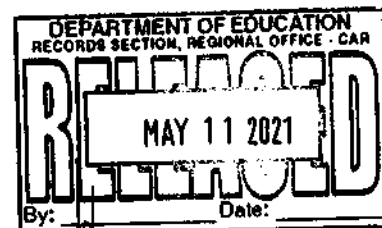




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



April 20, 2021

**REGIONAL MEMORANDUM**  
NO. 184.2021

**GUIDELINES ON THE GAWAD DEPED CORDILLERA FOR THE SCHOOLS  
DIVISION OFFICES**

To: Schools Division Superintendents  
School Heads of Public & Private Elem & Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 or the Establishment of the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, DepEd-CAR issues these Guidelines on the GAWAD DepED Cordillera which aims to promote quality performance and commitment to public service among its employees and support innovative and sustainable practices on education.
2. The mechanics and procedures constituting the identification and selection of awards, assessment, evaluation, and awarding shall guide the regional office in assessing, evaluating, and rewarding incentives to both teaching and non-teaching personnel regardless of age, sex, gender or sexual orientation, religious affiliations, physical status, and ethnicity or cultural backgrounds. The guidelines is a document designed to evolve and change as we learn from its use.
3. All related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.
5. Wide dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

Encl.:

*As stated*

References:

DepEd Order No. 9 s. 2002

DepEd Order No. 36 s. 2016

RM No. 232 s. 2019

GAWAD/HRDO/SJLD/emma/over



Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15

**GAWAD DepED CORDILLERA  
(DepEd-CAR's PRAISE)**

**I. RATIONALE**

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and pursuant to DepEd Order No. 9, s. 2002, DepEd-CAR adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as GAWAD DepED-CORDILLERA.

The system shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in DepEd operations, or for other extraordinary acts or services for the common good and public interest.

The Regional Awarding Ceremony shall be the main awarding event for all awards conferred to the schools division office and the regional office. This shall be conducted every second week of December in the Regional Office.

**II. OBJECTIVES**

**A. General**

To motivate, distinguish, and reward men and women employees for their exceptional work performance which contribute to achieving DepEd's vision and mission.

**B. Specific**

1. To motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts for the improvement of service delivery;
2. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving men and women employees; and
3. To recognize and reward accomplishments and innovations periodically or as the need arises.

**III. SCOPE**

This Policy shall apply to all DepEd Teaching and Non-teaching employees in the following levels of governance: Public Elementary and Secondary Schools including the Alternative Learning System, Schools Division Offices, and the Regional Office. The system is extended to the Teaching and Teaching-related employees of Private Elementary and Secondary Schools.

This policy shall likewise abide by the Regional Policy Guidelines on the incorporation of the Equal Opportunity Principle (EOP) as stated in Paragraph D, numbers 1 and 2, page 4 of RO 008, s. 2018 that "Nominations to performance and other awards are open to everyone, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. <sup>2</sup>Every employee is rewarded accordingly to his or her contribution to the attainment of the organization's goal and objectives or based from individual's performance, capability and potential. Rewards and recognition awarded can be used as basis in earning points during the application, selection/assessment process.

**IV. DEFINITION OF TERMS**

For these guidelines, the following terms shall be defined as follows:

- A. Employee- This refers to male or female worker with employee-employer relationship, who may have a permanent, contractual, provisional, or casual status, whose appointments undergo the Recruitment, Selection, Placement, and Induction process, and who offers service for the organization that contributes to the attainment of its vision and mission.

- B. Mechanism – This refers to the established process by which DepEd-CAR implements its rewards and recognition program.
- C. Non-teaching Personnel – This refers male or female employees of DepEd who don't serve as classroom teachers.
- D. System – This refers to the agency's awards and incentives program for employees.
- E. Teaching Personnel- This refers to male or female employees directly involved in teaching learners in a classroom, learning center, or resource room. These include regular classroom teachers, master teachers, Special Education teachers, teachers of the Arabic Language and Islamic Values Education (ALIVE), Alternative Learning System, mobile teachers, and Teachers In-charge.
- F. School Heads- This refers to male or female principals, head teachers and teachers in-charge who manage and supervise schools.

## **V. COMPOSITION OF THE PRAISE COMMITTEE**

The Regional PRAISE Committee shall be known as the GAWAD DepED CORDILLERA Committee and shall be responsible in screening and recommending eligible candidates for regional and national awards. In addition to the committee members referred to in DepEd Order No. 9, s. 2002, the following shall also become members of the GAWAD DepED CORDILLERA Committee:

- A. Assistant Regional Director as Chairman
- B. Chief Administrative Officer - Administrative Division
- C. Chief of the Human Resource Management Division
- D. Other Division Chiefs assigned by the Regional Director
- E. Two (2) representatives and their alternates from the accredited employees' union (one from first level and one from second level) who shall serve for a period of two years. In the absence of an accredited union, a general election may be done as an option.
- F. Two (2) Secretariat from the Human Resource Development Division and two (2) from the Personnel Section of the Administrative Division.

