (below SG 18)</p> <ul style="list-style-type: none"> • Administrative Officer I-IV • Administrative Assistant I-III • Administrative Aide I-VI • Nurse • Librarian • Education Program Specialist II 	<ul style="list-style-type: none"> ▪ The Outstanding Non-Teaching Employee (Below SG 18) Award may be awarded to either of the following positions: ADMINISTRATIVE OFFICER I-IV, ADMINISTRATIVE ASSISTANT I-III, ADMINISTRATIVE AIDE I-VI, NURSE, LIBRARIAN, EDUCATION PROGRAM SPECIALIST II ▪ Has permanent item in the position as ADMINISTRATIVE OFFICER I-IV/ ADMINISTRATIVE ASSISTANT I-III/ ADMINISTRATIVE AIDE I-VI/ NURSE/ LIBRARIAN/ EDUCATION PROGRAM SPECIALIST II ▪ With at least 3 years of work experience relevant to the current position ▪ Has outstanding or exemplar accomplishments in the current position ▪ Has no pending administrative or criminal case ▪ Performance Rating of at least VS for the last 3 years ▪ Has received the Division Outstanding Non-Teaching Employee (SG 18 and below) Award ▪ Has shown Accomplishment Report that shows Performance/ Impact of Achievement ▪ Has documents that show the Extent and Effectiveness of the Innovation introduced to show reliability and effectiveness of the program ▪ Concept paper or program of Innovation, Creativity or Research for the last 3 years ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has been a Resource Speaker on DepEd/NEAP Accredited Learning and Development programs for the last 3 years 	





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Outstanding Non-Teaching Employee (SG 18 and above)

- **Medical Officer**
- **Legal Officer**
- **Engineer**
- **Accountant**
- **Administrative Officer V**
- **Project Development Officer**
- **Information Technology Officer**
- **Dentist**
- **Senior Education Program Specialist**

- The Outstanding Non-Teaching Employee (SG 18 and above) Award may be awarded to either of the following positions: MEDICAL OFFICER, LEGAL OFFICER, ENGINEER, ACCOUNTANT, ADMINISTRATIVE OFFICER V, PROJECT DEVELOPMENT OFFICER, INFORMATION TECHNOLOGY OFFICER, DENTIST, SENIOR EDUCATION PROGRAM SPECIALIST
- Has permanent item in the position as MEDICAL OFFICER/ LEGAL OFFICER/ ENGINEER, ACCOUNTANT/ ADMINISTRATIVE OFFICER V/ PROJECT DEVELOPMENT OFFICER/ INFORMATION TECHNOLOGY OFFICER/ DENTIST/ SENIOR EDUCATION PROGRAM SPECIALIST
- With at least 1 year of work experience relevant to the current position
- Has received the Division Outstanding Non-Teaching Employee (SG 18 and above) Award
- Has outstanding or exemplar accomplishments in the current position
- Has no pending administrative or criminal case
- Performance Rating of at least VS
- Concept paper or program of Innovation, Creativity or Research
- Has shown accomplishment report on the submission of reports/ tasks assigned
- Has actively participated in DepEd/NEAP recognized trainings/ Seminars
- Has been a Resource Speaker on NEAP Accredited Learning and Development programs
- Copy of Publications, Authorship, Instructional Materials developed

III. Search and Selection Timeline

The following timeline shall be observed at all levels:

Activity	Timeline
Pre-Work Activity	October 20, 2022
School / Cluster of Schools/ District Level	October 24-28, 2022
Division Level Search	November 3-11, 2022
Submission of SDO Nominees for Regional Level Search	November 14-18, 2022
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (e-files)	November 21-25, 2022



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Interview for SDO nominees	December 1-2, 2022
Consolidation and Deliberation of Evaluation Results by RO Teams	December 5-6, 2022
Regional Level Awarding & Recognition Program/Ceremony	December 15, 2022

IV. Required Documents for Submission

The search and selection committee at all levels shall require all nominees to submit the **electronic copy (soft copy) and scanned copy** in PDF format and **hard copy** of the required documents as basis for evaluation:

1. Nomination Letter by the Head of Office
2. Updated PDS and Service Record
3. Nominee's Portfolio of Accomplishments/Achievements as stated in the suggested MOVs
4. Two (2) Minute Video highlighting the Individual Nominee's innovative and exemplary practices

