

Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

NOV 12 2025

DIVISION MEMORANDUM No. 512 s. 2025

2025 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

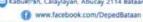
- 1. The Schools Division Office of Bataan, being recognized as Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Awardee by the Civil Service Commission (CSC), institutionalizes its Reward and Recognition system by acknowledging extraordinary contribution 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 2025 GAWAD PANTAS DIVISION-WIDE SEARCH FOR OUTSTANDING TEACHING, NON-TEACHING AND SDO PERSONNEL for the Fiscal Year 2024-2025.
- 3. There are two (2) award clusters and nineteen (21) categories in this year's Division Search:

School Cluster Categories

- 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 for SG 1-9
- 12.Outstanding Non-Teaching/Teaching-related School Personnel Elementary for SG 10 and above
- 13. Outstanding Non-Teaching/Teaching-related School Personnel Secondary for SG 1-9
- 14. Outstanding Non-Teaching/Teaching-related School Personnel Secondary for SG 10 and above
- 15. Outstanding Elementary School Principal
- 16. 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
- 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.
- Each School may submit one (1) nominee for each of the 16 School Cluster Categories.
- 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:
 - Endorsement by the District Supervisor (for School Cluster) or unit head (for SDO Cluster);
 - 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















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3. Clear book for filing of documents; red for Outstanding Kindergarten School Teacher and Elementary School Teacher, orange for Outstanding Elementary Master Teacher and 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
Submission of Entries to SDO	November 19, 2025
Division Level Paper Screening	November 24, 2025
Division Level Interview of the Nominees	November 28, 2025
Validation and Deliberation	December 1-5, 2025
Awarding	December 12, 2025

- 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. All Nominees shall be subjected to background investigation to assess their moral values and professional competencies as such are basic requirements as stipulated in the nomination form. Thus failure to meet the aforementioned requirements may result into disqualification.
- 11. The DSC for the respective categories is as specified:

School	Cluster
Outstanding Kindergarten School	Chairman: Jacqueline C. Tuazon
Teacher	Members:
	Mila D. Calma















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Outstanding Elementary School	Roberto R. Pantig
Teacher	
Outstanding Elementary Master	
Teacher	
Outstanding Junior High School	
Teacher	
	Chairman: Jean A. Lintag
Outstanding Senior High School	Members:
Teacher	Bernadette Bantigue
Outstanding Consorder Mostor	Jeric Lopez
Outstanding Secondary Master Teacher	
Outstanding SPED Teachers	
(Elementary or Secondary)	Chairman: Evelyn V. Mendoza
(Liementary or Secondary)	Members: Edwin R. Bermillo
and Outstanding ALS Teacher	,10,11,50,50
(Elementary or Secondary)	
Outstanding Non-Teaching/Teaching-	Chairman: Pilar C. Ignacio
related School Personnel Elementary	Members:
	Mar-Elen Fe G. Reñosa
Outstanding Non-Teaching/Teaching-	Hermie G. Duran
related School Personnel Secondary Outstanding Elementary School Head	
Oustanding Elementary School flead	
Outstanding Secondary School Head	Chairman: Jethro M. Nocom
	Members:
Outstanding Elementary Head	Jessalyn Anne M. Linsangan
Teacher	Francez Pauline C. Tabije
Outstanding Department Head	
Schools Division	Office Cluster
Outstanding OSDS Personnel	Chairman: Jerry Dimla Cruz, DEM,
Outstanding CID Personnel	CESO VI
Outstanding SGOD Personnel	Members:
	Milagros M. Peñaflor, PhD
Outstanding Education Program	Ramon C. Perez
Supervisor (CID or SGOD)	Raymond Joseph V. Mendoza















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	Nico M. Mangaliman
Outstanding Public Schools District	
Supervisor	

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

Chairperson	Jerry Dimla Cruz, DEM, CESO VI	
Vice Chairpersons	Ramon C. Perez Milagros M. Peñaflor, PhD	
Members	Jethro M. Nocom Raymond Joseph V. Mendoza Nico M. Mangaliman Jessalyn Anne M. Linsangan	

- 13. 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.
- 14. Enclosed in this Memorandum are the following:

 Enclosure 1. Search Mechanics for the Various Categories
- Awardees shall be recognized in an awards ceremony, which will be announced in a separate memorandum.
- Immediate and wide dissemination of and compliance to this Memorandum is enjoined.

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

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To be indicated in the <u>Perpetual Index</u> under the following subjects:

REWARDS AND RECOGNITION PRAISE

















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Enclosure No. 1

2025 GAWAD PANTAS CRITERIA

Search for Outstanding Kindergarten, Elementary
Teacher, Junior High School Teacher, Elementary Master
Teacher, Secondary Master Teacher, Senior High School,
SPED Teacher and ALS Teacher

I.	Instructional points	Competence		45
		petence	20)
			three years (3) must be Outstanding from of Ratings signed by the immediate superior	or

Rating	Points
5	20
4.90-4.99	19
4.80-4.89	18
4.70-4.79	17
4.60-4.69	16
4.50-4.59	15

2.	Outstanding Accomplishment 1	.0
	points	
	MOVs: Outstanding Employee, Commendation Letter, Certificate of Merit,	į.
	Coach, or Trainer of Winning Students in Competitions	

Rank	Points	VI	
Kalik	Division Level	Regional Level	National Leve
1 st	5	8	10
2 _{nd}	4	7	9
3rd	3	6	8















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Stages of Implementation	Points
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 ------ 10 points

Educational Level	Points
With at least 36 MA Units	6
Completed Academic Requirements in Masteral Degree	7
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	9
Doctoral Degree Holder	10

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

Level	Points	
Division	3	
Region	5	
National	8	
International	10	

3. Demonstration Teacher ------ 10 points

Level	Points
Division	6
Region	8
National and Higher	10















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

Level	Points	
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 ----- 5 points Outreach Activity ----- 5 points 1. MOVs: Outreach programs/activities initiated/participated in, properly documented with narrative and pictorial reports attested by immediate superiors, division, or regional officials.

