



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

25 July 2023

DIVISION MEMORANDUM
SGOD No. **088**, s. 2023

**CONDUCT OF 2023 DREAMWEAVERS AWARDS DIVISION SEARCH FOR
OUTSTANDING EMPLOYEES IN SDO SOUTH COTABATO**

To: Chief Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Civil Service Commission Program on Awards and Incentives for Service Excellence (PRAISE) under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, and DepEd Order No. 9, s. 2002 on **Establishing PRAISE in the Department of Education**, the Schools Division of South Cotabato announces the **2023 Division Search for Outstanding Teaching, Teaching-related and Nonteaching Employees**.
2. This program aims to encourage, recognize, and reward the top performing teaching, teaching-related and nonteaching employees who have demonstrated continuing commitment and outstanding performance resulting to work efficiency, organizational productivity, and positive results in terms of improving access, quality of delivery, and governance of basic education.
3. Anent this, all schools, and district offices are hereby directed to conduct the school and district level ranking prior to the division level search. The top winners conferred as the outstanding employees in the division shall be nominated to the regional level search.
4. All concerned are enjoined to observe the following timeline:

School/Cluster of Schools/District Level Search	August 1, to September 25, 2023
Submission of District Nominees' Documents for Division Level Search (1 Nominee only per Category per District)	September 27, 2023
Division Level Evaluation of District Nominees' Documents	October 2-6, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
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Consolidation, Deliberation, and Finalization of Evaluation Results by Division Teams	October 9-12, 2023
Submission of SDO Nominees for Regional Level Search	October 13, 2023
Regional Level Evaluation of SDO Nominees' Credentials and Accomplishments Portfolio (e-files)	October 16-20, 2023
Interview for SDO Nominees by RO Teams	October 24, 2023
Consolidation and Deliberation of Evaluation Results by RO Teams	October 25, 2023
Issuance of Final Results	October 27, 2023
2023 Dreamweavers Awarding ceremony	November 3, 2023
2023 Kafngabal Awarding Ceremony	November 10, 2023

5. All District Supervisors shall serve as PRAISE Committee Chair, and School Heads as members in the screening, selection, and validation of the district's nominee for each category.
6. The hard copy of district winners shall be officially endorsed by the District Supervisor and shall be submitted to the Schools Division Office through the Human Resource Development Section (HRDS) not later than September 27, 2023.
7. Personnel concerned are advised to refer to the enclosed Region Memorandum HRDD-2023-045 on **2023 KAFNGABAL AWARDS REGIONAL SEARCH FOR OUTSTANDING EMPLOYEES IN DEPED SOCCSKSARGEN** for reference.
8. For any inquiry regarding the conduct of the activity, personnel concerned may contact Bert D. Labuaya, SEPS-HRD at telephone number 228-5763 or through his email address @ bert.labuaya@deped.gov.ph
9. Immediate and widest dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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Encl.: As stated

Reference: CSC RESOLUTION 010112
CSC MC 01, S. 2001
DO 9, S. 2002

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

AWARDS EMPLOYEES
PERFORMANCE

BDL/DM-2023 dreamweavers awards division search for outstanding employees
0000/July 25, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

July 18, 2023

REGION MEMORANDUM
HRDD-2023-045

**2023 KAFNGABAL AWARDS REGIONAL SEARCH FOR OUTSTANDING
EMPLOYEES IN DEPED SOCCSKSARGEN**

To: Schools Division Superintendents

1. In reference to the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education through DepEd Order 9, s. 2002 aligned with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, DepEd SOCCSKSARGEN Region had established and institutionalized the regional search for outstanding employees dubbed as **KAFNGABAL AWARDS**.
2. The regional search intends to recognize and confer rewards to the top performing teaching, non-teaching, and related-teaching employees who have exemplified continuing commitment and outstanding performance in the service toward achieving organizational productivity and quality education. Further, the search prepares regional winners to participate in a more competitive national or international level awards, and potential scholarship opportunities.
3. Anent, all Schools Division Offices are hereby directed to conduct the school and district level ranking prior to the division level search. The top winners conferred as the outstanding employees in the division shall be nominated to the regional level search. Refer to the timeline below for the indicative schedule.