V. TEACHING EMPLOYEES

Category	Selection Criteria and Rating													
1. Outstanding Elementary Teacher I-III 2. Outstanding Secondary Teacher I-III	Instructional Competence (45) 1. Teaching Competence/ IPCRF Rating (20) Final Rate= Average Score of 3 consecutive ratings/5 X 20 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">MOVs</td> <td style="width: 40%;">3-year IPCRF</td> </tr> </table>		MOVs	3-year IPCRF										
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2. Outstanding Accomplishments 1. Awards and Recognition DepEd Recognized Awards and Recognition (5) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">International</td> <td style="width: 15%;">5</td> <td rowspan="5" style="width: 55%; vertical-align: middle;"> <ul style="list-style-type: none"> • MOVs • Certificate of Recognition • Certificate of Commendation </td> </tr> <tr> <td>National</td> <td>4</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District/School</td> <td>1</td> </tr> </table>		International	5	<ul style="list-style-type: none"> • MOVs • Certificate of Recognition • Certificate of Commendation 	National	4	Regional	3	Division	2	District/School	1		
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2. Innovation or Research Creativity / Innovation (10) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">International</td> <td style="width: 15%;">10</td> <td rowspan="6" style="width: 55%; vertical-align: middle;"> <ul style="list-style-type: none"> • MOVs • Concept paper for innovation, creativity or </td> </tr> <tr> <td>National</td> <td>8</td> </tr> <tr> <td>Regional</td> <td>6</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </table>		International	10	<ul style="list-style-type: none"> • MOVs • Concept paper for innovation, creativity or 	National	8	Regional	6	Division	4	District	2	School	1
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			research paper
		3. Subject Matter Expert / NTWG or committee member / consultant (5)	
		National	5
		Regional	4
		Division	3
		District	2
		School	1
			MOVs
			• Certificate as member of TWG or certificate as consultant
		4. Resource Speakership / L and D Facilitation / NEAP Accreditation on Learning Facilitation (5)	
		National	5
		Regional	4
		Division	3
		District	2
		School	1
			MOVs
			• Certificate as Resource Speaker
		Professional Competence (30)	
		1. Education (10)	
		Doctoral	10
		Doctoral (CAR)	8
		Master's Degree	6
		MA (CAR)	4
		Bachelor's Degree	2
			MOVs
			• Transcript of Record with CAV
		2. Demo Teacher (10)	
		National	10
		Regional	8
		Division	6
		District	4
		School	2
			MOVs
			• Certificate as demo teacher with signed lesson plan
		3. Participant to DepEd/NEAP Recognized Trainings/ Seminars (5)	
		International	5
		National	4
		Regional	3
		Division	2
		District	1
			MOVs
			• Certificate of Participation





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4. Publication/ Authorship/ Instructional Materials Developed (5)

National	5	MOVs • Certificate of Publication, authorship, or Instructional Materials developed
Regional	4	
Division	3	
District	2	
School	1	

Community Development/ Services (15)

1. Membership/ Leadership in professional organizations related to teaching (5)

National	5	MOVs • Certificate of Membership/ leadership
Regional	4	
Division	3	
District	2	
School	1	

2. Participation in Community and civic movements/ advocacies (5)

National	5	MOVs • Certificate of Participation
Regional	4	
Division	3	
District	2	
School	1	

3. Sustainability of professional or community contribution 3 years or more relevant to teaching (5)

Accomplished/ Target X100 X .05

MOVs	Documents that show the impact and sustainability of professional or community contribution
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Personal Characteristics (10)

Refer to Core Behavioral Competencies for Indicators

1. Self-Management (2)





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Occasionally Demonstrated	1																														
Not Demonstrated	0																														
<p>3. Outstanding Elementary Master Teacher I-II</p> <p>4. Outstanding Secondary Master Teacher I-II</p>	<p>Instructional Competence (45)</p> <p>1. Teaching Competence/ IPCRF Rating (20)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">MOVs</td> <td style="width: 40%;">3-year IPCRF</td> </tr> </table> <p>2. Outstanding Accomplishments</p> <p>a. Awards and Recognition</p>	MOVs	3-year IPCRF																												
MOVs	3-year IPCRF																														





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	DepEd Recognized Awards and Recognition (5)		
	International	5	MOVs
	National	4	• Certificate of Awards
	Regional	3	
	Division	2	
	District	1	
	b. Innovation or Research Creativity / Innovation/Research (10)		
	International	10	MOVs
	National	8	• Concept paper for innovation, creativity or research paper
	Regional	6	
Division	4		
District	2		
School	1		
c. Subject Matter Expert / NTWG or committee member (5)			
National	5	MOVs	
Regional	4	• Certificate as part of TWG or consultancy	
Division	3		
District	2		
School	1		
d. Resource Speakership / L and D Facilitation /NEAP Accreditation on Learning Facilitation (5)			
National	5	MOVs	
Regional	4	• Certificate as Resource Speaker	
Division	3		
District	2		
School	1		
Instructional Leadership (10)			
1. Conducted at least 3 mentoring/coaching activities with teachers quarterly			
Frequently Demonstrated (at least 3 TA per quarter)	2	MOVs	
Occasionally Demonstrated (at least 1 TA per quarter)	1	• Classroom Observation Tool or Accomplished Learning	
Not Demonstrated	0		





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			Partnership program tool certified by the School Head
		2. Managed Performance of teachers following the RPMS cycle	
	Frequently Demonstrated	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Accomplished Classroom Observation tool
	Not Demonstrated	0	<ul style="list-style-type: none"> Feedback form PMCF
		3. Facilitated for the Increase of MPS	
	Frequently Demonstrated (at least 3 TA per quarter)	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Remediation Programs initiated
	Not Demonstrated	0	<ul style="list-style-type: none"> 3- year MPS rating
		4. At least 75% of the student's achieved 80% performance level at the end of the latest school year	
	75% and above	2	MOVs
	50%-74%	1	<ul style="list-style-type: none"> MPS
	Below 50%	0	<ul style="list-style-type: none"> Proficiency level of learners in the subject taught
		5. Conducted Seminar /Workshop for Teachers in specific learning areas	





