



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

22 September 2026

DIVISION MEMORANDUM

No. 088, s. 2026

**2026 SEARCH FOR OUTSTANDING TEACHING, RELATED-TEACHING, AND
NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OF MARINDUQUE**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
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 Division Memorandum No. 085, s. 2023, titled "*Policy on Rewards and Recognition (R&R) of the Department of Education-Schools Division of Marinduque*," this Office, through the Division PRAISE Committee, announces the **2026 Search for Outstanding Teaching, Related-Teaching, 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 a platform to motivate employees to further their accomplishments based on the key result areas of their respective positions.

3. Each District, through its 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 (1st and 2nd 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 form, together with the required eligibility documents and other means of verification, shall be submitted to the Division PRAISE Secretariat, through the OSDS-Records Section, on or before October 14, 2026, 5:00 PM. Subsequently, a clear copy of a recently taken portrait photo wearing a Filipiniana/Barong Tagalog attire shall be submitted through**



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<https://bit.ly/2026DivisionSearchMdq>. The uploaded photo shall use the naming convention: 2026Gawad_[Category]_[District/Office]_[Last Name of Nominee].

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 Related-Teaching Personnel;
 - p. Outstanding Non-Teaching (1st Level) Personnel; and
 - q. Outstanding Non-Teaching (2nd 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. This year's Search will follow the following screening and evaluation procedures:
 - a. Phase 1: Initial Screening of Nomination Documents
The Division PRAISE Secretariat and/or other designated initial screening sub-committee members shall check the completeness of the required eligibility requirements to be submitted. **Nominees who submitted incomplete eligibility requirements will automatically be disqualified from the Search.**
 - b. Phase 2: Initial Evaluation of Nomination Documents
The Division PRAISE Committee members and/or other designated initial evaluation sub-committee members shall evaluate the documents based on the given criteria for evaluation. **Only nominees who obtained an initial evaluation score of fifty (50) points shall be included in the on-site validation and interview.**
 - c. Phase 3: On-Site Validation and Interview
The Division PRAISE Committee members and Secretariat shall conduct an on-site validation of the authenticity of documents and the impact of the innovations/projects conducted. An interview will also be conducted to measure the nominee's aptitude, communication skills, character, and problem-solving skills.

d. Phase 4: Division PRAISE Committee Deliberation

The Division PRAISE Secretariat shall present the results of the on-site validation and interview to the Division PRAISE Committee members, who shall then deliberate the results and endorse the final list of awardees for the approval of the Schools Division Superintendent.

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

ACTIVITY	PERIOD
Call for Nominations	September 22-October 14, 2026
Deadline for Nominations	October 14, 2026
Initial Screening of Nomination Documents by the Secretariat	October 15-20, 2026
Orientation for Members of the Initial Evaluation Sub-Committee	October 21, 2026, 9:00AM
Initial Evaluation of Nomination Documents	October 21-22, 2026
Presentation of Initial Screening and Evaluation Results to Division PRAISE Committee	October 26, 2026, 1:00PM
On-Site Validation and Interview	October 28-November 6, 2026
Presentation and Deliberation of Results to/by the Division PRAISE Committee	November 9, 2026, 1:00PM
Announcement of 2026 Search for Outstanding Teaching, Related-Teaching, and Non-Teaching Personnel in the Schools Division of Marinduque Winners	November 12, 2026
2026 Division Gawad Parangal Technical Working Group Meeting	November 26, 2026, 1:00PM
2026 Division Gawad Parangal Ceremony	December 8, 2026, 2:00PM

8. The following documents, which can also be accessed through <https://bit.ly/2026DivisionSearchMdq>, are enclosed for reference:

- a. Enclosure 1: Nomination Form
- b. Enclosure 2: Eligibility Requirements and Criteria for Evaluation

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

RONNIE S. MALLARI, PhD, CESO III /
Regional Director
Concurrent Officer-in-Charge
Office of the 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
2026-Search-for-Outstanding-Personnel-in-the-Schools-Division-of-Marinduque/September 22, 2026



