



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

DIVISION MEMORANDUM

No. 38t, s. 2023

OCT 16 2023

**GUIDELINES, MECHANICS, CRITERIA, AND TIMELINES FOR THE SEARCH
FOR THE MOST OUTSTANDING TEACHING, RELATED TEACHING, AND
NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OF
KABANKALAN CITY FOR SY 2022-2023 AND FY 2022**

TO: OIC – Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, will conduct the Search for the Most Outstanding Teaching, Related Teaching, and Non-Teaching Personnel in The Schools Division of Kabankalan City for SY 2022-2023 and FY 2022, which shall be referred to as The Search for brevity.
2. The conduct of The Search, pursuant to Memorandum Circular No. 01, s. 2001 of the Civil Service Commission, aims to:
 - a. recognize and award deserving teaching, related teaching, and non-teaching, personnel for their outstanding performances;
 - b. motivate and inspire integrity, competence, diligence, creativity, innovativeness, efficiency, and productivity in the workplace; and
 - c. promote a deep sense of commitment to public service and the common good among the human resources of the Schools Division of Kabankalan City.
3. The Guidelines, Mechanics, Criteria, and Timelines for The Search are found in *Enclosure No. 1* of this Memorandum.
4. The winners of the various awards categories shall be recognized during the Awarding Ceremonies titled “*Salutation to the Achievements, Leadership, and Unwavering Dedication to the Organization (SALUDO) 2023*”, details of which such as the date, venue, participants, applicable fees, and dress code shall be communicated through a separate memorandum.
5. For questions and/or clarification, contact *Mr. Eulyne D. Lucerna*, SEPS-HRD, at 0917-5302414.
6. 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



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Enclosure No. 1 to Division Memo No. 385, s. 2023

I. RATIONALE

Recognizing employee performance and providing incentives are practices that can have a positive impact on an organization's productivity, morale, and overall success.

Recognizing and rewarding employees for their hard work and achievements can motivate individuals and teams to consistently perform at their best, help organizations retain top talents, foster a positive work environment that boosts morale, lead to increased innovation and creativity, promote accountability, ensure that individual and team efforts contribute to the attainment of organizational goals, encourage a culture of continuous improvement, result in cost savings and higher productivity, and help organizations comply with legal and ethical standards.

Accordingly, based on the foregoing and in compliance with Memorandum Circular No. 01, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Civil Service Commission, the Schools Division Office of Kabankalan City will conduct Search for the Most Outstanding Teaching, Related Teaching, and Non-Teaching Personnel in The Schools Division of Kabankalan City for SY 2022-2023 and FY 2022.

II. AWARDS CATEGORY

- A. Most Outstanding Special Education Teacher (SPET)
- B. Most Outstanding Mobile Teacher (ALS)
- C. Most Outstanding Key Stage 1 Teacher (Kindergarten to Grade 3)
- D. Most Outstanding Key Stage 2 Teacher (Grade 4 to Grade 6)
- E. Most Outstanding Key Stage 3 Teacher (Junior High School)
- F. Most Outstanding Key Stage 4 Teacher (Senior High School)
- G. Most Outstanding Master Teacher
 - Elementary
 - Junior High School
 - Senior High School
- H. Most Outstanding Teacher-In-Charge/Officer-In-Charge
 - Elementary
 - Secondary
- I. Most Outstanding Head Teacher
 - Elementary
 - Secondary
- J. Most Outstanding Principal
 - Elementary
 - Secondary



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K. Most Outstanding Non-Teaching Personnel (Division-Based & School-Based)

- Level 1 (SG 1-9)
- Level 2 (SG 10-21)

L. Most Outstanding Related-Teaching Personnel

III. GENERAL GUIDELINES AND MECHANICS

A. Eligibility Requirement

To be a nominee, a teaching, related teaching, or non-teaching personnel must have obtained an OUTSTANDING rating in his/her IPCRF/OPCRF for the SY 2022-2023 or FY 2022.

For Special Education Teachers:

1. Must occupy a SPET Plantilla item.

For ALS Mobile Teachers:

1. Must be designated as ALS Mobile Teacher.

For Senior High School Teachers:

1. Must occupy a Senior High School Plantilla item.

B. Selection and Nomination Process

1. There shall be one (1) nominee per district/functional division per category.
2. The nominee shall be identified by the HRD Section from among those personnel with Outstanding Performance Ratings in respective their IPCRFs/OPCRFs for SY 2022-2023 or FY 2022.
3. The district/functional division nominee for each category shall be the personnel who obtained the highest numerical outstanding rating per category, who shall be formally informed in writing by the Division PRAISE Committee.
4. In case of a tie in the numerical ratings of personnel in a particular category in a particular district/functional division, these personnel shall be considered as nominees of the district/functional division for the said category.
5. In case the nominee waives his/her right to be nominated for a particular category, he/she shall inform in writing the Division PRAISE Committee within three (3) days upon receipt of the letter.



