



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

October 15, 2018

DIVISION MEMORANDUM

No. 680 s. 2018

**2018 DIVISION SEARCH FOR THE OUTSTANDING
 TEACHERS, NON-TEACHING PERSONNEL AND SCHOOL HEADS,**

To: Assistant Schools Division Superintendents
 Chiefs, CID & SGOD
 DEPSs/EPSs/Division Coordinators
 District Supervisors/District In-Charge
 Public Elementary & Secondary School Heads
 All Others Concerned

1. The Department of Education Division of Negros Oriental through its Program on Awards and Incentives for Service Excellence (PRAISE) Committee hereby announces the 2018 Search for Outstanding Teachers, Non-Teaching Personnel and School Heads.
2. The search aims to:
 - a. recognize the exemplary and outstanding performance and accomplishments of classroom teachers, non-teaching personnel, school heads and public schools district supervisors in the implementation of basic education;
 - b. promote quality performance and commitment to public service; and
 - c. encourage innovative and sustainable practices in education.
3. Below are the different categories for the awards:

Categories	Level
1. Outstanding Teachers	1. Elementary Kindergarten SPED MG G 1-6

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SCHOOLS DIVISION OF NEGROS ORIENTAL

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	2. Secondary By Learning Area 3. ALS
2. Outstanding School Heads	1. Elementary 2. Secondary
3. Outstanding Non-Teaching Personnel	Bookkeeper Disbursing Officer
4. Service Awardees (those with 40 years and more in the government service)	1. Elementary Sch Heads & Teachers 2. Secondary Sch Heads & Teachers 3. ALS Implementers 4. Non-Teaching Personnel (Div & District)
5. Outstanding Teaching and Non-Teaching Coaches (1st-3rd Place Winning Coaches during Regional and National Competitions in 2018)	1. Elementary 2. Secondary 3. ALS

4. There shall only be one (1) nominee per District per level for categories 1 and 2. These nominees shall be pre-screened by the District PRAISE Committee.

5. Nominees for categories 3 & 4 shall be pre-screened by Finance Unit care of Accountant and HR care of Mrs. Lanie Yurong respectively. Likewise, nominees for Category 5 shall be pre-screened by the program owner/coordinator.

6. Final screening and validation shall be done by the Division PRAISE Committee.

7. Composition for the District PRAISE Committee:

Category 1:

Chairman: PSDS

Members: 3 Elementary School Heads

2 Secondary School Heads

Category 2- Elementary

Chairman: PSDS

Members: 3 Secondary School Heads



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DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Category 2- Secondary

Chairman: PSDS

Members: 3 Elementary School Heads

Division PRAISE Committee

Chairperson: Fay C. Luarez, Ed.D., Ph.D. T,M.

OIC, Assistant Schools Division Superintendent

Vice Chairperson: Ma. Jennifer P. Piodos - Div. Accountant

Members: Rachel B. Picardal, Ed.D. - SGOD Chief

Erlinda N. Calumpang, Ed.D. – CID Chief

Lanie B. Yurong, OIC- Admin Officer HRMO

Rowena Trofeo - Pres. of Teacher's Fed. Asso.

Marichyle P. Lajato – Pres. Non-Tchng. Per.

Other Members: Dr. Carmelita A. Alcala –DEPS, AP

Dr. Nonale Q. Resoor – PSDS, Math Coor.

Dr. Anna Lee Amores-PSDS, English Coor.

Dr. Renante Juanillo – EPS, Filipino

Alma Cora M. Catacutan – EPS, Science

Katherine Y. Sedillo – EPS, SPED/Kinder

Dr. Juliet J. Tuala – PSDS, MG Coor.

Esterlina B. Paragoso – EPS, MAPEH

Dr. Antonio Baguio – PSDS, TLE & Values Coor.

