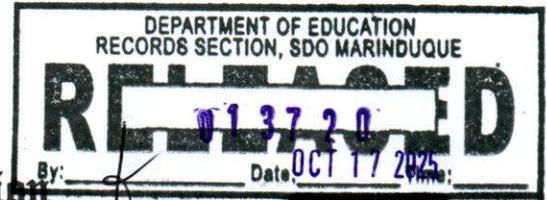




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

October 13, 2025

**DIVISION MEMORANDUM**

No. 112, s. 2025

**2025 SEARCH FOR OUTSTANDING TEACHING, TEACHING-RELATED, AND  
NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OF MARINDUQUE**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/OIC, SGOD  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
Division and District PRAISE Committees  
All Others Concerned

1. Anchored on DepEd Order No. 78, s. 2007 titled "*Strengthening the Program on Rewards and Incentives for Service Excellence (PRAISE) of the Department of Education,*" and the Division Policy on Rewards and Recognition, this Office announces the **2025 Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel in the Schools Division of Marinduque.**
2. This rewards and recognition activity aims to:
  - a. recognize outstanding accomplishments, effective practices, and commendable innovations of teaching, teaching-related, and non-teaching personnel in the Division; and
  - b. provide interventions to motivate employees to further their accomplishments based on the key result areas of their respective positions.
3. Each District, through the District PRAISE Committee, shall nominate one entry per category duly endorsed by the Public Schools District Supervisor. On the other hand, the Schools Division Office Proper shall nominate one entry for the Outstanding Non-Teaching Personnel (1<sup>st</sup> and 2<sup>nd</sup> Levels), Outstanding Supervisor, and Outstanding Teaching-Related categories, duly endorsed by their respective Chief Education Supervisors, for SGOD and CID nominees, or Administrative Officer V, for OSDS nominees.
4. **The hard copies of the nomination requirements shall be submitted to the Division PRAISE Secretariat through the Records Unit on or before November 3, 2025 5:00 PM. Subsequently, a clear copy of a recently taken portrait photo wearing a Filipiniana/Barong Tagalog attire shall be submitted through [bit.ly/2025DivisionSearchMdq](https://bit.ly/2025DivisionSearchMdq). The uploaded photo shall use the naming conventions: 2025Gawad\_[Category]\_[District/Office]\_[Last Name Of Nominee].**



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Website: <https://depedmarinduque.com>

4. This year's Search is composed of the following award categories:
  - a. Outstanding Alternative Learning System (ALS) Teacher;
  - b. Outstanding Inclusive Education (SPED) Teacher;
  - c. Outstanding Kindergarten Teacher;
  - d. Outstanding Elementary School Teacher;
  - e. Outstanding High School Teacher;
  - f. Outstanding Elementary School Master Teacher;
  - g. Outstanding High School Master Teacher;
  - h. Outstanding Elementary School Head Teacher;
  - i. Outstanding High School Head Teacher;
  - j. Outstanding Elementary School Teacher-in-Charge (TIC);
  - k. Outstanding High School Teacher-in-Charge (TIC);
  - l. Outstanding Elementary School Principal;
  - m. Outstanding High School Principal;
  - n. Outstanding Supervisor;
  - o. Outstanding Teaching-Related Personnel;
  - p. Outstanding Non-Teaching (1<sup>st</sup> Level) Personnel; and
  - q. Outstanding Non-Teaching (2<sup>nd</sup> Level) Personnel.

5. Each award category shall have its own eligibility requirements and criteria for evaluation to ensure that the equal opportunity principle is exercised to underscore the Office's policy of no discrimination against any employee for rewards and recognition regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, or affiliation.