Activity	Timeline
School /Cluster of Schools/ District Level	July 2023
Division Level Search	August-October 2023
Submission of SDO Nominees for Regional Level Search	October 13, 2023
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (<i>e-files</i>)	October 16 – October 20, 2023
Interview for SDO nominees	October 24, 2023
Consolidation and Deliberation of Evaluation Results by RO Teams	October 25, 2023
Issuance of Final Results	October 27, 2023
2023 Kafngabal Awarding Ceremony	November 10, 2023

4. A separate memorandum shall be issued as to the conduct of the 2023 Kafngabal Awarding Ceremony on November 10, 2023.



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. All Schools Division Offices are hereby enjoined to involve the SDO PRAISE Committee, SEPS, and EPS-II for HRDS in the screening, selection, and validation of the division's nominee for each category.
6. The hard copy of division nominations shall be officially endorsed by the Schools Division Superintendent and shall be scanned and submitted to the regional office through the Human Resource Development Division (HRDD) via email to region12@deped.gov.ph and hrdd.region12@deped.gov.ph. Moreover, the documentary requirements and documented information of the nominees' accomplishments shall be converted in e-files using PDF format and shall be uploaded to google drive at <https://bit.ly/KAFNGABAL2023>. The scanned SDS-endorsed nominations and nominees' e-files shall be submitted on or before **October 13, 2023**, not later than 5:00 p.m.
7. Enclosed is the enhanced guidelines for the KAFNGABAL Awards (Regional Search for Outstanding Employees in DepEd SOCCSKSARGEN).
8. Pre-work activities, meals and snacks, certificates, plaques, supplies and materials, transportation expenses, cash incentives to awardees, and honoraria for evaluators and working committees during the evaluation activities and the actual conduct of the ceremony shall be charged against HRDD-GASS Fund 2023 subject to usual accounting and auditing rules and regulations.
9. For inquiries and clarifications, contact Jodan F. Manua, EPS-II, through jodan.manua@deped.gov.ph.
10. For guidance and information of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: DepEd Order No. 9, s 2002; CSC Memorandum circular No. 01, s. 2001

Allotment: HRDD GASS Fund 2023

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

AWARDS AND RECOGNITION

JFM/HRDD/RM/ 2023 KAFNGABAL AWARDS REGIONAL SEARCH FOR OUTSTANDING EMPLOYEES IN DEPED
SOCCSKSARGEN /045/July 18, 2023



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Enclosure to Region Memorandum HRDD-2023-045

**Enhanced Guidelines for Regional Search for
Outstanding Employees in DepEd SOCCSKSARGEN**

I. Rationale and Purpose

The Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002 in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department. Also, this program intends to recognize employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

In connection, DepEd SOCCSKSARGEN establishes the Regional Search for Outstanding Employees dubbed as the *Kafngabal* Awards to recognize and confer rewards to the top performing teaching, non-teaching and related-teaching employees who have demonstrated continuing commitment and outstanding performance in the service. 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.

Further, the initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. As integrated in the Results-Based Performance and Management System (RPMS) cycle which was operationalized through DO 2, s. 2015, performance rewarding and development planning comes at the fourth phase of the framework that enables the recognition of employee's performance and efforts for the whole year in delivering quality service and exemplary contribution to the department.

Hence, through this rewards and recognition system, it prepares our human resources more competitively for nomination and participation to the national level or international level awards program. This award program significantly opens more opportunities in giving support to teachers to teach better as rewards and recognition programs offer intrinsic motivations to improve performance in delivering quality basic education and services as encapsulated in the MATATAG Agenda.



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II. General Guidelines

Hereunder, are the general rules for the DepEd SOCCSKSARGEN Search of Outstanding Teaching and Non-Teaching Employees:

1. The award is **open to all teaching, non-teaching and related-teaching employees of DepEd SOCCSKSARGEN** who have rendered service for **at least five years, and at least five years in the category applied for (except for non-teaching and related-teaching category)**;
2. Nominees should meet the set qualification standards and requirements. **Disqualification of nominations may apply whenever such requirements were not satisfied.**
3. Nominees should have at least Very Satisfactory IPCRF rating. The IPCRF rating for three school years are credited, however, if the nominee is on official leave due to training or scholarship, the performance rating prior to the study leave/ leave of absence can be used;
4. Nominees should have a good moral character and no pending administrative/criminal case;
5. The top three regional winners in each category of the previously concluded Kafngabal Awards will not be qualified to join the awards in the succeeding year.

III. Category and Qualification Requirements

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

A.) Teaching Employees

Category	Qualification Requirements
Outstanding Elementary School Teacher	<ul style="list-style-type: none">▪ Has permanent item as Teacher I, II, or III▪ Either classroom advisers or subject teachers provided with five to six subject loads or six hours of teaching loads▪ Has served for at least five years in teaching▪ Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award
Outstanding Secondary School Teacher	
Outstanding Elementary Master Teacher	<ul style="list-style-type: none">▪ Has permanent item as Master Teacher I, II, III, or IV▪ Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads▪ Has served for at least five years in teaching and five years as a Master Teacher
Outstanding Secondary Master Teacher	<ul style="list-style-type: none">▪ Has other designations like coordinator, mentor, grade/year level chairman▪ Has received the Division Outstanding Elementary/Secondary Master Teacher Award