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	At least 2 in a year	2	MOVs
	At least 1 in a year	1	<ul style="list-style-type: none"> • Accomplishment report
	Not Demonstrated	0	
Professional Growth (20)			
1. Education (10)			
	Doctoral	10	MOVs
	Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record with CAV
	Master's Degree	6	
	MA (CAR)	4	
	Bachelor's degree	2	
2. Served as Demo Teacher for school/ division level (5)			
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> • Certificate as demo teacher with signed lesson plan
	Division	3	
	District	2	
	School	1	
3. Publication/ Authorship/ Instructional Materials Developed (5)			
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> • Copy of publication, authorship, or instructional materials developed
	Division	3	
	District	2	
	School	1	
Community Development Services (15)			
1. Membership to professional or civic organization (5)			
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> • Certificate of Membership
	Division	3	
	District	2	
	School	1	
2. Participation in Community and civic movements/ advocacies (5)			
	National	5	MOVs





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	Regional	4	• Certificate of participation																								
	Division	3																									
	District	2																									
	School	1																									
	<p>3. Sustainability of professional or community contribution 3 years or more relevant to teaching (5)</p> <p>Accomplished/Target X100 X .05</p> <p>MOVs: Documents that show the impact and sustainability of professional or community contribution</p>																										
<p>Personal Characteristics (10) <i>Refer to Core Behavioral Competencies for Indicators</i></p> <p>1. Self-Management (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>2. Professionalism and Ethics (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>3. Result Focus (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>4. Teamwork (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>5. Service Orientation (2)</p>				Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0
Frequently Demonstrated	2																										
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Frequently Demonstrated	2																										
Occasionally Demonstrated	1																										
Not Demonstrated	0																										





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		Frequently Demonstrated	2	
		Occasionally Demonstrated	1	
		Not Demonstrated	0	



Regional Center, Brgy. Carpenter Hill, City of Koronadal
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Website: depedroxii.org Email: region12@deped.gov.ph





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5. Outstanding Kindergarten Teacher

Instructional Competence (45)

1. Teaching Competence/ IPCRF Rating (20)

Final Rate= Average Score of 3 consecutive ratings/5 X 20

MOVs	3-year IPCRF
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2. Outstanding Accomplishments

1. Awards and Recognition

DepEd Recognized Awards and Recognition (5)

International	5	<ul style="list-style-type: none"> • Certificate of Awards
National	4	
Regional	3	
Division	2	
District	1	

2. Innovation or Research

Creativity / Innovation (10)

International	10	<ul style="list-style-type: none"> • Concept paper or program of innovation, creativity or research
National	8	
Regional	6	
Division	4	
District	2	
School	1	

3. Subject Matter Expert /NTWG or committee member / Consultant (5)

National	5	<ul style="list-style-type: none"> • Certificate as part of TWG or Certificate as Consultant
Regional	4	
Division	3	
District	2	
School	1	

4. Resource Speakership / L and D Facilitation

/NEAP Accreditation on Learning Facilitation (5)

National	5	<ul style="list-style-type: none"> • Certificate as Resource Speaker
Regional	4	
Division	3	
District	2	
School	1	

6. Outstanding ALIVE Teacher

7. Outstanding IPED Teacher

Professional Competence (30)





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8. Outstanding SPED Teacher

1. Education (10)

Doctoral	10	MOVs
Doctoral (CAR)	8	• Transcript of Record
Master's Degree	6	
MA (CAR)	4	
Bachelor's Degree	2	

9. Outstanding ALS Teacher

2. Demo Teacher (10)

National	10	MOVs
Regional	8	• Certificate as Demo teacher with signed Lesson plan
Division	6	
District	4	
School	2	

10. Outstanding Multi-Grade Teacher

3. Participant to DepEd/NEAP Recognized Trainings/ Seminars (5)

International	5	MOVs
National	4	• Certificate of Participation
Regional	3	
Division	2	
District	1	

4. Publication/ Authorship/ Instructional Materials Developed (5)

National	5	MOVs
Regional	4	• Certificate of publication, authorship or instructional materials developed
Division	3	
District	2	
School	1	

Community Development/ Services (15)

1. Membership/Leadership in professional organizations related to teaching (5)

National	5	MOVs
Regional	4	• Certificate of Membership/ Leadership
Division	3	
District	2	
School	1	





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2. Participation in Community and civic movements/advocacies (5)

National	5	MOVs • Certificate of Participation
Regional	4	
Division	3	
District	2	
School	1	

3. Sustainability of professional or community contribution -3 years or more relevant to teaching (5)

Accomplished/ Target X 100 X .05

MOVs	Documents that show the impact and sustainability of professional or community contribution
------	---

Personal Characteristics (10)

Refer to Core Behavioral Competencies for Indicators

1. Self-Management (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

2. Professionalism and Ethics (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

3. Result Focus (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

4. Teamwork (2)





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Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