6. The Division timeline shall be observed to ensure the successful implementation of this year's Search.

ACTIVITY	PERIOD
Call for Nominations	October 13 – November 3, 2025
<b>Deadline of Nominations</b>	<b>November 3, 2025 5:00 PM</b>
Initial Screening of Nomination Documents by the Secretariat	November 4-5, 2025
<b>Orientation for Members of the Initial Evaluation Sub-Committee</b>	<b>November 6, 2025 9:00AM</b>
Initial Evaluation of Nomination Documents	November 6-7, 2025
Presentation of Initial Screening and Evaluation Results to Division PRAISE Committee	November 10, 2025 1:00PM
<b>On-Site Validation and Interview</b>	<b>November 11-14, 2025</b>
Presentation and Deliberation of Results to/by the Division PRAISE Committee	November 24, 2025 1:00PM
<b>Announcement of 2025 Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel in the Schools Division of Marinduque Winners</b>	<b>November 26, 2025</b>
<b>2025 Division Gawad Parangal Technical Working Group Meeting</b>	<b>December 1, 2025 1:00PM</b>
<b>2025 Division Gawad Parangal Ceremony</b>	<b>December 18, 2025 2:00PM</b>

7. The following documents, which can also be accessed through [bit.ly/2025DivisionSearchMdq](https://bit.ly/2025DivisionSearchMdq), are enclosed for reference:



Address: T. Roque St., Malusak, Boac, Marinduque  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Website: <https://depedmarinduque.com>

- a. Enclosure 1: Nomination Form
- b. Enclosure 2: Eligibility Requirements and Criteria for Evaluation
- c. Enclosure 3: Members of the Initial Evaluation Sub-Committee

8. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

9. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 78, s. 2007  
Division Memorandum No. 85, s. 2023

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

AWARDS	EMPLOYEES
RECOGNITION	SEARCH

/SGOD-HRDS-KDA



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Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Website: <https://depedmarinduque.com>

**NOMINATION FORM**

*2025 Search for Outstanding Teaching, Teaching-Related,  
and Non-Teaching Personnel in the Schools Division of Marinduque*

<b>CATEGORY</b>		<b>Passport Size Photo of Nominee</b>
<b>NAME OF NOMINEE</b>		
<b>POSITION</b>		
<b>SCHOOL</b>		
<b>DISTRICT/OFFICE</b>		
<b>MOBILE NUMBER</b>		
<b>E-MAIL ADDRESS</b>		

To be accomplished by the nominator:

I hereby nominate \_\_\_\_\_, \_\_\_\_\_,  
*(Name of Nominee) (Position)*  
of \_\_\_\_\_ for the \_\_\_\_\_  
*(School, District/ Office) (Category)*

of the 2025 Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel in the Schools Division of Marinduque.

Nominated by:

Endorsed by:

Signature over Printed Name  
**IMMEDIATE SUPERVISOR**

Signature over Printed Name  
**PSDS/CHIEF/AO V**



**ELIGIBILITY REQUIREMENTS AND CRITERIA FOR EVALUATION**

*2025 Search for Outstanding Teaching, Teaching-Related,  
and Non-Teaching Personnel in the Schools Division of Marinduque*

**Category: Outstanding Teacher Category (Elementary and Secondary, Inclusive Education Programs, Kindergarten, ALS)**

**Eligibility Requirements**

Qualifications	MOVs
1. Full-time/permanent appointment with at least three years of service in the position applicable for the award category	<ul style="list-style-type: none"> <li>• Copy of appointment</li> </ul>
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position	<ul style="list-style-type: none"> <li>• Copy of completely signed IPCRFs</li> </ul>
3. Must have not been on leave for more than 2 years immediately prior to nomination	<ul style="list-style-type: none"> <li>• Updated service record issued by the SDO</li> </ul>
4. 3 years of remaining service before mandatory retirement	<ul style="list-style-type: none"> <li>• Certification from SDO</li> </ul>
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

