



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

November 16, 2022

DIVISION MEMORANDUM

No. 449, s. 2022

2022 GAWAD PANTAS (PARANGAL SA MGA NATATANGING TAGAHATID SERBISYO): SEARCH FOR OUTSTANDING TEACHING, NON-TEACHING AND TEACHING-RELATED PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Bataan, being recognized as Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Awardee by the Civil Service Commission (CSC), institutionalizes its Reward and Recognition 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 conduct of **2022 Gawad Pantas (Parangal sa mga Natatanging Tagahatid Serbisyo): Search for Outstanding Teaching, Non-Teaching and Teaching-Related Personnel** for School Year 2022-2023 and/or Fiscal Year 2022.
3. There are six (6) categories in this year's Division Search:
 - a. Outstanding Kindergarten School Teacher
 - b. Outstanding Junior High School Teacher
 - c. Outstanding ALS Implementer
 - d. Outstanding Non-Teaching School Personnel
 - e. Outstanding Teaching-Related SDO Personnel
 - f. Outstanding Supervisor
4. There will be three (3) winners for each category except for Outstanding Education Program Supervisor and Outstanding Teaching-Related SDO Personnel which will only have one (1) winner each.
5. The required documents should be submitted in the following order, properly labelled with side tabbings, corresponding to the assigned color per category:



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- a. Endorsement by the District Supervisor with all the names of the nominees;
- b. Duly accomplished nomination form (see enclosure);
- c. Supporting documents following the specific criteria on paper screening in photocopy or scanned copy, which must be certified true and verified against the original; and
- d. Clear book for filing of documents; **red** for Outstanding Kindergarten School Teacher, **blue** for Outstanding Junior High School Teacher, **green** for Outstanding ALS Implementer, **pink** for Outstanding Non-Teaching School Personnel, **purple** for Outstanding Teaching-Related SDO Personnel and **yellow** for Outstanding Supervisor.

6. The following timeline shall guide the activities related to the Search:

Activity	Date
District Level Selection	November 16-24, 2022
Submission of Entries to SDO	November 25, 2022
Division Level Paper Screening	November 28 - December 7, 2022
Division Level Virtual Interview of the Nominees	December 8-9, 2022
Deliberation	December 12, 2022
Awarding	December 19, 2022

7. Further, the Division Screening Committee (DSC) will conduct the Division Level Paper Screening while the Program on Awards and Incentives for Service Excellence (PRAISE) Committee will conduct the Division Level Virtual Interview of all the nominees.

8. The DSC comprises the following:

Outstanding Kindergarten School Teacher	Chairman: Jacqueline C. Tuazon Members: Roberto R. Pantig Edwin R. Bermillo
Outstanding Junior High School Teacher	Chairman: Mar-Elen Fe G. Renosa Members: Evelyn V. Mendoza Hermie G. Duran
Outstanding ALS Implementer	Chairman: Jean A. Lintag Members: Bernadette Bantigue Jeric Lopez
Outstanding Non-Teaching School Personnel	Chairman: Andres C. Matawaran Members: Myra V. Dilig Mylene G. Santos
Outstanding Teaching-Related SDO Personnel	Chairman: Edgar E. Garcia Members: Jessalyn Anne M. Linsangan



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	Bryan M. Santos
Outstanding Supervisor	Chairman: William Roderick R. Fallorin Members: Milagros M. Penaflor Perlie Ann T. Samonte

9. Further, the PRAISE Committee is composed of the following:

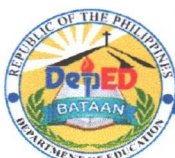
Chairperson	William Roderick R. Fallorin, CESE
Vice Chairpersons	Ramon C. Perez Milagros M. Penaflor, PhD
Members	Pilar C. Ignacio Mylene G. Santos Jane Robles Frederick Y. Simbol Manuel G. Pangomlayer, Jr. Alma R. Garcia Francez Paulene C. Tabije

10. This search is open for all, except for previous winners for three consecutive years who are stationed in the same school.
11. The list of nominees, together with the complete set of documents, must be submitted to the School Governance and Operations Division – Human Resources and Development (SGOD-HRD) through Ms. Alma R. Garcia, Senior Education Program Specialist (SEPS), and/or Ms. Francez Paulene C. Tabije, Education Program Specialist II (EPS II) on or before November 25, 2022.
12. Immediate dissemination of this Memorandum is desired.