5. Service Orientation (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0





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<p>11. Outstanding Elementary School Principal (Principal I or IV)</p>	<p>Managerial Competence (35) A. GPA for 3 years based on SF5 certified and validated by the Planning Officer (15) Final Rate= Average Score of 3 consecutive ratings/100 X 15</p>																
<p>12. Outstanding Elementary TIC/HT (IH)</p>	<table border="1"> <tr> <td>MOVs</td> <td>3-year GPA</td> </tr> </table>	MOVs	3-year GPA														
MOVs	3-year GPA																
<p>13. Outstanding Secondary School Principal (Principal I or IV)</p>	<p>B. Level of SBM practice (10) B.1 SDO Validated</p> <table border="1"> <tr> <td>Level 3</td> <td>2</td> <td>MOVs</td> </tr> <tr> <td>Level 2</td> <td>1</td> <td> <ul style="list-style-type: none"> Certificate of Recognition </td> </tr> </table>	Level 3	2	MOVs	Level 2	1	<ul style="list-style-type: none"> Certificate of Recognition 										
Level 3	2	MOVs															
Level 2	1	<ul style="list-style-type: none"> Certificate of Recognition 															
<p>14. Outstanding Secondary TIC/HT (IH)</p>	<p>B.2 RO Validated</p> <table border="1"> <tr> <td>Level 3 (highest 2.90-3.00) (higher 2.70-2.89) (high 2.50-2.69)</td> <td>10 8 6</td> <td>MOVs</td> </tr> <tr> <td>Level 2</td> <td>4</td> <td> <ul style="list-style-type: none"> Certificate of Recognition </td> </tr> </table>	Level 3 (highest 2.90-3.00) (higher 2.70-2.89) (high 2.50-2.69)	10 8 6	MOVs	Level 2	4	<ul style="list-style-type: none"> Certificate of Recognition 										
Level 3 (highest 2.90-3.00) (higher 2.70-2.89) (high 2.50-2.69)	10 8 6	MOVs															
Level 2	4	<ul style="list-style-type: none"> Certificate of Recognition 															
	<p>C. Fiscal Leadership (MOOE/school funds Liquidation with Accountant's Certificate signed by SDS (10)</p> <p>Timeliness (5)</p> <table border="1"> <tr> <td>Never been delayed in the liquidation</td> <td>5</td> <td>MOVs</td> </tr> <tr> <td>1-2 delays</td> <td>3</td> <td rowspan="2"> <ul style="list-style-type: none"> Accountant's certification </td> </tr> <tr> <td>3 or more delays</td> <td>1</td> </tr> </table> <p>Efficiency (5)</p> <table border="1"> <tr> <td>91-100% utilized MOOE/School funds</td> <td>5</td> <td>MOVs</td> </tr> <tr> <td>81-90% utilized MOOE/School funds</td> <td>3</td> <td rowspan="2"> <ul style="list-style-type: none"> Accountant's certification </td> </tr> <tr> <td>80% and below utilized MOOE/School funds</td> <td>1</td> </tr> </table>	Never been delayed in the liquidation	5	MOVs	1-2 delays	3	<ul style="list-style-type: none"> Accountant's certification 	3 or more delays	1	91-100% utilized MOOE/School funds	5	MOVs	81-90% utilized MOOE/School funds	3	<ul style="list-style-type: none"> Accountant's certification 	80% and below utilized MOOE/School funds	1
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91-100% utilized MOOE/School funds	5	MOVs															
81-90% utilized MOOE/School funds	3	<ul style="list-style-type: none"> Accountant's certification 															
80% and below utilized MOOE/School funds	1																
	<p>Professional Competence (35) A. Performance ratings/OPCRF (15)</p>																





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Final Rate= Average Score of 3 consecutive ratings/5 X 15

- B. Implemented Research and creative outputs within 3 years, re-entry projects after attendance to training, conferences, or workshops (5)

International	5	MOVs • Concept paper or program of innovation, creativity or research
National	4	
Regional	3	
Division	2	
District/ School	1	

- C. DepEd Recognized Awards or distinctions received (5)

International	5	MOVs • Certificate of Awards
National	4	
Regional	3	
Division	2	
District	1	

- D. Educational Attainment (10)

Doctoral	10	MOVs • Transcript of Record
Doctoral (CAR)	8	
Master's Degree	6	
MA (CAR)	4	

Leadership Skills (10)

1. Conducted at least 3 mentoring/ coaching activities with teachers quarterly

Frequently demonstrated (at least 3 TA per quarter)	2	MOVs • COT • Coaching and mentoring report/documents
Occasionally Demonstrated (at least 1 TA per quarter)	1	
Not Demonstrated	0	

2. Managed Performance of teachers following the RPMS Cycle

Frequently demonstrated (at	2	MOVs
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	least 3 TA per quarter)		
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Classroom Observation Tool
	Not Demonstrated	0	
	3. Managed School Reading Program that facilitated for the Increase of Reading skills		
	Frequently demonstrated (at least 3 TA per quarter)	2	MOV's
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Phil IRI Test Result
	Not Demonstrated	0	
	4. At least 75% of the student's achieved 80% performance level at the end of the latest school year		
	Frequently demonstrated (at least 3 TA per quarter)	2	MOV's
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Accomplishment Report
	Not Demonstrated	0	
	5. Conducted Instructional Supervision		
Frequently demonstrated (at least 3 TA per quarter)	2	MOV's	
Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Program of Work 	
Not Demonstrated	0		
Community Partnership/Linkages (10)			