A. Instructional Competence (55%)

Indicator	Means of Verification
1. Demonstration Teaching-10	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> <li>• Lesson plan/DLL</li> </ul>
2. Average COT rating across all objectives for SY 2024-2025-15	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Summary of ratings certified by rater with observation notes.</li> <li>• COT Rating Sheets completely accomplished and duly signed by all signatories</li> </ul>
3. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years- 10	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions</li> <li>• Minutes of LAC sessions/ FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice</li> </ul>

<p>4. Innovation in Education- 10</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise productivity and efficiency of learning and/or improve learning quality</p>	<p><b>Must submit all that applies</b> (<i>Must have been implemented for at least 2 years</i>)</p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>
<p>5. Research in Education- 10</p> <p>5.1. Research Authorship (5)</p> <p>5.2. Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)</p>	<p><b>5.1 Must submit</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> </ul> <p><b>5.2 Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>

**B. Community Linkages and Professional Engagement (15%)**

<b>Indicator</b>	<b>Means of Verification</b>
<p>1. Contributed to the improvement of the quality of life in the community- 10</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Copy of the narrative report with proper Corroborators</li> <li>• Pictorial documentation</li> <li>• Certification of implementation by the concerned official</li> <li>• Feedback from community at least three community leaders approved letter from the organization/LGU.</li> </ul>
<p>2. Membership in government-recognized Professional Organization for teachers/educators- 5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Certificate of active membership, proof of government recognition for the organization</li> </ul>

C. Personal Growth and Professional Development (30%)

<p>1. Continuing Graduate Program-10</p>	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records, if degree completed</li> <li>• Certification from School on units earned, if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School, if CAR completed</li> </ul>
<p>2. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours</li> </ul>
<p>3. Outstanding Accomplishments (award received from government-initiated R&amp;R programs/ completion of scholarship grants)- 10</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum, Program of activities/matrix, Certificate of recognition</li> </ul>
<p>4. Co-curricular Roles (Adviser/Coordinators/Coach)- 5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum, Program of activities/matrix, Certificate of recognition</li> </ul>

**Category: Outstanding Master Teacher Category (Elementary and Secondary)**

**Eligibility Requirements**

<b>Qualifications</b>	<b>MOVs</b>
1. Full-time/ permanent appointment with at least three years of service in the position applicable for the award category	<ul style="list-style-type: none"> <li>• Copy of appointment</li> </ul>
2. Graduate of M.A., CARMA, or with MA Units	<ul style="list-style-type: none"> <li>• Transcript of Records</li> </ul>
3. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position	<ul style="list-style-type: none"> <li>• Copy of completely signed IPCRFs</li> </ul>
4. Must have not been on leave for more than 2 years immediately prior to nomination	<ul style="list-style-type: none"> <li>• Updated service record issued by the SDO</li> </ul>
5. 3 years of remaining service before mandatory retirement	<ul style="list-style-type: none"> <li>• Certification from SDO</li> </ul>
6. Should not have been adjudged guilty in any civil, administrative, or criminal case	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

**A. Instructional Competence (60%)**

<b>Indicator</b>	<b>Means of Verification</b>
1. Demonstration Teaching-10	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum, Program of activities/matrix, Certificate of recognition, Lesson plan/DLL</li> </ul>
2. Average COT rating across all objectives for SY 2024-2025-15	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Summary of ratings certified by rater with observation notes.</li> <li>• COT Rating Sheets completely accomplished and duly signed by all signatories</li> </ul>
3. Instructional Leadership-10	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Observations conducted in the last school calendar year prior to the evaluation of documents.</li> <li>• Summary of names of teachers observed with proper signatures</li> <li>• Signed Classroom Observation Tool (COT)</li> </ul>

<p>4. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years- 5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions</li> <li>• Minutes of LAC sessions/ FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice</li> </ul>
<p>5. Innovation in Education- 10</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise productivity and efficiency of learning and/or improve learning quality</p>	<p><b>Must submit all that applies</b> (<i>Must have been implemented for at least 2 years</i>)</p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>
<p>6. Research in Education- 10</p> <p>6.1. Research Authorship (5)</p> <p>6.2. Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)</p>	<p><b>6.1. Must submit</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> </ul> <p><b>6.2. Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>

