Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

October 22, 2021

DIVISION MEMORANDUM
No. 452 , s. 2021

PAGKILAEA 2021

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads
All Others Concerned

1. The Division of Aklan through the Performance Management Team-Program on Awards and Incentives for Service Excellence (PMT-PRAISE) with the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) will conduct the PAGKILAEA 2021 on December 16, 2021.

2. The activity aims to:

   a. encourage creativity, innovativeness, integrity and productivity in the public service by recognizing and rewarding teaching, non-teaching and teaching-related personnel and stakeholders who contributed to the efficiency, economy and improvement in the Division's operations, and/or for other extraordinary acts or services for public interest; and
   b. adhere to the principle of providing incentives and awards based on outstanding performance, innovative ideas, and exemplary behavior of all division personnel and stakeholders.

3. Enclosures to this Memorandum are the following:

   a. Enclosure No. 1 – General Guidelines and Screening/Selection Process
   b. Enclosure No. 2 – Awards and Criteria
   c. Enclosure No. 3 – PRAISE Screening Committee

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

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

Enclosure: as stated
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE	**PROGRAM**	**STAKEHOLDER/PARTNER**
PERSONNEL	**RECOGNITION/INCENTIVE**	**STANDARD**

JBL/LLP/cdb

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Enclosure No. 1 to the Division Memorandum No. 452, s. 2021

GENERAL GUIDELINES

1. All candidates/nominees from the school (teaching and non-teaching) shall be screened by the District Screening Committee. Nominees for the Division non-teaching personnel shall be endorsed by the Chief or Head of each functional unit.

2. The District winners, through the District PRAISE Committee, shall submit to the Division PRAISE Committee one (1) set of portfolio documents/means of verification (MOVs) following the criteria on or before the deadline on **November 17, 2021**.

The Division PRAISE Committee can create Division Sub-Committees in the district to evaluate the documents and determine the points for the following sub-categories: Teacher, School Head/Principal and Stakeholder's Award.

3. A nominee for outstanding teacher award (Teacher/Master Teacher) must be a permanent teacher with at least three (3) years of teaching experience. Nomination is open to all teachers in the Schools Division of Aklan public elementary and secondary including the Alternative Learning System (ALS), Special Education (SPED), Indigenous People's Education (IPEd) and Madrasah. Only one (1) awardee will be chosen in each category for both in the elementary, secondary, ALS, SPED, IPEd and Madrasah.

4. For the Outstanding Public Elementary and Secondary Schools categories, schools are classified according to the number of teachers.

Elementary:	Small School Category	- 9 and below
	Medium School Category	- 10 to 29
	Large School Category	- 30 to 50
Secondary:	Small School Category	- 15 and below
	Medium School Category	- 16 to 30
	Large School Category	- 31 to 50
	Mega School Category	- 51 and above

5. For the Outstanding Non-Teaching personnel, the following categories should be observed:

Public School

- Level 1, Employee receiving a Salary Grade between 1 – 10
- Level 2, Employee receiving a Salary Grade between 11 – 22

* must be a permanent DepEd employee
* with at least three (3) years of experience and
* recommend by any of the following: School Head, District Supervisor, and Division Unit Heads

6. A nominee is considered an official nominee if he/she submitted the necessary documents (in PDF form) required for the awards category on or before November 17, 2021 through virtual submission of documents. Such documents should include the following:

* write-up of accomplishments;
* documents stated in the criteria; and
* one (1) Medium-Shot Photo.

7. The write up of accomplishments, the highlight or summary of the outstanding accomplishments or exemplary norms manifested in the specified period must be clearly stated in a minimum of 250 words and which shall not exceed 500 words.

SCREENING/EVALUATION OF DOCUMENTS

8. The candidate must obtain at least eighty (80) points based on the evaluation of his/her portfolio/MOVS in any award category.

9. **Only accomplishments/achievements gained within the period from January 2020- October 2021 will be considered**.

10. Recognition/awards that may be credited are those received by the school, school administrators, teachers and non-teaching personnel within the specified period.

11. Means of verifications (MOVs) for recognition/awards/resource speakership/ innovation/research/training attended must be relevant in the category the nominee is applying for.

12. Innovation and research proposals must be approved by the Division Research Committee and must have the terminal report.

13. Nomination for Special Awards is open to public elementary/integrated/secondary school teachers.

14. In the computation of the rank, the candidates will be given points in each criterion. These points per criterion will be multiplied to its corresponding percentage weight and the products will be added together to get the total points. Based on the total points, the ranks will be determined. However, only candidates who obtained an overall rating of at least eighty (80) will be considered as Division Finalists.

15. The highest pointer in the shortlist of the Division PRAISE Committee validation becomes the winner in each category.