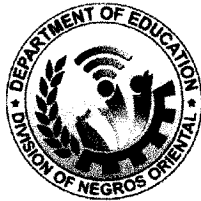
Dr. Donre Mira – EPS, ALS

Secretariat: Dr. Dan P. Alar - SEPS HRDS

Ms. Iryll Mae S. Macahig-EPS I, HRDS

Dae Habalo,- SEPS Planning and Research

8. Documents of those who passed the pre-screening for Categories 1-3 is due at the Division PRAISE Committee on or before November 5, 2018.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

- a. Nomination Form (district level)
 - b. Performance Rating for the past three years
 - c. Certificate of no pending criminal and/ or administrative case from the Division
 - d. Supporting documents for each category as per enclosed criteria.
9. For more information, you may contact the ASDS/SGOD Offices at telephone nos. (035)225-6180/ 09175454142 or email at fay.luarez@deped.gov.ph.


WILFREDA D. BONGALOS, PH.D., CESO V
Schools Division Superintendent 



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PRAISE MANUAL

I. Rationale

Appreciation is a fundamental human need. Employees respond to appreciation expressed through recognition of their good work because it confirms their work is valued by others. When employees and their work are valued, their satisfaction and productivity rise, and they are motivated to maintain or improve their good work. Praise and recognition are essential to an outstanding workplace. People want to be respected and valued by others for their contribution. Everyone feels the need to be recognized as an individual or member of a group and to feel a sense of achievement for work well done or even for a valiant effort. Everyone wants a 'pat on the back' to make them feel good.

In line with DepEd Order No. 9, s. 2002 and with the Revised Policies on Employees Suggestions and Incentive Award System provided under the CSC Resolution No. 010112 and CSC Memorandum Circular No. 01 s. 2001, DepEd Negros Oriental Division adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) which aims to encourage, recognize and reward employees, individually or in groups, 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 the organizational productivity,

DepEd Negros Oriental Division has institutionalized PRAISE with its reconstituted committee:



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Chairperson:	SDS or his duly authorized representative
Vice Chairperson:	Head of the Budget and Finance Unit
Members:	Chiefs, CID and SGOD Head of the HRMO Representative of Teacher's Association Representative for Non-Teaching Personnel
Other Members:	Subject Area Supervisors ALS Supervisor SPED/Kinder Supervisor
Secretariat:	HRDS Planning & Research

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may however employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system. It also aimed to review, critique and update the DepEd Negros Oriental PRAISE Guidelines to align with DepEd Order No. 9, s. 2002, DepEd Order 2, s. 2015, DepEd Order No. 42, s. 2017, and CSC Revised Policies on Employees Suggestions and Incentive Awards System.

The selection for the outstanding employee is deemed essential in fostering the employees' morale and job satisfaction leading to organizational productivity.

II. Objectives

This manual serves as a unified reference of PRAISE in the SDO. It is a tool in identifying, selecting and providing incentives to deserving employees for their outstanding accomplishments, exemplary performance, innovations and dedication to service.



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SCHOOLS DIVISION OF NEGROS ORIENTAL

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The following criteria shall be used in the Search for Outstanding Teaching and Non-Teaching personnel, Outstanding School Head, Service Award for employees who served the department for 40 years and more and coaches who garnered awards from the Regional and National competitions.

II. CRITERIA FOR THE OUTSTANDING TEACHER (Elementary & Secondary)

Criteria	Points	MOV's	Score
I. INSTRUCTIONAL COMPETENCE	70		
• Content Knowledge and Pedagogy	20	COT, LP, IMs, Test materials	
• Curriculum and Planning	15	-LAC -Classroom structuring and Arrangement (conduciveness to learning)	
• Learning Environment	10	-mgt. of learner behavior -DRRM plan	
• Diversity of Learners	10	-Anecdotal Record	
• Assessment and Reporting	10	-Punctuality in submitting grades -Compilation of Formative and Summative Tests	
• Research	5	Action Research conducted	
PROFESSIONAL and PERSONAL COMPETENCE	30		
*Community Linkages and Professional Engagement	20	-Coordinatorship, Chairmanship, Resource Speaker, Facilitator, Judge	
*Personal and Professional Development	10	-Trainings attended/facilitated -Graduate and post graduate -Short term courses -TESDA training	
TOTAL	100		



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CRITERIA FOR MOST OUTSTANDING SCHOOL HEAD (Elementary & Secondary)
(School Head for at least 3 years)