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Category	Qualification Requirements
Outstanding Kindergarten Teacher	<ul style="list-style-type: none">Has permanent item as Teacher I/ Kindergarten teacherHas at least two teaching loads of Kinder sessions or six hours of teaching loads.Has served for at least five years in teachingHas received the Division Outstanding Kindergarten Teacher Award
Outstanding ALIVE Teacher	<ul style="list-style-type: none">Has a permanent item as a regular teacher tagged to ALIVE Program or in contract of service that may either be a LET Passer or not, and may either be in Kulliyah (college level) Arabic or a graduate of Islamic StudiesHas at least four to six teaching loads or six hours teaching loadsHas served for at least five years in teachingHas received the Division Outstanding ALIVE Teacher Award
Outstanding IPED Teacher	<ul style="list-style-type: none">Has permanent item as regular teacher tagged to IPED ProgramHas at least five to six teaching loads or six hours teaching loadsHas served for at least five years in teachingHas received the Division Outstanding IPED Teacher Award
Outstanding ALS Teacher	<ul style="list-style-type: none">Has permanent item as regular teacher tagged as ALS teacherHas at least five to six teaching loads or six hours teaching loadsHas served for at least five years in teachingHas received the Division Outstanding ALS Teacher Award
Outstanding SPED Teacher	<ul style="list-style-type: none">Has permanent item as regular teacher or SPETHas at least five to six teaching loads or six hours teaching loads assigned to SPED classesHas served for at least five years in teachingHas received the Division Outstanding SPED Teacher Award
Outstanding Multi-Grade Teacher	<ul style="list-style-type: none">Has permanent item as regular teacherHas at least an average of six hours teaching loads assigned to multi-grade classesHas served for at least five years in teachingHas received the Division Outstanding Multi-Grade Teacher Award





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Category	Qualification Requirements
Outstanding Elementary School Principal Outstanding Secondary School Principal	<ul style="list-style-type: none"> ▪ Has permanent appointment as Principal I, II, III or IV ▪ Has served for at least five years in service and served for at least five years as School Principal ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award
Outstanding Elementary Head Teacher Outstanding Secondary Head Teacher	<ul style="list-style-type: none"> ▪ Has permanent appointment as Head Teacher I, II, III, IV, V, or VI ▪ Has served for at least five years in service and served for at least five years as Head Teacher ▪ Should be handling school or supervising teachers ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY HEAD TEACHER Award
Outstanding Public Schools District Supervisor	<ul style="list-style-type: none"> ▪ Has Regular Permanent appointment as Public Schools District Supervisor (PSDS) ▪ Has served for at least five years in service and served for at least five years as PSDS ▪ Has received the Division Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR Award
Education Program Supervisor (EPS)	<ul style="list-style-type: none"> ▪ Has Regular Permanent appointment as Education Program Supervisor (EPS) ▪ Has served for at least five years in service and served for at least five years as EPS ▪ Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award

B.) Non-Teaching and Related-Teaching Employees

Category	Qualification Requirements
Outstanding Non-Teaching and Related-Teaching Employee (Internal Support Service Positions)	<ul style="list-style-type: none"> ▪ The Outstanding Non-Teaching Employee for Internal Support Service 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, PLANNING OFFICER I-II, GUIDANCE COUNSELORS





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Category	Qualification Requirements
<ul style="list-style-type: none"> • Administrative Officer I-IV • Administrative Assistant I-III • Administrative Aide I-VI • Nurse • Dentist • Librarian • Education Program Specialist II • PDO I-II • Guidance Counselors 	<ul style="list-style-type: none"> ▪ 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/ PLANNING OFFICER I-II/ PDO I-II/ GUIDANCE COUNSELORS ▪ With at least 3 years of work experience relevant to the current position ▪ Has a salary grade below 18 ▪ Has received the Division Outstanding NON-TEACHING EMPLOYEE AND RELATED-TEACHING FOR INTERNAL SUPPORT SERVICE Award
<p>Outstanding Non-Teaching Employee (Middle Manager Positions)</p> <ul style="list-style-type: none"> • Medical Officer • Legal Officer • Engineer • Accountant • Administrative Officer V • Information Technology Officer • Senior Education Program Specialist • Planning Officer III 	<ul style="list-style-type: none"> ▪ The Outstanding Non-Teaching Employee for Middle Manager 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, PLANNING OFFICER III ▪ Has permanent item in the position as MEDICAL OFFICER/ LEGAL OFFICER/ ENGINEER, ACCOUNTANT/ ADMINISTRATIVE OFFICER V/ PROJECT DEVELOPMENT OFFICER III-IV/ INFORMATION TECHNOLOGY OFFICER/ DENTIST/ SENIOR EDUCATION PROGRAM SPECIALIST/ PLANNING OFFICER III ▪ With at least 3 years of work experience relevant to the current position ▪ Has a salary grade of 18 and above