16. In case of ties in the ranks, tie breaking will be based on the standard deviation result which is the measure of consistency. The lower the standard deviation, the consistent the ranks are. If there are still ties, both will be given the award.

DETERMINATION OF FINALISTS

17. A candidate must get at least an overall rating of eighty (80) points based on the evaluation of his/her documents by the Screening Committee to qualify him/her in any of the awards category. The top five (5) finalists per category will be chosen. Finalists will receive certificates of recognition during the awarding ceremonies. From among the finalists, the first in rank for each category will be declared as "OUTSTANDING" during the said awarding.

18. All finalists will be informed of the results through a Division Memorandum which will be uploaded to the Division Website.

19. An awardee who wins the same award for three consecutive years will be elevated to the Hall of Fame and shall be disqualified to join the same category in the succeeding years' contest. The Hall of Fame awardee can join the same contest category after five (5) years.

THE SCREENING PROCESS

For Outstanding Teacher in Elementary and Secondary

1. The District Screening Committee evaluates the papers and submits to the Division PRAISE Committee the list and supporting documents of those who qualified. Any controversy in the screening process should be deliberated properly by the committee.

2. At the Division Level, the results from the District Screening Committee are reviewed, and the winners are determined after a thorough deliberation and validation process.

For Outstanding School Head (Elementary and Secondary)

The District Screening Committee ranks the candidates who have at least very satisfactory rating. The rank list and supporting papers of all those who qualified are then endorsed to the Division Screening Committee for the deliberation/validation and determination of the awardee.

For Outstanding Non-Teaching Employee

The candidate for non-teaching employee should have an at least very satisfactory performance rating. The school recommends to the District Screening Committee qualified non-teaching employee with documents for evaluation and ranking. District Screening Committee submits results and supporting documents to the Division Screening Committee for deliberation/validation and determination of awardee.

For Special Awards

The candidates for the special award should have an at least very satisfactory performance rating. The school administrators submit nominee to the District Screening Committee for evaluation and ranking. The District Screening Committee submits the result of the rank list and the supporting documents for validation to the Division PRAISE Screening Committee. The final determination of awardee shall be done by the Division Screening Committee.

Enclosure No. 2 to the Division Memorandum No. 452, s. 2021

MAJOR AWARDS

1. Schools
   Elementary Schools
   - Outstanding Public Elementary School - small category
   - Outstanding Public Elementary School - medium category
   - Outstanding Public Elementary School - large category

   Integrated Schools
   - Outstanding Public Integrated School

   Secondary Schools
   - Outstanding Public Secondary School - small category
   - Outstanding Public Elementary School - medium category
   - Outstanding Public Secondary School – large/mega category

2. Teaching, Non-Teaching and Teaching-Related Personnel
   - Outstanding Division Education Program Supervisor
   - Outstanding Public Schools District Supervisor
   - Outstanding Public Elementary School Head
   - Outstanding Public Integrated School Head
   - Outstanding Public Secondary School Head
   - Outstanding School Head/Principal
   - Outstanding Head Teacher/Teacher In-Charge (TIC)
   - Outstanding Master Teacher - Elementary
   - Outstanding Master Teacher - Secondary
   - Outstanding Public School Teacher - Kindergarten to Grade 3 Key Stage
   - Outstanding Public School Teacher - Grades 4 to 6 Key Stage
   - Outstanding Public School Teacher - Grades 7 to 10 Key Stage
   - Outstanding Public Non-Teaching Personnel - Level 1
   - Outstanding Public Non-Teaching Personnel - Level 2

3. DepEd Aklan Achievement Award
   Loyalty Award - Gold Service Award
   Silver Service Award
   Bronze Service Award

4. Special Awards
   - Outstanding District English Coordinator
   - Outstanding District Filipino Coordinator
   - Outstanding District Mathematics Coordinator
   - Outstanding District Science Coordinator
   - Outstanding District MAPEH Coordinator
   - Outstanding District Araling Panlipunan Coordinator
   - Outstanding District TLE/TVE Coordinator
   - Outstanding District EsP Coordinator
   - Outstanding District Mother Tongue Coordinator
   - Outstanding District Learning Resource Coordinator
   - Outstanding District Senior High School Coordinator
   - Outstanding School Paper Adviser
   - Outstanding Guidance Coordinator
   - Outstanding School Sports Program Coach
   - Outstanding Boy Scout Leader
   - Outstanding Girl Scout Leader
   - Outstanding District ICT Coordinator

