



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent 74

SUBJECT: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 64, S. 2023 RE: 2023 SEARCH FOR DIVISION OUTSTANDING TEACHING, TEACHING-RELATED, AND NON-TEACHING PERSONNEL**

DATE: September 20, 2023

1. Relative to Division Memorandum No. 64, s. 2023 re: *2023 Search for Division Outstanding Teaching, Related-Teaching, and Non-Teaching Personnel*, and to ensure congruence with the timeline of activities indicated in Regional Memorandum No. 150, s. 2023 from the Office of the Regional Director, Dr. Nicolas T. Capulong CESO III, re: *Call for Nomination: Search for Outstanding Achievers in the Region*, please be informed of the new timeline of activities regarding the said Division Search, as reflected in the table below:

ACTIVITY	PERIOD
Call for Nominations	October 17 - November 2, 2023
Deadline of Nominations	November 3, 2023
Asynchronous Screening and Evaluation of Documents	November 6-10, 2023
Presentation and Deliberation of Results to/by the Division PRAISE Committee	November 13, 2023
Submission of Division Nominations to the Regional PRAISE Committee	November 13, 2023
2023 Division Gawad Parangal Ceremony	December 20, 2023

- Attached are the **updated eligibility requirements and criteria for evaluation** of all award categories.
- All other provisions contained in the aforementioned Memorandum remain official.
- Immediate dissemination of this Memorandum is highly desired.

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SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

ANNEX A

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

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
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)

Indicator	Means of Verification
1. Demonstration Teaching-10	Must submit all the following: Memorandum, Program of activities/matrix, Certificate of recognition, Lesson plan/DLL

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<p>2. Average COT rating across all objectives for SY 2022-2023-15</p>	<p>Must submit all the following:</p> <p>Summary of ratings certified by rater with observation notes.</p> <p>COT Rating Sheets completely accomplished and duly signed by all signatories</p>
<p>3. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years- 10</p>	<p>Must submit all the following:</p> <p>Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions</p> <p>Minutes of LAC sessions/ FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice</p>
<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>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>
<p>5. Research in Education- 10</p> <p>5.1. Research Authorship (5)</p> <p>Research Presentation/ Publication in (referred/peer- reviewed/ accredited journal) (5)</p>	<p>6.1. Must submit copy of research and certificate of authorship from SDO SEPS for Research</p> <p>6.2. Must submit ALL that applies</p> <p>Copy of research and certificate of authorship from SDO SEPS for Research</p> <p>Memorandum for Research</p>

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	<p>Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</p> <p>Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</p>
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A. Community Linkages and Professional Engagement (15)

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

B. Personal Growth and Professional Development (30)

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

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Office of the Schools Division Superintendent

ANNEX B

Category: Outstanding Master Teacher Category (Elementary and Secondary)

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. Graduate of M. A., CARMA or with MA Units	Transcript of Records
3. 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
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
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

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A. Instructional Competence (60%)

Indicator	Means of Verification
1. Demonstration Teaching-10	<p>Must submit all the following:</p> <p>Memorandum, Program of activities/matrix, Certificate of recognition, Lesson plan/DLL</p>
2. Average COT rating across all objectives for SY 2022-2023-15	<p>Must submit all the following:</p> <p>Summary of ratings certified by rater with observation notes. COT Rating Sheets completely accomplished and duly signed by all signatories</p>
3. Instructional Leadership-10	<p>Must submit all the following:</p> <p>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)</p>
4. Shared practices during LAC Sessions/ FGDs/ Meetings/ Other Collegial Discussions for the last three years- 5	<p>Must submit all the following:</p> <p>Proof/s of attendance in LAC sessions / FGDs / meetings / other collegial discussions</p> <p>Minutes of LAC sessions/ FGDs / meetings / other collegial discussions on use of teacher and learner feedback to enrich teaching practice</p>