## **VI. ROLES AND FUNCTIONS OF THE COMMITTEE**

The functions and responsibilities of the Committee are specified in Office Order No. 10, s. 2019. In addition to the specified functions, the following shall be performed:

- A. Drafts the criteria for each award category, presents these to the Committee, and finalizes criteria after documentation of inputs from committee members.
- B. Makes a survey from employees as to additional awards that may be included in the award categories.
- C. Reports result of survey to committee for it to decide for inclusion and finalize additional award categories.
- D. Earmarks at least 5% budget for Rewards and Recognition from the MOOE fund and to be reflected in the HRDD Work and Financial Plan.
- E. Monitors efficient implementation of the guidelines for better management of the DepEd-CAR's Rewards and Recognition System.
- F. Reminds or updates the Committee, through its Chair on Regional and National activities relevant to Rewards and Recognition.
- G. Prepares minutes of meetings undertaken by the Committee.
- H. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

## **VII. AWARD RESTRICTIONS**

Awards conferred to personnel who shall separate from the Office are not included in the search referred to in this guideline:

### **A. Transfer**

Employees who transfer to other DepEd Offices due to promotion shall be given awards of recognition to symbolize gratitude for the meritorious service they have extended to the previous Office they have worked in.

### **B. Resignation**

Employees who have opted to resign from the Department shall be given awards of recognition as symbols of gratitude for the meritorious service they have extended.

### **C. Retirement**

Employees who have reached service maturity due to age or years of service shall be given an award of recognition in gratitude for the meritorious and dedicated service committed to the Department of Education-CAR.

Aside from the awards given to employees who shall separate from the Office, they shall likewise be accorded a "Salamat-Mabuhay" program, tokens of appreciation, and incentives as provided by law.

## **VIII. AWARD CATEGORIES**

### **A. REGIONAL AWARDS FOR SCHOOLS DIVISION OFFICES**

#### **1. Outstanding Schools Division Office Award**

This award shall be given to any of the eight (8) Schools Division Offices that generally and consistently demonstrate exemplary performance in the following: implementation of DepEd programs, projects, and activities; updated preparation and submission of required reports; efficient utilization of funds; and well-established partnerships.

#### **2. Outstanding Chief Education Supervisor**

This award shall be given to Chief Education Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrant distinguished merit.

#### **3. Outstanding Employee Award - Supervisor Category**

This award shall be conferred to an Education Program Supervisor, and Public Schools District Supervisor who has consistently displayed exemplary leadership and professionalism in performing his or her tasks as stipulated in the Job Description. Accomplishing tasks even beyond what is stated in the Job Description warrants distinguished merit.

#### **4. Outstanding Employee Award - Non-Teaching Personnel Category**

Employees under Levels 1 and 2 who have consistently demonstrated organization, independence, innovation, and professionalism in the performance of expected tasks shall be given recognition. Working beyond the call of duty and above expectations deserve honor and recognition.

- i. Level 1 (SG 1 to 9)
- ii. Level 2 (SG 10 to 16)
- iii. Level 2 (SG 17 to 21)

## **B. REGIONAL AWARDS FOR SCHOOLS**

### **1. Outstanding School Award**

To be accorded this distinction, the public elementary and secondary school shall have received the highest SBM level recognition; provided substantial and validated evidences of efficient financial management, personnel development programs, learning environment improvement, effective inclusion programs implementation, and partnership establishment. Strategic planning shall likewise be applied through the presence of an updated and approved School Improvement Plan and Annual Implementation Plan.

For private elementary and secondary schools, evidences of excellent overall performance, efficient learners' development programs for all types of learners, efficient financial management and personnel management, well-established linkages, and sustained recognitions received are included in the criteria to qualify for recognition.

Sub-categories shall include:

- a. Public School Categories
  - i. Elementary
  - ii. Junior High School only
  - iii. JHS with Senior High School
  - iv. Multigrade
- b. Private School Categories
  - i. Elementary
  - ii. Secondary

### **2. Outstanding School Head Award**

A performing School Head of both public and private elementary and secondary schools shall have distinctive qualities that should set him or her apart from other School Heads. The criteria shall be guided by selected domains and indicators provided in the National Competency-Based Standards for School Heads.

