



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools
Division Superintendent
DIVISION MEMORANDUM
No. 623, s. 2022

11 AUG 2022

SEARCH FOR 2022 DIVISION TEACHERS ALL TOGETHER PRAISE OUTSTANDING COLLEAGUES (TAPOC) AND DIVISION NOMINEES/ENTRIES TO 2022 DEPED REGION VII PASIDUNGOG AWARDEES

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. In adherence to DepEd Order no. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), and with Civil Service PRAISE Program, this Office announces the **Search for 2022 Division Teachers Altogether PRAISE Outstanding Colleagues (TAPOC) 2022** and the Division's entry to the DepEd Region VII Pasidungog.
2. For this year's TAPOC shall give due recognition to outstanding teaching and non-teaching personnel and give due credit to those who have in one way or the other have shown exemplary contribution to the delivery of quality education to their assigned schools, districts, offices, or stations.
3. The program shall also give recognition to schools, districts and offices that put exceptional effort in the delivery of quality basic education services.
4. The following are the award categories for the 2022 Division Teacher's Altogether PRAISE Outstanding Colleagues (TAPOC):

Award Categories

A. Individual Category

1. Most Outstanding Teachers
 - a. T1-MT-3 (K-6 teachers)
 - b. T1-MT3 (G7-G12 teachers)
 - c. SPED K-12
 - d. ALS



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2. Most Outstanding School Head
 - a. Elementary
 - b. Secondary
3. Most Outstanding Teaching-Related Personnel
 - a. District
 - Public Schools District Supervisor
 - b. Division
 - Education Program Specialist II (EPS II) / Senior Education Program Specialist (SEPS)
 - Education Program Supervisor (EPS)
 - Chief Education Program Supervisor (CES)
4. Most Outstanding Non-Teaching Personnel
 - a. Level 1 (School/District & Division)
 - b. Level 2 (School/District & Division)

B. School Category

1. Most Outstanding Elementary School
 - a. Small
 - b. Medium
 - c. Large
 - d. Very Large
2. Most Outstanding Secondary School
 - a. Small
 - b. Medium
 - c. Large
 - d. Very Large

5. Nominees must submit the following scanned documents (**clear copy**) in a PDF format and submit to this link: <https://tinyurl.com/bdfhay25>.

- a. R & R Form 1: Nomination Form (Must be fully accomplished)
- b. R & R Form 2: Nomination Write-Up for all Categories (Executive Summary) to be written by the nominating party. Specify why the nominee deserves the award.
- c. R & R Form 3: Omnibus Certification for individual & Group Categories (All required documents must be attached).



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- d. MOVs shall be uploaded by “Folder” based on the criteria.
- e. Five (5) minute audio/video presentation on the highlight features and accomplishments of the nominee entry.
6. Below are the schedule of activities:

Activity	Schedule
Submission of Entries (Office/School Level)	August 15-25, 2022
Validation of Entries (Office/School Level)	August 26-29, 2022
Submission to District	August 31- September 8, 2022
District Validation	September 9-12, 2022
Submission of District shortlisted nominees to Division Office	September 13-14, 2022
Division Review & Validation	September 15-23, 2022

7. Attached are the criteria for rating of the abovementioned categories, R & R Forms 1-3 and sample guide in uploading MOVs.
8. Division Validation Schedule and List of Validators shall be issued in a separate memorandum.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
8/11/22


SPP/ MKP-JMA-NLR/OASDS-A/ JMA/hmt
08/10/2022



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1. Individual Category

1.1. Most Outstanding Teacher

Criteria	Points for Each Criterion	Scoring
Integrity		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
b. Innovation		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
c. Consistency of Performance		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
d. Noteworthiness in the Organization & Community Development/Services		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
e. Team Support		
➤ Teamwork	5%	



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➤ Cooperation	5%	15%
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%

1.2. Most Outstanding School Head

Criteria	Points for Each Criterion	Scoring
Integrity		
➤ Transparency	7%	25%
➤ Honesty	5%	
➤ Accountability	8%	
➤ Professionalism	5%	
b. Innovation		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
c. Consistency of Performance		
➤ Performance Rating	15%	20%
➤ Consistent Progress of Rating	5%	
d. Noteworthiness in the Organization & Community Development/Services		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	



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e. Team Support		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%

