



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

August 6, 2024

SCHOOLS DIVISION MEMORANDUM

No. 260, s. 2024

2024 DIVISION SEARCH FOR OUTSTANDING TEACHERS AND SCHOOLHEADS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to the Regional Memorandum No. 544, s. 2024 entitled 2024 PRAISE Gawad Patnugot Ukit Marangal Regional Search for Outstanding Teachers and Schoolheads, this office announces the conduct of this year's Division Search for Outstanding Teachers and Schoolheads.
2. The search aims to recognize and reward deserving employees for their integrous and character-driven leadership, exemplary accomplishments and other personal efforts which contribute to the efficiency, economy and other improvement in the operations of the department.
3. Likewise, this activity is in consonance with this year's celebration of the World Teachers' Month in October 2024.
4. There are four (4) categories for this year's Division Search namely:
 - a. Outstanding Elementary Teachers
 - b. Outstanding Secondary Teachers
 - c. Outstanding Elementary Schoolheads
 - d. Outstanding Secondary Schoolheads
5. There are two phases in this search: Phase 1 (Evaluation of Milestone Accomplishment) and Phase 2 (Validation Interview).
6. For Phase 1 (Evaluation of Milestone Accomplishment), the same Criteria Evaluation for all categories shall be applied.
7. The teacher-nominee and schoolhead-applicant shall submit a write-up for only one (1) milestone accomplishment conducted in any period within the last three (3) school years (SY 2021-2022, SY 2022-2023, and SY 2023-2024) as his/her entry for Paper Screening.
8. Designed as a technology-driven search, each teacher-nominee and schoolhead-applicant are required to submit a video documentary (maximum of five minutes and in MPG format) about his/her milestone accomplishment.



7

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozone.scity@deped.gov.ph



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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

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/Applicant	- 35%
Innovation	- 35%
Impact	- 30%
Total	- 100%

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

Milestone Accomplishments	- 50%
Validation Interview	- 50%
Total	- 100%

11. The following terms are operationally defined for this search:

- Elementary Teacher – any public school teacher, regardless of rank and learning area, from Kindergarten to Grade 6 including those teaching SPED, ALS, etc., and those assigned in Last Mile Schools.
- Secondary Teacher – any public school teacher, regardless of rank and learning area, from Grade 7 to Grade 12 including those teaching SPED, ALS, etc.
- Elementary Schoolhead – any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), officer-in-charge (OIC), or designated as schoolhead of a public elementary school.
- Secondary Schoolhead – any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), officer-in-charge (OIC), or designated as schoolhead of a public integrated/secondary school.

12. There shall only be one file (PDF format) and one video file (mpg format) per nominee and applicant. The PDF File shall include all the required documents enumerated in item D. “Required Documents” of the attached Search Guidelines and Mechanics. The PDF File and Video File shall be submitted through this link: <https://bit.ly/2024-Outstanding-Teachers-and-Schoolheads> using the following format:

Name of School_Category_Name of Nominee or Applicant

Ex. Science City Elementary School_Elementary Teacher_Juan B. Dela Cruz



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14. Below is the schedule of activities relative to the Division Search:

DATE	ACTIVITY	REMARKS
August 14, 2024	Deadline of submission of pertinent papers and required documents	Late entries will not be accepted
August 15-16, 2024	Phase 1: Evaluation of Milestone Accomplishment, Video Documentary and Required Nomination Documents	Screening and shortlisting of entries shall be based on the results of the evaluated milestone accomplishment, video documentary and required documents
August 19-20, 2024	Phase 2: Validation Interview	Only top 3 shortlisted entries in each category shall undergo validation interview
August 22, 2024	Finalization of the results of the evaluation	Division PRAISE Committee
August 23-29, 2024	Preparation of document for submission to RO III	Preparation of Documents
August 30, 2024	Submission of documents to Regional PRAISE Committee	HRD will submit the winners to RO III PRAISE Committee
October 4, 2024	Awarding Ceremony	Division Level

15. The winners of this activity shall represent our Schools Division Office to the 2024 PRAISE Gawad Patnugot Ukit Marangal Regional Search for Outstanding Teachers and Schoolheads to be awarded during the Celebration of World Teachers Day.
16. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.
17. For queries, you may contact Mr. Cyril S. Talusan, Senior Education Program Specialist at 0977-644-2582 or Mr. James Patrick S. Barias, Education Program Specialist II at 0917-189-3968.
18. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
 Schools Division Superintendent

Encl. As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

REWARDS AND RECOGNITION

SEARCH FOR OUTSTANDING TEACHERS AND SCHOOLHEADS

SGOD-HRD/JPSB/2024 Division Search for Outstanding Teachers and Schoolheads
 05/August 6, 2024



Address: Brgy. Rizal, Science City of Muñoz, 3119

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Enclosure No. 1 to Schools Division Memorandum No. 260, s. 2024

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- a. A model of morality and integrity both in public and private life;
- b. Has good human relations in the school and in the community;
- c. A permanent employee who meets the selection criteria;
- d. Has been employed in the DepEd at least for the last three years;
- e. Has been rated Outstanding in performance ratings for the last three school years; and
- f. Has not been found guilty of any administrative or criminal case.