Sub-categories shall include:

- a. Public School Head Categories
  - i. Elementary
  - ii. Secondary
- b. Private School Head Categories
  - i. Elementary
  - ii. Secondary

### **3. Outstanding Head Teacher**

This is open to all Public School Head Teachers who are not assigned to head an Elementary or Secondary School that displays distinctive qualities above and beyond his/her call of duty.

### **4. Outstanding Teacher Award**

This is open to all teachers regardless of position or designation, from both public and private schools in the elementary and secondary levels. Likewise included in this category are the implementers of Alternative Learning System program and Multigrade Education.

To be conferred this merit, teachers shall exemplify outstanding character, work habit, teaching performance, and accomplishment. Evidences of exceptionality shall have been translated in learners' outstanding performance.

Sub-categories shall include:

- a. Public School Teacher Categories
  - i. Elementary
  - ii. Junior and Senior High School
  - iii. Alternative Learning System Implementer

- iv. Multigrade
- v. Master Teacher
- b. Private School Teacher Categories
  - i. Elementary
  - ii. Secondary

### **C. OTHER AWARDS**

These awards are lodged in the other functional divisions of the Regional Office, and a regular awarding activity based on their specific Key Result Areas:

#### **A. Financial Management (FUs)-**

This shall be awarded to Public Implementing Units that have outstanding reporting, implementation, and liquidation. Based on timeliness, Accuracy, Completeness (Budget Utilization Rate, disbursement Rate and Liquidation Rate)

## **IX. INCENTIVES**

In fulfillment of DepEd Order No. 9, s. 2002, the DepEd-CAR shall continuously search, screen, and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following incentives shall be regularly awarded:

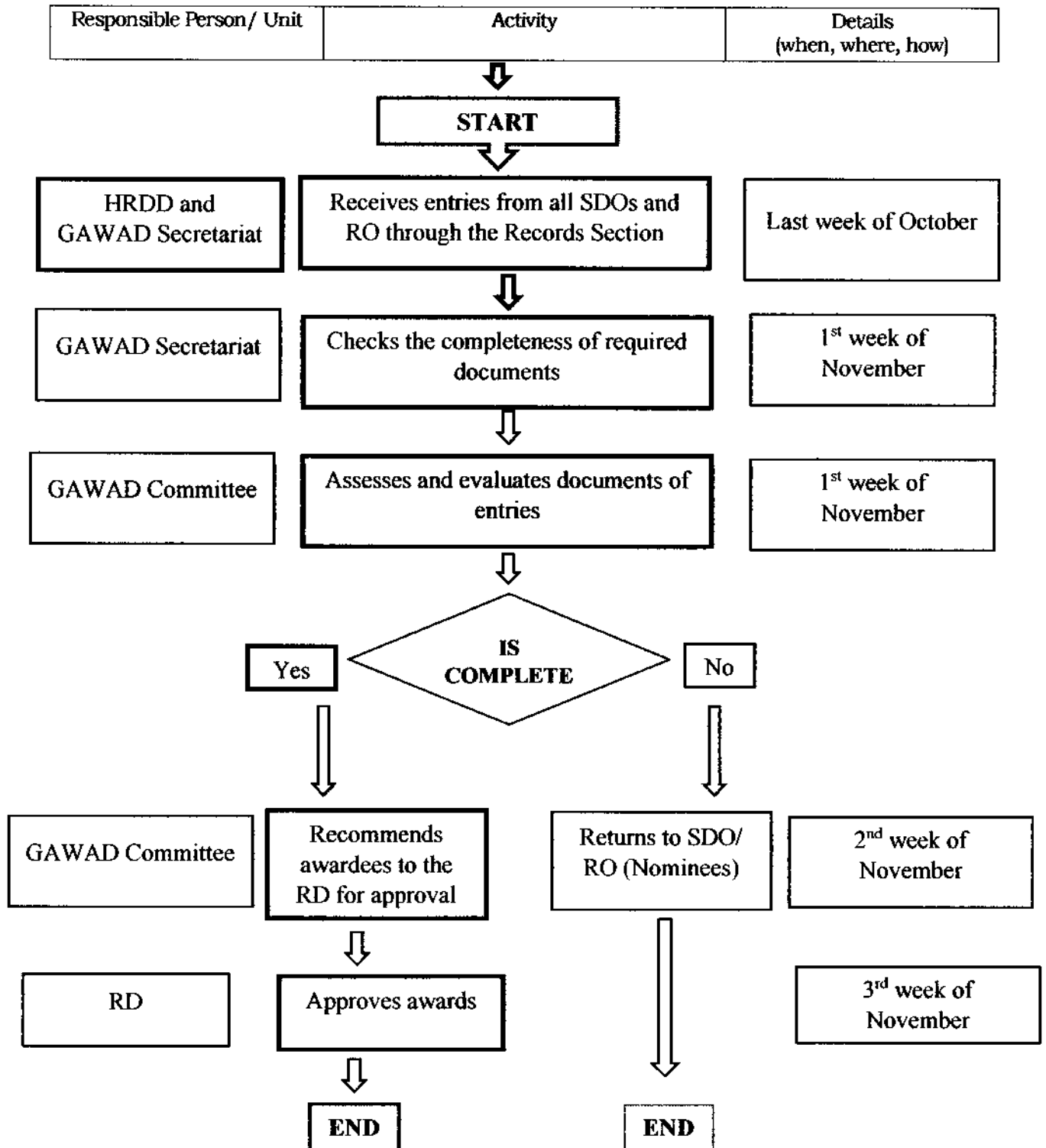
- A. Loyalty Incentive – This shall be granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter. In addition to the cash award, a loyalty pin, ring, or medallion shall be given as follows:
  - 10 and 15 years – Plaques of Recognition
  - 20 years – Bronze Service Pin
  - 25 years – Silver Service Ring
  - 30, 35, 40 years – Gold Service Medallion
- B. Length of Service Incentive – This shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following Joint CSC – DBM Circular No. 1, s. 1990.
- C. Productivity Incentive – This shall be given to all employees who have performed at least very satisfactorily for the year covered in accordance with the DepEd's CSC-approved Performance Evaluation System and in strict adherence to relevant existing guidelines.
- D. Career and Self-Development Incentive – This shall be granted in recognition of an individual who has satisfactorily completed a program or short course within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals in a fitting DepEd ceremony.
- E. Special Incentive – This shall be given to employees who have performed beyond and above their normal duties by achieving Outstanding or Very Satisfactory Rating during the previous year Rating period which contributed to the attainment of the goals of the Regional Office.
- F. Other Incentives – This shall also be given to deserving employee which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition accorded by stakeholders for a particular achievement.