**B. Community Linkages and Professional Engagement (15%)**

<b>Indicator</b>	<b>Means of Verification</b>
<p>1. Contributed to the improvement of the quality of life in the community- 10</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Copy of the narrative report with proper Corroborators</li> <li>• Pictorial documentation</li> <li>• Certification of implementation by the concerned official</li> <li>• Feedback from the community from at least three community leaders and an approved letter from the organization/LGU.</li> </ul>

2. Membership in government-recognized Professional Organization for teachers/educators- 5	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Certificate of active membership, proof of government recognition for the organization</li> </ul>
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**C. Personal Growth and Professional Development (30%)**

1. Continuing Graduate Program-10	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records if degree completed</li> <li>• Certification from the School on units earned if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School if CAR is completed</li> </ul>
2. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours</li> </ul>
3. Outstanding Accomplishments (award received from government-initiated R&R programs/ completion of scholarship grants)- 10	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum, Program of activities/matrix, Certificate of recognition</li> </ul>
4. Co-curricular Roles (Adviser/Coordinators /Coach)- 5	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum, Program of activities/matrix, Certificate of recognition</li> </ul>

**Category: Outstanding Head Teacher (Elementary and Secondary)**

**Eligibility Requirements**

<b>Qualifications</b>	<b>Means of Verification</b>
1. At least 3 years of continuous service as an elementary/secondary school head teacher	<ul style="list-style-type: none"> <li>• Appointment Paper</li> <li>• Service Record</li> </ul>
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	<ul style="list-style-type: none"> <li>• Approved IPCRF/OPCRF in the past 3 years per DO No. 02, s. 2015</li> </ul>
3. No pending administrative /criminal case.	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

**A. Managerial Competence (45%)**

<b>Indicator</b>	<b>Means of Verification</b>
Performance Rating - 30	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• approved and completely signed IPCRF/OPCRF covering the required period</li> </ul>
Instructional Supervisory Plan and Reports 15	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• applicable instructional supervisory plans and reports together with other relevant documentary evidences with signatures of concerned authorities.</li> </ul>

**B. Professional Competence (30%)**

<b>Indicator</b>	<b>Means of Verification</b>
1. Research in Education <b>1.1.</b> Research Authorship (5) <b>1.2.</b> Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)	<p><b>1.1. Must submit</b></p> <ul style="list-style-type: none"> <li>• copy of research and certificate of authorship from SDO SEPS for Research</li> </ul> <p><b>1.2. Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>
2. Trainings and workshops organized (10)	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• Approved School Learning Action Cell Plan</li> <li>• Implementation Report</li> <li>• Program of activities</li> <li>• Photo documentation</li> </ul>

<p>3. Innovation in Education (10)</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise productivity and efficiency of learning and/or improve learning quality</p>	<p><b>Must submit all that applies</b> (<i>Must have been implemented for at least 2 years</i>)</p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>
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C. Personal Growth and Professional Development (25%)

<p>1. Continuing Graduate Program- 10</p>	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records if degree completed</li> <li>• Certification from School on units earned if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School if CAR completed</li> </ul>
<p>2. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation</li> <li>• Program of activities/matrix</li> <li>• Certificate of participation with indicated training hours</li> </ul>
<p>3. Outstanding Accomplishments (award received from government- initiated R&amp;R programs/ completion of scholarship grants)-10</p>	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> </ul>

**Category: Outstanding Teacher-in-Charge (Elementary and Secondary)**

**Eligibility Requirements**

<b>Qualifications</b>	<b>Means of Verification</b>
1. At least 3 years of continuous service as elementary/secondary school teacher-in-charge	<ul style="list-style-type: none"> <li>• Special Order</li> <li>• Service Record</li> </ul>
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	<ul style="list-style-type: none"> <li>• Approved IPCRF/OPCRF in the past 3 years per DO No. 02, s. 2015</li> </ul>
3. No pending administrative /criminal case.	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