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<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>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>
<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>6.1. Must submit copy of research and certificate of authorship from SDO SEPS for Research</p> <p>6.2. Must submit ALL that applies</p> <p>Copy of research and certificate of authorship from SDO SEPS for Research</p> <p>Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</p> <p>Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</p>

B. Community Linkages and Professional Engagement (15)

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

C. Personal Growth and Professional Development (30)

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

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grants)- 10	
4. Co-curricular Roles (Adviser/Coordinator s/Coach)- 5	<p>Must submit all the following:</p> <p>Memorandum, Program of activities/matrix, Certificate of recognition</p>

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ANNEX C

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	✚ Appointment ✚ Paper Service Record
2. Performance rating of at least two (2) outstanding and one (1) Very Satisfactory for the last 3 years.	✚ Approved IPCRF in the past 3 years per DO No. 02, s. 2015
3. No pending administrative /criminal case.	✚ Certificate of no pending case issued by the SDO

Criteria for Evaluation

A. Managerial Competence (45)

Indicator	Means of Verification
Performance Rating 30	Must submit ALL approved and completely signed OPCRf covering the required period
Instructional Supervisory Plan and Reports 15	Must submit all applicable instructional supervisory plan, supervisory reports, and narrative with certification of proper signatories

B. Professional Competence (30)

Indicator	Means of Verification
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1. Research in Education	1.1. Must submit copy of research and certificate of authorship from SDO SEPS for Research
1.1. Research Authorship (5) 1.2. Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)	1.2. 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)
2. Trainings and workshops organized	Must submit all School Learning Action Cell Plan and Implementation Report, Program of activities, Photo documentation
3. 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	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 the school's highest official MOV 3- Results of impact evaluation

C. Personal Growth and Professional Development (25)

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

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ANNEX D

Category: Outstanding Supervisor

NB: This category is open to all employees in the SDOs who hold the "supervisor" component in their job title.

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 IPCRF in the past 3 years per DO No. 02, s. 2015
3. No pending administrative /criminal case.	Certificate of no pending case issued by the SDO

Criteria for Evaluation

A. Managerial/Leadership Competence (45)

Criteria	MOV
Performance Rating for the last three rating periods- 15	Must submit ALL duly signed IPCRFs for the last three rating periods

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Instructional Supervisory Leadership- 30	<p>Must submit all that applies</p> <ul style="list-style-type: none"> - Supervisory plan in monitoring students' achievement - Technical Assistance plan and report - Monitoring activity or any report related to the functions performed by the nominee - Curriculum implementation plan and reports - Activity narrative reports, memorandum - Instructional supervisory plan and reports/COT RPMS Observation Notes Form, Coaching Report - Other accomplishment reports specific to the office/division where the nominee is assigned
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B. Professional Competence (25)

Indicator	Means of Verification
<p>1. Research in Education</p> <p>1.1. Research Authorship (5)</p> <p>1.2. Research Presentation/ Publication in (referred/peer-reviewed/ accredited journal) (5)</p>	<p>1.1. Must submit copy of research and certificate of authorship from SDO SEPS for Research</p> <p>1.2. Must submit ALL that applies</p> <p>Copy of research and certificate of authorship from SDO SEPS for Research</p> <p>Memorandum for Research Presentation, Matrix of Activity, photo documentation, and Certificate of presentation (if presentation)</p> <p>Certificate/Notice of publication from journal publisher, Journal credentials (if publication)</p>
<p>2. Speakership/Resource Speaker and other professional engagements- 5</p>	<p>Must submit all the following:</p> <p>Letter invitation, Memorandum/DepEd Endorsement, Program of activities/matrix, Certificate of recognition with number of hours</p>

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<p>3. Innovation in Education</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>Must submit all that applies (Must have been implemented for at least 2 years in the performance of the nominee's current position)</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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C. Personal Growth and Professional Development (25)

