



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

Office of the Schools Division
 Superintendent

30 Sep 2024

DIVISION MEMORANDUM
 SGOD No. **109** s. 2024

2024 DREAMWEAVERS AWARDS DIVISION SEARCH FOR OUTSTANDING
 EMPLOYEES IN THE SCHOOLS DIVISION OF SOUTH COTABATO

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

- In reference to the Civil Service Commission Program on Awards for Service Excellence (PRAISE) under CSC Resolution No. 010112, CSC Memorandum No. 01, s. 2001, and DepEd Order No. 9 s. 2002 titled, **Establishing PRAISE in the Department of Education**, the Schools Division of South Cotabato announces the 2024 Division Search for Teaching, Teaching-Related, and Nonteaching Employees.
- 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.
- Anent this, all schools and district offices are hereby directed to conduct the school and district level selection 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.
- All concerned shall observe the following timeline:

ACTIVITIES	TIMELINE
School/Cluster of Schools/District	October 14-18, 2024
Submission of Nominees' Documents for Division Level (1 nominee only per Category per District)	October 24, 2024
Division Level Evaluation of District's Nominees' Documents	October 25, 2024
Consultation, Deliberation, and Finalization of Evaluation Results by Division Teams	October 27, 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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Submission of SDO Nominees' Documents for Regional Level Search	November 4, 2024
2024 Dreamweavers' Awarding ceremony	November 8, 2024

- All Public Schools District Supervisors (PSDS)/Principals In-Charge (PIC) shall serve as PRAISE Committee Chairpersons while School Heads shall serve as members in the screening, selection and validation of the district's nominee for each category.
- The hard copies of district winners shall be officially endorsed and submitted by the PSDS/PIC to the School Governance and Operations Division (SGOD) through the Human Resource Development Section (HRDS) not later than October 24, 2024.
- Personnel concerned are advised to refer to the attached Regional Memorandum HRDD-2024-070 titled, **2024 Kafngabal Awards Regional Search for Outstanding Employees in DepEd SOCCSKSARGEN** for more details.
- For any inquiry regarding the conduct of this activity, personnel concerned may contact Bert D. Labuaya, Education Program Supervisor, SGOD-HRDS at mobile number 09058534161.
- Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: RM HRDD-2024-070
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

AWARDS

EMPLOYEES

RECOGNITION

BDL/DM- 2024 dreamweavers awards search for outstanding employees in SDO south cotabato
0000/September 30, 2024



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

20 Sept 2024

REGIONAL MEMORANDUM
HRDD-2024-070

**2024 KAFNGABAL AWARDS REGIONAL SEARCH FOR OUTSTANDING
EMPLOYEES IN DEPED SOCCSKSARGEN**

To: Schools Division Superintendents

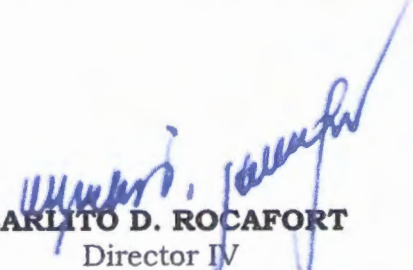
1. In reference to the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002, DepEd SOCCSKSARGEN has established the Regional Search for Outstanding Employees, dubbed as the KAFNGABAL AWARDS to recognize and confer rewards to the top performing teachers, school administrators, related teaching, and nonteaching employees who have demonstrated continuing commitment and outstanding performance in the service.
2. Kafngabal Awards, in adherence to DepEd PRAISE, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department toward achieving organizational productivity and delivery of quality education. This shall also prepare human resources to participate more competitively in the national or international level awards and open them for more scholarship opportunities.
3. All Schools Division Offices are hereby directed to conduct the school and/ or district level prior to the division level search. The top winners or conferred as the outstanding employees in the division shall be nominated and advance to the regional level search. The timeline for the different activities below shall be observed:

Activity	Timeline
School / Cluster of Schools/ District Level	September 2024
Division Level Search	September-October 2024
Submission of SDO Nominees for Regional Level Search	November 4, 2024
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (<i>e-files</i>)	November 5 – November 7, 2024
Interview for SDO nominees	November 8, 2024
Consolidation and Deliberation of Evaluation Results by RO Teams	November 11, 2024
Issuance of Final Results	November 12, 2024
2024 Kafngabal Awarding Ceremony	November 15, 2024



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4. A separate memorandum as to the conduct of the 2024 Kafngabal Awarding Ceremony on November 15, 2024 shall be issued.
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 SDO nominations shall be officially endorsed by the Schools Division Superintendent and shall be submitted to the Regional Office through the Human Resource Development Division (HRDD). The scanned copy of the endorsement shall be sent via email to region12@deped.gov.ph and copy furnish to hrdd.region12@deped.gov.ph. All the division nominations in **e-files** (PDF format) containing the nominee's documentary requirements and documented information of their accomplishments shall be uploaded to this Google Drive link: <https://bit.ly/KAFNGABAL2024> on or before **November 4, 2024** not later than 5:00 p.m.
7. Enclosed is the Enhanced Guidelines for 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 2024 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 2024

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

AWARDS
RECOGNITION



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Enclosure to Regional Memorandum HRDD-2024-070

**Enhanced Guidelines for the 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 teachers, school administrators, related teaching and nonteaching 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 for Outstanding Teaching and Non-Teaching Employees:

1. The award is **open to all teaching, school administrators, related-teaching, and nonteaching employees of DepEd SOCCSKSARGEN** who have rendered service for **at least five years, and five years in the category applied for (except for nonteaching and related teaching categories);**
2. Nominees should have met the set qualification requirements;
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 be of good moral character and has 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
Outstanding Secondary School Teacher	<ul style="list-style-type: none">▪ Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award
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
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 teacher ▪ Has at least two teaching loads of Kinder sessions or six hours of teaching loads. ▪ Has 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 Studies ▪ Has at least four to six teaching loads or six hours teaching loads ▪ Has 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 Program ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has 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 teacher ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding ALS Teacher Award
Outstanding SPED Teacher	<ul style="list-style-type: none"> ▪ Has permanent item as regular teacher or SPET ▪ Has at least five to six teaching loads or six hours teaching loads assigned to SPED classes ▪ Has received the Division Outstanding SPED Teacher Award
Outstanding Multi-Grade Teacher	<ul style="list-style-type: none"> ▪ Has permanent item as regular teacher ▪ Has at least an average of six hours teaching loads assigned to multi-grade classes ▪ Has received the Division Outstanding Multi-Grade Teacher Award



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B. School Administrators

<p>Outstanding Elementary School Principal</p> <p>Outstanding Secondary School Principal</p>	<ul style="list-style-type: none"> ▪ Has permanent appointment as Principal I, II, III or IV ▪ Has served for at least three years as School Principal ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award
<p>Outstanding Elementary Head Teacher</p> <p>Outstanding Secondary Head Teacher</p>	<ul style="list-style-type: none"> ▪ Has permanent appointment as Head Teacher I, II, III, IV, V, or VI ▪ Has served for at least three years as Head Teacher and should be handling school or supervising teachers ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY HEAD TEACHER Award

C. Related Teaching Positions

<p>Outstanding Public Schools District Supervisor (PSDS)</p>	<ul style="list-style-type: none"> ▪ Has regular permanent appointment as Public Schools District Supervisor (PSDS) ▪ Has served for at least three years as PSDS ▪ Has received the Division Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR Award
<p>Outstanding Education Program Supervisor (EPS)</p>	<ul style="list-style-type: none"> ▪ Has Regular Permanent appointment as Education Program Supervisor (EPS) ▪ Has served for at least three years as EPS ▪ Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award
<p>Outstanding Education Program Specialist</p>	<ul style="list-style-type: none"> ▪ Has regular permanent appointment as Senior Education Program Specialist (SEPS) or Education Program Specialist-II (EPS-II) ▪ Has served for at least two years as SEPS or EPS-II ▪ Has received the Division Outstanding EDUCATION PROGRAM SPECIALIST Award



