Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 5, 2021

DIVISION MEMORANDUM
No. 395, s. 2021

2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 628, s. 2021** based on **DepEd Memorandum 066, s. 2021** titled *2020-2021 Secretary's Award for Excellence in Curriculum and Instruction.*

2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Attachment: None
Reference: DM No. 066, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

NOMINATION
CURRICULUM AND INSTRUCTION
SECRETARY'S AWARD

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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

OCT 0 1 2021

REGIONAL MEMORANDUM
No. 429, s. 2021

2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION

To: Schools Division Superintendents
All Others Concerned

1. Attached is **DepEd Memorandum 066, s. 2021** titled **2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION.**

2. Each Schools Division is encouraged to submit one (1) nominee per or in a selected category on or before October 8, 2021 to clmd_depedro6@yahoo.com. Only complete nomination folders and documentary requirements shall be evaluated.

3. All Schools Division Superintendents are requested to exert effort to expect more entries.

4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Attachment: None
Reference: DM No. 066, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

NOMINATION
CURRICULUM AND INSTRUCTION
SECREATARY'S AWARD

9-30-2021
ILOILO DIVISION

Republic of the Philippines
Department of Education

29 SEP 2021

DepEd MEMORANDUM
No. 066 , s. 2021

Department of Education
Regional Office VI
Duran Street, Iloilo City
RECORDS SECTION
RECEIVED
By
Date: SEP 30 2021
Control No. 5422

2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Office of Undersecretary for Curriculum and Instruction, opens the submission of nominees to the **2020-2021 Secretary's Award For Excellence in Curriculum and Instruction (SAFE CI)**. This second edition of the SAFE CI, which was initially launched through through DM No. 002, s. 2020, will accept nominations from the regional offices until **October 20, 2021**.

2. The activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order (DO) No. 9, s. 2002 (Establishing the PRAISE in the DepEd), and DO No. 83, s. 2012 (Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT).

3. The activity aims to recognize and reward the exemplary contribution of the field and central offices (schools, schools division offices, regional offices, and CI bureaus/offices) in making authentic learning happen in the lives of public school learners. Moreover, this will appreciate the initiatives and innovations exerted by various offices in managing the delivery of instruction at this time of COVID-19 Pandemic. Hence, in accordance with DO No. 83, s. 2012, the RO, SDO, and schools with advanced focus on learning under the SAFE CI shall be recognized. Also, the compliance of the offices' initiatives to the guidelines and principles stated in the BE-LCP (DO 012, s. 2020) shall be observed and considered.

4. The award categories are as follows:

No.	Category
1	Most Learning Focused Public Elementary School
2	Most Learning Focused Public Junior High School
3	Most Learning Focused Public Senior High School
4	Most Learning Focused Schools Division Office
5	Most Learning Focused Regional Office
6	Most Effective Division CI Strand, Central Office
Note: The head of the organizational unit winning the award shall be similarly recognized as outstanding principal, schools division superintendent (SDS), regional director (RD), and CO division chief/unit head.	

5. The ROs shall submit one official nominee with an Advanced Level in the School-Based Management corresponding to each award category, while each CO Curriculum and Instruction Strand Bureau/Office shall nominate one division or unit.

6. The Search Guidelines, and Nomination Form are provided in the enclosure.

7. The following schedule of activities and specified dates relative to the said search be followed:

Date	Activity	Remarks
October 20, 2021	Deadline for submission of the nomination folder to CO.	Late and incomplete documents (specified in the enclosure) will not be accepted. PDF copies of the documents shall be submitted to make it easier for the committee to send e-copies to the reviewers.
October 25–31, 2021	Stage 1 Screening and shortlisting period: • Evaluation of the nomination Write-up including required documents. • Shortlisting of nominees based on the set criteria for Stage 1.	Qualified nominees shall be notified through email.
November 08–19, 2021	Stage 2 • Onsite validation of qualified nominees from Stage 1.	Only top five shortlisted semifinalists in every category shall undergo the validation process. In case travel is restricted, on-site validation will be conducted via online platform (zoom or google meet).
November 19–29, 2021	Stage 3 • Panel interview of finalists after Stage 2. The members of the screening committee are the Undersecretary, Assistant Secretary, BHROD Directors, and Bureau Director of CI Strand. The specific members of the committee are identified in Section VII, p. 7 of the enclosure to this memorandum.	Only the top three finalists in every category shall undergo the panel interview.
December 01–10, 2021	Preparation, finalization, and conduct of PRAISE meetings	CO CI PRAISE Committee and Secretariat
January 7, 2022	Awarding Ceremony	Venue to be announced.

Note: The committee will strictly follow the scheduled dates.