B. Grounds for Disqualification

1. Non-Compliance with the specifications of the Required Documents;
2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the certifying authority pursuant to applicable CSC laws and rules; and
3. Nominees and applicants already recognized as top awardee (Rank 1) in a similar search in the Regional Level or National Level organized/sponsored by either the Department of Education or other government agencies or private organizations for the last three (3) years.

C. Nomination Process - Nomination shall come from a fellow employee in the school/SDO or from any DepEd recognized organization.

D. Required Documents

- a. Endorsement by the schoolhead for teacher-nominee;
- b. Completely fill out the Nomination and Application Form;
- c. Certified True Copy of nominee's/applicant's updated CS Form 212 or Personal Data Sheet (PDS) with passport size photo;
- d. Certification signed by the SDO Administrative Officer that the nominee has not been found guilty of any administrative or criminal offense;
- e. Summary of Performance Ratings (Outstanding) for the last three school years signed by the Schools Division Superintendent or any Authorized SDO Official (SGOD Chief/CID Chief/ASDS) Summary only not the Individual IPCRF/OPCRF;
- f. Certified True Copy of updated Service Record duly signed by the agency's Human Resource Management Officer (HRMO);
- g. Omnibus Certification of Authenticity and Veracity of Documents; and
- h. Milestone Accomplishment (write-up and evidences/MOVs) duly certified by immediate superior/SDO Official/s.



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E. Phases of the Search

Phase 1: Evaluation of Milestone Accomplishment - this shall comprise the required documents and milestone accomplishment. Only candidates with complete required documents shall be screened. The Top 3 nominees and applicants for each category shall qualify for Phase 2.

Phase 2: Validation Interview - the Schools Division PRAISE Committee, through an external board of evaluators, shall conduct the validation interview which aims to expound on the nominee's and applicant's milestone accomplishments presented in the write-up and video documentary.



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Enclosure No. 2 to Schools Division Memorandum No. 260, s. 2024

CRITERIA FOR EVALUATION
(Phase 1: Milestone Accomplishment)

ALL CATEGORIES

For Phase 1 (Evaluation of Milestone Accomplishment), the criteria for evaluation shall focus on the MILESTONE ACCOMPLISHMENT of the nominee and applicant.

A milestone accomplishment is what defines the nominee's/applicant's career as a teacher or a schoolhead. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three school years (SY 2021-2022, SY 2022-2023, and SY 2023-2024). It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e. the intended innovations, changes, and reform continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school he/she belongs, but these contributions are above and beyond the usual responsibilities of a teacher or a schoolhead (CONTRIBUTION TO SERVICE).
5. Its scope is the bigger academic community outside of his/her own school i.e. within her/his district, division, region, educational associations and related organizations, or the entire national educational system, as well as contributions to the community outside the educational system (CONTRIBUTIONS TO COMMUNITY).

The MILESTONE ACCOMPLISHMENT shall be evaluated based on the following areas:

A. ROLE OF THE NOMINEE

- a. How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment;
- b. Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.

B. INNOVATION

- a. Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community.
- b. The innovation must be sustainable, i.e. the intended innovation, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over period of time.



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C. IMPACT

- a. Were the objectives of the accomplishment met?
- b. How were the objectives met?
- c. How were the effects of the accomplishment on the intended beneficiaries or stakeholders?

Each nominee and applicant are required to submit one milestone accomplishment which shall capture both Contributions to Service and Contributions to Community.

Contributions to Service refer to the nominee's/applicant's impact in the teaching profession/school leadership benefitting the community of teachers or learners within his/her academic institution but these contributions are above and beyond the usual responsibilities of teachers or a schoolhead. To avoid repetition, these contributions may be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching materials/professional development materials such as modules, teaching and learning guides, academic curricula, NAT Reviewers, and other related learning/professional development materials that have greatly raised the scores of the students in standardized tests;
2. A discovery, innovation, or creation such as teaching devices or apparatuses;
3. Technology-based learning tools (e.g. learning games, gamification);
4. Teaching approaches (e.g. Modified explicit instruction approach);
5. Technology-aided instructional supervision, school leadership and management; and
6. Stakeholder's involvement/participation, forging partnerships that contributed to school improvement/performance.

