



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

August 08, 2023

SCHOOLS DIVISION MEMORANDUM

No. 312, s. 2023

**2023 DIVISION SEARCH FOR OUTSTANDING TEACHING AND RELATED
TEACHING PERSONNEL**

- To: Assistant Schools Division Superintendent
Chief and SGOD Chiefs
Education Program Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned
1. Pursuant to the Regional Memorandum No. 361, s. 2023 entitled 2023 Gawad Patnugot Regional Search for Outstanding Teaching and Related Teaching Personnel, this office announces the conduct of this year's Division Search for Outstanding Teaching and Non-teaching Personnel.
 2. The search aims to recognize and reward deserving employees for their exemplary accomplishments and other personal efforts which contribute to the efficiency, economy, and other improvement in the operations of the department.
 3. Moreover, this activity is in consonance with this celebration of World Teacher's Day with the theme "The Transformation of Education Begins with Teachers."
 4. The following are the categories for this year's search:

TEACHER CATEGORY

- a. Outstanding Elementary School Teachers
- b. Outstanding Secondary School Teachers
- c. Outstanding SPED Teachers (Elementary or Secondary)
- d. Outstanding ALS Teachers (Elementary or Secondary)
- e. Outstanding Kindergarten Teachers
- f. Outstanding Elementary Teachers (Last Mile Schools)
- g. Outstanding Secondary Teachers (Last Mile Schools)

DEPARTMENT HEAD CATEGORY

- a. Outstanding Secondary Head Teacher (Department Head)

SCHOOL HEAD CATEGORY

- a. Outstanding Elementary School Principals



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- b. Outstanding Elementary Head Teachers (School OIC)
- c. Outstanding Secondary School Head (Principal or School OIC)

SUPERVISOR CATEGORY

- a. Outstanding Education Program Supervisor (CID or SGOD)

5. There are two phases in this search: Phase 1 (Milestone Accomplishment) and Phase 2 (Validation Interview)
6. For Phase 1 (Milestone Accomplishment), the same Criteria for Evaluation for all categories shall be applied. However, the focus of the write-up and evaluation are the following: Teacher Category (teaching and learning); Department Head Category (department leadership and management); School Head Category (school leadership and management); and Supervisory Category (instructional supervision and technical assistance).
7. The nominee shall submit a write-up for one (1) milestone accomplishment conducted in any period within the last three (3) school years (SY 2020-2021, SY 2021-2022, and 2022-2023) as his/her entry for Paper Screening.
8. Designed as a technology-driven search, each nominee is required to submit a video documentary (maximum of five minutes and in MPG format) about his/her milestone accomplishment.
9. The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	– 35%
Innovation	– 35%
Impact Total	<u>– 30%</u>
	100 %

10. To determine the winners, the Schools Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall evaluate the nominees based on the following criteria:

Milestone Accomplishment –	50%
Validation Interview -	<u>50%</u>
Total -	100%

11. The following terms are operationally defined for this search:
 - a. secondary refers to both junior high school and senior high school, or stand-



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alone senior high school

b. school head - refers to a school principal or a head teacher who is officer-in-charge (OIC) or teacher-in-charge (TIC) of a school

c. department heads - refers to a secondary head teacher who is not a school OIC (e.g. HT in English, HT Math, HT TLE etc)

12. Below is the schedule of activities relative to the search:

Date	Activity	Remarks
August 16, 2023	Deadline for submission of pertinent papers and required documents	Late entries will not be accepted
August 17, 2023	Phase 1. Paper Screening / Evaluation of Milestone Accomplishments	Screening and shortlisting of entries shall be based on the results of the evaluated milestone accomplishment
August 18, 2023	Phase 2. Validation and Background Investigation	Only the top three shortlisted entries in each category shall undergo validation
August 21, 2023	Phase 3. Demonstration Teaching / School Leadership Assessment / Interview	Only those who passed Phase 2 shall proceed to this phase.
August 22, 2023	Finalization of the Results of the Evaluation	Division PRAISE Committee
August 23 – 24, 2023	Preparation of document for Submission to RO3	SEPS – HRD will submit the winners to RO3
October 5, 2023	Awarding Ceremony	Division Level

13. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.

14. There shall only be one file (PDF format) and one video file (mpg format) per nominee. The PDF file shall include all the required nomination documents enumerated in item D. "Required Nomination Documents" of the attached Search Guidelines and Mechanics. The PDF file and Video file shall use the following format:
SDO_(Name of SDO)_Category
Ex. SDO_Aurora_ElemTeacher



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15. The deadline for submission of milestone accomplishments shall be on **August 16, 2023** through the Records Section.
16. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.
17. For questions and clarifications, please contact Cyril S. Talusan, SEPS – HRD through email at cyril.talusan@deped.gov.ph or contact number 09776442582.
18. Dissemination of and compliance with this Memorandum is desired.

For the Schools Division Superintendent:


ERLEO T. VILLAROS PhD

Officer-In-Charge

Office of the Assistant Schools Division Superintendent

CST / Dissemination of Regional Memorandum No. 361 S. 2023 Re: Gawad Patnugot Regional Search for Outstanding Teaching and Related Teaching Personnel
015/August 8, 2023



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