



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

AUG 20 2024

DIVISION MEMORANDUM

No. 382 s. 2024

**2024 PRAISE GAWAD PATNUGOT UKIT MARANGAL REGIONAL SEARCH
FOR OUTSTANDING TEACHERS AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. In line with the Regional Memorandum No. 544, s. 2024 titled "**2024 PRAISE GAWAD PATNUGOT UKIT MARANGAL REGIONAL SEARCH FOR OUTSTANDING TEACHERS AND SCHOOL HEADS**" this Office announces the Division Search for the said Search.
2. A School Selection Committee headed by the School Head is required to evaluate all documents of nominees . There shall be two (2) members, one of whom is the Department Head, Master Teacher, or Key teacher, and the other one, the President of the Teachers' Association.
3. The following are the categories for this year's search:
 - a. **OUTSTANDING ELEMENTARY TEACHERS**
 - b. **OUTSTANDING SECONDARY TEACHERS**
 - c. **OUTSTANDING ELEMENTARY SCHOOL HEADS**
 - d. **OUTSTANDING SECONDARY SCHOOL HEADS**
4. Each district is entitled to one (1) nominee for each of the four categories.
5. The District Selection Committee is tasked to submit the documentary requirements and video documentary of the nominees per district to the SGOD Unit (**Attn: Raymond Joseph V. Mendoza, SEPS-HRD**) not later than August 27, 2024, for verification and validation of the said documents.



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6. Attached is the Regional Memorandum No. 544, S. 2024 for reference and other details.
7. Immediate and wide dissemination of this Memorandum is desired.

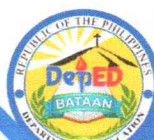

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

To be included in the Perpetual Index
Under the following headings:

Rewards and Recognition
World Teachers' Day Celebration

SO10/rjvm





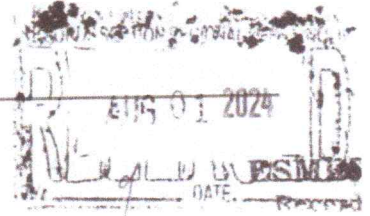
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REGIONAL MEMORANDUM

No. 544 s. 2024

**2024 PRAISE GAWAD PATNUGOT UKIT MARANGAL REGIONAL SEARCH FOR
OUTSTANDING TEACHERS AND SCHOOL HEADS**

To: Schools Division Superintendents

1. Anchored on the equal opportunities principle mandated by the Civil Service Commission (CSC) and stipulated in DepEd Order No. 9, s. 2002, which also served as the mother policy of Regional Memorandum No. 217, s. 2022, titled Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd) Region III, this Office announces the *2024 PRAISE Gawad Patnugot Ukit Marangal Regional Search for Outstanding Teachers and School Heads*.
2. This activity aims to recognize and reward deserving employees for their integrous and character-driven leadership, exemplary accomplishments and other personal efforts which contribute to the efficiency, economy, and other improvement in the operations of the department.
3. Likewise, this activity is in consonance with this year's celebration of the World Teachers' Month.
4. The following are the categories for this year's search:
 1. OUTSTANDING ELEMENTARY TEACHERS
 2. OUTSTANDING SECONDARY TEACHERS
 3. OUTSTANDING ELEMENTARY SCHOOL HEADS
 4. OUTSTANDING SECONDARY SCHOOL HEADS
5. There are two phases in this search: Phase 1 (Evaluation of Milestone Accomplishment) and Phase 2 (Validation Interview)
6. For Phase 1 (Evaluation of Milestone Accomplishment), the same Criteria for Evaluation for all categories shall be applied.
7. The nominee shall submit a write-up for only one (1) milestone accomplishment conducted in any period within the last three (3) school-years (SY 2021-2022, SY 2022-2023, and 2023-2024) as his/her entry.



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8. Designed as a technology-driven search, each nominee is required to submit a video documentary (maximum of five minutes and in MPG format) about his/her milestone accomplishment.