Contributions to Community refers to the nominee's/applicant's contribution to the bigger academic community outside of his/her own school (i.e. within her/his district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside educational system. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching approaches (e.g. Modified explicit instructional approach) that are adopted in the regional or national level;
2. Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
3. Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that improved the learning processes within the school;
4. Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services; and
5. Involvement in professional organizations/associations that contribute to community development.



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Enclosure No. 3 to Schools Division Memorandum No. 260, s. 2024

TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT

Please use the following TEMPLATE for accomplishing the MILESTONE Accomplishment.

(Maximum of 4 pages for the Milestone Accomplishment, NOT including the 3 pages of evidences/supporting means of verification. EVIDENCES/MOVs must be placed AFTER the milestone accomplishment.)

Use long bond paper (8.5" x 13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the **third person point-of-view** in accomplishing this *Template for Milestone Accomplishments*.

Title of Accomplishment	What is the title of the accomplishment/ (Do not use ALL CAPS)
Type of Milestone Accomplishment	Is the accomplishment a new program, project or service (PPS)? Or is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify the accomplishment using the categories below: 1. Program, Project, or Service 2. Innovation
1. Your Specific Role in it	Briefly discuss the role of the nominee in the accomplishment/ project. Was he/she the team leader or team member? How was his/her role critical to the success of the accomplishment. Project?
2. Brief Description of Accomplishment	Briefly describe the nature of the accomplishment. Be concise.
2. 1. Rationale	What need or problem did the accomplishment respond to? What made the nominee decide to get involved in it?
2. 2. Objectives	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic and Time-Bound) objectives
2. 3. Date Started and Completed	When did the accomplishment take place? (start and end dates)
2. 4. Coverage	Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/school/division/regional/national/international)
2. 5. Beneficiaries	Briefly describe the beneficiaries of the accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous people, urban poor, etc.)
2. 6. Key Partner Implementing Organizations/ Individuals	List down at least five (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations and a brief description of their contributions to the milestone accomplishment. For example, this includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g. fellow teachers).



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	It also includes external stakeholders from outside the school who helped realize the accomplishment (e.g. donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly.
2. 7. Source of Funding	What were the names of the donor, agency, or individuals who provided financial and/or in-kind assistance to help you realize the accomplishment? Include the kind of assistance given.
2. 8. Responsiveness	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1. Responded to the felt or articulated need of the target or intended beneficiaries2. Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach3. Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries4. Aligned with the objectives of the Milestones Accomplishment
2. 9. Innovation	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1. Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee2. Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment
2. 10. Outcomes/ Result/Impact	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1. Satisfied the objectives of the accomplishment2. Provided a practical solution to the felt or articulated need of the target beneficiaries3. Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment
2. 11. Sustainability	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1. Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period2. Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee3. Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group4. Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group
3. Evidences	These may be reports, pictures, new clippings, or case reports. Please limit evidence to a maximum of 3 pages. Prioritize the most important ones.



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Enclosure No. 4 to Schools Division Memorandum No. 260, s. 2024

NOMINATION FORM
Division Search for Outstanding Teachers

THE SCHOOLS DIVISION PRAISE COMMITTEE
Schools Division Office
Brgy. Rizal, Science City of Muñoz

After undergoing a thorough evaluation of the guidelines and criteria of the 2024 Division Search for Outstanding Teachers and Schoolheads, I nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
School: _____
School Address: _____

The nominee and the undersigned understand the Policy and Guidelines on Awards and Incentives for service Excellence and Data Privacy Policy in the DepEd Regional Office III and that we agree to abide by it.

Cite one major reason why the nominee should be considered for the award (maximum of 300 words):

Name of Nominator: _____
Position: _____
Signature of Nominator: _____
Date Signed: _____



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Enclosure No. 5 to Schools Division Memorandum No. 260, s. 2024

APPLICATION FORM
Division Search for Outstanding Schoolheads

THE SCHOOLS DIVISION PRAISE COMMITTEE
Schools Division Office
Brgy. Rizal, Science City of Muñoz

Name of Applicant: _____
Category: _____
Current Position: _____
School: _____
School Address: _____

I understand the Policy and Guidelines on Awards and Incentives for service Excellence and Data Privacy Policy in the Schools Division Office and that I agree to abide by it.

Cite one major reason why you should be considered for the award (maximum of 300 words):

Name of Applicant: _____
Position: _____
Date Signed: _____



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