



Republic of the Philippines
Department of Education
 MIMAROPA Region
 SCHOOLS DIVISION OF MARINDUQUE

Enhanced Criteria for Outstanding Teacher Category (Elementary, Secondary, Special Programs, Kindergarten, ALS)				
PPST-Aligned Criteria	Specific Components	%	Indicator	MOV
				1. <i>E-copies must be submitted along with the nomination form</i> 2. <i>Original documents must also be submitted on the specified date of submission</i>
Instructional Competence (50%) (Content Knowledge and Pedagogy, Learning Environment, Diversity of Learners, Curriculum and Planning,	Demonstration Teaching <i>(PPST Domains 1-4)</i>	10	School Level (2) District Level (4) Division Level (6) Regional Level (8) National Level (10)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition, Lesson plan/DLL
	Average COT rating across all objectives for SY 2022-2023 <i>(PPST Domains 1-6)</i>	15	Level 7 (15) Level 6 (12) Level 5 (10) Level 4 (8) Level 3 (6)	Must submit ALL Summary of ratings certified by rater with observation notes COT Rating Sheets completely accomplished and duly signed by all signatories

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Assessment and Reporting)	Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years (<i>PPST Domains 4</i>)	10	No. of Shared Practices during LAC Session/FGDs/Meetings/Other Collegial Discussions MOV: Memorandum Indicator: More than 5 times – 10 4 times – 8 3 times – 6 2 times – 4 1 time - 2	Must submit ALL Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions Minutes of LAC sessions / FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice
	Innovation in Education (<i>PPST Domains 1-4</i>) Innovation can appear as a new pedagogic theory, methodological approach, teaching technique, instructional tool, learning process, or institutional structure that are intended to raise	10	presence of MOVs 1-3 (10) presence of MOVs 1 and 2 (7) presence of MOV 1 (4)	Must submit ALL (Must have been implemented for at least 2 years) MOV 1- Documentation of the innovation (concept paper/proposal, RBA if applicable, narrative report with signature of corroborators)

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	productivity and efficiency of learning and/or improve learning quality			MOV 2- Certification of innovation and its implementation by the school's highest official MOV 3- Results of impact evaluation
	Research in Education (PPST Domains 4 and 5)	10	Research Authorship (5) Sole Authorship (5) Co-Authorship (4) Group Authorship (3 or more) (3)	Must submit ALL Copy of research and certificate of authorship from SDO SEPS for Research
			Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5) School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL that applies Copy of research and certificate of authorship from SDO SEPS for Research Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation) Certificate/Notice of publication from journal publisher, Journal credentials (if publication)

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Community Linkages and Professional Engagement (15%)	Contributed to the improvement of the quality of life in the community <i>(PPST Domain 6)</i>	10	<p>Spearheaded projects implemented for at least three years that impacted the community (10)</p> <p>Collaborated with colleagues or community leaders in community projects for at least three years (7)</p> <p>Participated in community projects for at least three years (5)</p> <p><i>(Points for group efforts will be divided among the number of members)</i></p>	<p>Must submit ALL</p> <p>Copy of the narrative report with proper Corroborators</p> <p>Pictorial documentation when necessary</p> <p>Certification of implementation by the concerned official</p> <p>Feedback from community at least three community leaders</p> <p>Copy of approved letter from the community/organization/LGU</p>

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	Membership in government-recognized Professional Organization for teachers/educators	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Certificate of active membership, proof of government recognition for the organization
Personal Growth and Professional Development (15%)	Continuing Graduate Program	10	At least 18 MA Units-1 At least 27 MA Units-2 At least 36 MA Units-3 CAR for MA degree- 4 Master's Degree-5 At least 18 in Doctoral Degree-6 At least 27 in Doctoral Degree-7 At least 36 in Doctoral Degree-8 CAR for Doctoral Degree-9 Doctoral Degree-10	All that applies Transcript of Records Certification from School
	Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours

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	Outstanding Accomplishments (award received from government-initiated R&R programs/ completion of scholarship grants) <i>(PPST Domain 6)</i>	10	School Level/ District Level (+2) Division Level (+4) Regional Level (+6) National Level (+8) International Level (+10)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition
	Co-curricular Roles (Adviser/ Coordinators/ Coach) <i>(PPST Domain 6)</i>	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition

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Eligibility Requirements

Qualifications	MOVs
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 at least 2 VS and 1 Outstanding in the last three years within the same position	Copy of completely signed IPCRFs
3. Must have not been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. 3 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