## **X. FORMS OF AWARDS AND INCENTIVES**

- A. Compensatory Overtime Credits – This shall be granted to an employee who has worked beyond his or her regular office hours on a project without overtime pay as provided in a memo or order.
- B. Alternative Work Arrangement (AWA) – This shall be allowed to qualified employee/s who demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- C. “Salu-salo” Together – This shall be hosted by superiors or supervisors for employees who have made significant contributions and manifested meritorious performance without cost from the office.
- D. Personal Growth Opportunities – This shall be granted to deserving and qualified employee which may be in the form of attendance to conferences on official business, membership in professional organizations, and other learning opportunities.
- E. Plaques, Certificates
- F. Monetary Award
- G. Travel Packages
- H. Local and Foreign Scholarship Nominations - Deserving and qualified employee shall be nominated to a scholarship provided he or she has served the office for at least five (5) years and has a very satisfactory rating for the last two (2) rating periods preceding the nomination.
- I. Permit to go on Study Leave – Deserving and qualified employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or three (3) months to review for board or bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).
- J. Non-monetary Incentives – This refers to incentives in kind which may be in the form of merchandise, computers, mobile phones, recognition posted on the “Wall of Fame”, feature in DepEd publications, and others.

## XI. REWARDS AND RECOGNITION FLOWCHART

For a smooth conduct of the rewards and recognition process, this flow chart shall be followed.  
A. Best Performing Employee/Office





## **XII. MONITORING AND EVALUATION**

Monitoring and evaluation of Rewards and Recognition activities shall be done online in partnership with the Quality Assurance Division and the Information, Communications, and Technology Unit of the Office of the Regional Director.

The electronic evaluation tool, named as “Program Evaluation” shall be answered after the GAWAD DepED Cordillera Ceremony before the end of December to evaluate the overall implementation of the awarding system and conduct of the ceremony.

## **XIII. FUNDING**

The Regional Office, through the Human Resource Development Division, shall allocate at least 5% in the MOOE for the GAWAD DepED CORDILLERA and in its annual Work and Financial Plan and Budget to be reflected in the HRDD Work and Financial Plan.

## **XIV. EFFECTIVITY**

This policy shall take effect immediately upon approval. The Regional Office, Schools Division Offices, and Schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

## **XV. REFERENCES**

DepEd Order No. 9, series 2002. Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education.

DepEd Order No. 36 s. 2016

Regional Memorandum No. 337, s. 2017. Adoption of the Criteria for the Assessment of Best Practices.