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A. Sustainability of professional or community contribution - 3 years or more relevant to teaching (10)

Accomplished/Target X100 X .10

MOVs	Documents that show the impact and sustainability of professional or community contribution
------	---

Personal Attributes/ Characteristics (10)

Refer to Core Behavioral Competencies and Leadership Competencies for Indicators

1. People Performance (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

2. Leading People (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

3. People Development (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

4. Self-Management (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

5. Professionalism and Ethics (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0





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15. Outstanding District Supervisor/ PSDS/PIC

(Principal In-charge of the district/PIC)

Instructional Supervisory Leadership (40)

1. Consolidated GPA for 3 years of all schools in the district **(15)**

Final Rate= Average Score of 3 consecutive ratings/5 X 15

MOVs	3-year GPA results
------	--------------------

1. Level of SBM practice **(10)**
 Number of schools participated over the number of schools per district

A. Level of SBM practice

B.1 SDO Validated

Level 3	3	MOVs
Level 2	2	• Certificate of Recognition

B.2 RO Validated

Level 3 (highest 2.90-3.00)	10	MOVs
(higher 2.70-2.89)	8	
(high 2.50-2.69)	6	
Level 2	4	• Certificate of Recognition

B. Performance ratings/IPCRF **(15)**

Final Rate= Average Score of 3 consecutive ratings/100 X 0.15

Accomplishments (30)

A. DepEd Recognized Awards and Recognition (5)

International	5	MOVs
National	4	• Certificate of Awards
Regional	3	
Division	2	
District	1	

B. Innovation/ Research/ Creativity (5)

International	5	MOVs
National	4	





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Regional	3	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research paper
Division	2	
District	1	

C. Technical Assistance conducted either on Instruction & Curriculum or Research (20)

1. Supports Curriculum Management and Implementation

Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	MOVs
Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	<ul style="list-style-type: none"> • Programs implemented • Technical Assistance report Signed by CID Chief
Support curriculum implementation through the management of programs, projects and activities	2	
Demonstrate knowledge and understanding of support for curriculum implementation through the management of programs, projects and activities	1	

2. Strengthens shared accountability

Model exemplary skills on evidence-	5	MOVs
-------------------------------------	---	------





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	based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.		
	Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	<ul style="list-style-type: none"> • M & E Report • Program/ Project Design • Annual Implementation Plan
	Conduct programs, projects and activities aligned with the educational development plan.	2	
	Demonstrate knowledge and understanding of the operationalization of educational development plans	1	

3. Fosters a culture of Continuous Improvement

Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	MOVs
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • District BE-LCP • TA reports • Needs Analysis Report
Apply appropriate instructional leadership	2	





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	support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process		
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	1	
4. Develops Self and Others			
	Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	MOVs
	Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Mentoring program • Certificate of Membership/ Recognition from Community of Learning
	Ensure the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	2	
	Demonstrate knowledge and understanding of different learning and development interventions.	1	
Professional Competence (20)			
A. Education (5)			
	Doctoral	5	<ul style="list-style-type: none"> • Transcript of Record
	Doctoral (CAR)	3	
	Master's Degree	2	
	MA (CAR)	1	





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B. DepEd/NEAP Recognized Trainings/ Seminars attended (5)

International	5	MOVs • Certificate of Participation
National	4	
Regional	3	
Division	2	
District	1	

C. Resource Speakership/ L and D Facilitation/ NEAP Accreditation on Learning Facilitation (For the last 3 Years) (5)

National	5	MOVs • Certificate as Resource Speaker
Regional	4	
Division	3	
District	2	
School	1	

D. Publication/ Authorship/ Instructional Materials developed (5)

International	5	MOVs • Copy of publication, authorship or instructional materials developed
National	4	
Regional	3	
Division	2	
District	1	

Personal Attributes/ Characteristics (10)

Refer to Core Behavioral Competencies and Leadership Competencies for Indicators

1. Self-Management (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

2. Professionalism and Ethics (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

3. People Performance management (2)





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	<table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>4. Leading People (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>5. People Development (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table>	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	
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Not Demonstrated	0																			
Frequently Demonstrated	2																			
Occasionally Demonstrated	1																			
Not Demonstrated	0																			
<p>16. Outstanding Division Education Program Supervisor</p>	<p>Instructional Supervisory Leadership (40)</p> <p>A. Functional Supervisory Development Program (20)</p> <p>1. Supports Curriculum Management and Implementation</p> <table border="1"> <tr> <td>Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities</td> <td>5</td> <td>MOVs</td> </tr> <tr> <td>Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities</td> <td>4</td> <td rowspan="2"> <ul style="list-style-type: none"> Programs implemented Technical Assistance report Signed by CID Chief </td> </tr> <tr> <td>Support curriculum implementation through the management of programs, projects and activities</td> <td>2</td> </tr> </table>	Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	MOVs	Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	<ul style="list-style-type: none"> Programs implemented Technical Assistance report Signed by CID Chief 	Support curriculum implementation through the management of programs, projects and activities	2											
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Support curriculum implementation through the management of programs, projects and activities	2																			