**A. Managerial Competence (45%)**

<b>Indicator</b>	<b>Means of Verification</b>
Performance Rating - 30	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• approved and completely signed IPCRF/OPCRF covering the required period</li> </ul>
Instructional Supervisory Plan and Reports - 15	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• applicable instructional supervisory plans and reports together with other relevant documentary evidences with signatures of concerned authorities.</li> </ul>

**B. Professional Competence (30%)**

<b>Indicator</b>	<b>Means of Verification</b>
1. Research in Education 1.1 Research Authorship (5) 1.2 Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)	<p><b>1.1. Must submit</b></p> <ul style="list-style-type: none"> <li>• copy of research and certificate of authorship from SDO SEPS for Research</li> </ul> <p><b>1.2. Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>
2. Trainings and workshops organized (10)	<p><b>Must submit all</b></p> <ul style="list-style-type: none"> <li>• Approved School Learning Action Cell Plan</li> <li>• Implementation Report</li> <li>• Program of activities</li> </ul>

	<ul style="list-style-type: none"> <li>• Photo documentation</li> </ul>
<p>3. Innovation in Education (10)</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise productivity and efficiency of learning and/or improve learning quality</p>	<p><b>Must submit all that applies</b> <i>(Must have been implemented for at least a year)</i></p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>

C. Personal Growth and Professional Development (25%)

<p>1. Continuing Graduate Program- 10</p>	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records if degree completed</li> <li>• Certification from the School on units earned if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School if CAR is completed</li> </ul>
<p>2. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p><b>Must submit ALL</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation</li> <li>• Program of activities/matrix</li> <li>• Certificate of participation with indicated training hours</li> </ul>
<p>3. Outstanding Accomplishments (award received from government-initiated R&amp;R programs/ completion of scholarship grants)-10</p>	<p><b>Must submit ALL</b></p> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> </ul>

**Category: Outstanding Principal (Elementary and Secondary)**

**Eligibility Requirements**

Qualifications	Means of Verification
1. At least 5 years of continuous service and full-fledged public elementary/secondary school principal	<ul style="list-style-type: none"> <li>• Appointment Paper</li> <li>• Service Record</li> </ul>
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	<ul style="list-style-type: none"> <li>• Approved IPCRF in the past 3 years per DO No. 02, s. 2015</li> </ul>
3. No pending administrative /criminal case.	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

**A. Managerial Competence (45%)**

Indicator	Means of Verification
Performance Rating - 30	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• Approved and completely signed OPCRF covering the required period</li> </ul>
Instructional Supervisory Plan and Reports - 15	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• Applicable instructional supervisory plan, supervisory reports, and narrative with certification of proper signatories</li> </ul>

**B. Professional Competence (30%)**

Indicator	Means of Verification
1. Research in Education 1.1. Research Authorship (5) 1.2 Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)	<b>1.1. Must submit</b> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> </ul> <b>1.2. Must submit all that applies</b> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>
2. Trainings and workshops organized - 10	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• School Learning Action Cell Plan</li> <li>• Implementation Report</li> <li>• Program of activities</li> <li>• Photo documentation</li> </ul>

<p>3. Innovation in Education - 10</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that is intended to raise productivity and efficiency of learning and/or improve learning quality</p>	<p><b>Must submit all that applies</b> (<i>Must have been implemented for at least 2 years</i>)</p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>
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C. Personal Growth and Professional Development (25%)

<p>1. Continuing Graduate Program- 10</p>	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records if degree completed</li> <li>• Certification from the School on units earned if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School if CAR is completed</li> </ul>
<p>2. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p><b>Must submit ALL</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation</li> <li>• Program of activities/matrix</li> <li>• Certificate of participation with indicated training hours</li> </ul>
<p>3. Outstanding Accomplishments (award received from government-initiated R&amp;R programs/ completion of scholarship grants)-10</p>	<p><b>Must submit ALL</b></p> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> </ul>

**Category: Outstanding Supervisor**

This category is open to all employees in the SDOs who hold the “supervisor” component in their job title.