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


WILLIAM M. RODERICK R. FALLORIN
Assistant Schools Division Superintendent

SO114pct
November 15, 2022



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CSC PRIME-HRM BRONZE AWARD



Republic of the Philippines
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Enclosure No. 1

**2022 GAWAD PANTAS (Parangal sa mga Natatanging Tagahatid Serbisyo):
Search for Outstanding Teaching, Non-Teaching and
Teaching-Related Personnel**

NOMINATION FORM

The PRAISE Committee
SDO Bataan
Balanga City, Bataan

After undergoing a thorough evaluation in the division/district level based on the guidelines and criteria for the Outstanding _____, I hereby nominate;

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

Unit Assigned and Nature of Work: _____

School/Office: _____

School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and we agree to abide by it.

_____	_____	_____
Name and Signature of Nominator	Position	Date

Note: Please enclose a 1-2 pages of write-up about the significant accomplishments of the nominee duly signed by the immediate head.



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Enclosure No. 2

2022 GAWAD PANTAS CRITERIA
Search for Outstanding Kindergarten Teacher,
Junior High School Teacher and ALS Implementer

I. Instructional Competence ----- 45 points

1. Teaching Competence ----- 20 points

MOVs: IPCRF in the last three (3) years from present position with Summary of Ratings signed by the immediate superior

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5

2. Outstanding Accomplishment ----- 10 points

MOVs: Outstanding Employee, Commendation Letter, Certificate of Merit, Coach, or Trainer of Winning Students in Competitions

Rank	Points			
	District Level	Division Level	Regional Level	National Level
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

3. Creativity and Innovation ----- 15 points

MOVs: Innovative and Creative Work Plan, Module or Instructional Materials, properly documented and approved by the immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	7
Started the Implementation	9
Full Implementation in the School	11



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Adopted in the District Level	13
Adopted in the Division Level	15

II. Professional Growth ----- 35 points

1. Education ----- 5 points

Educational Level	Points
With at least 36 MA Units	1
Completed Academic Requirements in Masteral Degree	2
Master's Degree	3
Completed Academic Requirements in Doctoral Degree	4
Doctoral Degree Holder	5

2. Consultant / Resource Speaker / Facilitator ----- 10 points

Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

3. Demonstration Teacher ----- 10 points

Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

4. Training /Seminar / Workshop / Conference ----- 5 points

Level	Points
School	1
District	1.5
Division	2
Region	3
National	4
International	5

5. Publication ----- 5 points

Nature of Publications	Points
Articles published in a school organ/newsletter (1 point each; will not exceed to 3 points)	3



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Articles published in a journal/newsletter/magazine of wide circulation (2 points each; will not exceed to 4 points)	4
Co-authorship of a book	4.5
Sole authorship of a book	5

III. Community Development ----- 10 points

1. Outreach Activity ----- 5 points

MOVs: Outreach programs/activities initiated/participated in, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Level	Number of Times	Points
School	3	2
District	2	3
Division	1	4
Region	1	5

2. Networking/Linkages ----- 5 points

MOVs: Served as an instrument for sourcing of funds and other donations-in-kind for classroom and/or school facilities and/or activities, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Estimated Amount of Donations (cash or in-kind)	Points
1,000.00 to 10,999.99	1
11,000.00 to 20,999.99	2
21,000.00 to 30,999.99	3
31,000.00 to 49,999.99	4
50,000.00 and above	5

IV. Professionalism/Personal Characteristics ----- 10 points

TOTAL ----- 100 points

***Documents to be submitted must be relevant to the present position**



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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Enclosure No. 3

2022 GAWAD PANTAS CRITERIA
Search for Outstanding Non-Teaching School Personnel
and Teaching-Related SDO Personnel

I. Performance Rating ----- 20 points

MOV: IPCRF in the last three (3) years from present position with Summary of Ratings signed by the immediate superior