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

NOMINATION FORM

*2026 Search for Outstanding Teaching, Related-Teaching,
and Non-Teaching Personnel in the Schools Division of Marinduque*

BASIC INFORMATION

CATEGORY	
NAME OF NOMINEE	
POSITION	
SCHOOL	
DISTRICT/ OFFICE	
MOBILE NUMBER	
DEPED E-MAIL ADDRESS	

**Passport Size
Photo of Nominee**

EXECUTIVE SUMMARY

Please provide a brief description of the nominee, his/her position, educational background, and outstanding accomplishments (maximum of 350 words only).

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NOMINEE'S REFERENCES

NAME	
POSITION	
MOBILE NUMBER	
E-MAIL ADDRESS	

NAME	
POSITION	
MOBILE NUMBER	
E-MAIL ADDRESS	

NAME	
POSITION	
MOBILE NUMBER	
E-MAIL ADDRESS	

Nominated by:

Endorsed by:

Signature over Printed Name
IMMEDIATE SUPERVISOR

Signature over Printed Name
PSDS/CHIEF/AO V



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

ANNEX A

Category: Outstanding Teacher Categories (Elementary, Secondary, Inclusive Education Programs, Kindergarten, Alternative Learning System)

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/ permanent appointment for the position with at least three years of service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed IPCRFs
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Instructional Competence (55 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Demonstration Teaching within the last three (3) school years	Must submit ALL of the following: 1. Memorandum, 2. Program of activities/matrix, 3. Certificate of Recognition, and 4. Copy of Signed Lesson Plan	School Level	2
		District Level	4
		Division Level	6
		Regional Level	8
		National Level	10
2. Average COT rating across all objectives for SY 2026-2027	Must submit ALL of the following: 1. Summary of ratings certified by the rater with observation notes, and 2. Accomplished and duly signed COT rating sheets	Average score of 7	15
		Average score of 6	12
		Average score of 5	10
		Average score of 4	8
		Average score of 3	6

3. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three (3) school years	Must submit ALL of the following: 1. Attendance sheet, with highlighted name of the nominee, 2. Certificate of participation or other proof of attendance, and 3. Minutes of the activity with emphasis on the role of the nominee and the shared practice	Participated more than 5 times	10
		Participated 5 times	8
		Participated 4 times	6
		Participated 3 times	4
		Participated 1-2 times	2
4. Innovation in Education implemented for at least two (2) school years <i>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.</i>	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators), 2. Certification of innovation and implementation from the school's highest official, 3. Results of impact evaluation	Presence of MOVs 1, 2, and 3	10
		Presence of MOV 1 and 2	7
		Presence of MOV 1	4
5. Research in Education 5.a. Research Authorship	Must submit ALL of the following: 1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Sole authorship	5
		Co-authorship	4
		Group authorship	3
5.b. Research Presentation/ Publication in referred/peer-reviewed/accredited journal	Must submit ALL of the following: 1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation),	International Level	5
		National Level	4
		Regional Level	3

	5. Photo Documentation (for research presentation),	Division Level	2
	6. Certificate of Presentation (for research presentation)	District/ School Level	1
	7. Certificate of publication from journal publisher (for publication)		

B. Community Linkages and Professional Engagement (15 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Contributed to the improvement of the quality of life in the community	Must submit ALL of the following: 1. Copy of narrative report with proper corroborators, 2. Photo documentation, 3. Certification of implementation from concerned officials, 4. Copy of approved letter from the organization/LGU, and 5. Feedback from at least three (3) community members or leaders	Spearheaded projects implemented for at least three (3) years that impacted the community	10
		Collaborated with colleagues or community leaders in community projects for at least three (3) years	7
		Participated in community projects for at least three (3) years	5
2. Membership in government-recognized professional organization for teachers/educators	Must submit ALL of the following: 1. Certificate of active membership, and 2. Proof of government recognition for the organization (SEC registration, etc.)	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1