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	Demonstrate knowledge and understanding of support for curriculum implementation through the management of programs, projects and activities	1	
	2. Strengthens shared accountability		
	Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	MOVs
	Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	<ul style="list-style-type: none"> • M & E reports • Accomplishment report • Program/ Project Design • Annual Implementation Plan
	Conduct programs, projects and activities aligned with the educational development plan.	2	
	Demonstrate knowledge and understanding of the operationalization of educational development plans	1	
	3. Fosters a culture of Continuous Improvement		
	Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/	5	MOVs





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	districts/schools and/or learning centers.		
	Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Learning Continuity Plan • Learning Remediation Plan in the subject area
	Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	2	
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	1	
4. Develops Self and Others			
	Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	MOVs
	Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Mentoring Program • Needs versus action done to improve oneself and others
	Ensure the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	2	<ul style="list-style-type: none"> • IDP
	Demonstrate knowledge and understanding of	1	





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different learning and development interventions.		
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B. Performance ratings/IPCRF (20)

Final Rate= Average Score of 3 consecutive ratings/5 X 20

MOVs	3-year IPCRF
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Accomplishments (25)

A. DepEd Recognized Awards and Recognition (5)

National	5	MOVs • Certificate of Awards
Regional	4	
Division	3	
District	2	
School	1	

B. Innovation or Research Creativity/ Innovation (10)

National	5	MOVs • Concept paper • Program Proposal
Regional	4	
Division	3	
District	2	
School	1	

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

National	5	MOVs • Accomplishment Report with complete attachments
Regional	4	
Division	3	
District	2	
School	1	

D. Publication / Authorship/ Instructional Materials Developed (5)

National	5	MOVs • Certificate of publication, authorship or instructional materials developed
Regional	4	
Division	3	
District	2	
School	1	

Professional Development (25)

A. Education (10)





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	Doctoral	10	MOVs	
	Doctoral (CAR)	8	• Transcript of Record with CAV	
	Master's Degree	4		
	MA (CAR)	2		
	B. DepEd/NEAP Recognized Trainings/ Seminars attended (10)			
	National	10	MOVs	
	Regional	8	• Certificate of Participation	
	Division	6		
	District	4		
	School	2		
	C. Speakership on DepEd Recognized PARs (5) (For the last 3 Years)			
	National	5	MOVs	
	Regional	4	• Certificate as Resource Speaker	
	Division	3		
	District	2		
School	1			
Personal Attributes/ Characteristics (10)				
<i>Refer to Core Behavioral Competencies and Leadership Competencies for Indicators</i>				
1. Self-Management (2)				
Frequently Demonstrated	2			
Occasionally Demonstrated	1			
Not Demonstrated	0			
2. Professionalism and Ethics (2)				
Frequently Demonstrated	2			
Occasionally Demonstrated	1			
Not Demonstrated	0			
3. People Performance Management (2)				
Frequently Demonstrated	2			
Occasionally Demonstrated	1			
Not Demonstrated	0			
4. Leading People (2)				





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		Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0
	5. People Development (2)		
		Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0

<p>17. Outstanding Non-Teaching Employee (below SG 18)</p> <ul style="list-style-type: none"> • Administrative Officer I-IV • Administrative Assistant I-IV • Administrative Aide I-IV • Nurse • Librarian • Education Program Specialist II 	<p>Occupational Competence (50)</p> <p>1. Work Experience/ IPCRF Rating (30)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 30</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MOVs</td> <td style="width: 50%;">3-year IPCRF</td> </tr> </table> <p>2. Accomplishments (10)</p> <p style="padding-left: 20px;">a. DepEd Recognized Awards and Recognition (10)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">International</td> <td style="width: 30%; text-align: center;">10</td> <td rowspan="5" style="width: 40%; vertical-align: middle;"> <ul style="list-style-type: none"> • Certificate of Awards • Division Memo </td> </tr> <tr> <td>National</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Division</td> <td style="text-align: center;">4</td> </tr> <tr> <td>District</td> <td style="text-align: center;">2</td> </tr> </table> <p>3. Work Performance (10)</p> <p style="padding-left: 20px;">a. Performance and/or Achievement impact (5)</p> <p style="padding-left: 20px;"><i>The extent to which the work performance through innovation or invention delivered far-reaching impact to a number of beneficiaries with positive change and resource efficiency</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">The system/ process is used maximally and benefits 100 people and more</td> <td style="width: 30%; text-align: center;">5</td> <td style="width: 40%; text-align: center;">MOVS</td> </tr> </table>	MOVs	3-year IPCRF	International	10	<ul style="list-style-type: none"> • Certificate of Awards • Division Memo 	National	8	Regional	6	Division	4	District	2	The system/ process is used maximally and benefits 100 people and more	5	MOVS
MOVs	3-year IPCRF																
International	10	<ul style="list-style-type: none"> • Certificate of Awards • Division Memo 															
National	8																
Regional	6																
Division	4																
District	2																
The system/ process is used maximally and benefits 100 people and more	5	MOVS															