- Outstanding District DRRM Coordinator
- Outstanding Researcher
- Outstanding School-Based Feeding Coordinator
- Outstanding District WINS Focal Person
- Outstanding District SBM Coordinator
- Outstanding District GAD Coordinator
- Outstanding Resource Mobilization and Partnership Coordinator
- Top three (3) Performing School Heads in MOOE Utilization & Liquidation, FY 2021
    - Elementary Level
    - Secondary Level
- Top three (3) Performing Districts in MOOE Utilization and Liquidation, FY 2021
- Top three (3) Performing Finance Personnel of Implementing Unit (IU) Schools

SPECIAL RECOGNITION

- Regional Level Qualifier of Search for Outstanding Government Workers for CY 2021 of the Civil Service Commission
- Exemplary Performance as District ICT Coordinator
- First 3 Performing Districts on Enhanced Basic Education Information System (EBEIS) and Learners Information System (LIS) with 100% Schools to Upload the EBEIS BOSY 2020-2021
- First 3 Performing Districts with 100% Public Schools to Encode National School Building Inventory (NSBI) Report 2020-2021
- First 3 Performing Districts with 100% Schools Participating (Public and Private) in the LIS SY 2020-2021
- First 3 Performing Districts with 100% Public and Private Schools that Finalized the LIS SY 2020-2021
- Top 3 Districts in the Number of BERF Research Proposals in the Division Call-up
- Top 3 Performing Districts in the Number of Qualified BERF Research Proposals in the Region, FY 2020
- Best School Reading Program Implementers
- Best School LRMDS Implementers
- Best District LRMDS Implementers

CRITERIA FOR THE AWARDS

Search for Outstanding Elementary and Secondary Teacher and School Head/ Principal/Head Teacher/Teacher In-Charge (TIC)

Level (Kindergarten/Elementary/Secondary)	Category	
	Teacher	School Head
1. Performance Rating (last two (2) years)	20	20
2. Performance Indicators	10	30
3. Leadership Formation (Coach of Winning Learners, Advisers of Clubs/Organizations) Conducted Training/Seminars	10	-
4. Acted as Trainer/Lecturer/Resource Speaker	10	5
5. Recognition and Awards Received in the Implementation of DepEd PAPs/Other DepEd Recognized Activities/ Award Giving Bodies	10	5
6. Action Research/Education Research/ Qualitative Research, except thesis and dissertation	10	-
7. Innovation/Initiative/Intervention Program aimed at improving delivery of basic education	-	10
8. Instructional Initiatives aimed at improving delivery of basic education	10	-
9. TA Provision to schools in Implementation of DepEd PAPs	-	10

10. Community Partnership (Outreach Program, Networking linkages)	10	10
11. Attitude Towards Work (Superior/Peer Rating)	10	-
12. MOOE Liquidation	-	10
Total	100	100

EVALUATION OF POINTS

In each criterion, the maximum rating given should be 100. To make it so, transmutation tables are provided.

A. FOR OUTSANDING TEACHER/MASTER TEACHER/SCHOOL HEAD

1. **Performance Rating.** The candidates will be rated according to the numerical value of their average performance rating in the last two (2) school years. The OPCRF/ IPCRF rating of the nominee which is in the scale of 1 to 5 will be multiplied by 2 to make it 10 to get 100. Example: 4.15 x 2 = 8.3 x 10 = 80.30

2. **Performance Indicators.** All nominees will be evaluated in this category based on their school/district or adopted schools/district (in the case of Education Program Supervisors) Performance Indicators results which can be validated through the EBEIS.

Equivalent Points for Performance Indictors

Performance Indicators	Performance	Point
a. Net Enrolment Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
b. Promotion Rate/Graduation Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
c. Completion Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
d. Drop-out Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
e. Failure Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
f. Repetition Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10

3. **Leadership Formation.** (Coach of winning students/pupils/adviser of clubs and organizations/trainings and seminars conducted.

Table of Points for Awards and Recognition by the Candidate (Acted as Trainer or Coach for Co-Curricular or Extra-Curricular Activities)

Level	Individual 1st	Individual 2nd	Individual 3rd	Group 1st	Group 2nd	Group 3rd
National	10	9	7	15	10	8
Regional	8	7	5	11	8	6
Provincial/Division	6	4	3	9	6	4
Unit	5	3	2	7	5	3
District	3	2	1	5	3	2
School	2	2	0.5	3	2	1

In giving points to multiple trainers/coaches of a group, the following allocation should be followed:

Lead trainer/coach - 60% of the total points earned
Others (e.g. assistant, members) - 40% of the total points

In this criterion, the candidates can earn a maximum of 50 points only.

4. **Acted as Trainer/Lecturer/Resource Speaker/Demo Teacher.** The table below shall be used in getting the total points and the equivalent rating, respectively. In this criterion, a candidate can earn a maximum of 50 points.