C. Personal Growth and Professional Development (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated	Doctorate degree graduate	10
	2. Certificate from the school on units earned, if not graduated	CAR for a Doctorate degree	9

	3. Certificate of comprehensive examination results from the school, if CAR	At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4
		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1
2. Professional Development Programs <i>(Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
3. Outstanding Accomplishments <i>(Awards received from government-initiated R&R programs or completion of scholarship grants)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	8
		Regional Level	6
		Division Level	4
		District/ School Level	2
4. Co-Curricular Roles <i>(Adviser/ Coordinators/ Coach)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1



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ANNEX B

Category: Outstanding Master Teacher Categories (Elementary and Secondary)

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least three years of service in the position applicable for the award category	Copy of appointment
2. Graduate of a Master's Degree or with Complete Academic Requirements	Transcript of records
3. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed IPCRFs
4. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
5. With three years of remaining service before mandatory retirement	Certification from SDO
6. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Instructional Competence (60 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Demonstration Teaching within the last three (3) school years	Must submit ALL of the following: 1. Memorandum, 2. Program of activities/matrix, 3. Certificate of Recognition, and 4. Copy of Signed Lesson Plan	School Level	2
		District Level	4
		Division Level	6
		Regional Level	8
		National Level	10
2. Average COT rating across all objectives for SY 2026-2027	Must submit ALL of the following: 1. Summary of ratings certified by the rater with observation notes, and 2. Accomplished and duly signed COT rating sheets	Average score of 8	15
		Average score of 7	12
		Average score of 6	10
		Average score of 5	8
		Average score of 4	6



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Website: <https://depedmarinduque.com>

3. Instructional Leadership	Must submit ALL of the following: 1. List of observations conducted in the last school year prior to the evaluation of documents, 2. Summary of names of teachers observed with signatures, and 3. Copies of signed Classroom Observation Tools	28 and above classes observed	10
		25-27 classes observed	9
		22-24 classes observed	8
		19-21 classes observed	7
		16-18 classes observed	6
		13-15 classes observed	5
		10-12 classes observed	4
		7-9 classes observed	3
		4-6 classes observed	2
		1-3 classes observed	1
4. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three (3) school years	Must submit ALL of the following: 1. Attendance sheet, with highlighted name of the nominee, 2. Certificate of participation or other proof of attendance, and 3. Minutes of the activity with emphasis on the role of the nominee and the shared practice	Participated more than 5 times	5
		Participated 5 times	4
		Participated 4 times	3
		Participated 3 times	2
		Participated 1-2 times	1
4. Innovation in Education implemented for at least two (2) school years <i>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.</i>	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators), 2. Certification of innovation and implementation from the school's highest official, 3. Results of impact evaluation	Presence of MOVs 1, 2, and 3	10
		Presence of MOV 1 and 2	7
		Presence of MOV 1	4

5. Research in Education 5.a. Research Authorship	Must submit ALL of the following: 1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Sole authorship	5
		Co-authorship	4
		Group authorship	3
5.b. Research Presentation/ Publication in referred/peer-reviewed/accredited journal	Must submit ALL of the following: 1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation), 5. Photo Documentation (for research presentation), 6. Certificate of Presentation (for research presentation) 7. Certificate of publication from journal publisher (for publication)	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1

B. Community Linkages and Professional Engagement (10 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Contributed to the improvement of the quality of life in the community	Must submit ALL of the following: 1. Copy of narrative report with proper corroborators, 2. Photo documentation, 3. Certification of implementation from concerned officials, 4. Copy of approved letter from the organization/LGU, and 5. Feedback from at least three (3) community members or leaders	Spearheaded projects implemented for at least three (3) years that impacted the community	5
		Collaborated with colleagues or community leaders in community projects for at least three (3) years	3

		Participated in community projects for at least three (3) years	1
2. Membership in government-recognized professional organization for teachers/educators	Must submit ALL of the following: 1. Certificate of active membership, and 2. Proof of government recognition for the organization (SEC registration, etc.)	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/School Level	1