8. Expenses relative to the conduct of the said activities shall be charged to local funds while expenses during the awarding ceremony such as food and venue, trophies,

certificates, cash prize, and other incidental expenses shall be charged to CO-CI-GAS Funds, subject to the usual accounting and auditing rules and regulations.

9. For more information, please contact **Ms. Emily Agno-Mallari** of the Office of Undersecretary of Curriculum and Instruction through mobile phone number 0917-526-4370, and through email ouci@deped.gov.ph with the subject CO CI PRAISE Secretariat.

10. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

To authenticate this document, please scan the QR code DEPED-OSEC- 446827

Encls.:
As stated

References:
DepEd Order: (Nos. 9, s. 2002; 23, s. 2012 and 012, s. 2020)
DepEd Memorandum: (Nos. 002, s. 2020 and 020, s. 2021)

To be indicated in the Perpetual Index
under the following subjects

AWARDS
BUREAUS AND OFFICES
CRITERIA
OFFICIALS
RULES AND REGULATIONS
SCHOOLS
SEARCH

MCDJ/SMMA/APA/MPC, DM-2020-2021 SAFE CI
0235 – August 17, 2021

(Enclosure to DepEd Memorandum No. 066, s. 2021)

To authenticate this document, please scan the QR code DEPED-OSEC- 448827

2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION (SAFE CI) GUIDELINES

I. Scope of the Program

The Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI) is a DepEd rewards and recognition program on initiated by the Office of the Undersecretary for Curriculum and Instruction, which is anchored on the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE). The program seeks to encourage creativity, innovativeness, integrity and productivity in public service. It also aims to showcase the best learning-focused and innovative practices among DepEd organizational units, officials and employees as well as the effective implementation of School-Based Management in every school.

A learning-focused, effective, and innovative organization (school, division office, regional office, and central office) utilizes exemplary practices anchored in the School-Based Management guidelines that improve learning and academic achievement, relies on data-driven decision making and provides frameworks and tools for organizing and designing effective teaching-learning activities.

Moreover, effective organizations provide additional time for productive planning on implementing learning-focused and innovative activities, encourage collaboration among educational stakeholders, and evaluate the risk of every change made.

II. Categories of Award

1. Most Learning Focused Public Elementary School

K to 3

1.1 Small School
1.2 Medium School
1.3 Large School
1.4 Very Large School

Grade 4-6

1.1 Medium School
1.2 Large School
1.3 Very Large School

2. Most Learning Focused Public Junior High School

Grade 7-10

2.1 Small School
2.2 Medium School
2.3 Large School
2.4 Very Large School

3. Most Learning Focused Public Senior High School

Grade 11-12

3.1 Small School
3.2 Medium School
3.3 Large School
3.4 Very Large School

*The school typology is indicated in *DO No. 19, s. 2016* as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441-840
Large	841-1,240
Very Large	1,240 and above

4. Most Learning Focused ALS CLCs
5. Most Learning Focused Schools Division Office
6. Most Learning Focused Regional Office
7. Most Effective Division (Curriculum and Instruction strand, Central Office)

III. Criteria for Stage 1 Evaluation

Indicator	Points
1. Performance Rating (OPCRF) of the Head of Office	**15**
2. Significant Accomplishment/s in Fostering Learning	**20**
2.1 Project/Work Accomplished;	5
2.2 Number of strategies/activities done that have significantly influenced / provided greater impact in the performance of the school, division office, regional office and central office (Bureau/Offices of CI strand)	15
3. Impact of Accomplishments in making learning happen	**25**
3.1 Scope;	5
3.2 Replicability of the program / project / activity;	5
	5

3.3 Number of people, office benefited and transactions facilitated; 3.4 Level of Attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level)	10
4. Innovations in Enhancing Learner's Achievement 4.1 Originality; 4.2 Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited; 4.3 Scope/replicability of the innovation 4.4 Level of attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level)	**30** 5 10 5 10
5. Awards Major awards/citations received by the school/SDO/RO/CO Division/Unit. Major award or refers to the highest award or recognition received by the school, SDO, RO, and CO that gives greater impact in the organization.	**10**
TOTAL	**100%**

Note:

- *For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2, 3, 4 and 5.*
- *The nominee who obtained the **HIGHEST TOTAL POINTS** (Indicator 1-5) shall be recognized as the **Most Learning-Focused** (Elementary School - (K- Grade 3 and Grade 4-6), JHS (Grade 7-10), SHS (Grade 11-12), ALS, SDO, and RO).*

IV. Required Nomination Documents

Each nomination requires the submission of three original nomination folders containing the following fully accomplished documentary requirements:

1. Completely Filled-out SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up).
   Secretary's Award for Excellence in Curriculum and Instruction Forms:
   2.1 Nomination Form;
   2.2 Nomination Write-up;
   2.3 Certification (School, SDOs, ROs, and CO)

2. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nomination has undergone deliberation by the Committee.
3. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nominee is at 'Advanced' level in the SBM for SY 2020.
4. Letter from the head of office endorsing the nomination to the Central Office CI strand PRAISE Committee.
5. Certification signed by the Administrative Officer V/IV (Personnel) that the head of school/ Schools Division Office/ Regional Office/ Bureau Division has obtained at least Very Satisfactory (VS) performance rating (OPCRF) for the last two years for the School, Schools Division Office, Regional Office and Bureau Division/unit.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2020 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor, should be signed by the agency's COA Resident Auditor and not the by the agency's Financial Officer/Accountant. (for School, SDO, RO, and CO in the CI strand).
7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. The maximum allowable number of pages is ten (10) in an A4 size bond paper, using Bookman Old Style and 11 font size. The templates for requirement 1 to 5 are provided in this memorandum.

The nomination form and documentary requirements should be placed in **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations and recognition **should not be included** in the nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required documents.

V. Write-up of Accomplishments

1. The write-up must highlight outstanding accomplishment of the School, SDO, RO and CO nominees for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the following pointers: the School, SDO, RO and CO nominees for the past two years. Presentation of accomplishments should be in order of significance, complete with descriptions, and justifications, and should adhere to the following pointers:

- Use specific terms. Define / clarify terms such as "assisted", "contributed", or "facilitated".
- State outstanding accomplishments and impact in brief, factual and in bullet form.
- Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.

2. The nomination write-up should only be for a maximum of ten pages A4 size bond paper, Bookman Old Style, 11 font size) to include the summary of accomplishments, impact and other information.

VI. Procedure for Nomination

1. ROs and CO CI strand Bureau/Office are expected to nominate their exemplars. Each RO and the CO CI strand Bureau/Office shall have **one nominee** in every awards category.

2. The Regional Offices may adapt their own strategies for determining their nominees.

VII. Procedure for Screening and Evaluation

Central Office through the CO CI strand PRAISE Committee shall create a SAFE CI Screening Committee composed of the following:

Undersecretary	Diosdado M. San Antonio
Assistant Secretary for CI	Alma Ruby C. Torio
BHROD Directors	Atty. Anne Rachel C. Miguel
	Jennifer Lopez
Bureau/Office Directors	Jocelyn DR Andaya
	Nelia V. Benito
	Leila P. Areola
	Runvi Manguerra
	Atty. Ariz D. Cawilan
	Raul La Rosa

The SAFE CI Screening Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines. **Only those who pass the Stage 1 evaluation shall be subjected to onsite validation.** In case travel is restricted, validation will be conducted via online platform (Zoom or Google meets).

The Panel Interview of the Finalists shall be conducted by the SAFE CI Screening Committee members.

VIII. Grounds for Disqualification of Nominations

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action, pursuant to applicable CSC laws and rules.

IX. Submission of Nomination

Nominations in the **2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI)** must be submitted to the Central Office, attention: Office of the Undersecretary for Curriculum and Instruction (OUCI) not later than **October 20, 2021**.

NOMINATION FORM

DATA PRIVACY NOTICE: **The data and information in this form are intended for the purpose of conducting the 2020-2021 Secretary's Award For Excellence in Curriculum And Instruction. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.**

Category:	
THE NOMINEE*	
School:	
School/Office Address:	
District:	**SDO/RO/CO CI Bureau Division/Unit**
Telephone Number:	**DepEd Email Address**
SCHOOL HEAD/SDS/RD/Chief**	
Name:	**Sex:**
Designation:	
Telephone/Mobile No.:	
DepEd Email Address:	
NOMINATOR	
Name:	**Position:**
Office:	**Telephone No.:**
Office Address:	

**Schools need to fill up spaces. SDOs, ROs, and CO CI Bureau division/units shall disregard spaces that do not apply to them.*

***Please indicate the name of the head of the organizational unit nominated.*

NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

I. **Executive Summary:** (Description in not more than 150 words, as to why the school/ SDO/ RO/ CO bureau division/unit deserves the award.
II. **Significant Accomplishment/s in Fostering Learning within the last three years (June 2018-2021)** (Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/ division/ region and central office.)
III. **Impact of the Accomplishments in Making Learning Happen** (Indicate National Achievement Test Results, problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.
IV. **Innovations in Enhancing Learners' Achievement** (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category).
V. **Other Information** (List or mention Major Awards/Citations Received by the school/SDO/RO/CO Bureau Division/unit including student/teacher national winners in co-curricular competition; **(2018-2021) SBM Level of Practice.** No need to attach photocopies of certificates.

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Central Office CI strand PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

SCHOOL PRINCIPAL/SDS/RD	Regional Office PRAISE COMMITTEE CHAIR
Regional Office HRMO	RD/Bureau Director