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5

II. Awards Received ----- 10 points

MOV: Outstanding Employee, Commendation Letter or Certificate of Merit

Level	Points
School	1
District	2
Division	4
Region	6
National	8
International	10

III. Research ----- 10 points

MOV: Research Proposal and Output, properly documented and approved by the immediate supervisors and attested by division, regional or national official

Level	Points
School	6
District	7
Division	8



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Region	9
National	10

IV. Creativity and Innovation ----- 10 points

MOVs: Innovative and Creative Work Plan, Module or Instructional Materials, properly documented and approved by the immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	2
Started the Implementation	4
Full Implementation in the School	6
Adopted in the District Level	8
Adopted in the Division Level	10

V. Professional Development ----- 35 points

1. Education ----- 5 points

Educational Level	Points
With at least 36 MA Units	1
Completed Academic Requirements in Masteral Degree	2
Master's Degree	3
Completed Academic Requirements in Doctoral Degree	4
Doctoral Degree Holder	5

2. Consultant / Resource Speaker / Facilitator ----- 10 points

Level	Points
Division	4
Region	6
National	8
International	10

3. Training /Seminar / Workshop / Conference ----- 10 points

Level	Points
Division	4
Region	6
National	8
International	10

4. Publication ----- 10 points

Nature of Publications	Points
Articles published in a school organ/newsletter (1 point each; will not exceed to 3 points)	3
Articles published in a journal/newsletter/magazine of wide circulation	6



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(2 points each; will not exceed to 6 points)	
Co-authorship of a book	8
Sole authorship of a book	10

VI. Community Development ----- 5 points

MOV: Outreach programs/activities initiated/participated in, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Level	Points
School	1
District	2
Division	3
Region	4
National	5

VII. Professionalism/Personal Characteristics ----- 10 points

TOTAL ----- 100 points

***Documents to be submitted must be relevant to the present position**



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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Enclosure No. 4

2022 GAWAD PANTAS CRITERIA
Search for Outstanding Supervisor
(Education Program Supervisor and Public School District Supervisor)

- I. Performance Rating ----- 20 points**
MOVs: IPCRF in the last three (3) years from present position with Summary of Ratings signed by the immediate superior

Rating	Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5

- II. Leadership ----- 35 points**

- 1. Creativity and Innovation ----- 10 points**

MOVs: Innovative and Creative Work Plan, Module or Instructional Materials, properly documented and approved by the immediate supervisors and attested by division or regional official

Stages of Implementation	Points
Conceptualized	4
Started the Implementation	5
Full Implementation in the School	6
Adopted in the District Level	7
Adopted in the Division Level	8
Adopted in the Regional Level	9
Adopted in the National Level	10

- 2. Research and Development ----- 10 points**

MOVs: Research Proposal and Output, properly documented and approved by the immediate supervisors and attested by division, regional or national official



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Level	Points
Division	8
Region	9
National	10

3. *Publication* ----- 10 points

Nature of Publications	Points
Articles published in a journal/newsletter/magazine of wide circulation (2 points each; will not exceed to 6 points)	6
Co-authorship of a book	8
Sole authorship of a book	10

4. *Consultant / Resource Speaker / Facilitator* ----- 10 points

Level	Points
Region	5
National	7
International	10

III. Professional Development ----- 25 points

1. *Education* ----- 10 points

Educational Level	Points
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	9
Doctoral Degree Holder	10

2. *Training /Seminar / Workshop / Conference* ----- 5 points

Level	Points
Region	3
National	4
International	5

IV. Community Development ----- 10 points

1. *Outreach Activity* ----- 5 points

MOVs: Outreach programs/activities initiated/participated in, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Level	Points
Division	3
Region	4
National	5



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2. Networking/Linkages ----- 5 points

MOVs: Served as an instrument for sourcing of funds and other donations-in-kind for classroom and/or school facilities and/or activities, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Estimated Amount of Donations (cash or in-kind)	Points
1,000.00 to 10,999.99	1
11,000.00 to 20,999.99	2
21,000.00 to 30,999.99	3
31,000.00 to 49,999.99	4
50,000.00 and above	5

V. Professionalism/Personal Characteristics ----- 10 points

TOTAL ----- 100 points

***Documents to be submitted must be relevant to the present position**



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