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6. The Division PRAISE Committee shall write to the personnel with the second highest outstanding rating to be the official nominee of the district/functional division for such category.

C. Validation Process

1. Submission of Portfolio by the Nominees

- a. The portfolio to be submitted by the nominee shall contain pertinent documentary requirements prescribed in *Section IV. Criteria*.
- b. The documents must be arranged by criterion and properly labelled.
- c. No additional documents shall be accepted after the deadline of submission.

2. Evaluation of the Nominees' Portfolios

- a. The nominee's portfolio shall be evaluated by the PRAISE Committee based on point system established in *Section IV. Criteria*.

3. Conduct of Interview

- a. There shall be a face-to-face interview with the PRAISE Committee who shall sit as the panel of interviewers.
- b. The sub-criteria shall be as follows:
 - i. Ability to present ideas - 1%
 - ii. Content - 1%
 - iii. Alertness - 1%
 - iv. Judgement - 1%
 - v. Stress Tolerance - 1%

4. Conduct of Background Investigation (BI)

- a. Each nominee shall undergo a BI through such methods as reference checks on performance records, key informant interviews on qualifications, achievements, and contributions, online research on professional profiles on social media, websites, and professional networks, credit checks, and site visits on specific projects, achievements, or other claims made by the nominee.





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- b. All information derived from the conduct of the BI shall be treated with utmost confidentiality in compliance with the Data Privacy Act.
- c. The non-discrimination policy shall also be strictly adhered to.

IV. CRITERIA:

- A. Performance Rating (IPCRF/OPCRF) (35%)
- B. Educational Attainment (Highest degree attained) (20%)
 - 1. Doctorate Degree – 20%
 - 2. CAR PhD/EdD – 15%
 - 3. Master’s Degree – 10 %
 - 4. CAR Master’s Degree – 5%

The nominee shall submit an Official Transcript of Records clearly stipulating that the candidate was indeed graduated. For completion of academic requirements of a Master’s or Doctorate degree, a certification by the registrar must be presented. Without such documents the PRAISE Committee shall NOT credit any point to the nominee despite popular knowledge of the latter’s educational attainment.

- C. Innovation and/or Research (15%)
 - 1. Replicated by other schools – 15%
 - 2. Utilized by the school – 12%
 - 3. Implemented – 9%
 - 4. Approved by SDS – 6%
 - 5. Conceptualized – 3%

The nominee shall submit an innovative work plan properly documented, approved at the level of the chief and attested by authorized regional/ division official. Examples of such works are but not limited to student tracking system, teaching strategies, drop-out interventions, remedial interventions, curriculum materials, systems to improve internal effectiveness and efficiency, etc.

Or

The nominee shall submit a completed research manuscript that is approved at the level of the chief and attested by authorized regional/ division/ district official.

It must be emphasized that innovation as well as action research is usually disruptive of the regular teaching-learning contact time that prior approval from, at least, a chief must be sought. **No points for innovation or action research without the proposal approved by, at least, a chief will be credited to the nominee.**



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D. Contribution to the Profession or Community (15%)

1. Profession - Speakership (1 certificate = 5 %);

The nominee shall submit Certificates of Recognition or Certificate of Merit citing him/her as a Consultant, Resource Speaker, Lecturer or Trainer in a Training/Seminar/Workshop/Symposium. The candidate's credibility to be a resource speaker/consultant on a particular topic shall be validated through his/her current position or transcript of records or any certification/licenses that qualifies him/her as an expert on the topic. If this cannot be established after careful deliberation by the PRAISE Committee, no point shall be given to the candidate notwithstanding his/her submission of the above-mentioned certificates.

Or

2. Community

- Outreach / Feeding / Literacy & Numeracy Program
 - 5 days – 15%
 - 4 days – 12%
 - 3 days – 9%
 - 2 days – 6%
 - 1 day – 3%

*The nominee shall submit a properly documented writeup of the program implemented duly signed by his/her immediate superior and attested by the LGU/Head of Agency concerned. **Without such attestation, no points shall be credited to the nominee.***

E. Training (Personal Expense) (10%)

- 6 hours – 10%
- 3 hours – 5%

The nominee shall submit Certificates of Participation of trainings/seminars/workshops which were not conducted by the Schools Division of Kabankalan City or which were attended by him/her without using government funds.

F. Interview (5%)



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V. TIMELINES

October 12, 2023	-	Issuance of Division Memorandum
October 16, 2023	-	Notification to Nominees
October 25, 2023	-	Deadline of submission of Portfolio
November 6-10, 2023	-	Evaluation of Documents
November 13-15, 2023	-	Interview of Nominees
November 16-30, 2023	-	Conduct of Background Investigation
December 7, 2023	-	Finalization of Results
December 11-13, 2023	-	Photo Shoot
December 20, 2023	-	Rehearsal
December 22, 2023	-	SALUDO Awarding Ceremonies