Criteria	Points to be Given	MOVS	SCORE
<ul style="list-style-type: none"> • INSTRUCTIONAL LEADERSHIP (40 pts) 	40	<ul style="list-style-type: none"> -supervisory plan -classroom observation -Teachers' portfolio -Technical Assistance given -Research -zero bodega -classroom and teachers' program 	
<ul style="list-style-type: none"> • LEARNING ENVIRONMENT (20 pts) 	20	<ul style="list-style-type: none"> -classrooms conducive to teaching and learning -site development plan <ul style="list-style-type: none"> -school site Ownership -plans for sch bldgs., maintenance and improvement -support facilities provided 	
<ul style="list-style-type: none"> • HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (10) 	10	<ul style="list-style-type: none"> -LAC -Technical Assistance -Schooling -Promotion -trainings 	
<ul style="list-style-type: none"> • PARENTS' INVOLVEMENT & COMMUNITY PARTNERSHIP (10) 	10	<ul style="list-style-type: none"> -Regular conduct of PTA meetings -Brigada Eskwela Mechanism -Community participation 	
<ul style="list-style-type: none"> • SCHOOL LEADERSHIP/MANGAEMENT OPERATIONS (20) 	20	<ul style="list-style-type: none"> -Functional School Organizations 	



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SCHOOLS DIVISION OF NEGROS ORIENTAL

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		-Transparency Board -Financial Management (liquidation of all funds received) -Updated SIP/AIP/APP -Logbook of School personnel	
TOTAL	100		

***Criteria for Outstanding Non-Teaching Personnel, specifically for Bookkeepers shall be prepared by the Finance Unit and for Disbursing Officers by the Cash Section**

SERVICE AWARD:

Granted in recognition to an employee who has served continuously and satisfactorily in the department for 40 years and above. Cognizant to the dedication and commitment to the department, these employees shall be given due recognition. The SDO will identify the said awardees based on available records at the HR unit.

OUTSTANDING COACHES

These are coaches of students who placed 1st, 2nd and 3rd during Regional and National Competitions. Nominees shall submit a photocopy of their certificate of recognition as evidence duly certified by the program coordinators.



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**DIVISION SEARCH FOR THE OUTSTANDING TEACHERS, NON-TEACHING PERSONNEL,
AND SCHOOL HEADS**

NOMINATION FORM

Nomination For :

Outstanding Teacher

Non Teaching Personnel

School Head

Public Schools District Supervisor

The Nominee

Name : _____

Position: _____

Telephone/Cellphone/s: _____

Email: _____

Permanent Address:

School Level:

Elementary (Name): _____

Secondary(Name): _____

School Address: _____

The Nominator

Signature Over Printed Name: _____

Telephone/Cellphone No/s : _____

Permanent Address:

District /Community Address:

Brief reason/s for
nomination: _____



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CERTIFICATION

This is to certify that, as per record files in this office _____
(Complete Name)
_____ of _____, has no pending criminal
(Position) (Complete Name of School/Office)

and/ or Administrative cases filed against him/her nor was he/she required to resign pursuant to Letter of Instruction No. 14 of the President of the Republic of the Philippines.

Issued this _____ day of _____ 2018 in _____
for official purpose.

Signature Over Printed Name and Position



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SCHOOLS DIVISION OF NEGROS ORIENTAL
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(Date)

WILFREDA D. BONGALOS, Ph.D. CESO V
Schools Division Superintendent
DepEd, Division of Negros Oriental
Capitol Area, Dumaguete City

Thru: **FAY C. LUAREZ, Ed.D., Ph.D. TM**
Chairman, PRAISE Committee

MADAM:

I would like to recommend _____
(Complete Name of the Nominee)

to the 2018 **DIVISION SEARCH FOR THE OUTSTANDING TEACHERS, NON-TEACHING PERSONNEL, SCHOOL HEADS, PUBLIC SCHOOLS DISTRICT SUPERVISORS AND BEST PERFORMING SCHOOLS.**

Thank you very much.

Very truly yours,

Signature over Printed Name & Position