



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 322 s. 2022

**2022 DIVISION SEARCH FOR MOST OUTSTANDING TEACHERS,
AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID, and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior & Senior HS Principals
All Others Concerned

1. As the Schools Division Office of Bataan is recognized as a Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Awardee by the Civil Service Commission (CSC), it institutionalizes its Rewards and Recognition system by acknowledging extraordinary contribution and achievements of its personnel's performance that contribute to the attainment of Agency's strategic goals.
2. In this regard, this Office announces the 2022 Division Search for Most Outstanding Teachers, and School Heads.
3. There are four (4) awards in this year's Division Search:
 - a. Most Outstanding Teachers (Elementary)
 - b. Most Outstanding Teachers (Secondary)
 - c. Most Outstanding School Heads (Elementary)
 - d. Most Outstanding School Heads (Secondary)
4. There are three phases in this search: Phase 1 (Paper Screening); Phase 2 (Validation and Background Investigation); and Phase 3 (Interview and Demonstration Teaching/School Leadership Assessment)
5. For Phase 1 (Paper Screening), the same Criteria for Evaluation for the Teacher Category and School Head Category shall be used. However, the focus of the teacher category shall be on teaching and learning while the focus of the school head category shall be on leadership and management.
6. The nominee shall submit two (2) of his/her best milestone accomplishments conducted in any period within the last three (3) school years (SY 2019-2020,



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CSC PRIME-HRM BRONZE AWARD



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SY 2020-2021, SY 2021-2022).

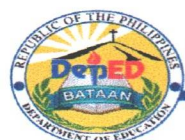
7. The milestone accomplishments shall be of two kinds: (1) Contributions to Service and (2) Contributions to Community which will be evaluated based on the following specific criteria:

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

8. To determine the winners, the Division PRAISE Committee shall evaluate the nominees based on the following criteria:

Paper Screening (Milestone Accomplishments)	-	35%
Demonstration Teaching/School Leadership Assessment	-	35%
Interview	-	<u>30%</u>
Total	-	100%

9. Each school in the District Office is entitled to one nominee for each category for a total of four nominees.
10. The following terms are operationally defined for this search:
- a. secondary – refers to both junior high school and senior high school
 - b. school head – refers to a school principal or a head teacher who is an officer-in-charge (OIC) or teacher-in-charge (TIC) of a school.
11. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.
12. Schools District Offices are highly encouraged to nominate their best teachers/school heads for this search.
13. The required nomination documents shall be submitted to the Secretariat of the Division PRAISE Committee through the link <https://forms.gle/LcQ8x4Yb7AV8unZ8A> on or before August 30, 2022. Only electronic submission of documents is required.
14. There shall only be **one file** (PDF format) **per nominee** which shall include all the required nomination documents and the milestone accomplishments. The PDF file shall use the following filename conventions:
- a. SDO Annex_(Name of School)_Elem Teacher
 - b. SDO Annex_(Name of School)_Sec Teacher



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CSC Resolution No. 2001100



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- c. SDO Annex_(Name of School)_ElemSH
d. SDO Annex_(Name of School)_SecSH

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

Date	Activity	Remarks
August 15-26, 2022	Deadline for submission of list of nominees and required documents to the Division PRAISE Committee	Late entries will NOT be accepted
August 30, 2022	Phase 1: Paper Screening (Evaluation of Milestone Accomplishments, required nomination documents, and shortlisting of nominees based on the selection criteria for Phase 1.	Screening and shortlisting of entries shall be based on the results of the evaluated milestone accomplishments and required nomination documents.
August 31, 2022	Phase 2: Validation and Background Investigation	Only the top shortlisted entries in each category shall undergo validation
September 1, 2022	Phase 3: Demonstration Teaching/School Leadership Assessment/Interview	Only those who passed Phase 2 shall proceed to Phase 3
September 2, 2022	Finalization of the results of the evaluation	Division PRAISE Committee & HRD
September 5, 2022	Submission at the Regional Level	PRAISE Committee & HRD

16. The list of district nominees, together with the complete set of documents with Summary of Rating of the Nominees must be submitted to the SGOD Unit **(Attn: Dr. Roberto R. Pantig, SEPS-HRD)** not later than August 30, 2022. The School Screening Committee shall conduct a preliminary evaluation of the veracity and authenticity of submitted documents. (See Enclosure No. 2)
17. The Division Selection Committee will conduct the search process which includes paper evaluation and validation of submitted documents.