Table of points for Lecturer/Trainer/Resource Speaker/Demo Teacher

Level	Points
National	10
Regional	8
Provincial/Division	6
Unit	5
District	3
School	2

5. **Recognition and Awards Received in the Implementation of DepEd Programs, Projects and Activities.** The points of the candidate will be based on the table below to get the equivalent rating.

Table for Points Received in the Implementation of DepEd Programs, Projects and Activities/Other DepEd Recognized Activities/ Award Giving Bodies

Level	1st	2nd	3rd
National	10	9	7
Regional	8	7	5
Provincial/Division	6	4	3
Unit	5	3	2
District	3	2	1
School	2	1	0.5

6. **Action Research Conducted Approved by Division/Region (10%).** Criteria in Evaluating Action Research

Conduct of Action Research in the School			
Point	**Indicator**	**Implementation**	**Equivalent Point**
10.0	Teachers and Master Teachers engaged in Action Research: • action research proposal approved by the SDS • action research addresses need of the learners or school • action research accomplishment report approved by the SDS • action research follow BERF guidelines	at least one (1) action research fully implemented with research proposal and accomplishment reports approved by the SDS	10.0
7.5	Presence of 3 out of 4 indicators	action research being implemented	7.5
5.0	Presence of 2 out of 4 indicators	action research proposal only	5.0
2.5	Presence of 1 out of 4 indicators	none	2.5

7. **Innovation/initiative/Intervention Program Aimed at Improving Delivery of Quality Basic Education e.g. Remediation, Summer Intervention/Instruction Program, Feeding Program etc. (10%)**

Conduct of Innovative Project in the School			
Point	**Indicator**	**Implementation**	**Equivalent Point**
10.0	School heads initiated innovation for school's improvement: • innovative project proposal approved by the SDS • innovative project addresses need of the learners or school • innovative project accomplishment report approved by the SDS • innovative project follows DepEd policies and guidelines	at least one (1) innovative project fully implemented with project proposal and accomplishment report approved by the SDS	10.0
7.5	Presence of 3 out of 4 indicators	innovative project being implemented	7.5
5.0	Presence of 2 out of 4 indicators	project proposal only	5.0
2.5	Presence of 1 out of 4 indictors	none	2.5

8. **Instructional Initiatives Aimed at Improving Delivery of Quality Basic Education Approved by the Division.** (e.g. developed localized and indigenized teaching-learning materials, ICT integration in an instruction, use of innovative strategies in remediation/enrichment program, developed relevant assessment tools, and the like). Refer to Table 7 for the criteria and giving of points.

9. **TA Provision to Schools in Implementation of all Programs/Projects**

School Head's Provision of Technical assistance (TA) and Instructional Supervision for effective Delivery of K to 12 Curriculum			
Point	**Indicator**	**Percentage**	**Equivalent Point**
10.0	School Head's provided TA and Instructional Supervision to 100% of teachers and staff/target number of teachers and personnel: • monthly/annual TA/supervisory plan • compilation of accomplished daily/weekly/monthly TA/Supervisory tools with observations/findings and agreements • summary of monthly TA/ supervisory report with signature of teachers and staff • MOVs of checked DLL or DLP of teachers and other support instructional materials made by teachers complied	100% of teachers/ target number of teachers supervised	10.0
7.5	Presence of 3 out of 4 indicators	75% of teachers	7.5
5.0	Presence of 2 out of 4 indicators	50% of teachers	5.0
2.5	Presence of 1 out of 4 indicators	25% of teachers	2.5

10. **Parents Involvement and Community Partnership.** Criteria for evaluation of community involvement

Parents Involvement and Community Partnership (Stakeholders Support/Donations/Grants)			
Points	**Indicators**	**Percentage**	**Equivalent Point**
10.0	School Implemented Brigada Eskwela involving the different stakeholders • Brigada Eskwela Action Plan anchored to SIP/AIP and presented the same to partners and stakeholders • organized different committees and task force to divide the tasks • conduct advocacy/campaign to inform the stakeholders about the activity with MOVs • awards and recognition received • report on resources generated with MOVs	100% Brigada Eskwela objectives attained	10.0
7.5	Presence of 4 out of 5 indicators	75% attained	7.5
5.0	Presence of 3 out of 5 indicators	50% attained	5.0
2.5	Presence of 2 out of 5 indicators	25% attained	2.5

11. **MOOE Liquidation**

MOOE Liquidation	**Indicators**					**Rating**
100% utilization and liquidation of MOOE and other cash advances within reglementary period (5%)	5	4	3	2	1	
100% compliance to AOM, Notice of Suspension and Notice of Disallowance (2%)	5	4	3	2	1	
Financial reports quarterly posted/published on the transparency board (1.5%)	5	4	3	2	1	
Compliance to RA 9184 (PhilGEPS posting) (1.5%)	5	4	3	2	1	
Total						