<p>1. Continuing Graduate Program- 10</p>	<p>Must submit all that applies</p> <ul style="list-style-type: none"> - Transcript of Records if degree completed - Certification from School on units earned if not graduated - Certificate for Comprehensive Examination Results from the Graduate School if CAR completed
<p>2. Scholarships awarded in partnership with DepEd-5</p>	<p>Must submit ALL the following:</p> <p>certificate of scholarship grant certified as true copy of original by SDO HRMO, contract (if applicable), Return of investment agreement (if applicable)</p>
<p>3. Professional Development Programs (Trainings, Short Courses, and Seminars of at least 16 hours attended in the past three years)-5</p>	<p>Must submit ALL the following:</p> <p>Memorandum/Letter of invitation, Program of activities/matrix, Certificate of participation with indicated training hours</p>
<p>4. Outstanding Accomplishments (award received from government-initiated R&R programs)- 10</p>	<p>Must submit ALL the following:</p> <p>Memorandum, Program of activities/matrix, Certificate of recognition</p>

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ANNEX E

Category: Outstanding Personnel (Teaching-Related)

NB: 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

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

Criteria for Evaluation

Criteria	Specific Components	MOV
Performance Rating for the last three rating periods (30)	IPCRF	Must submit ALL duly signed IPCRFs for the last three rating periods

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Exemplary Behavior/Conduct Displayed (15)	Adherence to one or more of the norms and conduct of public officials	Must submit 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. Attach narrative given by clients.
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	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.
	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	Must submit ALL the following: Memorandum, Program of activities/matrix,

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		Certificate of recognition
	Active membership in reputable professional organization	Must submit ALL the following: Certificate of active membership, proof of government recognition for the organization

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ANNEX F

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

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.

B. Required nomination documents

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

The write-up must highlight outstanding accomplishments or exemplary

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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
 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

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NBI, BIR Tax Certificate, and Police Clearance

13. Certification of the agency HRMO of the authenticity of documents submitted

C. Qualification Requirements

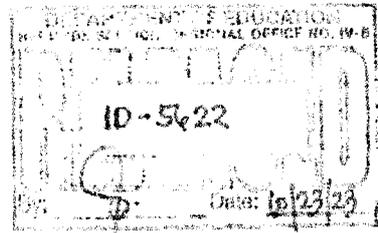
Qualifications	MOVs
1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been 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, administrative, or criminal case	Certificate of no pending case issued by the SDO

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Republic of the Philippines
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Office of the Regional Director

October 20, 2023

REGIONAL MEMORANDUM

No. 52, s. 2023

Call for Nomination: Search for Outstanding Achievers in the Region

**TO: ASSISTANT REGIONAL DIRECTOR
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL PRAISE COMMITTEE
 DIVISION PRAISE COMMITTEES**

1. DepEd Order No. 9, s. 2002, dated March 05, 2002 entitled "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education" as approved by the Civil Service Commission (CSC) in line with the Revised Policies on Employee Suggestions and Incentive Awards Systems (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 alongside DepEd Order No. 78, s. 2007, dated November 26, 2007 also known as "Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education mandate for the establishment of the DepEd MIMAROPA PRAISE Committee. Alongside this was the institutionalization of the Region's Rewards and Recognition System through Regional Memorandum No. 117, s. 2021, which was also considered in the granting of Maturity Level 2 under the CSC PRIME-HRM.
2. The same Memorandum specifies that the apt recognition and appreciation of the unique skills and contributions of employees is the cornerstone of the DepEd MIMAROPA Search for Outstanding Achievers in the Region (SOAR) to be spearheaded by the DepEd MIMAROPA PRAISE Committee. The SOAR aims to recognize the distinct accomplishments and innovations of teaching, teaching-related, and non-teaching employees at the Schools Division Offices of MIMAROPA.
3. Awards will be given in different categories and functions for equal opportunity of all employees in the region. The following award categories are included in this Search:

	Individual Award Category	Level
1.	Outstanding Kindergarten Teacher	K
2.	Outstanding Elementary School teacher	Grade 1-6
3.	Outstanding High School Teacher	Grade 7-12



4.	Outstanding Elementary School Master teacher	K- Grade 6
5.	Outstanding High School Master teacher	Grade 7-12
6.	Outstanding Inclusive Education Program Teacher (SPED, MADRASAH, IPEd)	K- Grade 12
7.	Outstanding ALS Teacher	K- Grade 12
8.	Outstanding Elementary School Principal	Elementary
9.	Outstanding High School Principal	High School
10.	Outstanding Supervisor	SDO
11.	Outstanding Teaching-Related Personnel	SDO/ School (except school principal)
12.	Outstanding Non-Teaching Personnel Level 1	Admin. Aide I to ADAS V
13.	Outstanding Non-Teaching Personnel Level 2	Admin. Officer I to Supervising Administrative Officer
	Division Category	
1.	Best Performing Schools Division Office	

4. All SDOs are encouraged to send one official nominee for every award category.
5. All SDOs' official nominees have an opportunity to be considered for the Search regardless of their age, sex, gender orientation, ethnicity, religion, disability, civil status, political affiliation, and social status.
6. Qualification Requirements of Nominees and Criteria for Evaluation can be accessed through <https://billy/SOAR24-Criteria>.
7. Submission of nominations and the means of verification (MOV) documents must be done online through <https://billy/SOAR2024> upload here. MOVs for each selection criteria must be clear and readable and be arranged in folders per category with the folder title **<category>_<SDO>_<surname of nominee>** (example: OutstandingMTElem_ROP_dela Cruz)
8. The Division PRAISE Committee shall review and recommend the nomination for approval of the Schools Division Superintendent. The SDS shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the Regional Office.
9. SOAR awardees can still be nominated to the same or different category after three years from the conferment of their award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.
10. **Procedure of Screening and Evaluation at the Regional Level**

Stage 1: Initial Evaluation

The Evaluation Team Sub-Committees shall check the nominations as to completion of submitted forms and documentary requirements. Qualified nominees shall be notified through the SDO PRAISE Committee.

Stage 2: Field Validation

The Regional PRAISE Committee and the Evaluation Team Sub-Committees shall conduct a field validation for the Division Category and the Individual Categories, respectively. Results of field validation and the evaluation of submitted documents will be the basis for the identification of Stage 3 qualifiers. Only those who reach the cut-off score will qualify to the next stage.

Stage 3: Interview

A panel of interviewers will conduct an online interview for the Stage 3 qualifiers. The PRAISE Committee members shall deliberate on the results of the interview and will submit a resolution that will contain the final list of awardees for the Regional Director's approval.

11. Grounds for Disqualification of Nominations

- a. Non-compliance with the guidelines on submission of complete documentary requirements (deadline, accuracy and completeness of information required in the nomination form, certifications, and other required documents) shall make the nominee ineligible for the Search.
- b. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable laws and rules.

12. Timeline of Activities Related to the Search

Date	Activity
November 13, 2023	Deadline for Nominations to the Region
November 14-16, 2023	Initial evaluation of sub-committees (Stage 1)
November 17, 2023	Announcement of Stage 2 Qualifiers
November 20-30, 2023	Field/Online Validation (Stage 2)
January 5, 2024	Announcement of Stage 3 Qualifiers
January 8-12, 2024	Online interview of finalists (Stage 3)
January 22, 2024	Submission of Winners to the Regional Director
February 2024	Awarding Ceremonies

13. For inquiries and clarifications, you may coordinate with the Regional PRAISE Secretariat through mimaropa.region@deped.gov.ph or 09171353129.

14. For reference and appropriate action.


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director 

Encl.: As stated
Reference: As stated

PRAISE Sec/HRDD/tmm

Call-for-Nomination-SOAR (1)