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	The system/ process is used maximally and benefits less than 100 people	2	<ul style="list-style-type: none"> • Accomplishment report • Project Proposal • Attendance
	b. Reliability and Effectiveness (5) <i>The extent to which the innovation has effectively and efficiently addressed a pressing need; improved service delivery</i>		
	The project, program, or activity has fully resolved or addressed pressing issues in the workplace/field	5	MOVs
	The project, program, or activity has initially resolved or addressed pressing issues in the workplace/field	3	<ul style="list-style-type: none"> • Proof of adaptability and sustainability of project, program or activity • Accomplishment report
	Outstanding Achievements (20)		
	1. Innovation / Creativity/ Research (10)		
	National	10	MOVs
	Regional	8	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research
	Division	6	
	District	4	
	School	2	
	2. Submission of reports/ Tasks assigned (10)		
	Before due date	10	MOVs
	On date	8	<ul style="list-style-type: none"> • Accomplishment Report
	One day late	6	
	2-5 days late	4	
	10 days late	2	
	Professional Growth (20)		





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	1. Education (10)	
	Doctoral	10
	Doctoral (CAR)	8
	Master's Degree	6
	MA (CAR)	4
	Bachelor's degree	2
	MOVs	
	• Transcript of Record	
	2. DepEd/NEAP Recognized Trainings/ Seminars attended (10)	
	National	10
Regional	8	
Division	6	
District	4	
School	2	
MOVs		
• Certificate of Participation		
Personal Attributes/ Characteristics (10)		
<i>Refer to Core Behavioral Competencies for Indicators</i>		
1. Self-Management (2)		
Frequently Demonstrated	2	
Occasionally Demonstrated	1	
Not Demonstrated	0	
2. Professionalism and Ethics (2)		
Frequently Demonstrated	2	
Occasionally Demonstrated	1	
Not Demonstrated	0	
3. Service Orientation (2)		
Frequently Demonstrated	2	
Occasionally Demonstrated	1	
Not Demonstrated	0	
4. Result Focus (2)		
Frequently Demonstrated	2	
Occasionally Demonstrated	1	
Not Demonstrated	0	
5. Teamwork (2)		





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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Frequently Demonstrated</td> <td style="width: 40%; text-align: center;">2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Not Demonstrated</td> <td style="text-align: center;">0</td> </tr> <tr> <td>School</td> <td style="text-align: center;">1</td> </tr> </table>	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	School	1											
Frequently Demonstrated	2																			
Occasionally Demonstrated	1																			
Not Demonstrated	0																			
School	1																			
<p>18. Outstanding Non-Teaching Employee (SG 18 and above)</p> <ul style="list-style-type: none"> • Medical Officer • Legal Officer • Engineer • Accountant • Administrative Officer V • Project Development Officer • Information Technology Officer • Dentist • Senior Education Program Specialist 	<p>Occupational Competence</p> <p>1. Work Experience/ IPCRF Rating (30)</p> <p style="text-align: center;">Final Rate= Over-all Score/5 X 30</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MOVs</td> <td style="width: 50%;">3-year IPCRF</td> </tr> </table> <p>2. Accomplishments (10)</p> <p style="text-align: center;">a. DepEd Recognized Awards and Recognition (10)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">International</td> <td style="width: 20%; text-align: center;">10</td> <td rowspan="5" style="width: 50%; vertical-align: middle;"> MOVs • Certificate of Recognition </td> </tr> <tr> <td>National</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Division</td> <td style="text-align: center;">4</td> </tr> <tr> <td>District</td> <td style="text-align: center;">2</td> </tr> </table> <p>3. Work Performance (10)</p> <p style="text-align: center;">a. Performance and/or Achievement impact (5)</p> <p><i>The extent to which the work performance through innovation or invention delivered far-reaching impact to a number of beneficiaries with positive change and resource efficiency</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">The system/ process is used maximally and benefits 100 people and more</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 50%;">MOVs</td> </tr> <tr> <td>The system/ process is used maximally and benefits less than 100 people</td> <td style="text-align: center;">3</td> <td> <ul style="list-style-type: none"> • Accomplishment report • Project Proposal • Attendance </td> </tr> </table>	MOVs	3-year IPCRF	International	10	MOVs • Certificate of Recognition	National	8	Regional	6	Division	4	District	2	The system/ process is used maximally and benefits 100 people and more	5	MOVs	The system/ process is used maximally and benefits less than 100 people	3	<ul style="list-style-type: none"> • Accomplishment report • Project Proposal • Attendance
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b. Reliability and Effectiveness (5)
The extent to which the innovation has effectively and efficiently addressed a pressing need; improved service delivery

The project, program, or activity has fully resolved or addressed pressing issues in the workplace/field	5	MOVs
The project, program, or activity has initially resolved or addressed pressing issues in the workplace/field	3	<ul style="list-style-type: none"> • Proof of adaptability and sustainability of project, program or activity • Accomplishment report

4. Outstanding Achievements

a. Innovation / Creativity (10)

National	10	MOVs
Regional	8	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research
Division	6	
District	4	
School	2	

b. Resource Speakership / L and D Facilitation /NEAP Accreditation on Learning Facilitation (10)