MOVs

- status report of downloading of MOOE/copies of liquidation report
- certificate of compliance to AOM, NS, and ND signed by COA/Certificate of compliance to COA rules and regulations
- M&E report on maintenance of transparency board
- screenshot of PhilGEPS posting

5 – all the indicators/MOVs were accurately accomplished
4 – 3 out of 4 indicators/MOVs accomplished
3 – 2 out of 4 indicators/MOVs accomplished
2 – 1 out of 4 indicators/MOVs accomplished
1 – 0 out of 4 indicators/MOVs accomplished

12. **Attitude Towards Work, Peers Supervisors, and Subordinates.** A rating sheet will be distributed to the assessors for them to rate the candidate on the item.
    - Assessors for a teacher-nominee: self, 2 peers, and immediate superior

Points for Rating of Attitude Towards Work

Indicator	Rating				
	10	8	6	4	2
1. Honesty					
2. Punctuality					
3. Enthusiasm					
4. Caring Attitude					
5. Flexibility					
6. Leadership					
7. Creativity					
8. Initiative					
9. Discipline					
10. Commitment					
11. Accountability					
12. Integrity					
Total = 100					

B. OUTSTANDING NON-TEACHING PERSONNEL

1. Qualifications for Nominations
   - the nominee must be a permanent Schools Division of Aklan Non-Teaching Personnel for at least three (3) years prior to the search;
   - the nominee must have at least very satisfactory performance for the last two (2) rating periods;
   - the nominee must comply with the basic requirements of the search; and
   - the nominee must have no pending civil, administrative and criminal case filed against him/her. (timely liquidation of MOOE)

   Criteria for Non-Teaching Personnel with Salary Grade 1 to 9

Criteria	Points	Percentage
1. Occupational Competence		40%
• performance of assigned tasks that has the impact to achievement of educational goals	20	
• carries out the activities of his/her unit in coordination with other units/sections or with higher office	10	
• minimize the use of resources to eliminate unnecessary wastage by maintaining a system of procedures geared towards maximum productivity in the office	10	
2. Leadership Competence		35%
• participated actively in at least two (2) trainings at the school/division level	20	
• officer/member of at least two (2) recognized clubs and organizations in school, community, district or division, credit points are as follows: Division – 15 points School – 11 points District – 13 points Community – 9 points	15	
3. Professional and Personal Characteristics		25%
• Punctuality and Attendance	10	
• Model of morality and integrity both in public and private life. Has demonstrated honestly, humility, diligence, dedication, good faith, courtesy, generosity, patience and solicitude to clients	10	
• Good human relations in the office and in the community where he/she resides as validated	5	

by the immediate superior, co-worker and barangay official/community		
Total	100	100%

For Financial Reporting: Accuracy, Efficiency, Reliability, Effectiveness, Timeliness

Criteria for Non-Teaching Personnel with salary Grade 10 to 22

Criteria	Points	Percentage
1. Occupational Competence		40%
• performance of assigned tasks that has the impact to achievement of educational goals	20	
• carries out the activities of his/her unit in coordination with other units/sections or with higher office	10	
• minimize the use of resources to eliminate unnecessary wastage by maintaining a system of procedures geared towards maximum productivity in the office	10	
2. Leadership Competence		35%
• conducted training	15	
• acted as resource speaker in seminars and workshops	10	
• officer/member of at least two (2) recognized clubs and organizations in school, community, district or division, credit points as follows: International/National – 10 points Regional – 7 points Division – 5 points District – 3 points Community – 2 points School – 1 point	10	
3. Professional and Personal Characteristics		25%
• punctuality and attendance	10	
• model of morality and integrity both in public and private life, has demonstrated honestly, humility, diligence, dedication, good faith, courtesy, generosity, patience and solicitude to clients	10	
• good human relations in the office and in the community where he/she resides as validated by the immediate superior, co-worker and barangay official/community	5	
Total	100	100%

Outstanding Division Education Program Supervisor

	Items to be Evaluated	Weight
1	Performance Rating	35%
2	Implementation of Programs and Projects (Subject Area)	20%
3	TA Provision	20%
4	Recognition/Awards received	10%
5	Acted as Trainer/Lecturer/Resource Speaker/Author	10%
6	Innovation/Research conducted with terminal report	5%
	Total	**100%**

Outstanding Public Schools District Supervisor

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Implementation of Programs and Projects	15%
3	TA Provision	15%
4	SBM Assessment	15%
5	Recognition/Awards received	10%
6	Acted as Trainer/Lecturer/Resource Speaker/Author	10%
7	Innovation/Research conducted with terminal report	5%
	Total	**100%**