Teachers and School Heads Category

Chair: ASDS

Vice Chair: CID/SGOD Chiefs

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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Vice Chair: CID/SGOD Chiefs
Members: EPS, PSDS, R&R Members

18. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.
19. Immediate dissemination of this Memorandum to all concerned is desired.

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge *RF*
Office of the Schools Division Superintendent *10*

To be indicated in the Perpetual Index
under the following subjects:

REWARDS AND RECOGNITION
WORLD TEACHERS' DAY

[Signature]
WILLIAM RODERICK R. FALLORIN
Assistant Schools Division Superintendent

CO5/prr



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SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure No. 1 to DM No. _____, s. 2022

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent employee who meets the selection criteria;
4. Has been employed in the DepEd at least for the last three (3) years;
5. Has been rated Outstanding in performance ratings for the last three school years; and
6. Has not been found guilty of any administrative or criminal case.

B. Grounds for Disqualification

1. Non-Compliance with the specifications of the Required Nomination 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 already recognized AS TOP AWARDEE (Rank 1) in a similar search at the division level, or regional 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 – Nominations shall come from a fellow employee in the school/SDO or from any DepEd-recognized organization.

The nomination form shall be accomplished by the nominator/s. No self-nomination shall be allowed.

D. Required Nomination Documents (Must be submitted in chronological order)

- a. Endorsement by the Schools Division Superintendent;
- b. Completely filled out Nomination Form;
- c. Certified True Copy of nominee's updated CS Form q212 or Personal Data Sheet with passport size photo;
- d. Certified signed by the PSDS 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. Summary only and not the individual IPCRF/OPCRF;



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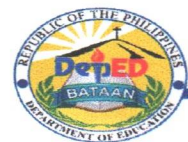
- f. Certified true copy of updated Service Record duly signed by the agency's Human Resource Management Officer (HRMO);
- g. Omnibus Certification of Authenticity and Veracity of Documents; and
- h. Milestone Accomplishments duly certified by immediate superior/SDO official/s.

E. Phases of the Search

Phase 1: Paper Screening – This shall comprise the required nomination documents and milestone accomplishments. Only candidates with complete required nomination documents shall be screened. The Top nominees for each category shall qualify for Stage 2.

Phase 2: Validation/Background Investigation – The Regional PRAISE Committee shall spearhead the validation of documents submitted by all candidates who qualified for this stage to ensure the authenticity and veracity of all submitted documents. Likewise, the committee shall conduct a background investigation to ensure that the nominee/s meet/s the eligibility requirement on morality and integrity. Only those who passed Stage 2 shall qualify for the next stage.

Phase 3: Demonstration Teaching/School Leadership Assessment and Interview – The Regional PRAISE Committee through its external board of evaluators shall conduct on-the-spot lesson plan writing and demonstration teaching for the Teacher category and School Leadership Assessment for the School Head as the final phase of the search.



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SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure No. 2 to DM No. _____, s. 2022

CRITERIA FOR EVALUATION
(Phase 1: Paper Screening)
Teacher Category and School Head Category

For Phase 1 (Paper Screening), the criteria for evaluation shall focus on the **MILESTONE ACCOMPLISHMENTS** of the nominee. Specifically, the focus of the accomplishment in the Teacher Category shall be on teaching and learning. For the School Head Category, the focus is on school leadership and management.