C. Personal Growth and Professional Development (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated 2. Certificate from the school on units earned, if not graduated 3. Certificate of comprehensive examination results from the school, if CAR	Doctorate degree graduate	10
		CAR for a Doctorate degree	9
		At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4
		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1
	Must submit ALL of the following:	International Level	5

2. Professional Development Programs <i>(Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)</i>	1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
3. Outstanding Accomplishments <i>(Awards received from government-initiated R&R programs or completion of scholarship grants)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	8
		Regional Level	6
		Division Level	4
		District/ School Level	2
4. Co-Curricular Roles <i>(Adviser/ Coordinators/ Coach)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1



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ANNEX C

Category: Outstanding Principal Categories (Elementary and Secondary)

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least five years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 O and 1 VS in the last three years within the same position applicable for the award category	Copy of completely signed OPCRFs
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Managerial Competence (45 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Performance rating	1. Approved and completely signed OPCRFs for the last three (3) school years	Average numerical rating of OPCRF for the last three (3) school years	$\frac{R1 + R2 + R3}{5} \times 30$
2. Average Instructional Supervisory Plan and Reports	Must submit ALL of the following:	Presence of MOVs 1, 2, and 3	5
	1. Signed instructional supervisory plans	Presence of MOV 1 and 2	3
	2. Signed instructional supervisory reports	Presence of MOV 1	1
	3. Narrative with certification of proper signatories		

B. Professional Competence (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Research in Education	Must submit ALL of the following:	Sole authorship	5
1.a. Research Authorship	1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Co-authorship	4
		Group authorship	3
1.b. Research Presentation/ Publication in referred/peer-reviewed/ accredited journal	Must submit ALL of the following:	International Level	5
	1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation), 5. Photo Documentation (for research presentation), 6. Certificate of Presentation (for research presentation) 7. Certificate of publication from journal publisher (for publication)	National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
2. Training and workshops organized in the last three (3) school years	Must submit ALL of the following:	20 or more training organized	10
	1. Approved School Learning Action Cell (SLAC) plan, 2. Implementation Report, 3. Program of activities, and 4. Photo documentation	16-19 training organized	8
		12-15 training organized	6
		8-11 training organized	4
		4-7 training organized	2
3. Innovation in Education implemented for at least two (2) school years	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators),	Presence of MOVs 1, 2, and 3	10

<i>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.</i>	2. Certification of innovation and implementation from the school's highest official,	Presence of MOV 1 and 2	7
	3. Results of impact evaluation	Presence of MOV 1	4

C. Personal Growth and Professional Development (25 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated	Doctorate degree graduate	10
	2. Certificate from the school on units earned, if not graduated	CAR for a Doctorate degree	9
	3. Certificate of comprehensive examination results from the school, if CAR	At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4
		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1

2. Professional Development Programs <i>(Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
3. Outstanding Accomplishments <i>(Awards received from government-initiated R&R programs or completion of scholarship grants)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	8
		Regional Level	6
		Division Level	4
		District/ School Level	2



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ANNEX D

Category: Outstanding Supervisor Category

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

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least five years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 O and 1 VS in the last three years within the same position applicable for the award category	Copy of completely signed OPCRFs
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Managerial/Leadership Competence (45 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Performance rating	1. Approved and completely signed OPCRFs for the last three (3) school years	Average numerical rating of OPCRF for the last three (3) school years	$\frac{R1 + R2 + R3}{5} \times 15$
2. Instructional Supervisory Leadership	1. Supervisory plan in monitoring students' achievement	All MOVs submitted	30
	2. Technical assistance plan and report	Submitted 8 MOVs	27

	3. Monitoring activity or report related to the functions of the position	Submitted 7 MOVs	25
	4. Curriculum implementation plan and reports	Submitted 6 MOVs	22
	5. Activity narrative reports with Memorandum	Submitted 5 MOVs	19
	6. Instructional supervisory plan and reports 7. COT RPMS observation notes 8. Coaching reports 9. Other relevant accomplishment reports	Submitted 4 MOVs	16