**Eligibility Requirements**

<b>Qualifications</b>	<b>Means of Verification</b>
1. At least 5 years of continuous service as appointed and full-fledged Education Program Supervisor (EPS) or Public Schools District Supervisor (PSDS)	<ul style="list-style-type: none"> <li>Appointment Paper Service Record</li> </ul>
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	<ul style="list-style-type: none"> <li>Approved IPCRF in the past 3 years per DO No. 02, s. 2015</li> </ul>
3. No pending administrative /criminal case.	<ul style="list-style-type: none"> <li>Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation****A. Managerial/Leadership Competence (45%)**

<b>Criteria</b>	<b>Means of Verification</b>
Performance Rating for the last three rating periods- 15	<b>Must submit all</b> <ul style="list-style-type: none"> <li>Duly signed IPCRFs for the last three rating periods</li> </ul>
Instructional Supervisory Leadership- 30	<b>Must submit all that applies</b> <ul style="list-style-type: none"> <li>Supervisory plan in monitoring students' achievement</li> <li>Technical Assistance plan and report</li> <li>Monitoring activity or any report related to the functions performed by the nominee</li> <li>Curriculum implementation plan and reports</li> <li>Activity narrative reports, memorandum</li> <li>Instructional supervisory plan and reports/COT RPMS Observation Notes Form, Coaching Report</li> <li>Other accomplishment reports specific to the office/division where the nominee is assigned</li> </ul>

**B. Professional Competence (25%)**

<b>Indicator</b>	<b>Means of Verification</b>
1. Research in Education 1.1. Research Authorship (5)	<b>1.1. Must submit</b> <ul style="list-style-type: none"> <li>Copy of research and certificate of authorship from SDO SEPS for Research</li> </ul>

<p>1.2. Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)</p>	<p><b>1.2. Must submit ALL that applies</b></p> <ul style="list-style-type: none"> <li>• Copy of research and certificate of authorship from SDO SEPS for Research</li> <li>• Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</li> <li>• Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</li> </ul>
<p>2. Speakership/Resource Speaker and other professional engagements- 5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Letter invitation</li> <li>• Memorandum/DepEd Endorsement</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition with number of hours</li> </ul>
<p>3. Innovation in Education - 10</p> <p>Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise productivity and efficiency of learning and/or improve learning quality- 10</p>	<p><b>Must submit all that applies</b> <i>(Must have been implemented for at least 2 years in the performance of the nominee's current position)</i></p> <ul style="list-style-type: none"> <li>• Documentation of the innovation (concept paper/proposal, RBA if applicable, narrative report with signature of corroborators)</li> <li>• Certification of innovation and its implementation by the school's highest official</li> <li>• Results of impact evaluation</li> </ul>

C. Personal Growth and Professional Development (30%)

<p>1. Continuing Graduate Program- 10</p>	<p><b>Must submit all that applies</b></p> <ul style="list-style-type: none"> <li>• Transcript of Records if degree completed</li> <li>• Certification from the School on units earned if not graduated</li> <li>• Certificate for Comprehensive Examination Results from the Graduate School if CAR completed</li> </ul>
<p>2. Scholarships awarded in partnership with DepEd-5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Certificate of scholarship grant certified as a true copy of the original by SDO</li> <li>• Contract (if applicable)</li> <li>• Return of investment agreement (if applicable)</li> </ul>

<p>3. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum/Letter of invitation</li> <li>• Program of activities/matrix</li> <li>• Certificate of participation with indicated training hours</li> </ul>
<p>4. Outstanding Accomplishments (award received from government-initiated R&amp;R programs)- 10</p>	<p><b>Must submit all the following:</b></p> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> </ul>

**Category: Outstanding Personnel (Teaching-Related)**

This category is open to all teaching-related employees in the schools or SDOs who will not fall under the existing SOAR categories.