A milestone accomplishment is what defines the nominee's career as a teacher/school head. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three (3) school years (SY 2019-2020, SY 2020-2021, SY 2021-2022). It may have any or all 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 reforms 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/school head (CONTRIBUTIONS 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).

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.



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CSC Resolution No. 2001100



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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 innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.

C. IMPACT

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

Each nominee is required to submit two (2) milestone accomplishments. One shall focus on Contributions to Service and the other shall focus on Contributions to Community.

Contributions to Service refer to the nominee'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 a teacher/school head. To avoid repetition, these contributions should 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 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. Stakeholders' involvement/participation, forging partnerships, that contributed to school improvement/performance.



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Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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

1. Teaching approaches (e.g., Modified explicit instruction approach) that are adopted at 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 research (i.e. operations and/or academic research/action research) that have 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 contributed to community development.



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Enclosure No 3 to DM No. ____s. 2022

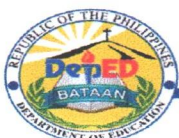
TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENTS

Please use the following TEMPLATE for accomplishing the Milestone Accomplishments.

(Maximum of 4 pages per Milestone Accomplishment for a total of 8 pages, NOT including the 3 pages of evidence for each. EVIDENCE must be placed AFTER each milestone accomplishment.)

Use long bond paper (8.5"x13") 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 your accomplishment? (Do not use ALL CAPS)
Type of Milestone Accomplishment	Is your 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 your accomplishment using the categories below: 1. Program, Project, or Service 2. Innovation
1. Your Specific Role in It	Briefly describe your role in the accomplishment/project. Were you the team leader or team member? How was your role critical to the success of the accomplishment/project?
2. Brief Description of Accomplishment	Briefly describe the nature of your accomplishment. Be concise.
2.1. Rationale	What need or problem did your accomplishment respond to? What made you decide to get involved in it?
2.2. Objectives	What did your 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?



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CSC Resolution No. 200100



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

	(e.g., unit/school/division/regional/national/international)
2.5. Beneficiaries	Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g., teachers, students, indigenous peoples, urban poor, etc.)
2.6. Key Partner Implementing Organizations/Individuals	<p>List down at least five (5) key persons who were involved in the implementation of your accomplishment Include their positions, organizations, addresses, landline/mobile numbers, e-mail addresses, and a brief description of their contributions to the milestone accomplishments.</p> <p>This includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers)</p> <p>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).</p>
2.7. Source of Funding	What were the names of the donor agency or individuals who provided financial aid/or in-kind assistance to help you realize your accomplishment Include the kind of assistance given, along with their contact details (mailing address, landline/mobile numbers, email address).
2.8. Responsiveness	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <ol style="list-style-type: none"> 1. Responded to the felt articulated need of the target or intended beneficiaries 2. Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach 3. Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries



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CSC Resolution No. 2001100



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Department of Education
REGION III
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	4. Aligned with the objectives of the milestone accomplishment
2.9. Innovation	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <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/Results/ Impact	<p>This refers to any or all characteristics of the milestone accomplishment, as follows:</p> <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	<p>This refers to any or all characteristics of the milestone accomplishment as follows:</p> <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 period.2. 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



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3. Evidences

These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.



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Enclosure No. 4 to DM No. _____, 2022

NOMINATION FORM

THE PRAISE COMMITTEE

SDO Bataan
Capitol Compound
City of Balanga

After undergoing a thorough evaluation of the guidelines and criteria of the 2022 Regional Search for Outstanding Teachers and School Heads, I nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

Subject Area and Grade Level Taught: _____

Unit Assigned and Nature of Work: _____

School/Office: _____

School/Office Address: _____

The nominee and the undersigned understand the Policy Guidelines on Awards and Incentives for Service Excellence in the DepEd Division Office and that we agree to abide by it.

Cite one major reason why the nominee should be considered for the award:

Name of Nominator: _____ Position: _____

Signature of Nominator: _____ Date Signed: _____



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