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Category	Qualification Requirements
<ul style="list-style-type: none"> ▪ Planning Officer III 	<ul style="list-style-type: none"> ▪ Has received the Division Outstanding NONTEACHING 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="5" 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> </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="2" style="vertical-align: top;">Certificate of Awards with</td> </tr> <tr> <td>National</td> <td style="text-align: center;">4</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
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Regional	3	Endorsement/nomination letter signed by the SDS and/or Regional Head of Office
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
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 Certificate of Good Standing
Regional	4	
Division	3	
District	2	
School	1	

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



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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	

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

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

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



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	<p>A. Self-Management (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>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	Frequently Demonstrated	3	Occasionally Demonstrated	2	Fairly Demonstrated	1	Not Demonstrated	0
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Occasionally Demonstrated (3 or less per quarter)	1	Coaching and mentoring report/documents
Not Demonstrated	0	

2. 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 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

3. Managed school program, projects and activities that facilitated for the increase of learners' performance

<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 Certificate of Good Standing
Regional	4	
Division	3	
District	2	
School	1	



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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*

Basic Qualification for MT-I: Bachelor's degree for teacher or Bachelor's degree with 18 professional units in Education, and 18 units for MA in Education or its equivalent

Basic Qualification for MT-II: Bachelor's Degree for teachers or Bachelor's degree with 18 professional units in Education; 24 units for Master's Degree in Education or its equivalent.

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
Regional	4	



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Division	3	Memorandum
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

E. Service Orientation (3)

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

5. Outstanding Kindergarten Teacher

Instructional Competence (25)

Teaching Competence/ IPCRF Rating (25)

Final Rating= Average Score of 3 consecutive ratings/5 X 25

<i>Documented Information</i>	3-year IPCRF
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6. Outstanding ALIVE Teacher

Accomplishments and Contributions (25)

A. Implemented research-based innovations and creative outputs within 3 years, such as workplace application



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7. Outstanding IPEd Teacher

8. Outstanding SPED Teacher

9. Outstanding ALS Teacher

10. Outstanding Multi-Grade Teacher

project/s after attendance to training, conferences, or workshops, or any learning and development application projects/innovations (10)

Indicator	Percentage	Documented Information
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)

Level	Points	Documented Information
International	5	Certificate of Awards with Endorsement/ no mination 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)

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

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

Level	Points	Documented Information
International	5	
National	4	



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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*

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

**or*

Basic Qualification for the current position of the nominee shall apply (i.e. SPET, Master Teachers)



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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

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



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	Not Demonstrated	0
	E. Service Orientation (3)	
	Frequently Demonstrated	3
	Occasionally Demonstrated	2
	Fairly Demonstrated	1
	Not Demonstrated	0