**Coverage and Rewards for Specific Awards:**

<b>AWARDS</b>	<b>COVERAGE</b>	<b>CRITERIA</b>	<b>PRIZE(Per Level)</b>
A. OUTSTANDING SCHOOLS DIVISION OFFICE	A. All 8 SDOs	ANNEX I-A	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 15,000.00 2 <sup>nd</sup> – 10,000.00 3 <sup>rd</sup> - 5,000.00
B. OUTSTANDING CHIEF OF DIVISION , DIVISION EPS, & PSDS	A. RO & All 8 SDOs	ANNEX I-B	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 5,000.00 2 <sup>nd</sup> – 3,000.00 3 <sup>rd</sup> - 2,000.00
C. OUTSTANDING DIVISION OFFICE NON-TEACHING PERSONNEL	A. Level I – 1 per SDO  B. Level II A– 1 per SDO C. Level II B – 1 per SDO	ANNEX I-D  ANNEX I-E	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 5,000.00 2 <sup>nd</sup> – 3,000.00 3 <sup>rd</sup> - 2,000.00
D. OUTSTANDING SCHOOL -PUBLIC		ANNEX II-A	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 8,000.00 2 <sup>nd</sup> – 5,000.00 3 <sup>rd</sup> - 2,000.00 Non-winners-Certificate of Recognition
E. OUTSTANDING SCHOOL -PRIVATE		ANNEX II-B	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 5,000.00 2 <sup>nd</sup> – 3,000.00 3 <sup>rd</sup> - 2,000.00 Non-winners- Certificate of Recognition
F.ALL INDIVIDUAL CATEGORIES (Public & Private)		ANNEX II-C to ANNEX II-K	1. Plaque of Recognition 2. Cash Prize: 1 <sup>st</sup> – 5,000.00 2 <sup>nd</sup> – 3,000.00 3 <sup>rd</sup> - 2,000.00 Non winners -Certificate of Recognition
G.MOST ACQUIESCENT SDOs		RM No. 042 s, 2021	Certificate of Recognition Cash Prize of Php3,000.00

## OUTSTANDING SCHOOLS DIVISION OFFICE

INDICATORS	POINTS	MOVs
1. Most number of medals earned ----- First – Gold Second – Silver Third - Bronze	50 pts	Medals received out of the 26 categories ranked into gold, silver and bronze
2 Acquiscent Award – -----  5 awards received – ----- 4 awards received – ----- 3 awards received – ----- 2 awards received – ----- 1 award received - -----	25 pts  25 pts 20 pts 15 pts 10 pts 5 pts	Certified photocopy of Certificate of Recognition
3. Other Criteria – -----  A. Budget Utilization Report- ----- B. Best Practices - ----- C. SBM Level of Practice – ----- D. Number of Contextualized Learning Materials (October of previous year to September of Current Year) – ----- D.1 LM published to RO LR – ----- D.2 LM published to SDO LR – -----	25 pts  5 pts 5pts 5 pts  10 pts 10 pts 7 pts	Certified copy of Certificates of Recognition Certification of Regional/Division LR of published LMs
<b>Total</b>	<b>100 Points</b>	

		<b>Cash Prizes</b>	
Performing Division, School and Employees (First, Second Third)	<b><u>Medal Tally</u></b> 26 Categories 1. Supervisor (Chief) 2. Supervisor (EPS) 3. Supervisor (PSDS) 4. Non-Teaching Level 1 5. Non-Teaching Level 2A 6. Non-Teaching Level 2B 7. School (Public Multi-Grade School) 8. School (Public Elementary) 9. School (Public – JHS) 10. School (Public – JHS & SHS) 11. School (Private Elementary) 12. School (Private Secondary) 13. School Head (Public Elementary) 14. School Head (Public Secondary) 15. School Head (Private Elementary) 16. School Head (Private Secondary)	<b><u>Individual</u></b> <b><u>Php 10,000.00</u></b> 1 <sup>st</sup> – 5,000 2 <sup>nd</sup> – 3,000 3 <sup>rd</sup> – 2,000 4 <sup>th</sup> to 8 <sup>th</sup> - Certificate of Recognition	<b><u>Group (School-public school)</u></b> <b><u>Php 15,000.00</u></b> 1 <sup>st</sup> - 8,000 2 <sup>nd</sup> - 5,000 3 <sup>rd</sup> - 2,000 Private schools Php10,000.00 1 <sup>st</sup> – 5,000.00 2 <sup>nd</sup> – 3,000.00 3 <sup>rd</sup> – 2,000.00 4 <sup>th</sup> to 8 <sup>th</sup> - Certificate of Recognition Group (SDO) <b><u>Php 30,000.00</u></b> 1 <sup>st</sup> - 15,000 2 <sup>nd</sup> - 10,000 3 <sup>rd</sup> - 5,000 4 <sup>th</sup> to 8 <sup>th</sup> - Certificate of Recognition
Best Performing Division (First, Second, Third)	17. Teacher (Public Elementary) 18. Teacher (Public Secondary) 19. Teacher (ALS) 20. Teacher (Multi-Grade) 21. Master Teacher (Elementary) 22. Master Teacher (Secondary) 23. Head Teacher I-VI (Department Head, Secondary)		
<b><u>Additional Criteria</u></b> 1. Budget Utilization Report 2. Director's Award (Acquiescent Award) 3. Best Practices 4. SBM Level of Practice 5. Number of Contextualized Learning Materials (October of the previous year to September of the current year)			