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Enhanced Criteria for Outstanding Master Teacher Category (Elementary and Secondary)				
PPST-Aligned Criteria	Specific Components	%	Indicator	MOV
				1. <i>E-copies must be submitted along with the nomination form</i> 2. <i>Original documents must also be submitted on the specified date of submission</i>
Instructional Competence (60%) (Content Knowledge and Pedagogy, Learning Environment, Diversity of Learners, Curriculum and Planning, Assessment and Reporting)	Demonstration Teaching	10	School Level (2) District Level (4) Division Level (6) Regional Level (8) National Level (10)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition, Lesson plan/DLL
	Average COT rating across all objectives for SY 2022-2023	15	Level 7 (15) Level 6 (12) Level 5 (10) Level 4 (8) Level 3 (6)	Must submit ALL Summary of rating certified correct by the rater, including observation notes COT Rating Sheets completely accomplished and duly signed by all signatories
	Instructional Leadership	10	No. of Classes Observed Points	Must submit ALL

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		28 and above 10 25 – 27 9 22 – 24 8 19 – 21 7 16 – 18 6 13 – 15 5 10– 12 4 7 - 9 3 4 - 6 2 1- 3 1	Observations conducted in the last school calendar year prior to the evaluation of documents. Summary of names of teachers observed with proper signatures, Signed Classroom Observation Tool (COT)
	Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years	5 No. of Shared Practices during LAC Session/FGDs/Meetings/Other Collegial Discussions More than 5 times- 5 5 times- 4 4 times- 3 3 times- 2 1-2 times- 1	Must submit ALL Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions Minutes of LAC sessions / FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice

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	<p>Innovation in Education 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>10</p>	<p>presence of MOVs 1-3 (10) presence of MOVs 1 and 2 (7) presence of MOV 1 (4)</p>	<p>Must submit ALL that applies (Must have been implemented for at least 2 years)</p> <p>MOV 1- Documentation of the innovation (concept paper/proposal, RBA if applicable, narrative report with signature of corroborators)</p> <p>MOV 2- Certification of innovation and its implementation by the school's highest official</p> <p>MOV 3- Results of impact evaluation</p>
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	Research in Education	10	Research Authorship (5) Sole Authorship (5) Co-Authorship (4) Group Authorship (3 or more) (3)	Must submit ALL Copy of research and certificate of authorship from SDO SEPS for Research
			Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5) School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL that applies Copy of research and certificate of authorship from SDO SEPS for Research Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation) Certificate/Notice of publication from journal publisher, Journal credentials (if publication)
Community Linkages and Professional Engagement (15%)	Contributed to the improvement of the quality of	10	Spearheaded projects implemented for at least three years that	Must submit ALL Copy of the narrative report with proper Corroborators

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	life in the community <i>(PPST Domain 6)</i>		impacted the community (10) Collaborated with colleagues or community leaders in community projects for at least three years (7) Participated in community projects for at least three years (5) <i>(Points for group efforts will be divided among the number of members)</i>	Pictorial documentation when necessary Certification of implementation by the concerned official Feedback from community at least three community leaders Approved letter from the community/organization/LGU
	Membership in government-recognized Professional Organization for	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4)	Must submit ALL Certificate of active membership, proof of government recognition for the organization

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	teachers/educators		International Level (+5)	
Personal Growth and Professional Development (30%)	Continuing Graduate Program	10	At least 18 MA Units-1 At least 27 MA Units-2 At least 36 MA Units-3 CAR for MA degree- 4 Master's Degree-5 At least 18 in Doctoral Degree-6 At least 27 in Doctoral Degree-7 At least 36 in Doctoral Degree-8 CAR for Doctoral Degree-9 Doctoral Degree-10	All that applies Transcript of Records Certification from School
	Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours

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	attended in the past three years)			
	Outstanding Accomplishments (award received from government-initiated R&R programs/ completion of scholarship grants)	10	School Level/ District Level (+2) Division Level (+4) Regional Level (+6) National Level (+8) International Level (+10)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition
	Co-curricular Roles (Adviser/Coordinators/Coach)	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition

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Qualifications	MOVs
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 M. A., CAR MA or with MA Units	Transcript of Records
3. Must have an IPCRF rating at least 2 VS and 1 E in the last three years within the same position	Copy of completely signed IPCRFs
4. Must have not been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
5. 3 years of remaining service before mandatory retirement	Certification from SDO