Level	Points
District	3
Division	4
Region	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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2025 GAWAD PANTAS CRITERIA

Search for Outstanding Non-Teaching SG 10 and Above
/Teaching-related Department Head, School Personnel
Elementary and Secondary and Outstanding OSDS
Personnel, Outstanding SGOD Personnel and Outstanding
CID Personnel

I. Performance Rating -----points

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

Rating	Points
5	20
4.90-4.99	19
4.80-4.89	18
4.70-4.79	17
4.60-4.69	16
4.5-4.59	15

Level	Points
Division	4
Region	. 6
National	8
International	10

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
Division	8
Region	9
National	10















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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
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

















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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
(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

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

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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2025 GAWAD PANTAS CRITERIA

Search for Outstanding Head Teacher (Elementary), Elementary and Secondary School Principal

I. Performance Rating ------

MOVs: OPCRF in the last three years (3) must be Outstanding 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 – 4.59	15

II. Leadership ------ 40

Stages of Implementation	Points	
Full Implementation in the School	8	
Adopted in the District Level	9	
Adopted in the Division Level	10	

Level	Points
Division	9
Region	10















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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
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

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

Level	Points
Division 1-6 Days	3
Region 7-9 Days	4
National 10-12 Days	5

IV. Community Development ------ 10 points

1. Outreach Activity ----- 5 points MOVs: Outreach programs/activities initiated/participated in, properly















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

Level	Points
Division	4
Region	5

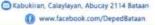
Estimated Amount of Donations (cash or in-kind)	Points
1,000.00 to 10,999.99	1
11,000.00 to 20,999.99	2
21,000.00 to 30,999.99	3
31,000.00 to 49,999.99	4
50,000.00 and above	5

٧.	Professionalism/Personal points	Characteristics		10
TO	TAL		100 poi	ints

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















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Search for Outstanding Supervisor (Education Program Supervisor and Public School District Supervisor)

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

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

Rating	Points
5	20
4.90-4.99	19
4.80-4.89	18
4.70-4.79	17
4.60-4.69	16
4.50-4.59	15

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
Adopted in the District Level	7
Adopted in the Division Level	8
Adopted in the Regional Level	9
Adopted in the National Level	10

Research and Development ----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	13
Region	14
National	15















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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

Consultant / Resource Speaker / Facilitator ------ 15
points

Level	Points
Division	8
Region	10
National	12
International	15

III. Professional Development 20	points
1. Education	
points	

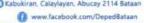
Educational Level	Points
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	10
Doctoral Degree Holder	15

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

Level	Points
Region	3
National	4
International	5















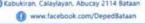
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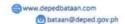
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IV.	Professionalism/Personal points	Characteristics		10
TO	TAL		100 ро	ints
*F0	or all applicable criteria, docum	ents submitted mu	st be under the current	



school/fiscal year











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Outstanding Non-Teaching/Teaching-related School Personnel Elementary for SG 1-9

I. Work Performance and Efficiency – 50 points Performance Rating (IPCRF / Performance Evaluation) – 20 points MOVs: Latest three (3) performance evaluation ratings signed by the

immediate superior.

Rating	Points
5	30
4.90-4.99	29
4.80-4.89	28
4.70-4.79	27
4.60-4.69	26
4.50-4.59	25

1. Education --

10

points

Educational Level	Points
With at least 36 MA Units	6
Completed Academic Requirements in Masteral Degree	7
Master's Degree	8
Completed Academic Requirements in Doctoral Degree	9
Doctoral Degree Holder	10

2. Quality of Work and Reliability – 10 points

MOVs: Documentation or feedback showing punctuality, accuracy, initiative, and dependability in completing assigned tasks.

Description	Points	
Always delivers high-quality output with minimal supervision	10	
Often delivers quality work and meets deadlines	9	Ą















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Meets expectations with minor supervision	8
Occasionally needs improvement	7

3. Attendance and Punctuality - 10 points

MOVs: Official attendance record or DTR (Daily Time Record) with certification from the immediate superior.

Attendance Record	Points
Perfect attendance	10
1–2 days absent or late	9
3–4 days absent or late	8
5 or more absences/lateness	7

II. Professional Growth and Development - 30 points

Participation in Training, Seminar, or Orientation – 10 points
 MOVs: Certificates of attendance or participation in job-related trainings such
 as safety, disaster preparedness, traffic management, recordkeeping,
 sanitation, or government ethics.

Level	Points
School	5
District	6
Division	7
Regional	8
National	9
International	10

Skills Enhancement / Technical Proficiency – 20 points
 MOVs: Valid certifications, licenses, or documented training in specialized















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skills (e.g., TESDA NC for drivers, first aid for guards, cleaning and maintenance courses for utilities, clerical skills for ADAS).

Туре	Points
Basic/Orientation Level	15
Advanced or Certified Level	20

III. Community and Institutional Involvement - 20 points

Participation in School or Community Activities – 10 points
 MOVs: Certificates, documentation, or photos showing active involvement in
 activities such as Brigada Eskwela, clean-up drives, tree planting, school
 events, and outreach.

Level	Points
School	8
District	9
Division	10

Support to School Operations / Special Assignments – 10points
 MOVs: Certificates or commendations for exemplary support during school
 programs, events, or emergency situations (e.g., disaster response, transport
 assistance, safety enforcement).

Rating	Points
With written commendation from school head/division	10
With verbal or informal commendation	9
With assigned special task completed	8