**OUTSTANDING CHIEF EDUCATION SUPERVISOR (CES), EDUCATION PROGRAM SUPERVISOR (EPS) AND PUBLIC SCHOOLS DIVISION SUPERVISOR (PSDS) AWARD**

**Criteria**

<b>INDICATORS</b>	<b>POINTS</b>	<b>MOVs</b>
1. Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) Rating - -----	25 pts	CES – OPCRf from previous year and the First Semester of the current year EPS/PSDS – IPCRF of the previous year and first semester of the current year
4.90 - 5 - -----	25 pts	
4.80 - 4.89 - -----	20 pts	
4.70 - 4.79 - -----	15 pts	
4.60 - 4.69 - -----	10 pts	
4.50 - 4.59 - -----	5 pts	
2. Outstanding Accomplishment – October of the previous year to Sept 30 of the current year -----	45 pts	
A. Innovations - -----	15 pts	Certified Photocopy of Innovations signed by the Head of Office and Completion Report With the approval sheet of the Innovation/Research Committee
A.1 Adopted with Regional/Office Memo - ----	15 pts	
A.2 Implemented with completion report -----	12 pts	
A.3 Approved Proposal - -----	9 pts	
A.4 Develop -----	6 pts	
A.5 Conceptualized -----	3 pts	
B. Research (Basic/Action) - -----	10 pts	Certified Photocopy of Research approved by the Head of Office Implementation Report Approved Research Proposal Signed by the Immediate Supervisor
B.1 Conducted Research - -----	10 pts	
B.2 Approved proposal -----	7 pts	
B.3 Developed & presented to the committee --	5 pts	
B.4 Conceptualized- -----	3 pts	
C. Authorship and Publication -----	5 pts	Certified photocopy of Publication
C.1 Educational articles, research abstracts and books, published to newspapers, journals, and websites of general circulation (e.g. National, Provincial, Regional)		
C.2. For educational articles, prior permission to publish from the Head of Office.		
D. Consultant/Resource Speaker/ Learning Facilitator/ Learning Resource Evaluator representing DepEd - -----	5 pts	Certified photocopy of certificates
D.1 National/International - -----	5 pts	
D.2 Regional - -----	4 pts	
E. Chair/Co-chair/Focal Person/Coordinator - --	10 pts	Memorandum/Designation Certified photocopy of certificates
E.1 International/National -----	10 pts	
E.2 Regional - -----	8pts	
E.3. Division - -----	6 pts	
*** As member/secretariat - -----	4 pts	

INDICATORS	POINTS	MOVs
3. Exemplary norms of conduct (8 norms of conduct – RA. 6713) -----  Scale: 3.26 – 4.00 – ----- 2.51 – 3.25 – ----- 1.76 – 2.50 – ----- 1.00 – 1.75 – ----- (please see attached)	10 pts   10 pts 8 pts 6 pts 4 pts	Validated and certified by immediate superior. Accomplished checklist Norms manifested should be in order of significance, complete with descriptions and justifications.
4. Leadership (from October of the previous year to September of the current year) -----  A. Able to lead the members of a team to do willingly the assigned task/project.  Accomplishment report – -----	10 pts   10 pts	1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report with pictorials 3. Designation/recognition
5. Award won -----  A. National/International – ----- B. Region- ----- C. Division - ----- D. District/Municipal - ----- E. School - -----	10 pts  10 pts 8 pts 6 pts 4 pts 2 pts	Certificates of plaques/recognition
*** PLUS FACTOR – Additional completed Innovation or Research (Action/Basic) limited to ONLY 1 within the Assessment Period shall be given 5 points.		Completed innovation or research.
<b>TOTAL</b>	<b>100 Points</b>	

Start here....

Please do not leave any item unanswered.**I. COMMITMENT TO PUBLIC INTEREST**Code for Competency Level: L- Low (1 pt.) F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)

		L	F	S	H
1	Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like)				
2	Is honest always				
3	Is economical in using office funds, donations, etc, (avoids wastage)				

**II. PROFESSIONALISM**Code for Competency Level: L- Low (1 pt.); F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)

		L	F	S	H
4	Intelligence/wisdom as a public employee				
5	Skill in the profession				
6	Devotion and dedication to duty				

**III. JUSTNESS AND SINCERITY**

		L	F	S	H
7	Does not discriminate against anyone, especially the poor and the underprivileged clients				
8	Respects the rights of others and refrains from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest				
9	Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity				

**IV. POLITICAL NEUTRALITY**Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)  
S- Satisfactory (3 Pts.); H- High (4 Pts.)