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Category	Qualification Requirements
	<ul style="list-style-type: none"> ▪ Has received the Division Outstanding NON-TEACHING AND RELATED-TEACHING EMPLOYEE FOR MIDDLE MANAGERS Award

IV. SELECTION CRITERIA AND RATING FOR TEACHING EMPLOYEES

CATEGORY	SELECTION CRITERIA AND RATING																											
<p>1. Outstanding Elementary Teacher I-III</p> <p>2. Outstanding Secondary Teacher I-III</p>	<p>Instructional Competence (25)</p> <p>1. Teaching Competence/ IPCRF Rating (25)</p> <p>Final Rating= Average Score of 3 consecutive ratings/5 X 25</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;"><i>Documented Information</i></td> <td style="text-align: center;">3-year IPCRF</td> </tr> </table> <p>Accomplishments and Contributions (25)</p> <p>A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any learning and development application projects/innovations (10)</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;"><i>Indicator</i></th> <th style="text-align: center;"><i>Percentage</i></th> <th style="text-align: center;"><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>Magnitude</td> <td style="text-align: center;">30%</td> <td rowspan="4" style="vertical-align: top;">Research/concept paper signed by immediate supervisor Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results</td> </tr> <tr> <td>Strategic Importance</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Linkages and Support</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Sustainability</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="text-align: right;"><i>Total</i></td> <td style="text-align: center;">100%</td> <td></td> </tr> </tbody> </table> <p style="margin-left: 40px;"><i>Gained evaluation percentage x 10 = Rating</i></p> <p>B. DepEd-endorsed awards or distinctions received (5)</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;"><i>Level</i></th> <th style="text-align: center;"><i>Points</i></th> <th style="text-align: center;"><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>International</td> <td style="text-align: center;">5</td> <td rowspan="3" style="vertical-align: top;">Certificate of Awards with</td> </tr> <tr> <td>National</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	<i>Documented Information</i>	3-year IPCRF	<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>	Magnitude	30%	Research/concept paper signed by immediate supervisor Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results	Strategic Importance	30%	Linkages and Support	20%	Sustainability	20%	<i>Total</i>	100%		<i>Level</i>	<i>Points</i>	<i>Documented Information</i>	International	5	Certificate of Awards with	National	4	Regional	3
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	Division	2	Endorsement/nomination letter signed by the SDS and/or Regional Head of Office																																											
	District	1																																												
<p>C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)</p> <table border="1"> <thead> <tr> <th><i>Level</i></th> <th><i>Points</i></th> <th><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> <td rowspan="2">Certificate of Recognition</td> </tr> <tr> <td>Regional</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> <td rowspan="3">Memorandum</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table> <p>D. Publication/ Authorship/ Learning Resource developed (5)</p> <table border="1"> <thead> <tr> <th><i>Level</i></th> <th><i>Points</i></th> <th><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>International</td> <td>5</td> <td rowspan="5">Copy of publication or authorship and acceptance letter/ Copy of developed learning resource Proof of utilization/ adoption of the produced material</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</td> <td>1</td> </tr> </tbody> </table> <p>Community Development/ Services (10)</p> <p>A. Membership/ Leadership in duly recognized professional organizations (5)</p> <table border="1"> <thead> <tr> <th><i>Level</i></th> <th><i>Points</i></th> <th><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> <td rowspan="5">Certificate of Membership/ Leadership and Certificate of Good Standing</td> </tr> <tr> <td>Regional</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table> <p>B. Participation in community and civic movements/advocacies (5)</p>				<i>Level</i>	<i>Points</i>	<i>Documented Information</i>	National	5	Certificate of Recognition	Regional	4	Division	3	Memorandum	District	2	School	1	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>	International	5	Copy of publication or authorship and acceptance letter/ Copy of developed learning resource Proof of utilization/ adoption of the produced material	National	4	Regional	3	Division	2	District	1	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>	National	5	Certificate of Membership/ Leadership and Certificate of Good Standing	Regional	4	Division	3	District	2	School	1
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	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	5	Certificate of Participation
	Regional	4	
	Division	3	
	District	2	
	School	1	
Professional Competence (25)			
A. Education (10)			
	<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
	10 or more increments	10	Transcript of Record with CAV
	8-9 increments	8	
	6-7 increments	6	
	4-5 increments	4	
	2-3 increments	2	
<i>*Refer to DO_s2023_007, Table 2.a Increments Table - Education</i>			
B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)			
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
	Regional	8	
	Division	6	
	District	4	
	School	2	
C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)			
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	5	Certificate of Participation Memorandum
	Regional	4	
	Division	3	
	District	2	
	School	1	
Personal Attributes/ Characteristics (15)			
<i>Refer to Core Behavioral Competencies for Indicators</i>			
A. Self-Management (3)			
	Frequently Demonstrated		3





