



Republic of the Philippines
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

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 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
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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 School may submit one (1) nominee for each of the 16 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. 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

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. 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 Teacher	Chairman: Jacqueline C. Tuazon Members: Mila D. Calma



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



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Outstanding Public Schools District Supervisor	Nico M. Mangaliman
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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

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

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


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

SO5/2011


To be indicated in the Perpetual Index
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 Competence ----- 45 points

1. Teaching Competence ----- 20 points
MOV: 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

2. Outstanding Accomplishment ----- 10 points
MOV: Outstanding Employee, Commendation Letter, Certificate of Merit, Coach, or Trainer of Winning Students in Competitions

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

3. Creativity and Innovation ----- 15 points
MOV: Innovative and Creative Work Plan, Module or Instructional Materials, properly documented and approved by the immediate supervisors and attested by division or regional official



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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

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
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 ----- 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
4.5-4.59	15

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

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 (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
Division	3
Region	4
National	5

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

TOTAL ----- 100 points

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2025 GAWAD PANTAS CRITERIA
Search for Outstanding Head Teacher (Elementary),
Elementary and Secondary School Principal

I. Performance Rating ----- 20 points

MOVs: OPCR 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 points ----- 40

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

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
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
MOV: 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

2. Networking/Linkages -----5points
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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2025 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 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

2. Research and Development ----- 15 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

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

Level	Points
Division	8
Region	10
National	12
International	15

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
Region	3
National	4
International	5



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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
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

MOV: 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

MOV: 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



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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

1. **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

2. **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).

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

III. Community and Institutional Involvement – 20 points

1. Participation in School or Community Activities – 10 points

MOV: 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

2. Support to School Operations / Special Assignments – 10points

MOV: 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