SCHOOL ADMINISTRATOR CATEGORIES

<p>11. Outstanding Elementary Head Teacher</p> <p>12. Outstanding Secondary Head Teacher</p>	<p>Managerial Competence (35)</p> <p>A. IPCRF/OPCR (15)</p> <p>Final Rating= Average Score of 3 consecutive ratings/5 X 15</p> <p>B. School Performance Rating for 3 years based on School Report Card (SRC) certified by the School Governing Council (SGC) and validated by the Division Planning Officer (10)</p> <p>Final Rating= Average Score of 3 consecutive ratings/100 X 10</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 60%;"><i>Documented Information</i></td> <td>3-year School Performance Rating</td> </tr> </table> <p><i>*For HT managing a school and functioning as a school head</i></p> <p>C. Fiscal Leadership on MOOE/school funds liquidation with timeliness and efficiency (10)</p> <p>Timeliness (5)</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th><i>Indicator</i></th> <th><i>Points</i></th> <th><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>Never been delayed in the liquidation</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>1-2 delays</td> <td style="text-align: center;">3</td> <td rowspan="2">Accountant's certification</td> </tr> <tr> <td>3 or more delays</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>Efficiency (5)</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th><i>Indicator</i></th> <th><i>Points</i></th> <th><i>Documented Information</i></th> </tr> </thead> <tbody> <tr> <td>91-100% utilized MOOE/ School funds</td> <td style="text-align: center;">5</td> <td rowspan="2">Accountant's certification</td> </tr> <tr> <td>81-90% utilized MOOE/School funds</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	<i>Documented Information</i>	3-year School Performance Rating	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	Never been delayed in the liquidation	5		1-2 delays	3	Accountant's certification	3 or more delays	1	<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>	91-100% utilized MOOE/ School funds	5	Accountant's certification	81-90% utilized MOOE/School funds	3
<i>Documented Information</i>	3-year School Performance Rating																					
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91-100% utilized MOOE/ School funds	5	Accountant's certification																				
81-90% utilized MOOE/School funds	3																					



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80% and below utilized MOOE/ School funds	1	
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OR

**For HT managing and supervising school faculty and staff*

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
Supervised, observed, and monitored 81-90% of the school teachers	8	Classroom observation reports
Supervised, observed, and monitored 71%-80% of the school teachers	6	
Supervised, observed, and monitored 61%-70% of the school teachers	4	Attendance sheet
Supervised, observed, and monitored 60% and below of the school teachers	2	PMCF

Leadership and Instructional Supervisory Skills (10)

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

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (4 or more quarterly)	2	Classroom Observation Tool
Occasionally Demonstrated (3 or less quarterly)	1	Coaching and mentoring report/documents
Not Demonstrated	0	

B. Managed performance of teachers following the RPMS Cycle

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
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Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool Agreements and Performance Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office
Facilitated and managed 3 phases or less of performance cycle	1	
Not Demonstrated	0	

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

<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	

D. 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	

E. Conducted/Assisted instructional supervision quarterly



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<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
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)

<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)

<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>
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National	5	Certificate of Recognition
Regional	4	
Division	3	Memorandum
District	2	
School	1	

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*

Basic Qualification for HT-I to HT-III: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units

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)



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<p>13. Outstanding Elementary School Principal (Principal I-IV)</p> <p>14. Outstanding Secondary School Principal (Principal I-IV)</p>	<p>Managerial Competence (35)</p> <p>A. OPCR Rating (15)</p> <p>Final Rating= Average Score of 3 consecutive ratings/5 X 15</p> <p>B. School Performance Rating for 3 years based on School Report Card (SRC) certified by the School Governing Council (SGC) and validated by the Division Planning Officer (10)</p> <p>Final Rating= Average Score of 3 consecutive ratings/100 X 10</p> <table border="1"> <tbody> <tr> <td>Documented Information</td> <td>3-year School Performance Rating</td> </tr> </tbody> </table>	Documented Information	3-year School Performance Rating																																						
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C. Fiscal Leadership on MOOE/school funds Liquidation with Accountant's Certificate indicating timeliness and efficiency (10)

Timeliness (5)

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Never been delayed in the liquidation	5	Documented Information
1-2 delays	3	Accountant's certification
3 or more delays	1	

Efficiency (5)

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
91-100% utilized MOOE/ School funds	5	Documented Information
81-90% utilized MOOE/School funds	3	Accountant's certification
80% and below utilized MOOE/ School funds	1	

Leadership and Instructional Supervisory Skills (10)

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

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (4 or more per quarter)	2	Documented Information
Occasionally Demonstrated (3 or less per quarter)	1	Classroom Observation Tool
Not Demonstrated	0	Coaching and mentoring report/documents

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 Summary of teacher's development plan duly signed by the Head of Office