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6. Should not have been adjudged guilty in any civil, administrative, or criminal case	Certificate of no pending case issued by the SDO
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Enhanced Criteria for Outstanding Elementary and Secondary School Principal				
Criteria	Specific Components	%	Indicator	MOV
				<ol style="list-style-type: none"> 1. <i>E-copies must be submitted along with the nomination form</i> 2. <i>Original documents must also be submitted on the specified date of submission</i>
Managerial Competence (45%)	Performance Rating	30	Average Numerical Rating of OPCRf for the last three (3) school calendar years (10)	Must submit ALL Approved and completely signed OPCRf
	Instructional Supervisory Plan and Accomplishment Reports for SY 2022-2023	15	No. of MOVs Points 3 15 2 10 1 5	Must submit all that applies Instructional supervisory plan, supervisory reports, and narrative with certification of proper signatories
Professional Competence (30%)	Research in Education	10	Research Authorship (5) Sole Authorship (5) Co-Authorship (4) Group Authorship (3 or more) (3)	Must submit ALL Copy of research and certificate of authorship from SDO SEPS for Research

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		5	Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5) School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL that applies Copy of research and certificate of authorship from SDO SEPS for Research Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation) Certificate/Notice of publication from journal publisher, Journal credentials (if publication)
	Trainings and workshops organized in the past three school years	5	No. of Trainings/ Workshops Organized Points 20-up 5 16 4 12 3 8 2 4 1	Must submit all School Learning Action Cell Plan and Implementation Report, Program of activities, Photo documentation

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	Innovation in Education 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	presence of MOVs 1-3 (10) presence of MOVs 1 and 2 (7) presence of MOV 1 (4)	Must submit all that applies (Must have been implemented for at least 2 years) MOV 1- Documentation of the innovation (concept paper/proposal, RBA if applicable, narrative report with signature of corroborators) MOV 2- Certification of innovation and its implementation by their respective Public Schools District Supervisor MOV 3- Results of impact evaluation
Personal Growth and Professional Development (25%)	Continuing Graduate Program	10	At least 18 MA Units-1 At least 27 MA Units-2 At least 36 MA Units-3 CAR for MA degree- 4 Master's Degree-5 At least 18 in Doctoral Degree-6 At least 27 in Doctoral Degree-7	Must submit all that applies Transcript of Records Certification of CAR from School

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			At least 36 in Doctoral Degree-8 CAR for Doctoral Degree-9 Doctoral Degree-10	
	Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours
	Outstanding Accomplishments (award received from government-initiated R&R programs/ completion of scholarship grants)	10	School Level/ District Level (+2) Division Level (+4) Regional Level (+6) National Level (+8) International Level (+10)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition

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Eligibility Requirements

Qualifications	Means of Verification
1. At least 5 years of continuous service and full-fledged public elementary/secondary school principal	✚ Appointment Paper ✚ Service Record
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	✚ Approved OPCRf in the past 3 years per DO No. 02, s. 2015
3. No pending administrative /criminal case.	✚ Certification of no pending case from Legal Officer of the Division Office

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Enhanced Criteria for Outstanding Supervisor				
Criteria	Specific Components	%	Indicator	MOV
				<ol style="list-style-type: none"> 1. E-copies must be submitted along with the nomination form 2. Original documents must also be submitted on the specified date of submission
Managerial/Leadership Competence (45%)	Performance Rating	15	Average Numerical Rating of IPCRF for the last three (3) school calendar years (15)	Must submit ALL Approved and completely signed OPCRf
	Instructional Supervisory Leadership	30	No. of MOVs submitted and verified All MOVs required= 30 8 MOVs= 27 7 MOVs= 25 6 MOVs= 22 5 MOVs= 19 4 MOVs= 16	Must submit all that applies <ul style="list-style-type: none"> • Supervisory plan in monitoring students' achievement • Monitoring report on the utilization of assessment processes in schools • Technical assistance report on the utilization of assessment results

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				<ul style="list-style-type: none"> • Technical Assistance plan and report • Monitoring activity or any report related to the development of culture of functional literacy • Curriculum implementation plan and reports • Activity narrative reports, memorandum • Instructional supervisory plan and reports • COT RPMS Observation Notes Form, Coaching Report
Professional Competence (25%)	Research in Education	10	Research Authorship (5) Sole Authorship (5) Co-Authorship (4) Group Authorship (3 or more) (3)	Must submit ALL Copy of research and certificate of authorship from SDO SEPS for Research
			Research Presentation/ Publication in	Must submit ALL that applies

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			(referred/peer-reviewed/ accredited journal) (5) School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Copy of research and certificate of authorship from SDO SEPS for Research Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation) Certificate/Notice of publication from journal publisher, Journal credentials (if publication)
	Speakership/Resource Speaker and other professional engagements	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit all Letter invitation, Memorandum/DepEd Endorsement, Program of activities/matrix, Certificate of recognition with number of hours
	Innovation in Education	10	presence of MOVs 1-3 (10) presence of MOVs 1 and 2 (7)	Must submit all that applies (Must have been implemented for at least 2 years)