9. The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	- 35 %
Innovation	- 35 %
Impact	- 30 %
Total	100%

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

Milestone Accomplishment -	50 %
Validation Interview -	50 %
Total -	100 %

11. Each Schools Division Office (SDO) is entitled to one (1) nominee for each of the four categories.

12. The following terms are operationally defined for this search:

a. Elementary Teacher - any public school teacher, regardless of rank and learning area, from Kindergarten to Grade 6 including those teaching SPED, ALS, etc., and those assigned in Last Mile Schools.

b. Secondary Teacher - any public school teacher, regardless of rank and learning area, from Grade 7 to Grade 12 (Senior High School) including those teaching SPED, ALS, etc., and those assigned in Last Mile Schools.

c. Elementary School Head - any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), who is officer-in-charge (OIC) of a school, or designated as school head of an elementary school.

d. Secondary School Head - any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), who is officer-in-charge (OIC) of a school, or designated as school head of a secondary school.

13. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.

14. Schools Division Offices (SDOs) are highly encouraged to nominate their best and most deserving teachers and school heads to this search. SDOs may devise their own strategy in the selection of their nominees.



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15. The required nomination documents shall be submitted to the Secretariat of the Regional PRAISE Committee through the link to be provided by the HRDD. Only electronic submission of documents is required.

16. There shall only be **one file** (PDF format) and **one video file** (mpg format) **per nominee**. The PDF file shall include all the required nomination documents enumerated in item D. "Required Nomination Documents" of the attached Search Guidelines and Mechanics. The PDF file and Video file shall use the following format:

SDO_(Name of SDO)_Category

Ex. SDO_Aurora_ElemTeacher

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

Date	Activity	Remarks
August 30, 2024	<ul style="list-style-type: none">Deadline for submission of list of nominees and required documents to the Regional PRAISE Committee	<ul style="list-style-type: none">Late entries will NOT be acceptedOnly electronic submission is required
September 2-6, 2024	<ul style="list-style-type: none">Phase I: (Evaluation of Milestone Accomplishment, Video Documentary) required nomination documents, and shortlisting of nominees based on the selection criteria	<ul style="list-style-type: none">Screening and shortlisting of entries shall be based on the results of the evaluated milestone accomplishment, video documentary, and required nomination documents
September 11-13, 2024	<ul style="list-style-type: none">Phase 2: Online Validation Interview	<ul style="list-style-type: none">Only the top 10 shortlisted entries in each category shall undergo the online validation interview to determine the winners



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September 17-18, 2024	<ul style="list-style-type: none">Finalization of the results of the evaluation	<ul style="list-style-type: none">RO III PRAISE Committee & HRDD
September 23-27, 2024	<ul style="list-style-type: none">Preparation for the Awards Ceremony	<ul style="list-style-type: none">HRDD is the lead regional functional division under the guidance of RO III PRAISE Committee
October 4, 2024	<ul style="list-style-type: none">Awards Ceremony	<ul style="list-style-type: none">A separate memorandum shall be issued for the details

18. Awardees shall receive certificates of recognition, trophies, and cash awards during the Awards Ceremony which shall be announced in a separate memorandum.

19. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.

20. Dissemination of and compliance with this this Memorandum is desired.


JESSIE L. AMIN, EdD, CESO V
Assistant Regional Director

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

REWARDS AND RECOGNITION
WORLD TEACHERS' DAY CELEBRATION

HRDD1/hrdd2
July 30, 2024

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



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Enclosure No. 1 to RM No. ____, s. 2024

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- a. A model of morality and integrity both in public and private life;
- b. Has good human relations in the school and in the community;
- c. A permanent employee who meets the selection criteria;
- d. Has been employed in the DepEd at least for the last three years;
- e. Has been rated Outstanding in performance ratings for the last three school-years; and
- f. 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 in the regional level, or national 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 212 or Personal Data Sheet with passport size photo;



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- d. Certification signed by the SDO Administrative Officer 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 (SGOD Chief/CID Chief/ASDS). Summary only and not the individual IPCRF/OPCRF;
- 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 Accomplishment (write-up and evidences/MOVs)) duly certified by immediate superior/SDO official/s.