1.3. Most Outstanding Teaching- Related

Criteria	Points for Each Criterion	Scoring
Integrity		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
b. Innovation		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
c. Consistency of Performance		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
d. Noteworthiness in the Organization & Community Development/Services		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside	7%	



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of his/her own schools/work assignment		
e. Team Support		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%

1.4. Most Outstanding Non-Teaching (Level 1)

Criteria	Points for Each Criterion	Scoring
a. Professionalism		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
b. Innovation		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
c. Consistency of Performance		
➤ Performance Rating	20%	25%
➤ Consistent Progress of Rating	5%	
d. Team Support		
➤ Teamwork	10%	25%
➤ Cooperation	10%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%



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1.5. Most Outstanding Non-Teaching (Level 2)

Criteria	Points for Each Criterion	Scoring
a. Professionalism		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
b. Innovation		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
c. Consistency of Performance		
➤ Performance Rating	25%	35%
➤ Consistent Progress of Rating	10%	
d. Team Support		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%



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2. School Category

E. 2.1. Most Outstanding School (Elementary & Secondary)

Criteria	Points for Each Criterion	Scoring
a. Performance Indicator		
➤ Dropout Rate	20%	35%
➤ Cohort Survival Rate	15%	
b. Innovation		
➤ Adaptability	5%	35%
➤ Sustainability	15%	
➤ Impact	15%	
➤ Consistent Progress of Rating	10%	
c. Partnership and External Linkages	15%	15%
d. Internal Linkages/Group Dynamics		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%



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ANNEX A**R&R Form 1 (Nomination Form)**

DIVISION SEARCH		Passport size Photo
Individual Category : _____ (Teacher, School Head, Non-Teaching Level 1 and 2)		
Nominee (First Name, Middle Name, Last Name):		Signature:
Position (per Service Records):	Gender:	Age:
Status of Appointment (per Service Records):		Date of Birth
Telephone/Cellphone Nos (Active Contact Details):		Place of Birth:
Residence Address:		
Level of Position: <input type="checkbox"/> 1 st Level <input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level (SDS/ASDS) <input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-Teaching <input type="checkbox"/> Teaching		Group Category: _____ Nominee (Name of School/ Name of SDO):
Email Address:		Size (small, medium, large):
SCHOOL HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
DISTRICT		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
NOMINATOR		
Name:		Position:
Office:		Telephone/Cellphone Nos.:
Office Address:		Email Address:

Additional Information of Nominee:

<p>Were you a previous PASIDUNGOG/TAPOC Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What year: _____</p> <p>What Award Category?</p>
<p>Were you a previous PASIDUNGOG/ TAPOC Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What year: _____</p> <p>What Award Category?</p>
<p>Were you a previous PASIDUNGOG/ TAPOC Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What year: _____</p> <p>What Award Category?</p>

ANNEX B

R & R Form 2 (Nomination Write-up for all Categories)

Nomination Write-up:

(Minimum of 250 words and Maximum of 500 words, A4 size bond paper, Arial # 12 font, including executive summary)

Name of Nominee: <i>(including Category):</i>	<i>(Group Category):</i>
Position:	Name of School/District
Length of Service in the Position: in Government:	Head of Office:

I. Executive Summary
II. Exemplary Behavior/ Conduct Displayed within the last 3 years
III. Impact Accomplishments (indicate problems addressed, savings generated, people/ office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee’s regular functions/ mandated or the product of his/her/their own initiative. If part of nominee’s regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
Other Information (Major Awards/Citations Received/ Membership in the Organization)

CERTIFICATION

We/ I attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd RO VII/Division Rewards & Recognition Policy.

Printed Name and Signature:

Nominee	Nominator	PRAISE Committee/Highest HRMO	Division Office Head
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ANNEX C

R & R Form 3 (Omnibus Certification for Individual & Group Categories)

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____,

Name of Category

Name of School/Division

Address of School/Division

2. I have submitted the following documents:

1. Fully Accomplished Rewards and Recognition Forms

1.1 Nomination Form (Form 1)

1.2 Nominee's Write-ups on the Highlight of Accomplishments
(Form 2)

2. Updated PDS with passport size (1 ½" x 2) photo with name tag taken within the last six (6) months prior to the nomination.

3. Endorsement letter from the Schools Division Superintendent/ Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/ Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

5. Certificate of no pending administrative/civil/criminal case;

6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

7. Performance Rating for the last three (3) performance rating periods prior to the nomination.

3. I am executing this Certification as to attest to the authenticity and veracity of all documents submitted.

4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of _____, to verify the authenticity of the above mentioned documents.