**Eligibility Requirements**

<b>Qualifications</b>	<b>MOVs</b>
1. Full-time/ permanent appointment for the position with at least three years of service in the position applicable for the award category	<ul style="list-style-type: none"> <li>• Copy of appointment</li> </ul>
2. Must have an IPCRF rating at least 2 VS and 1 Outstanding in the last three years within the same position	<ul style="list-style-type: none"> <li>• Copy of completely signed IPCRFs</li> </ul>
3. Must have not been on leave for more than 2 years immediately prior to nomination	<ul style="list-style-type: none"> <li>• Updated service record issued by the SDO</li> </ul>
4. 3 years of remaining service before mandatory retirement	<ul style="list-style-type: none"> <li>• Certification from SDO</li> </ul>
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	<ul style="list-style-type: none"> <li>• Certificate of no pending case issued by the SDO</li> </ul>

**Criteria for Evaluation**

<b>Criteria</b>	<b>Specific Components</b>	<b>MOV</b>
Performance Rating for the last three rating periods (30)	IPCRF	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• Duly signed IPCRFs for the last three rating periods</li> </ul>
Exemplary Behavior/Conduct Displayed (15)	Adherence to one or more of the norms and conduct of public officials	<b>Must submit</b> <ul style="list-style-type: none"> <li>• a nomination write-up describing nominee's adherence to one or more of the following norms: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to public, nationalism and patriotism, commitment to democracy and simple living. Cite circumstances providing such norms, risks involved, and problems encountered.</li> <li>• Narrative given by clients.</li> </ul>

Significant Accomplishment/s that contributed to the performance of the school/SDO/learners within the last three years (45)	Scope of Outstanding Contribution or Innovation- 10	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• Certification from the immediate superior that the contribution or innovation is original and within the function.</li> </ul>
	Beneficiaries- 10	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• proof of the number of individuals who benefitted from the contribution/innovation</li> </ul>
	Impact of Contribution/ Innovation- 15	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• proof of increase of performance of beneficiaries.</li> </ul>
	Reliability of Contribution/Innovation- 10	<b>Must submit all</b> <ul style="list-style-type: none"> <li>• descriptions, explanations on the reliability of contribution or innovation</li> </ul>
Awards and Membership (10)	Major Awards/citations received - 5	<b>Must submit all the following:</b> <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Program of activities/matrix</li> <li>• Certificate of recognition</li> </ul>
	Active membership in reputable professional organization - 5	<b>Must submit all the following:</b> <ul style="list-style-type: none"> <li>• Certificate of active membership, proof of government recognition for the organization</li> </ul>

**Category: Outstanding Non-Teaching Personnel (1<sup>st</sup> and 2<sup>nd</sup> Level)**

*Adopted from CSC Dangal ng Bayan Award*

**Criteria for Evaluation**

<b>Indicators</b>	<b>Points</b>
Quality and Consistency of Behavioral Performance	30
Impact of Behavioral Performance	30
Risk or Temptation Inherent in Work	15
Obscurity of the Position	15
Years of Service	5
Awards Received	5

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.