B. Professional Competence (25 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Research in Education	Must submit ALL of the following:	Sole authorship	5
1.a. Research Authorship	1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Co-authorship	4
		Group authorship	3
1.b. Research Presentation/ Publication in referred/peer-reviewed/ accredited journal	Must submit ALL of the following:	International Level	5
	1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation), 5. Photo Documentation (for research presentation), 6. Certificate of Presentation (for research presentation) 7. Certificate of publication from journal publisher (for publication)	National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
	Must submit ALL of the following:	International Level	5

2. Speakership and other professional engagements	1. Memorandum or letter invitation 2. Activity Matrix 3. Certificate of recognition	National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
3. Innovation in Education implemented for at least two (2) school years <i>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.</i>	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators), 2. Certification of innovation and implementation from the school's highest official, 3. Results of impact evaluation	Presence of MOVs 1, 2, and 3	10
		Presence of MOV 1 and 2	7
		Presence of MOV 1	4

C. Personal Growth and Professional Development (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated 2. Certificate from the school on units earned, if not graduated 3. Certificate of comprehensive examination results from the school, if CAR	Doctorate degree graduate	10
		CAR for a Doctorate degree	9
		At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4

		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1
2. Scholarships awarded in partnership with DepEd	Must submit ALL of the following: 1. Certified true copy of Certificate of Scholarship grant 2. Contract, if applicable 3. Return of investment agreement, if applicable	International Level	3
		National Level	2
3. Professional Development Programs (Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
3. Outstanding Accomplishments (Awards received from government-initiated R&R programs or completion of scholarship grants)	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	9
		Regional Level	6
		Division Level	3



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ANNEX E

Category: Outstanding Related-Teaching Personnel

This category is open to all related-teaching employees in schools and SDO who do not fall under the existing SOAR categories.

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least three years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed IPCRFs
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

COMPONENT	MOVs	INDICATOR	POINTS
1. Performance rating	1. Approved and completely signed IPCRFs for the last three (3) years	Average numerical rating of IPCRF for the last three (3) years	$\frac{R1 + R2 + R3}{5} \times 30$
2. Exemplary Behavior/Conduct Displayed	1. Nomination Write-Up describing the nominee's adherence to one or more of the following norms: (1) commitment to public interest, (2) professionalism, (3) justness and sincerity, (4)	Commitment to public interest	2
		Professionalism	2
		Justness and sincerity	2

	political neutrality, (5) responsiveness to the public, (6) nationalism and patriotism, (7) commitment to democracy, and (8) simple living. The write-up shall cite circumstances providing such norms, risks involved, and problems encountered. Applicable MOVs and narratives from clients and beneficiaries shall be included to support the write-up.	Political neutrality	2
		Responsiveness to the public	2
		Nationalism and patriotism	2
		Commitment to democracy	2
		Simple living	1
3. Significant Accomplishment/s within the last three years	1. Nomination write-up highlighting the scope of contribution, description of its beneficiaries, impact of the contribution, and its reliability. Together with the nomination write-up are the following MOVs:		
	1.a. Certification from the immediate superior that the contribution or innovation is original and within the function.	Scope of Outstanding Contribution or Innovation	10
	1.b. Proof of the number of individuals who benefited from the contribution/ innovation	Beneficiaries	10

	1.c. Proof of the increase in performance of beneficiaries.	Impact of Contribution/ Innovation	15
	1.d. Descriptions and explanations on the reliability of the contribution or innovation	Reliability of Contribution/ Innovation	10
4. Awards and Membership 4.a. Major awards/ citations received	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/School Level	1
4.b. Membership in government-recognized professional organization for teachers/educators	Must submit ALL of the following: 1. Certificate of active membership, and 2. Proof of government recognition for the organization (SEC registration, etc.)	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/School Level	1



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ANNEX F

Category: Outstanding Non-Teaching Personnel

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least three years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed IPCRFs
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