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports SMEPA Reports
Occasionally Demonstrated (2 or less per quarter)	1	Learners progress report (e.g. GPA, MPS, Proficiency level)
Not Demonstrated	0	

D. 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
50%-74%	1	Accomplishment Reports
Below 50%	0	SMEPA Reports SF5

E. Conducted instructional supervision quarterly

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
At least 3 instructional	2	



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supervision in a year		Supervisory Plan and Monitoring Reports
At least 2 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)

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

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)



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<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	5	Certificate of Recognition
Regional	4	
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School	1	

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

Basic Qualification for P-I: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units

Basic Qualification for P-II to P-IV: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management

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	



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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

E. Service Orientation (3)

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

RELATED TEACHING CATEGORIES

<p>15. Outstanding Public Schools District Supervisor (PSDS)</p>	<p>Instructional Supervisory Skills (40)</p> <p>A. Performance ratings/IPCRF (10)</p> <p>Final Rating= Average Score of 3 consecutive ratings/5 X 10</p> <p>B. Consolidated School Performance Rating for 3 years based on School Report Card (SRC) of all schools in the district certified by the School Governing Council</p>
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(SGC) and validated by the Division Planning Officer (10)

<i>Documented Information</i>	3-year Consolidated School Performance Rating
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Final Rating= Average Score of 3 consecutive ratings/100 X 0.10

C. Functional Supervisory Development (20)

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>
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	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
	Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	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 operationalization of educational development plans	2	
	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	



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	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	

4. Develops Self and Others

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Mentoring program
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	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.	3	
Demonstrate knowledge and understanding of different learning and development interventions.	2	



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Fairly demonstrate understanding of different learning and development interventions.	1	
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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 (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)

<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	



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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	

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*

Basic Qualification for EPS: Master's degree in education or its equivalent

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	



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School	1	
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Personal Attributes/ Characteristics (15)

Refer to Core Behavioral Competencies and Leadership 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

E. Service Orientation (3)

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

**16. Outstanding
 Division
 Education
 Program
 Supervisor**

Instructional Supervisory Skills (30)

A. Performance ratings/IPCRF (10)

Final Rating= Average Score of 3 consecutive ratings/5 X 10

<i>Documented Information</i>	3-year IPCRF
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B. Functional Supervisory Development (20)



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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	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	3	



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continuous improvement of the teaching-learning process

4. Develops Self and Others

<i>Indicator</i>	<i>Points</i>	<i>Documented Information</i>
Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Mentoring program Certificate of Membership/Recognition from Community of Learning
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	
Ensure the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	3	
Demonstrate knowledge and understanding of different learning and development interventions.	2	
Fairly demonstrate understanding of different learning and development interventions.	1	

Accomplishments and Contributions (30)

- 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%	Research/concept paper Recipient Attendance/Logs Sustainability Plan
Strategic Importance	30%	
Linkages and Support	20%	
Sustainability	20%	



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<i>Total</i>	100%	Proof of utilization/adoption of the innovations duly signed by immediate supervisor *Evaluation Results
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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. Conducted DepEd/NEAP Recognized/ PRC Accredited Trainings or Seminars (10)

<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Accomplishment Report with complete attachments
Regional	8	
Division	6	
District	4	
School	2	

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	

Professional Development (25)

A. Education (10)



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<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*

Basic Qualification for EPS: Master’s degree in education or other relevant degrees/ Master’s degree with a specific area of specialization

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

B. Professionalism and Ethics (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2



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	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																
E. Service Orientation (3)																		
	Frequently Demonstrated	3																
	Occasionally Demonstrated	2																
	Fairly Demonstrated	1																
	Not Demonstrated	0																
17. Outstanding Education Program Specialist 18. Outstanding Guidance Counselor	Occupational Competence (25) A. Work Experience/ IPCRF Rating (25) Final Rating= Average Score of 3 consecutive ratings/5 X 25 <table border="1"> <tr> <td><i>Documented Information</i></td> <td>3-year IPCRF</td> </tr> </table>		<i>Documented Information</i>	3-year IPCRF														
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<i>Level</i>	<i>Points</i>	<i>Documented Information</i>
National	10	Certificate of Participation Memorandum
Regional	8	
Division	6	
District	4	
School	2	