		L	F	S	H
10	Provides service to everyone without unfair discrimination and regardless of party affiliation or preference.				

**V. RESPONSIVENESS TO THE PUBLIC**Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)  
S- Satisfactory (3 Pts.); H- High (4 Pts.)

		L	F	S	H
11	Extends prompt, courteous, and adequate service to the public clients				
12	Provides when requested and appropriate the needed information with regard to policies and procedures in clear and understandable language to the parents/clients				
13	Avoids Red Tape				

## VI. NATIONALISM AND PATRIOTISM

		L	F	S	H
14	Promotes the use of locally produced goods, resources, and technology and encourages appreciation and pride of country and people.				
15	Shows other behaviors depicting loyalty to the Republic and the Filipino people				

## VII. COMMITMENT TO DEMOCRACY

		L	F	S	H
16	Commits himself/herself to democratic way of life and values, maintains the principle of public accountability, and practices participative/consultative planning				

## VIII. SIMPLE LIVING

		L	F	S	H
17	Leads modest life appropriate to his/her position and income				
18.	Does not indulge in extravagant or ostentatious display of wealth in any form				
19	Adheres to dress code always				

END of BEHAVIOR VALIDATION

Final Point per interviewee:

I: \_\_\_\_\_  
 II: \_\_\_\_\_  
 III: \_\_\_\_\_  
 IV: \_\_\_\_\_  
 V: \_\_\_\_\_  
 VI: \_\_\_\_\_  
 VII: \_\_\_\_\_  
 VIII: \_\_\_\_\_  
 Total: \_\_\_\_\_

Rating Scale:

3.26 - 4.00 : 10 points  
 2.51 - 3.25 : 8 points  
 1.76 - 2.50 : 6 points  
 1.00 - 1.75 : 4 points

Note: Expected total is 76 (19 x 4 = 76)

Name of Candidate: \_\_\_\_\_ Division/Section/Unit: \_\_\_\_\_

Name of Nominator/Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_



**OUTSTANDING NONTEACHING PERSONNEL  
(LEVEL 1 EMPLOYEES)**

INDICATORS	POINTS	MOVs
1. Individual Performance Commitment and Review Form (IPCRF) Rating for previous year and first semester of current year -----	25 pts	
4.90 – 5.0 -----	25 pts	Approved IPCRF of the previous year and first semester of the current
4.70 – 4.89 -----	20 pts	
4.50 – 4.69 -----	15 pts	
4.30 – 4.49 -----	10 pts	
3.60 – 4.29 -----	5 pts	
2. Outstanding Accomplishment (from October of the previous year to September of the current year) -----	25 pts	
A. Resource Speaker/Learning Facilitator --- 15	15 pts	Certified photocopy of Certificates  Photocopy of certificates
A.1 Regional -----	15 pts	
A.2 SDO -----	12 pts	
A.3 District -----	9 pts	
A.4 School -----	6 pts	
B. Chair/Co-chair/Focal Person/ - 10 pts (Regional Level)	10 pts	
B.1 Chair/Focal -----	10 pts	
B.2 Co-chair/Alternate -----	8 pts	
B.3 Member -----	6 pts	
3. Professional Advancement ( from October of the previous year to September of the current year)	10 pts	
A. Attendance to Training/Seminar/Workshop ----- (Minimum of 24 hrs.)	5 pts	Certified photocopy of certificates
A.1 National -----	5 pts	
A.2 Regional -----	3 pts	
B. Education -----	5 pts	Certified photocopy of Transcript of Records
B.1. Masters Degree -----	5 pts	
B.2 Finished Academic Requirements leading to Masters -----	4 pts	
B.3 Bachelors Degree -----	3 pts	
4. Exemplary norms of conduct (8 norms of conduct) - RA 6713 ----- Scale: (see criteria from Annex 1-C)	10 pts	Accomplished checklist Norms manifested should be in order of significance, complete with descriptions and justifications.
3.26 – 4.00 -----	10 pts	
2.51 – 3.25 -----	8 pts	
1.76 – 2.50 -----	6 pts	
1.00 – 1.75 -----	4 pts	
5. Innovation/Research - -----	10 pts	Certified Photocopy of Innovations signed by the head of office and Completion Report With the approval sheet of the Innovation/Research Committee
A.1 Adopted with Regional/Office Memo -----	10 pts	
A.2 Implemented with completion report -----	8 pts	
A.3 Approved Proposal -----	6 pts	
A.4 Developed -----	4 pts	
A.5 Conceptualized -----	2 pts	