E. Phases of the Search

Phase 1: Evaluation of Milestone Accomplishment – This shall comprise the required nomination documents and milestone accomplishment. Only candidates with complete required nomination documents shall be screened. The Top 10 nominees for each category shall qualify for Phase 2.

Phase 2: Validation Interview – The Regional PRAISE Committee, through an external board of evaluators, shall conduct the validation interview which aims to expound on the nominee's milestone accomplishments presented in the write-up and video documentary.



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CRITERIA FOR EVALUATION
(Phase 1: Milestone Accomplishment)

All Categories

For Phase I (Evaluation of Milestone Accomplishment), the criteria for evaluation shall focus on the MILESTONE ACCOMPLISHMENT of the nominee.

A milestone accomplishment is what defines the nominee's career as a teacher or a school head. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three school- years (SY 2021-2022, SY 2022-2023, and SY 2023-2024). It may have any or all of 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/department head/school head/supervisor (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).

The MILESTONE ACCOMPLISHMENT shall be evaluated based on the following areas:

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.

B. INNOVATION



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- 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 one milestone accomplishment which shall capture both Contributions to Service and 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 or a school head. To avoid repetition, these contributions may 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 or 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

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:



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- 1) Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in 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 researches (i.e., operations and/or academic research/action research) that 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 contribute in community development.

TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT

Please use the following **TEMPLATE** for accomplishing the Milestone Accomplishment.

(Maximum of 4 pages for the Milestone Accomplishment, NOT including the 3 pages of evidences/supporting means of verification. EVIDENCES/MOVs must be placed AFTER the 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	<i>What is the title of the accomplishment? (Do not use ALL CAPS)</i>
Type of Milestone Accomplishment	<i>Is the 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 the accomplishment using the categories below: 1) Program, Project, or Service 2) Innovation</i>
1. Your Specific Role In It	<i>Briefly describe the role of the nominee in the accomplishment/project. Was he/she the team leader or team member? How was his/her role critical to the success of the accomplishment/project?</i>
2. Brief Description of Accomplishment	<i>Briefly describe the nature of the accomplishment. Be concise.</i>
2.1. Rationale	<i>What need or problem did the accomplishment respond to? What made the nominee decide to get involved in it?</i>



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2.2. Objectives	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives
2.3. Dates 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? (e.g. unit/school/division/regional/national/international)
2.5. Beneficiaries	Briefly describe the beneficiaries of the 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	List down at least five (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations and a brief description of their contributions to the milestone accomplishment. For example, this includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers). 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).
2.7. Source of Funding	What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize the accomplishment? Include the kind of assistance given.
2.8 Responsiveness	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1) Responded to the felt or articulated need of the target or intended beneficiaries2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries4) Aligned with the objectives of the milestone accomplishment
2.9 Innovation	This refers to any or all characteristics of the milestone accomplishment, as follows: <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



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	<i>product, service, or intellectual property which was adopted in the nominee's school or unit of assignment</i>
2.10. Outcomes/ Results/Impact	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"><i>1) Satisfied the objectives of the accomplishment</i><i>2) Provided a practical solution to the felt or articulated need of the target beneficiaries</i><i>3) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment</i>
2.11 Sustainability	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"><i>1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period</i><i>2) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee</i><i>3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group</i><i>4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group</i>
3. Evidences	<i>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.</i>



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NOMINATION FORM

THE REGIONAL PRAISE COMMITTEE

DepEd Regional Office III
Matalino St., DMGC, Maimpis, City of San Fernando (P)

After undergoing a thorough evaluation of the guidelines and criteria of the 2023 *Gawad Patnugot* Regional Search for Outstanding Teaching and Related Teaching Personnel and School Heads, I nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
School/Office: _____
School/Office Address: _____
Schools Division Office: _____

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

Cite **one major reason** why the nominee should be considered for the award (maximum of 300 words):

Name of Nominator: _____
Position: _____
Signature of Nominator: _____
Date Signed: _____