



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

NOV 11 2024

DIVISION MEMORANDUM
No. 468 s. 2024

**2024 GAWAD PANTAS DIVISION-WIDE SEARCH FOR OUTSTANDING
TEACHING, NON-TEACHING AND SDO PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
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 system by acknowledging extraordinary contribution and achievements of its personnel's performance that contribute to the attainment of the Agency's strategic goals.
2. In this regard, this Office announces the conduct of the **2024 GAWAD PANTAS DIVISION-WIDE SEARCH FOR OUTSTANDING TEACHING, NON-TEACHING AND SDO PERSONNEL** for School Year 2023-2024.
3. There are two (2) award clusters and nineteen (19) categories in this year's Division Search:

School Cluster Categories

1. Outstanding Kindergarten School Teacher
2. Outstanding Elementary School Teacher
3. Outstanding Elementary Master Teacher
4. Outstanding Secondary Master Teacher
5. Outstanding Elementary Head Teacher
6. Outstanding Department Head
7. Outstanding Junior High School Teacher
8. Outstanding Senior High School Teacher
9. Outstanding SPED Teacher (Elementary or Secondary)



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10. Outstanding ALS Teacher (Elementary or Secondary)
11. Outstanding Non-Teaching/Teaching-related School Personnel Elementary
12. Outstanding Non-Teaching/Teaching-related School Personnel Secondary
13. Outstanding Elementary School Principal
14. Outstanding Secondary School Principal

Schools Division Office Cluster Categories

1. Outstanding OSDS Personnel
 2. Outstanding SGOD Personnel
 3. Outstanding CID Personnel
 4. Outstanding Education Program Supervisor, CID or SGOD
 5. Outstanding Public Schools District Supervisor
4. There will be three (3) winners for each award under the School Cluster Categories while there will only be one (1) winner for the categories under Schools Division Office Cluster.
5. Each District is required to submit one (1) nominee for each of the 14 School Cluster Categories.
6. On the other hand, the nominees for the Schools Division Office Cluster shall be open to all personnel under the respective award categories and must submit their documents to the SGOD Office on the identified date of submission.
7. The required documents should be submitted in the following order, **properly labelled** with cover page and side tabbings, corresponding to the assigned color per category:
1. Endorsement by the District Supervisor (for School Cluster) or unit head (for SDO Cluster);
 2. Duly accomplished Nomination Form (see enclosure);
 3. 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
 4. Clear book for filing of documents; **red** for Outstanding Kindergarten School Teacher and Elementary School Teacher, **orange** for Outstanding Elementary Master Teacher and



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Outstanding Secondary Master Teacher, **brown** for Outstanding Elementary Head Teacher and Outstanding Department Head, **blue** for Outstanding Junior and Senior High School Teacher, **green** for Outstanding ALS and SPED Teacher, **pink** for Outstanding Non-Teaching/Teaching-related School Personnel Elementary and Secondary, **yellow** for Outstanding Elementary and Secondary School Head, and **purple** for the categories under the Schools Division Office Cluster.

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

Activity	Date
District Level Selection	November 18, 2024
Submission of Entries to SDO	November 19, 2024
Division Level Paper Screening	November 20 – November 21, 2024
Division Level Interview of the Nominees	November 22-26, 2024
Validation and Deliberation	November 27-29, 2024
Awarding	December 6, 2024

9. Further, the Division Screening Committee (DSC) will conduct the Division Level Paper Screening and Interview of all the nominees under their respective categories, while the Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall hold a deliberation for the validation and finalization of the results of the Division search.

10. The DSC for the respective categories is as specified:

School Cluster	
Outstanding Kindergarten School Teacher	Chairman: Jacqueline C. Tuazon Members: Mila D. Calma Roberto R. Pantig
Outstanding Elementary School Teacher	
Outstanding Elementary Master Teacher	



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Outstanding Junior High School Teacher Outstanding Senior High School Teacher Outstanding Secondary Master Teacher	Chairman: Edwin R. Bermillo Members: Evelyn V. Mendoza Alma A. Garcia
Outstanding SPED Teachers (Elementary or Secondary) and Outstanding ALS Teacher (Elementary or Secondary)	Chairman: Jean A. Lintag Members: Bernadette Bantigue Jeric Lopez
Outstanding Non-Teaching/Teaching-related School Personnel Elementary Outstanding Non-Teaching/Teaching-related School Personnel Secondary	Chairman: Pilar C. Ignacio Members: Mar-Elen Fe G. Reñosa Myra V. Dilig Hermie G. Duran
Outstanding Elementary School Head Outstanding Secondary School Head Outstanding Elementary Head Teacher Outstanding Department Head	Chairman: Edgar E. Garcia Members: Jethro M. Nocom Jessalyn Anne M. Linsangan Francez Pauline C. Tabije
Schools Division Office Cluster	
Outstanding OSDS Personnel Outstanding CID Personnel Outstanding SGOD Personnel Outstanding Education Program Supervisor (CID or SGOD) Outstanding Public Schools District Supervisor	Chairman: Armando C. Capili, EdD Members: Milagros M. Peñaflor, PhD Ramon C. Perez Perlie Ann T. Samonte Raymond Joseph V. Mendoza