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	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		presence of MOV 1 (4)	<p>MOV 1- Documentation of the innovation (concept paper/proposal, RBA if applicable, narrative report with signature of corroborators)</p> <p>MOV 2- Certification of innovation and its implementation by the Schools Division Superintendent</p> <p>MOV 3- Results of impact evaluation</p>
Personal Growth and Professional Development (30%)	Continuing Graduate Program	10	<p>At least 18 MA Units-1</p> <p>At least 27 MA Units-2</p> <p>At least 36 MA Units-3</p> <p>CAR for MA degree- 4</p> <p>Master's Degree-5</p> <p>At least 18 in Doctoral Degree-6</p> <p>At least 27 in Doctoral Degree-7</p>	<p>Must submit all that applies</p> <p>Transcript of Records</p> <p>Certification from School</p>

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			At least 36 in Doctoral Degree-8 CAR for Doctoral Degree-9 Doctoral Degree-10	
	Scholarships awarded in partnership with DepEd	5	international = 3 points National = 2 points	Must submit ALL certificate of scholarship grant certified as true copy of original by SDO HRMO, contract (if applicable), Return of investment agreement (if applicable)
	Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)	5	School Level/ District Level (+1) Division Level (+2) Regional Level (+3) National Level (+4) International Level (+5)	Must submit ALL Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours
	Outstanding Accomplishments (award received from government-initiated R&R programs/	10	School Level/ District Level (+2) Division Level (+4) Regional Level (+6) National Level (+8)	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition

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	completion of scholarship grants)		International Level (+10)	
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Eligibility Requirements

Qualifications	Means of Verification
1. At least 5 years of continuous service as appointed and full-fledged Education Program Supervisor (EPS) or Public Schools District Supervisor (PSDS)	✚ Appointment Paper ✚ Service Record
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	✚ Approved OPCRf in the past 3 years per DO No. 02, s. 2015
3. No pending administrative /criminal case.	✚ Certification of no pending case from Legal Officer of the Regional Office

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Enhanced Criteria for Teaching-Related Positions (SDO/ School)			
Criteria	Specific Components	Points	MOV
			<ol style="list-style-type: none">1. E-copies must be submitted along with the nomination form2. Original documents must also be submitted on the specified date of submission
Performance Rating (IPCRF/OPCRF) (30)	IPCRF/OPCRF	30	Must submit ALL Duly signed IPCRF/OPCRF for the last three rating periods
Exemplary Behavior/Conduct Displayed (15)	Adherence to one or more of the norms and conduct of public officials	15	Must submit ALL 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. Attach narrative given by clients.

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Significant Accomplishment/s within the last three years (45)	Scope of Outstanding Contribution or Innovation	10	Must submit ALL Certification from the immediate superior that the contribution or innovation is original and within the function.
	Beneficiaries	10	Must submit ALL Proof of the number of individuals who benefitted from the contribution/innovation
	Impact of Contribution/Innovation	15	Must submit ALL Proof of increase of performance of beneficiaries. Monetary gain is included.
	Reliability of Contribution/Innovation	10	Must submit ALL Descriptions, explanations on the reliability of contribution or innovation
Awards and Membership (10)	Major Awards/citations received	5	Must submit ALL Memorandum, Program of activities/matrix, Certificate of recognition
	Active membership in reputable professional organization	5	Must submit ALL

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			Certificate of active membership, proof of government recognition for the organization
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Eligibility Requirements

Qualifications	MOVs
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 at least 2 VS and 1 O in the last three years within the same position	Copy of completely signed IPCRFs
3. Must have not been on leave for more than 2 years immediately prior to nomination	Updated service record issued by the SDO
4. 3 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

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Outstanding Non-Teaching Personnel (1st and 2nd Level as adopted from CSC Dangal ng Bayan Award)

A. Criteria for Evaluation

Indicators	Points
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

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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.

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B. Means of Verification

1. Nomination Write-up

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
3. Nominee's updated CS Form 212
4. Certification from SDO PRAISE that the nomination has undergone deliberation by the Committee

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5. Certification signed by a legal officer 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 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. Certified True Copy of the SALN of the year prior to the nomination
10. Certified True Copy of the nominee's latest appointment paper
11. Updated Service Record duly certified by the HRMO
12. Nominee's valid clearances
NBI, BIR Tax Certificate, and Police Clearance
13. Notarized Certification of the agency HRMO of the authenticity of documents submitted

Qualification Requirements

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Qualifications	MOVs
1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. 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	Updated service record issued by the SDO
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	Completely signed IPCRFs
3. Should not have been adjudged guilty in any civil,	Certificate of no pending case issued by the SDO

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administrative, or criminal case	
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