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	Occasionally Demonstrated (2 or less per quarter)	1	Coaching and mentoring report/documents											
	Not Demonstrated	0												
<p>2. Managed performance of teachers following the RPMS Cycle</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="text-align: center;"><i>Indicator</i></th> <th style="text-align: center;"><i>Points</i></th> <th style="text-align: center;"><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>Facilitated and managed 4 phases of performance cycle</td> <td style="text-align: center;">2</td> <td rowspan="2">Teachers' consolidated IPCRF Ratings duly signed by the Head of Office</td> </tr> <tr> <td>Facilitated and managed 3 phases or less of performance cycle</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Not Demonstrated</td> <td style="text-align: center;">0</td> <td>Classroom Observation Tool Agreements and Performance Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office</td> </tr> </tbody> </table>				<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office	Facilitated and managed 3 phases or less of performance cycle	1	Not Demonstrated	0	Classroom Observation Tool Agreements and Performance Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office
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<p>3. Managed school program, projects and activities that facilitated for the increase of learners' performance</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="text-align: center;"><i>Indicator</i></th> <th style="text-align: center;"><i>Points</i></th> <th style="text-align: center;"><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>Frequently demonstrated (3 or more per quarter)</td> <td style="text-align: center;">2</td> <td rowspan="3">Program Completion Reports SMEPA Reports Learners progress report (e.g. GPA, MPS, Proficiency level)</td> </tr> <tr> <td>Occasionally Demonstrated (2 or less per quarter)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Not Demonstrated</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>				<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports SMEPA Reports Learners progress report (e.g. GPA, MPS, Proficiency level)	Occasionally Demonstrated (2 or less per quarter)	1	Not Demonstrated	0	
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4. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
75% and above	2	M&E Reports Accomplishment Reports SMEPA Reports SF5
50%-74%	1	
Below 50%	0	

5. Conducted DepEd/NEAP-recognized/ PRC-accredited Seminar /Workshop for Teachers in specific learning areas

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
At least 2 in a year	2	Approved program/activity design Accomplishment report
At least 1 in a year	1	
Not Demonstrated	0	

Accomplishments and Contributions (25)

- A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any learning and development application projects/innovations (10)

<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>
Magnitude	30%	Research/concept paper Recipient Attendance/Logs Sustainability Plan Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results
Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	
<i>Total</i>	100%	

Gained evaluation percentage x 10 = Rating

- B. DepEd-endorsed awards or distinctions received (5)





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<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	
Division	3	Memorandum
District	2	
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Copy of publication or authorship and acceptance letter/ Copy of developed learning resource Proof of utilization/ adoption of the produced material
National	4	
Regional	3	
Division	2	
District	1	

Community Development/ Services (10)

A. Membership/ Leadership in duly recognized professional organizations (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Membership/ Leadership and
Regional	4	
Division	3	
District	2	





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	School	1	Certificate of Good Standing
	B. Participation in community and civic movements/advocacies (5)		
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	5	Certificate of Participation
	Regional	4	
	Division	3	
	District	2	
	School	1	
	Professional Competence (25)		
	A. Education (10)		
	<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
	10 or more increments	10	Transcript of Record with CAV
	8-9 increments	8	
	6-7 increments	6	
	4-5 increments	4	
	2-3 increments	2	
	*Refer to DO_s2023_007, Table 2.a Increments Table - Education		
	B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)		
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
	Regional	8	
	Division	6	
	District	4	
	School	2	
	C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)		
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	5	Certificate of Participation Memorandum
	Regional	4	
	Division	3	
	District	2	
	School	1	





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	<p>Personal Attributes/ Characteristics (15) <i>Refer to Core Behavioral Competencies for Indicators</i></p> <p>A. Self-Management (3)</p> <table border="1"> <tr><td>Frequently Demonstrated</td><td>3</td></tr> <tr><td>Occasionally Demonstrated</td><td>2</td></tr> <tr><td>Fairly Demonstrated</td><td>1</td></tr> <tr><td>Not Demonstrated</td><td>0</td></tr> </table> <p>B. Professionalism and Ethics (3)</p> <table border="1"> <tr><td>Frequently Demonstrated</td><td>3</td></tr> <tr><td>Occasionally Demonstrated</td><td>2</td></tr> <tr><td>Fairly Demonstrated</td><td>1</td></tr> <tr><td>Not Demonstrated</td><td>0</td></tr> </table> <p>C. Result Focus (3)</p> <table border="1"> <tr><td>Frequently Demonstrated</td><td>3</td></tr> <tr><td>Occasionally Demonstrated</td><td>2</td></tr> <tr><td>Fairly Demonstrated</td><td>1</td></tr> <tr><td>Not Demonstrated</td><td>0</td></tr> </table> <p>D. Teamwork (3)</p> <table border="1"> <tr><td>Frequently Demonstrated</td><td>3</td></tr> <tr><td>Occasionally Demonstrated</td><td>2</td></tr> <tr><td>Fairly Demonstrated</td><td>1</td></tr> <tr><td>Not Demonstrated</td><td>0</td></tr> </table> <p>E. Service Orientation (3)</p> <table border="1"> <tr><td>Frequently Demonstrated</td><td>3</td></tr> <tr><td>Occasionally Demonstrated</td><td>2</td></tr> <tr><td>Fairly Demonstrated</td><td>1</td></tr> <tr><td>Not Demonstrated</td><td>0</td></tr> </table>	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0
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Regional	3	Copy of publication or authorship and acceptance letter/ Copy of developed learning resource Proof of utilization/ adoption of the produced material
Division	2	
District	1	