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
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D. Teamwork (3)

Frequently Demonstrated	3
Occasionally Demonstrated	2
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E. Service Orientation (3)

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



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NONTEACHING CATEGORIES

19. Outstanding Nonteaching Employee (Internal Support Service Positions)	Occupational Competence (25) A. Work Experience/ IPCRF Rating (25) Final Rating= Average Score of 3 consecutive ratings/5 X 25 <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Documented Information</i></td> <td style="width: 50%;">3-year IPCRF</td> </tr> </table>	<i>Documented Information</i>	3-year IPCRF												
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Regional	6														
Division	4														
District	2														
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	<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													
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<i>Documented Information</i>	3-year IPCRF																													
<i>Indicator</i>	<i>Percentage</i>	<i>Documented Information</i>																												
Magnitude	30%	Research/concept paper Recipient																												
Strategic Importance	30%																													
Linkages and Support	20%	Attendance/Logs Sustainability Plan																												
Sustainability	20%	Proof of utilization/adoption of the innovations duly signed by immediate supervisor																												
<i>Total</i>	100%	*Evaluation Results																												
<i>Level</i>	<i>Points</i>	<i>Documented Information</i>																												
International	10	Certificate of Awards with																												
National	8																													
Regional	6																													



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Division	4	Endorsement/nominati on letter signed by the SDS and/or Regional Head of Office
District	2	

C. Provisions of technical assistance and/or support to tasks assigned as TWG (10)

<i>Level</i>	<i>Point s</i>	<i>Documented Information</i>
International	10	TA/Accomplishment Report Certificate Memorandum
National	8	
Regional	6	
Division	4	
District	2	

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*

*Basic Qualification for the current plantilla position based on
CSC approved minimum QS*

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 and/or Government-sponsored Trainings/ Seminars attended (5)

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



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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

E. Service Orientation (3)

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

D. 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.



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- 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 Employees in DepEd SOCCSKSARGEN.

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'
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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 and endorse to the Regional Office for the Regional Level Search the following:

Teachers

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

School Administrators

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

Related Teaching Employees

15. One (1) Outstanding Public Schools District Supervisor
16. One (1) Outstanding Education Program Supervisor
17. One (1) Outstanding Education Program Specialist
18. One (1) Outstanding Guidance Counselor

Nonteaching Employees

19. One (1) Outstanding Nonteaching Employee for Internal Service Support Positions



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20. One (1) Outstanding Nonteaching Employee for 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/2024KafngabalNomForm)
 - B. Write-up of accomplishments and its impact in not more than 2000 words (template can be retrieved from bit.ly/2024KafngabalWriteUps)
 - C. Certification of Awards and Nomination from the SDO PRAISE Committee (can be retrieved from bit.ly/2024KafngabalPRAISECert)
 - 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)**

- 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 of the shall undergo phases of documentary review, evaluation and validation, and final deliberation of finalists and awardees.
 - Using the selection and evaluation criteria, the evaluators will rate the performance and accomplishments of the nominees.
 - For the interview, the Behavioral Events Interviewing (BEI) Approach shall be used to further validate the nominees' accomplishments and exemplary innovations.
 - Then, the final deliberation of the awardees shall be undertaken by the panel of evaluators, PRAISE Committee, and Human Resource Development Committee (HRDC).
 - **The Top 3 awardees as most outstanding employees and the finalists 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
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conducted through face-to-face and shall be published online via social media platforms.

- Awardees and nominees shall be given honor incentives and certificates. As a form of non-monetary incentives, 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.