Signature Over Printed Name

Date

SUBSCRIBED AND SWORN to before me in City/Municipality _____ this _____ day of _____, 20____, affiant exhibiting to me his /her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

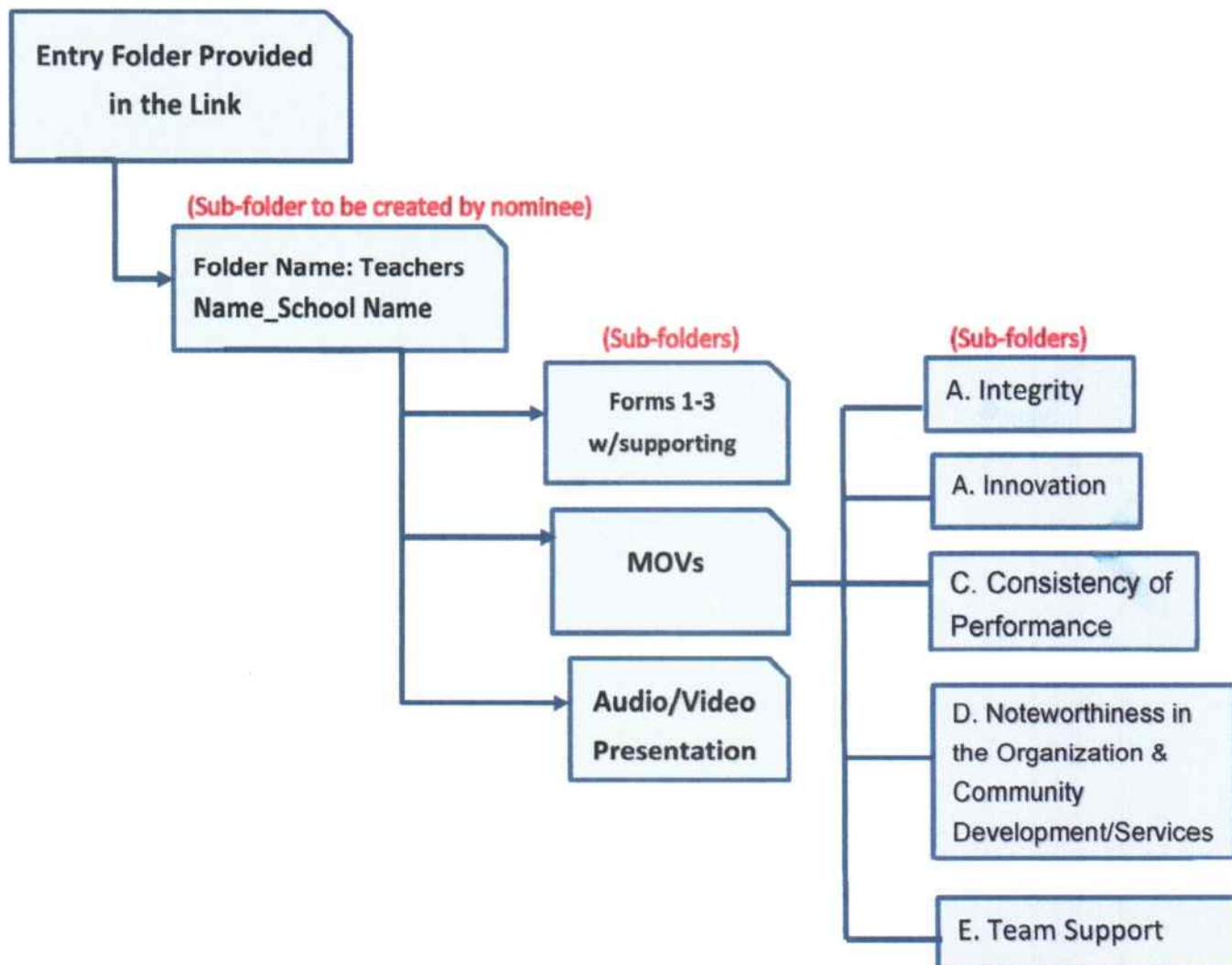


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Sample guide in Uploading Forms 1-3, audio/video and MOVs.

Entry: **Most Outstanding Teacher**



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