Community Development/ Services (10)

A. Membership/ Leadership in duly recognized professional organizations (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Membership/ Leadership and Certificate of Good Standing
Regional	4	
Division	3	
District	2	
School	1	

B. Participation in community and civic movements/advocacies (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation
Regional	4	
Division	3	
District	2	
School	1	

Professional Competence (25)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	





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Regional	8	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
Division	6	
District	4	
School	2	

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

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

C. Result Focus (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

D. Teamwork (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0





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C. Supervision and observations of teachers within a year to ensure effective and competent delivery of curriculum (10)

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Supervised, observed, and monitored 91%-100% of the school teachers	10	Observation and Monitoring Plan Classroom observation reports Attendance sheet PMCF
Supervised, observed, and monitored 81-90% of the school teachers	8	
Supervised, observed, and monitored 71%-80% of the school teachers	6	
Supervised, observed, and monitored 61%-70% of the school teachers	4	
Supervised, observed, and monitored 60% and below of the school teachers	2	

Leadership and Instructional Supervisory Skills (10)

A. Conducted at least 4 mentoring/ coaching activities with teachers annually.

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (4 or more annually)	2	Classroom Observation Tool Coaching and mentoring report/documents
Occasionally Demonstrated (2 annually)	1	
Not Demonstrated	0	

B. Managed performance of teachers following the RPMS Cycle

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings





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		Facilitated and managed 3 phases or less of performance cycle	1	duly signed by the Head of Office																														
		Not Demonstrated	0	Classroom Observation Tool																														
				Agreements and Performance Monitoring and Coaching Form																														
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	At least 4 instructional supervision in a year	2	Supervisory Plan and Monitoring Reports														
	3 or less instructional supervision in a year	1															
	Not Demonstrated	0															
Accomplishments and Contributions (20)																	
A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)																	
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C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)																	
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Regional	4	Certificate of Recognition
Division	3	
District	2	
School	1	Memorandum

Professional Competence (20)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0





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	<p>B. Professionalism and Ethics (3)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Frequently Demonstrated</td><td style="text-align: center;">3</td></tr> <tr><td>Occasionally Demonstrated</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Demonstrated</td><td style="text-align: center;">1</td></tr> <tr><td>Not Demonstrated</td><td style="text-align: center;">0</td></tr> </table> <p>C. Result Focus (3)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Frequently Demonstrated</td><td style="text-align: center;">3</td></tr> <tr><td>Occasionally Demonstrated</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Demonstrated</td><td style="text-align: center;">1</td></tr> <tr><td>Not Demonstrated</td><td style="text-align: center;">0</td></tr> </table> <p>D. Teamwork (3)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Frequently Demonstrated</td><td style="text-align: center;">3</td></tr> <tr><td>Occasionally Demonstrated</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Demonstrated</td><td style="text-align: center;">1</td></tr> <tr><td>Not Demonstrated</td><td style="text-align: center;">0</td></tr> </table> <p>E. Service Orientation (3)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Frequently Demonstrated</td><td style="text-align: center;">3</td></tr> <tr><td>Occasionally Demonstrated</td><td style="text-align: center;">2</td></tr> <tr><td>Fairly Demonstrated</td><td style="text-align: center;">1</td></tr> <tr><td>Not Demonstrated</td><td style="text-align: center;">0</td></tr> </table>	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0
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75% and above	2	M&E Reports Accomplishment Reports SMEPA Reports SF5											
50%-74%	1												
Below 50%	0												
	E. Conducted instructional supervision quarterly												
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At least 2 instructional	1												





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supervision in a year		
Not Demonstrated	0	

Accomplishments and Contributions (20)

- A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)

<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>
Magnitude	30%	Documented Information
Strategic Importance	30%	Research/concept paper
Linkages and Support	20%	Recipient Attendance/Logs
Sustainability	20%	Sustainability Plan
<i>Total</i>	100%	Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results

Gained evaluation percentage x 10 = Rating

- B. DepEd-endorsed awards or distinctions received (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
National	4	
Regional	3	
Division	2	
District	1	