National	10	MOVs
Regional	8	<ul style="list-style-type: none"> • Certificate as Resource Speaker
Division	6	
District	4	
School	2	

Professional Growth

a. Education (10)

Doctoral	10	MOVs
Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record with CAV
Master's Degree	6	
MA (CAR)	4	





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	Bachelor's degree	2	
	b. DepEd/NEAP Recognized Trainings/ Seminars attended (10)		
	National	10	MOVs • Certificate of Participation
	Regional	8	
	Division	6	
	District	4	
	School	2	
	Personal Attributes/ Characteristics (10) <i>Refer to Core Behavioral Competencies for Indicators</i>		
	a. Self-Management (2)		
	Frequently Demonstrated	2	
	Occasionally Demonstrated	1	
	Not Demonstrated	0	
	b. Professionalism and Ethics (2)		
	Frequently Demonstrated	2	
	Occasionally Demonstrated	1	
	Not Demonstrated	0	
	c. Service Orientation (2)		
	Frequently Demonstrated	2	
	Occasionally Demonstrated	1	
	Not Demonstrated	0	
	d. Result Focus (2)		
	Frequently Demonstrated	2	
	Occasionally Demonstrated	1	
	Not Demonstrated	0	
	e. Teamwork (2)		
	Frequently Demonstrated	2	





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	Occasionally Demonstrated	1	
	Not Demonstrated	0	

VI. Search and Selection Process

School Level/Cluster of Schools/Districts

- The search and awards committee of the school shall review the performance of teachers in the school, based on the results of the IPCRF of individual teachers including their portfolio of accomplishments or innovations.
- The search committee shall prepare shortlist of potential nominees for each of the category based on the IPRCF and Portfolio of accomplishments of teachers.
- The search committee led by the principal shall conduct interview of shortlisted teachers who are potential nominees for the Division Level search.
- The school head shall nominate one (1) Outstanding Teacher for each of the categories as entries for the Division Level Search for Outstanding Teachers.

Division Level

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding teachers and intensify the promotion or advocacy for this awards and recognition program for teachers.
- The Division Search and Awards Committee shall review the nomination documents submitted by the school for each of the categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- Division winners (1st Placers) in all categories shall also be recognized during the education week apart from the *KAFNGABAL CEREMONIES*.





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- The SDS shall nominate/submit only one (1) outstanding employee for each category to the regional office for the Regional Level Search for Outstanding Teaching and Non-Teaching Employees.

Division Level Search and Selection Process for Outstanding Principals, PSDS, EPS and other Non-Teaching Employees:

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding Principals, District Supervisors/ PSDS and Education Program Supervisor. The SDO shall intensify the promotion or advocacy for the awards and recognition program and open the opportunity to all principals, PSDS or EPS who meet the general entry qualifications for nomination.
- The nominations for the Outstanding Principal, District Supervisor and Education Program Supervisor shall be endorsed by the teachers' organization/s, parents' associations, PTCA, local LGUs or any organizational partners of the school where the nominee is currently working/deployed.
- The Division Search and Awards Committee shall review the nomination documents submitted for the principal, district supervisor and education program supervisor categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- The SDS shall nominate or submit only
 1. One (1) Outstanding Elementary Teacher
 2. One (1) Outstanding Secondary Teacher
 3. One (1) Outstanding ALS Teacher
 4. One (1) Outstanding IPEd Teacher
 5. One (1) Outstanding Multi Grade Teacher
 6. One (1) Outstanding Kindergarten Teacher
 7. One (1) Outstanding ALIVE Teacher
 8. One (1) Outstanding SPED Teacher
 9. One (1) Outstanding Elementary Master Teacher
 10. One (1) Outstanding Secondary Master Teacher
 11. One (1) Outstanding Elementary Principal
 12. One (1) Outstanding Secondary Principal
 13. One (1) Outstanding District Supervisor





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14. One (1) Outstanding Education Program Supervisor
15. One (1) Outstanding Elementary TIC/HT
16. One (1) Outstanding Secondary TIC/HT
17. One (1) Outstanding Non-Teaching Employee (Below SG 18)
18. One (1) Outstanding Non-Teaching Employee (SG 18 and above)

to the Regional Office for the Regional Level Search

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

Regional Level Search and Selection Process for Most Outstanding Teacher, Principal, PSDS, EPS and Non-Teaching Employees

- The Regional Head of Office shall assign the PRAISE Committee to collaborate with HRDD the review and evaluation of the nomination documents from the SDO for each category.
- The RO Search and Awards Committee shall conduct an interview for nominees in each category using the Behavioral Events Interviewing (BEI) Approach to further validate their accomplishments and exemplary innovations.
- Using the selection criteria and the results of the BEI, the RO team will determine the Most Outstanding employee for each category.
- The **top 3 Regional winners** for each category shall be awarded. The awarding and recognition program shall be conducted in time with the celebration of the International Education Day on December 15, 2022. The awarding ceremonies may be conducted using onsite platform.
- The RO team shall lead the public announcement or publicity of the awards and the regional level awardees via radio broadcast and social media. The official results of the search shall also be posted in the official website and FB account of DepEd SOCCSKSARGEN Region for wider publicity and recognition of all regional awardees effective December 20, 2022.

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