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11. Further, the Division PRAISE Committee is composed of the following:

Chairperson	Armando C. Capili, EdD
Vice Chairpersons	Ramon C. Perez Milagros M. Peñaflo, PhD
Members	Jethro M. Nocom Raymond Joseph V. Mendoza

12. Only the three (3) winners for each category under the School Cluster, and one (1) for the Schools Division Office Cluster categories, will be recognized.

13. Enclosed in this Memorandum are the following:

Enclosure 1. Nomination Form

Enclosure 2. Search Mechanics for the Various Categories

14. Awardees shall be recognized in an awards ceremony, which will be announced in a separate memorandum.

15. Immediate and wide dissemination of and compliance to this Memorandum is enjoined.


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

SO10/rjvm

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

REWARDS AND RECOGNITION
PRAISE



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Enclosure No. 1

2024 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
Abucay, Bataan

I hereby nominate;

Name of Nominee:

_____ for the

Category: _____

Current Position of Nominee:

Unit/Department Assigned: _____

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.



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Further, this nomination entails the attestation that **I believe that the nominee is a model employee, both of moral values and professional competencies, thus I believe that the nominee is deserving to be considered for the award he/she is being nominated for.**

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
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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

2024 GAWAD PANTAS CRITERIA
Search for Outstanding Kindergarten, Elementary
Teacher, Junior High School Teacher, Elementary Master
Teacher, Secondary Master Teacher, Head Teacher,
Senior High School, SPED Teacher and ALS Teacher

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

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
1st	3	5	8	10
2nd	2	4	7	9



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3rd	1	3	6	8
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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
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



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3. Demonstration Teacher ----- 10
points

Level	Points
School	4
District	5
Division	6
Region	8
National and Higher	10

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

Level	Points
School	1
District	2
Division	3
Region	4
National and Higher	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
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

MOV: Outreach programs/activities initiated/participated in, properly



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documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials

Level	Points
School	2
District	3
Division	4
Region	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

***For all applicable criteria, documents submitted must be under the current school/fiscal year**



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 (CSC Resolution No. 221702)

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2024 GAWAD PANTAS CRITERIA
Search for Outstanding Non-Teaching/Teaching-related
Department Head, School Personnel Elementary and
Secondary and Outstanding OSDS Personnel, Outstanding
SGOD Personnel and Outstanding CID Personnel

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

II. Awards Received ----- 10 points
 MOVs: Outstanding Employee, Commendation Letter or Certificate of Merit

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



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III. Research ----- 10 points

MOVs: 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
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



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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 (2 points each; will not exceed to 6 points)	6
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



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Region	4
National	5

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

TOTAL ----- 100 points

***For all applicable criteria, documents submitted must be under the current school/fiscal year**



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2024 GAWAD PANTAS CRITERIA
Search for Outstanding Elementary and Secondary School
Principal

I. **Performance Rating** ----- **20**
points

MOVs: OPCRf 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

II. **Leadership** ----- **40**
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



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SEC. RESOLUTION NO. 237702

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2. Research and Development ----- 10 points
 MOVs: Research Proposal and Output, properly documented and approved by the immediate supervisors and attested by district, division, regional or national official

Level	Points
School	5
District	8
Division	9
Region	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
School	3
Division	5
Region	7
National	10

III. Professional Development ----- 20 points

1. Education ----- 15 points

Educational Level	Points
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	10
Doctoral Degree Holder	15



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

Level	Points
Division	3
Region	4
National	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, community officials, district, division, or regional officials

Level	Points
Community(school)	2
District	3
Division	4
Region	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

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

TOTAL ----- 100 points



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2024 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

II. Leadership ----- 40 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



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Adopted in the National Level	10
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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

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** ----- **20 points**

1. Education ----- 15 points

Educational Level	Points
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	10
Doctoral Degree Holder	15



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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

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

***For all applicable criteria, documents submitted must be under the current school/fiscal year**



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