- C. Subject matter expert/ TWG member/ Demonstrator/ Consultant to DepEd/NEAP-recognized or PRC Accredited trainings or seminars conducted (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	
Division	3	
District	2	Memorandum





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	School	1															
Professional Competence (20)																	
A. Education (10)																	
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1. Supports Curriculum Management and Implementation		
<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	Programs implemented Technical Assistance report signed by CID Chief
Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	
Support curriculum implementation through the management of programs, projects and activities	3	
Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	
Fairly demonstrate support to curriculum management and implementation	1	
2. Strengthens shared accountability		
<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	M & E Report Program/ Project Design Annual Implementation Plan
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	





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	continuous improvement of the teaching-learning process																				
	Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1																			
	4. Develops Self and Others																				
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	<p>Accomplishments and Contributions (25)</p> <p>A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops (10)</p>																				





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	<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>
	Magnitude	30%	Research/ concept paper Recipient Attendance/Logs Sustainability Plan Proof of utilization/ adoption of the innovations duly signed by immediate supervisor *Evaluation Results
	Strategic Importance	30%	
	Linkages and Support	20%	
	Sustainability	20%	
	<i>Total</i>	100%	
<i>Gained evaluation percentage x 10 = Rating</i>			
B. DepEd-endorsed Awards or distinctions received (5)			
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	International	5	Certificate of Awards with Endorsement/ nomination letter signed by the SDS and/or Regional Head of Office
	National	4	
	Regional	3	
	Division	2	
	District	1	
C. Conducted DepEd/NEAP Recognized/ PRC Accredited Trainings or Seminars (5)			
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	National	5	Accomplishment Report with complete attachments
	Regional	4	
	Division	3	
	District	2	
	School	1	
D. Publication/ Authorship/ Learning Resource developed (5)			
	<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
	International	5	Copy of publication or authorship and acceptance letter/
	National	4	
	Regional	3	
	Division	2	





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District	1	Copy of developed learning resource Proof of utilization/ adoption of the produced material
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Professional Competence (25)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (5)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
Regional	4	
Division	3	
District	2	
School	1	

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

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies and Leadership Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
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	Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	Programs implemented Technical Assistance report signed by CID Chief
	Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	
	Support curriculum implementation through the management of programs, projects and activities	3	
	Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	
	Fairly demonstrate support to curriculum management and implementation	1	

2. Strengthens shared accountability

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Documented Information
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	M & E Report Program/ Project Design
Conduct programs, projects and activities aligned with the educational development plan.	3	Annual Implementati on Plan
Demonstrate knowledge and understanding of the	2	





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	operationalization of educational development plans		
	Fairly demonstrate understanding of the operationalization of educational development plans	1	
	3. Fosters a Culture of Continuous Improvement		
	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
	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	District BE-LCP TA reports Needs Analysis Report
	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	
	Apply appropriate instructional leadership support strategies to help divisions/ districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
	Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1	





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		Proof of utilization/ adoption of the produced material
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Professional Development (25)

A. Education (10)

<i>Increments from minimum QS</i>	<i>Points</i>	<i>Documented Information</i>
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

B. Resource Speakership/ Learning and Development Facilitation (for the last 3 Years) (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
Regional	8	
Division	6	
District	4	
School	2	

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

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Participation Memorandum
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0





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- (Middle Manager Positions)**
- **Medical Officer**
 - **Legal Officer**
 - **Engineer**
 - **Accountant**
 - **Administrative Officer V**
 - **Project Development Officer III-IV**
 - **Information Technology Officer**
 - **Dentist**
 - **Senior Education Program Specialist**
 - **Planning Officer III**

<i>Documented Information</i>	3-year IPCRF
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Accomplishments and Contributions (40)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application project/s after attendance to training, conferences, or workshops, or any interventions that may improve office processes and management (20)

<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>
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Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	
<i>Total</i>	100%	

Gained evaluation percentage x 20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
International	10	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
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Professional Competence (25)





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Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies for Indicators

A. Self-Management (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
Fairly Demonstrated	1
Not Demonstrated	0





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	C. Result Focus (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	D. Teamwork (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0
	E. Service Orientation (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0

V. Search and Awarding Timeline

The following timeline shall be observed at all levels:

Activity	Timeline
School / Cluster of Schools/ District Level	July
Division Level Search	August-October
Submission of SDO Nominees for Regional Level Search	2 nd week of October
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (e-files)	3 rd week of October
Interview for SDO nominees	4 th week of October
Consolidation and Deliberation of Evaluation Results by RO Teams	4 th week of October
Issuance of Final Results	4 th week of October
Regional Level Awarding & Recognition Program/Ceremony	2nd week of November