INDICATOR	MOVs	INDICATOR	POINTS
1. Quality and Consistency of Behavioral Performance	Must submit ALL of the following: 1. Nomination write-up from the immediate supervisor highlighting the accomplishments of exemplary norms of conduct manifested. The write-up shall adhere to the following pointers: a. uses specific terms; b. outstanding accomplishments and displays of exemplary norms shall be brief, factual, and in bullet form; c. impact of accomplishments shall indicate how it was sustained/ adopted, what problems were addressed, how much savings were generated, what offices benefited,	Level of consistency with which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance	30
2. Impact of Behavioral Performance		Extent to which the extraordinary act has created a powerful effect or impact on the organization or public	30
3. Risk or Temptation Inherent in Work		Degree of risk and temptation substantially present in the work	15

4. Obscurity of the Position	and/or what transactions were facilitated. 2. Notarized CSC Form 212 with attached Work Experience Sheet 3. Certification from the District PRAISE Committee that the nomination has undergone deliberation	Lowliness or insignificance of the position in relation to the degree of performance and extraordinary norms manifested	15
5. Years of Service	4. Self-certification that the nominee 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 the nomination	Cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments	5
6. Awards Received	5. Certification from the SDO HRMO that the nominee has obtained at least Very Satisfactory (VS) performance ratings for the past three rating periods prior to the nomination. 6. Certification of no unliquidated cash advance signed by the Division Accountant, as of December 2025. 7. Certification of No Disallowance issued by the COA Resident Auditor 8. Copy of notarized SALN for Year 2025 9. Certified true copy of the nominee's latest appointment paper 10. Updated service record 11. Valid NBI Clearance 12. Latest BIR Tax Clearance 13. Valid Police Clearance 14. Certification from the SDO HRMO on the authenticity of the submitted documents.	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/School Level	1



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ANNEX G

Category: Outstanding Head Teacher Categories (Elementary and Secondary)

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least three years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed OPCRFS
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Managerial Competence (45 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Performance rating	1. Approved and completely signed OPCRFS for the last three (3) school years	Average numerical rating of OPCRFS for the last three (3) school years	$\frac{R1 + R2 + R3}{5} \times 30$
2. Average Instructional Supervisory Plan and Reports	Must submit ALL of the following: 1. Signed instructional supervisory plans 2. Signed instructional supervisory reports 3. Narrative with certification of proper signatories	Presence of MOVs 1, 2, and 3	5
		Presence of MOV 1 and 2	3
		Presence of MOV 1	1

B. Professional Competence (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Research in Education 1.a. Research Authorship	Must submit ALL of the following: 1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Sole authorship	5
		Co-authorship	4
		Group authorship	3
1.b. Research Presentation/ Publication in referred/peer-reviewed/ accredited journal	Must submit ALL of the following: 1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation), 5. Photo Documentation (for research presentation), 6. Certificate of Presentation (for research presentation) 7. Certificate of publication from journal publisher (for publication)	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
2. Training and workshops organized in the last three (3) school years	Must submit ALL of the following: 1. Approved School Learning Action Cell (SLAC) plan, 2. Implementation Report, 3. Program of activities, and 4. Photo documentation	20 or more training organized	10
		16-19 training organized	8
		12-15 training organized	6
		8-11 training organized	4
		4-7 training organized	2
3. Innovation in Education implemented for at least two (2) school years	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators),	Presence of MOVs 1, 2, and 3	10

<i>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.</i>	2. Certification of innovation and implementation from the school's highest official, 3. Results of impact evaluation	Presence of MOV 1 and 2	7
		Presence of MOV 1	4

C. Personal Growth and Professional Development (25 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated 2. Certificate from the school on units earned, if not graduated 3. Certificate of comprehensive examination results from the school, if CAR	Doctorate degree graduate	10
		CAR for a Doctorate degree	9
		At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4
		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1