**Required nomination documents**

1. **Nomination Write-up (from nominator/immediate supervisor)**

The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms
- Outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bullet form
- Present impact of accomplishments by indicating how it was sustained/ adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated
- Present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary

2. Completely filled-up nomination Form



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** marinduque@deped.gov.ph  
**Website:** <https://depedmarinduque.com>

3. Nominee's updated CS Form 212
4. Certification from SDO PRAISE that the nomination has undergone deliberation by the Committee
5. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination
6. Certification issued by the HRMO that the individual nominee has obtained a least Very Satisfactory (VS) performance ratings for three annual rating periods prior to the nomination.
7. Certification of no unliquidated cash advance signed by the agency's financial officer/accountant as of December 31 of the year prior to the nomination
8. Certification of No Disallowance issued by the COA Resident Auditor
9. Copy of the SALN
10. Copy of the nominee's appointment paper
11. Updated Service Record duly certified by the HRMO
12. Nominee's valid clearances (NBI, BIR Tax Certificate, and Police Clearance)
13. Certification of the agency HRMO of the authenticity of documents submitted

### Qualification Requirements

Qualifications	MOVs
<p>1. 1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission.</p> <p>Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period</p>	<ul style="list-style-type: none"> <li>• Updated service record issued by the SDO</li> </ul>
<p>2. Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination</p>	<ul style="list-style-type: none"> <li>• Completely signed IPCRFs</li> </ul>

3. Should not have been adjudged guilty in any civil, administrative, or criminal case	<ul style="list-style-type: none"><li>• Certificate of no pending case issued by the SDO</li></ul>
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**MEMBERS OF THE INITIAL EVALUATION SUB-COMMITTEE**  
*2025 Search for Outstanding Teaching, Teaching-Related,  
 and Non-Teaching Personnel in the Schools Division of Marinduque*

<b>CATEGORY</b>	<b>MEMBER</b>
1. Outstanding Alternative Learning System (ALS) Teacher	1. Mrs. Chona M. Recto 2. Mrs. Yolanda R. Ricafranca
2. Outstanding Inclusive Education Teacher (SPED)	1. Ms. Mary Grace R. Palermo 2. Mrs. Jeshciela R. Parreño
3. Outstanding Kindergarten Teacher	1. Dr. Mariam B. Rivamonte 2. Mrs. Daisy Rose R. Reynes
4. Outstanding Elementary School Teacher	1. Mrs. Jelly L. Sore 2. Dr. Nestor T. Rualo 3. Mrs. Darlenne Marie P. Recto
5. Outstanding High School Teacher	1. Mrs. Annabelle M. Marmol 2. Mr. Jhonmark P. Mercene 3. Mr. Jerahmeel M. Laderas
6. Outstanding Elementary School Master Teacher	1. Mr. Jake C. Yao 2. Mr. Elmer A. Matre
7. Outstanding High School Master Teacher	1. Dr. Ma. Shiela S. Saet 2. Mrs. Mary Grace Y. Amoyan
8. Outstanding Elementary School Head Teacher	1. Dr. Fretzie P. Alcantara 2. Mr. Ronnel R. Real
9. Outstanding High School Head Teacher;	1. Mrs. Marisol O. Luarda 2. Dr. Melanie M. Mendoza
10. Outstanding Elementary School Teacher-in-Charge (TIC)	1. Dr. Maria Lourdes P. Ricohermoso 2. Mrs. Ruby M. Tan
11. Outstanding High School Teacher-in-Charge (TIC)	1. Mrs. Bernadith R. Lacerna 2. Mrs. Glaiza T. Palatino
12. Outstanding Elementary School Principal	1. Dr. Jennifer A. Monte 2. Mrs. Ma. Cristina P. Mangana
13. Outstanding High School Principal	1. Mr. Kyle David V. Atienza 2. Mrs. Maxima R. Marquez
14. Outstanding Supervisor;	1. Mr. John M. Chavez 2. Mrs. Constanca R. Vasco
15. Outstanding Teaching-Related Personnel;	1. Mrs. Maita M. Lazares 2. Dr. Michelle M. Mutya
16. Outstanding Non-Teaching (1st Level) Personnel	1. Mrs. Maridell F. Hermosa 2. Ms. Luzviminda M. Llana
17. Outstanding Non-Teaching (2nd Level) Personnel	1. Mrs. May Bernadeth O. De La Rosa 2. Mrs. Ma. Concepcion M. Lozano