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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 a shortlist of potential nominees for each of the categories based on the IPRCF and Portfolio of accomplishments of teachers.
- The search committee led by the principal shall conduct interviews 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*.
- The SDS shall nominate and endorse 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:



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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- 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 endorse to the Regional Office for the Regional Level Search the following:
 1. One (1) Outstanding Elementary Teacher
 2. One (1) Outstanding Secondary Teacher
 3. One (1) Outstanding Elementary Master Teacher
 4. One (1) Outstanding Secondary Master Teacher
 5. One (1) Outstanding ALS Teacher
 6. One (1) Outstanding IPEd Teacher
 7. One (1) Outstanding Multi Grade Teacher
 8. One (1) Outstanding Kindergarten Teacher
 9. One (1) Outstanding ALIVE Teacher
 10. One (1) Outstanding SPED Teacher
 11. One (1) Outstanding Elementary Head Teacher
 12. One (1) Outstanding Secondary Head Teacher
 13. One (1) Outstanding Elementary Principal
 14. One (1) Outstanding Secondary Principal
 15. One (1) Outstanding Public Schools District Supervisor
 16. One (1) Outstanding Education Program Supervisor
 17. One (1) Outstanding Non-Teaching and Related-Teaching Employee
(Internal Service Support Positions)





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18. One (1) Outstanding Non-Teaching and Related-Teaching Employee
(Middle Manager Positions)

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

Regional Level Search and Selection Process for Outstanding Employees in DepEd SOCCSKSARGEN

- 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;
- All documents in PDF (soft copy) or portfolio (hard copy) shall be submitted in the Regional Office through the Human Resource Development Division, to include in order the following:
 - A. Nomination Form with Endorsement and Omnibus Certification of Authentication and Veracity (CAV) and Data Privacy Form (can be retrieved from bit.ly/KafngabalNomForm)
 - B. Write-up of accomplishments and its impact in not more than 2000 words (template can be retrieved from bit.ly/KafngabalWriteUps)
 - C. Certification of Awards and Nomination from the SDO PRAISE Committee (can be retrieved from bit.ly/KafngabalPRAISECert)
 - D. CS Form 212 or Personal Data Sheet (updated within the month of submission with photo, signature of the employee, and signature of the person administering oath)
 - E. Photocopy of valid and updated PRC ID;
 - F. Photocopy of scholastic/academic records;
 - G. Certification from the HRMO reflecting a summary of IPCRF/OPCRF ratings of at least Very Satisfactory obtained for three school years
 - H. Updated Service Record duly certified by the agency's HRMO
 - I. Photocopy of latest appointment
 - J. Certification from the HRMO of good moral character
 - K. Certification from the legal officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination





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- L. Certification from the local barangay being cleared of any criminal and/or derogatory records
- M. Electronic copy of **4r picture in portrait** (300 dpi resolution) with white background wearing Filipiniana for female and Barong Tagalog for male. IPEd and ALIVE teachers may be in their cultural attire

**Additional requirements for School Head, Principal, and Supervisors*

- N. Certification of no unliquidated cash advances signed by the finance officer/accountant as of the month prior to the date of nomination
- O. Certification of no disallowance issued by the Commission on Audit (COA) Resident Auditor

****Documented Information** and other relevant supporting documents for the **last three years** (preferably the highest honor or recognition for submission, however, nominees should prepare other relevant pertinent papers for validation purposes)

*****Two-Minute Video** highlighting the Individual Nominee's innovative and exemplary practices

- The Regional Head of Office shall assign the PRAISE Committee to collaborate with Human Resource Development Division on the review and evaluation of the nomination documents from the SDO for each category.
- The nomination documents shall undergo phases of documentary review, evaluation and validation, and final deliberation of finalists and awardees.
- 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 and evaluation criteria, the evaluators will determine the Outstanding Employees for each category. The nomination documents shall undergo phases of documentary review, evaluation and validation by the panel of evaluators, and final deliberation for the finalists and awardees by the PRAISE Committee and Human Resource Development Committee (HRDC).
- For the interview during the evaluation and validation by the panel of evaluators, the Behavioral Events Interviewing (BEI) Approach shall be used





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to further validate the nominees' accomplishments and exemplary innovations.

- **Only the determined awardees as outstanding employees in each category shall be conferred with rewards and recognition during the Kafngabal Awarding Ceremony.** The awarding and recognition program shall be conducted on the set schedule. The awarding ceremonies may be conducted through face-to-face and shall be published online via social media platforms.
- Awardees shall be given honor incentives and certificates. The awardees shall be prioritized for international and local external awards, and scholarship opportunities.
- The RO team shall lead the public announcement or publicity of the awards and the regional level awardees via issuance and social media broadcast. The official results of the search shall also be posted on the official website and FB account of DepEd Tayo SOCCSKSARGEN for wider publicity and recognition of all regional awardees.

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



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