2. Professional Development Programs <i>(Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/School Level	1
3. Outstanding Accomplishments <i>(Awards received from government-initiated R&R programs or completion of scholarship grants)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	8
		Regional Level	6
		Division Level	4
		District/School Level	2



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ANNEX H

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

ELIGIBILITY REQUIREMENTS

QUALIFICATIONS	MEANS OF VERIFICATION (MOV)
1. Full-time/permanent appointment for the position with at least three years of continuous service in the position applicable for the award category	Copy of appointment
2. Must have an IPCRF rating of at least 2 VS and 1 O in the last three years within the same position applicable for the award category	Copy of completely signed OPCRFS
3. Must not have been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. With three years of remaining service before mandatory retirement	Certification from SDO
5. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO

CRITERIA FOR EVALUATION

A. Managerial Competence (45 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Performance rating	1. Approved and completely signed OPCRFS for the last three (3) school years	Average numerical rating of OPCRFS for the last three (3) school years	$\frac{R1 + R2 + R3}{5} \times 30$
2. Average Instructional Supervisory Plan and Reports	Must submit ALL of the following: 1. Signed instructional supervisory plans 2. Signed instructional supervisory reports 3. Narrative with certification of proper signatories	Presence of MOVs 1, 2, and 3	5
		Presence of MOV 1 and 2	3
		Presence of MOV 1	1

B. Professional Competence (30 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Research in Education	Must submit ALL of the following:	Sole authorship	5
1.a. Research Authorship	1. Copy of research, and 2. Certificate of authorship from SDO SEPS for Planning and Research	Co-authorship	4
		Group authorship	3
1.b. Research Presentation/ Publication in referred/peer-reviewed/ accredited journal	Must submit ALL of the following:	International Level	5
	1. Copy of research, 2. Certificate of authorship from SDO SEPS for Planning and Research, and 3. Memorandum on Research Presentation (for research presentation), 4. Activity Matrix (for research presentation), 5. Photo Documentation (for research presentation), 6. Certificate of Presentation (for research presentation) 7. Certificate of publication from journal publisher (for publication)	National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
2. Training and workshops organized in the last three (3) school years	Must submit ALL of the following:	20 or more training organized	10
	1. Approved School Learning Action Cell (SLAC) plan, 2. Implementation Report, 3. Program of activities, and 4. Photo documentation	16-19 training organized	8
		12-15 training organized	6
		8-11 training organized	4
		4-7 training organized	2
3. Innovation in Education implemented for at least two (2) school years	1. Documentation of the innovation (approved proposal, accomplishment report with signature of corroborators),	Presence of MOVs 1, 2, and 3	10

<i>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.</i>	2. Certification of innovation and implementation from the school's highest official,	Presence of MOV 1 and 2	7
	3. Results of impact evaluation	Presence of MOV 1	4

C. Personal Growth and Professional Development (25 pts)

COMPONENT	MOVs	INDICATOR	POINTS
1. Continuing Graduate Program	1. Transcript of records, if graduated	Doctorate degree graduate	10
	2. Certificate from the school on units earned, if not graduated	CAR for a Doctorate degree	9
	3. Certificate of comprehensive examination results from the school, if CAR	At least 36 units in a Doctorate degree	8
		At least 27 units in a Doctorate degree	7
		At least 18 units in a Doctorate degree	6
		Master's degree graduate	5
		CAR for a Master's degree	4
		At least 36 units in a Master's degree	3
		At least 27 units in a Master's degree	2
		At least 18 units in a Master's degree	1

2. Professional Development Programs <i>(Training, Short Courses, and Seminars of at least 16 active learning hours in the last three (3) school years)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Participation	International Level	5
		National Level	4
		Regional Level	3
		Division Level	2
		District/ School Level	1
3. Outstanding Accomplishments <i>(Awards received from government-initiated R&R programs or completion of scholarship grants)</i>	Must submit ALL of the following: 1. Memorandum or letter of invitation, 2. Activity Matrix, and 3. Certificate of Recognition	International Level	10
		National Level	8
		Regional Level	6
		Division Level	4
		District/ School Level	2