Outstanding District Subject Area Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	20%
3	Published learning resource materials to be used as supplementary materials	20%
4	Prompt submission of required reports	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding District Mother Tongue Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	25%
3	Published learning resource materials to be used as supplementary materials	15%
4	Prompt submission of required reports	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding District Learning Resource Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	10%
3	Percentage of teachers with active LRMDS account	20%
	76% - 100%	
	51% - 75%	
	26% - 50%	
	0% - 25%	
4	Processed the publication of learning resource materials to be used as supplementary materials	10%
5	Conducted orientation/advocacy activities to teachers to maximize the LRMDS portal usage	10%
6	Prompt submission of required reports	10%
7	Awards and Recognition received	5%

8	Acted as Resource Speaker/Trainer/Facilitator	5%
	Total	**100%**

Outstanding District Senior High School Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented Re-Entry Plan, Contingency Plan, MOU/MOA vis avis accomplishment report	20%
3	Production of SHS Advocacy materials	10%
4	Conducted trainings/Career Guidance Program, Expo assembly	10%
5	Prompt submission of required SHS Reports	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding School Paper Adviser

Entry Requirement: The Nominee had released at least one publication for S.Y. 2020-2021

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Leadership relative to Journalism	25%
3	Published outputs/Contributions to Journalism	10%
4	Participation to Schools Press Conference	10%
5	Awards/Recognition received	25%
	Total	**100%**

Outstanding Guidance Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Award/Recognition received	15%
3	Action Research conducted with terminal report	10%
4	Action Plan vis-à-vis accomplishment with MOVs	10%
5	Case Studies and Resolved Cases (2018-2019)	10%
6	Conducted Career Guidance Module Orientation	15%
7	Innovation conducted with terminal report	10%
	Total	**100%**

Outstanding School Sports Program Coach

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Acted as winning coach	20%
3	Innovation/Research conducted with terminal report	20%
4	Acted as Trainer/Lecturer/Resource Speaker	15%
5	Accredited as Technical Official	15%
	Total	**100%**

Outstanding GSP/BSP Leader

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Acted as Trainer/Lecturer/Resource Speaker	15%
3	Award/Recognition received	15%
4	Participated to various level of scouting activities with number of campers	20%
6	Innovation/Research conducted with terminal report	10%
7	Extension Services	10%
	Total	**100%**

Outstanding District ICT Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	ICT Related innovations/Integrations with Terminal Report	20%
4	ICT Action Plan vis-à-vis accomplishment with MOVs	20%
5	Award/Recognition received	15%
6	Acted as trainer/Demonstration Teacher	15%
	Total	**100%**

Outstanding District DRRM Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented a functional disaster preparedness and mitigation plan vis a vis accomplishment report	20%
3	Conducted periodic drills on earthquake, tsunami, fire, etc.	10%
4	Evidence of provision of pre-emptive advisories to colleagues, learners, and stakeholders on various calamities	10%
5	Evidence of active participation on the relief operation, mitigation planning, psychosocial debriefing, etc.	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding Researcher

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Followed BERF procedures and timeline	20%
3	Research focused on teaching and learning	10%
4	Awards and Recognition received	25%
5	Acted as Resource Speaker/Trainer/Facilitator	15%
	Total	**100%**

Outstanding School-Based Feeding Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Percentage of target beneficiaries gained normal weight	25%
	76% - 100%	
	51% - 75%	
	26% - 50%	
	0% - 25%	
3	Food production through Gulayan sa Paaralan	10%
4	Deworming	10%
	76% - 100%	
	51% - 75%	
	26% - 50%	
	0% - 25%	
5	Liquidation and prompt submission of SBFP report	25%
	Total	**100%**

Outstanding District WINS Focal Person

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented WINS work plan vis a vis accomplishment report	20%
3	WINS Level of Practice	20%
4	Conducted innovative projects/advocacy/activities to increase awareness	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding District SBM Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented SBM work plan vis a vis accomplishment report	20%
3	SBM Level of Practice	20%
4	Conducted innovative projects/advocacy/activities to increase awareness	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding District GAD Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented a GAD plan vis a vis accomplishment report	20%
3	Conducted GAD capacity building activities/trainings/ advocacy activities	10%
4	Conducted research on GAD with terminal report	10%
5	Evidence of GAD integration across learning areas	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	**100%**

Outstanding Resource Mobilization and Partnership Coordinator

	Items to be Evaluated	Weight
1	BEBIS Participation	10%
2	Reports Submitted	10%
3	Capability Training Cascaded/Conducted	15%
4	Attendance to Significant SocMob Events	15%
5	DepEd Partners Data System (DPDS)	20%
6	Partnerships	30%
	Total	**100%**

Requirements:

1. BEBIS Participation — MoVs
2. Reports Submitted — MoVs, receipts, screenshots
3. Capability Training Cascaded / Conducted — Certificates, MoVs, screenshots
4. Attendance to Significant SocMob Events — Certificates, MoVs, screenshots
5. DPDS — School Dashboard, screenshots
6. Crafted Partnerships — MoVs, memoranda, certificates, receipts

Rubrics:

1. BEBIS Participation (10%)

Score:	0%	1-4%	5-7%	8-9%	10%
	No participation	Participant, non-awardee	Awardee, 3rd	Awardee, 2nd	Awardee, 1st

2. Reports Submitted (10%)

Score:	0%	1-4%	5-7%	8-9%	10%
	No reports submitted	Late reports	With reports	Monthly, Quarterly	Consistent Monthly, Quarterly

3. Capability Training Cascaded / Conducted (15%)

Score:	0-2%	3-7%	8-11%	12-14%	15%
	No to few actions taken as cascade of Division training/ orientation	Cascaded Division training/ orientation as information	With Division training/ orientation cascaded to District level	Significant Division training/ orientation cascaded to District level	All Division training/ orientation cascaded to District level

4. Attendance to Significant SocMob Events (15%)

Score:	0-2%	3-7%	8-11%	12-14%	15%
	No to few attendance	Attended selected events/ webinars, with MoVs	Attended selected events/ webinars, with certificates	Most number of events/ webinars attended, with MoVs	Most number of events/ webinars attended, with certificates

5. DepEd Partners Data System (DPDS) (20%)

Score:	0-4%	5-10%	11-15%	16-19%	20%
	No to few updates	Occasionally updated DPDS, with schools reporting	Occasionally updated DPDS, most number of schools reporting	Regularly updated DPDS, with schools reporting	Regularly updated DPDS, most number of schools reporting

6. Partnerships (30%)

Score:	0-11%	12-18%	19-24%	25-29%	30%
	No to few partnerships, lacking documentation	With partnerships formed, pictures	With partnerships formed, receipts, attendance sheets, etc	Most number of partnerships crafted, DoD/CoA/ CoU	Most number of partnerships crafted, MoA/MoU

IMPLEMENTING UNIT SCHOOLS

Title of Award: Best Performing Accountant, Bookkeeper or Bookkeeper Designate in Terms of Financial Management

Target Awardees:
Top 3 of 46 Secondary Implementing Schools

1. Obligation and Disbursement Rate of School MOOE – 50 points
BASIS: Prior Year

Percentage of Utilization of School Fund	**Points**
100% obligated and disbursed	50
97 – 99% obligated and disbursed	40
94 – 96% obligated and disbursed	30
91 – 93% obligated and disbursed	20
90% and below obligated and disbursed	10

2. Submission of Financial Report (BFARS and FS) – 40 points
2.a Timeliness – 20 points (average points combined – Unified Reporting System (URS) BFAR 4; BFARs 1, 1A and 1B and Reports for Consolidation ((ie. Budget Monitoring System (BMS), Manual BFAR 4 and Financial Statement (FS))

2.a.1 URS Submission – Uploading of URS Submitted and Signed Report in Regional Office's Google Drive

Timeliness of Submission (BFAR 4) Due Date: every 5th day of the month following the month covered	**Points**
Four (4) days before due date	20
Three (3) days before due date	16
Two (2) days before due date	12

One (1) day before due date	8
On due date	4
Late submission	0
Timeliness of Submission (BFARs 1, 1A and 1B) Due Date: every 15th day of the quarter following the quarter covered	**Points**
Eighteen to Twenty-two (18 - 22) days before due date	20
Thirteen to seventeen (13 - 17) days before due date	16
Eight to twelve (8 - 12) days before due date	12
Two to seven (2 - 7) days before due date	8
On due date	4
Late submission	0

2.a.2 Reports for Consolidation – Submission of Reports to the Division Office

Timeliness of Submission (MANUAL BFAR 4) Due Date: every 30th day at the end of the month	**Points**
Eight to Ten (8 - 10) days before due date	20
Six to Seven (6 – 7) days before due date	16
Four to Five (4 - 5) days before due date	12
Two to Three (2 -3) days before due date	8
On due date	4
Late submission	0
Timeliness of Submission (Budget Monitoring System and Financial Statement) Deadline: every 30th day at the end of the quarter and/semester	**Points**
Eight to Ten (8 - 10) days before due date	20
Six to Seven (6 - 7) days before due date	16
Four to Five (4 – 5) days before due date	12
Two to Three (2 – 3) days before due date	8
On due date	4
Late submission	0

2.b Efficiency and Accuracy – 20 points

BASIS: BMS, Manual FAR4 and FS Submission for consolidation

Less Revision and Correctness	**Points**
No revision and 100% correct	20
No revision and 90-99% correct	16
One (1) revision and 80-89% correct	12
One (1) revision and 70-79% correct	8
Two (2) revisions and 60-69% correct	4
Three (3) or more revisions and 59% and below correct	0

