



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 338, s.2023

SEP 06 2023

CONDUCT OF THE 2023 DIVISION SEARCH FOR CIRCLE AWARDEES

TO: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 655, s. 2023 titled, "2023 Curriculum and Instruction Regional Champions for Learning Excellence (CIRCLE) Awards", this Office, through the **Curriculum Implementation Division** will spearhead the **Conduct of the 2023 Division Search for CIRCLE Awardees** this September.
2. The objectives of this activity are to: (a) intensify the Division's commitment to the learning recovery initiatives; and (b) recognize the impact of school's innovations, best practices, and accomplishments on learning outcomes aligned with the Division's Basic Education Learning Recovery and Continuity Plan (BE-LRCP).
3. The Timeline of Activities for the 2023 CIRCLE Award and the CIRCLE Awards Committees are contained in Enclosures No. 1 and 2 respectively.
4. The Guidelines and Criteria of the 2023 CIRCLE Awards categories are accessible through this link <https://tinyurl.com/bdhsz6pk>.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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Enclosure No. 1 to Division Memorandum No. 338, s. 2023

**TIMELINE OF ACTIVITIES FOR THE
2023 DIVISION SEARCH FOR CIRCLE AWARDEES**

Level	Activities	Schedule	In-Charge
District	Phase 1: Submission of Write Up and Documentary Requirements	Sept. 4 – 15, 2023	District PRAISE Committee
	Phase 2: Evaluation of the Documents and identification of the Top 3 per category	Sept. 18 – 22, 2023	District PRAISE Committee
	Phase 3: Onsite/ Virtual Validation of the MOVs of the Top 3	Sept. 25 – 27, 2023	District PRAISE Committee
	Phase 4: District Recognition of the CIRCLE Top 3 Awardees per Category and CIRCLE Award Expo	Sept. 28, 2023	District PRAISE Committee
	Phase 5: Submission of Documents of the Top 1 entry per category of the District for Division Validation complete with MOVs	Sept. 29, 2023	District PRAISE Committee
Division	Phase 6: Evaluation of Complete Documents with MOVs of all the Top 1 in the 5 Districts	October 2 – 6, 2023	Division PRAISE Committee
	Phase 7: Presentation and Revalida of the Division Qualifiers	October 9 – 12, 2023	Division PRAISE Committee
	Phase 8: Recognition of the Division CIRCLE Awardees and CIRCLE Award Expo	October 13, 2023	Division PRAISE Committee
	Phase 9: Submission of Documents of the Top 1 entry per award category of the Division for the Regional Evaluation and Validation (with write-up and documents for the Most Learning – Focused Division Office/ Schools)	October 16, 2023	Division PRAISE Committee
Region	Phase 10: Regional Evaluation of the Top Performing School per Category and SDO	Oct. 17 – 30, 2023	Regional PRAISE Committee
	Phase 11: Regional Validation and Interview of the Top 3 Qualifiers	Nov. 2023	Regional PRAISE Committee
	Phase 12: Recognition of the CIRCLE Awardees per category	Nov. 2023	Regional PRAISE Committee
	Phase 13: Sharing of Best Practices through the Conduct of the CIRCLE Award Expo	Dec. 15, 2023	Regional PRAISE Committee



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Enclosure No. 2 to Division Memorandum No. 338, s. 2023

**COMMITTEES FOR THE
2023 SEARCH FOR CIRCLE AWARDEES**

1. The Division Committees for the 2023 Division Search for CIRCLE Awardees are as follows:

Chairperson : **Lea C. Belleza EdD**
OIC-Assistant Schools Division Superintendent

Co-Chairpersons : **Junry M. Esparar PhD**
Chief Education Supervisor
Curriculum Implementation Division

Cecilia G. Abello PhD
Chief Education Supervisor
School Governance and Operations Division

Members : **Xyzette V. Ganza PhD**
Education Program Supervisor
Kindergarten and SPED

Rene S. Erillo
Education Program Supervisor
Mathematics

Eden Joy B. Nifras
Education Program Supervisor
English

Analie V. Almaiz
Education Program Supervisor
Science

Julieta V. Gimpeson PhD
Education Program Supervisor
School Governance and Operations Division

Jonalyn A. Dela Cerna
Senior Education Program Specialist
School Management Monitoring and Evaluation Section





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Secretariat : **Eulyne D. Lucerna**
Senior Education Program Specialist
Human Resource Development

Kean Vonn G. Yupracio
Education Program Specialist
Human Resource Development

2. The District Committees on the 2023 CIRCLE Awards are as follows:

Chairperson : **Public Schools District Supervisor**

Co-Chairpersons : **Public Schools District Supervisor**

Members : **Principal, Master Teachers**

Secretariat : Assigned by the PSDS

Table 1. Duties and Responsibilities

LEVEL	Duties and responsibilities
Division Committee	<ul style="list-style-type: none">• Evaluate the complete documents with Mode of Verifications (MOVs) of all the top 1 in the district level• Spearhead the presentation and revalidation of the Division Qualifiers• Spearhead the Division CIRCLE Award to the top 3 per category and CIRCLE Award Expo• Submit the documents of the top 1 entry per award category f the Division for the Regional Evaluation and Validation• Prepare the write-up and documents for the Most Learning-Focused Division Office
District Committee	<ul style="list-style-type: none">• Evaluate the documents and identify the top 3 per category• Validate the MOVs of the top 3 per category• Spearhead the District Recognition of the CIRCLE Award to top 3 per category and CIRCLE Award Expo• Submit documents of the top 1 entry per category of the District for Division Validation• Prepare the write-up and documents for the Most Learning-Focused District Office
Secretariat	<ul style="list-style-type: none">• Accept documents from schools• Check the completeness of the documents• Endorse documents to the committees for evaluation.