3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance) from COA **(10pts)**

Less Revision and Correctness	**Points**
Zero (0) AOM, NS and ND	10
100% compliant	8
50% compliant	6
None compliant	0

Summary:

1. Obligation and Disbursement Rate of School MOOE **(50pts)**
2. Submission of Financial Report (BFARS and FS) **(40pts)**
   2.a Timeliness – 20 points
   2.b Efficiency and Accuracy – 20 points
3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA **(10pts)**

NON-IMPLEMENTING UNIT SCHOOLS

Title of Award: Best Performing School Heads in Terms of MOOE Utilization and Liquidation
Target Awardees:
Top 5 of 319 Elementary Schools
Top 3 of 46 Non-IU Secondary Schools

1. Percentage of Liquidation (50pts)

Percentage of Liquidation of School MOOE	Points
100% liquidated	50
75% liquidated	0
50% liquidated	0
25% liquidated	0
NO RELEASE	0

2. Submission of Liquidation Report (30pts)
2.a Timeliness (15pts)

Timeliness of Submission	Points
4 days before due date	15
3 days before due date	12
2 days before due date	9
1 day before due date	6
On due date	3
Late submission	0

2.b Efficiency and Accuracy (15pts)

Less Revision and Correctness	Points
No correction	15
1 Time revision/correction	10
2 Times revision/correction	5
3 Times and more revision/correction	0

3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA (10pts)

Percentage of Compliance	Points
Zero (0) AOM, NS and ND	10
100% compliant	8
50% compliant	6
None compliant	0

4. Compliance to PhilGEPS Posting Requirements (10pts)

Posting of transactions in the PhilGEPS	Points
5 transactions posted for the 4 quarters	10
4 transactions posted for the 4 quarters	8
3 transactions posted for the 4 quarters	6
2 transactions posted for the 4 quarters	4
1 transaction posted for the 4 quarters	2
No transaction posted in the 4 quarters	0

Summary:

1. Percentage of Liquidation **(50pts)**
2. Submission of Liquidation Report **(30pts)**
   2.a Timeliness (15pts)
   2.b Efficiency and Accuracy (15pts)
3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA **(10pts)**
4. Compliance to PhilGEPS Posting Requirements **(10pts)**

Enclosure No. 3 to the Division Memorandum No. 452, s. 2021

SCREENING COMMITTEE

District PAGKILAEA Screening Committee

Chairperson: Public Schools District Supervisor
Members: 2 Principals (Elementary and Secondary)
1 Master Teacher
1 District Teacher's Organizational President

Division PAGKILAEA Screening Committee

Chairperson: Jerson B. Labos EdD, OIC, Office of the ASDS
Members: Dobie P. Parohinog PhD, CES, CID
Michael T. Rapiz, CES, SGOD
Edselyn T. Biray PhD, EPS-Mathematics, Division Focal Person
Mary Cherry Lynn M. Dalipe EdD, EPS-Science, Division Focal Person
Ruby Agnes B. Estrada PhD, EPS-Araling Panlipunan, Division Focal Person
Rebecca R. Ibarreta, EPS-MAPEH, Division Focal Person
Kyzil D. Lipar PhD, EPS-English, Division Focal Person
Ma. Corazon R. Panaligan, EPS-EsP, Division Focal Person
Marivic I. Tolentino, EPS-EPP/TLE/TVE, Division Focal Person
Marth S. Tropa, EPS-Filipino, Division Focal Person
Ariel Z. Zubiaga, EPS-ALS, Division Focal Person
Louie P. Rebutar, HT I, Division SHS Coordinator
Daniel E. Prado, SP I, Division IPEd Coordinator
Wilma Werigene M. Villa PhD, SP III, Division SPED Coordinator
Patrocenia Y. Mamburam, AO V (Administrative Services)
Bella S. Suante, AO V (Budget and Finance)
Marissa A. Jizmundo, Accountant III
Leila L. Pamati-an, SEPS (HRDS)
Remia H. Donguines, Division PTA Federated President

Secretariat: Raffy F. Paller PhD, SEPS (P&R)
Marlyn T. Bereber, AO IV (HRMO)
Roland F. Democrito, EPSt II (HRDS)
Milgie C. Villareal, Planning Officer III

- **District Screening Selection: October 27-November 12, 2021**
- **Submission of District Results to Division PRAISE Secretariat: On or Before November 17, 2021**
- **Division PMT-PRAISE Screening: November 22-26, 2021**
- **Announcement of Division Finalists: December 6, 2021**
- **PAGKILAEA Awarding Ceremonies: December 16, 2021**