6. Leadership -Able to lead the members of a team to do willingly the assigned task/project.  Accomplishment report – -----	10 pts	1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report with pictorials 3. Designation/recognition
7. Award won for (from October of the previous year to September of the current year) -----	10 pts	
Regional - ----- STAR Awards - -----	10 pts 5 pts	Certified photocopy of awards, plaques, etc. Awards MUST be given in a fitting occasion. **CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).
*** PLUS FACTOR – Additional completed Innovation or Research (Action/Basic) limited to ONLY 1 within the Assessment Period shall be given 5 points.		Completed innovation or research.
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING NON-TEACHING PERSONNEL  
(LEVEL 2 EMPLOYEES)**

INDICATORS	POINTS	MOVs
1. Individual Performance Commitment and Review Form (IPCRF) Rating for the previous year and first semester of the current year -----	25 pts	
4.90 - 50 -----	25 pts	Approved IPCRF
4.70 - 4.89 -----	20 pts	
4.50 - 4.69 -----	15 pts	
4.30 - 4.49 -----	10 pts	
3.60 - 4.29 -----	5 pts	
2. Outstanding accomplishment from October (Previous Year) to September (Current Year) -----	20 pts	
A). Resource Speaker/facilitator -----	10 pts	Certified photocopy of Certificates
A.1 National/International -----	10 pts	
A.2 Regional -----	7 pts	
B). Chair, co-chair (technical committees) -----	10 pts	Photocopy of certificates
B.1 National/International -----	10 pts	
B.2 Regional -----	7 pts	
3. Professional Advancement from October (Previous Year) to September (Current Year) ----- 10 Points		
A). Attendance to Training/Seminar/Workshop -----	10 pts	Certified photocopy of certificates
(Minimum of 24 hrs.)		
A.1 National/International -----	5 pts	
A.2 Regional -----	3 pts	
B). Education -----	5 pts	Certified photocopy of transcript of records
B.1. Doctorate -----	5 pts	
B.2 Finished academic requirement leading to Doctorate -----	4 pts	
B.3 Master's Degree -----	3 pts	
B.4 Finished academic requirement leading to Masters -----	2 pts	
4. Exemplary norms of conduct (8 norms of conduct) -----	10 pts	Accomplished checklist Norms manifested should be in order of significance, complete with descriptions and justifications.
Scale: (see criteria from Annex 1-C)		
3.26 - 4.00 -----	10 pts	
2.51 - 3.25 -----	8 pts	
1.76 - 2.50 -----	6 pts	
1.00 - 1.75 -----	4 pts	
5. Innovation/Research -----	15 pts	Certified Photocopy of Innovations signed by the head of office and Completion Report With the approval sheet of the Innovation/Research Committee
A.1 Adopted with Regional/Office Memo -----	15 pts	
A.2 Implemented with completion report -----	12 pts	
A.3 Approved Proposal -----	9 pts	
A.4 Developed -----	6 pts	
A.5 Conceptualized -----	3 pts	

6. Leadership -Able to lead the members of a team to do willingly the assigned task/project.  Accomplishment report -----	10 pts	1. Certificate of chairmanship in the Unit/Division, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report with pictorials 3. Designation/recognition
7. Award won for October (previous year) to September (current year) - ----- A. International ----- B. National ----- C. Regional -----	10 pts 10 pts 8 pts 6 pts	Certified photocopy of awards, plaques, etc. Awards MUST be given in a fitting occasion. **CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).
*** PLUS FACTOR – Additional completed Innovation or Research (Action/Basic) limited to ONLY 1 within the Assessment Period shall be given 5 points.		Completed innovation or research.
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING PUBLIC SCHOOL  
(PUBLIC ELEMENTARY AND SECONDARY)**

<b>INDICATORS</b>	<b>POINTS</b>	<b>MOVs</b>
1. A. SIP/AIP (SY 2019-2020) ----- AIP approved and implemented	10 pts	- Copy of approved AIP and implementation
Implementation of AIP ----- 91-100% of the plan implemented 81-90% of the plan implemented-- 71-80% of the plan implemented-- 61-70% of the plan implemented-- 51-60 % of the plan implemented--	10 pts 10 pts 8 pts 6 pts 4 pts 2 pts	Accomplishment report noted by the SDS
2. SBM level of Practice ----- Level 3 ----- Level 2 ----- Level 1 -----	20 pts 20 pts 15 pts 10 pts	Certificate of SBM certification issued by the Division Office (Level 1) Regional Office (Level 2 and 3) **points for recommended schools for level 2
3. Performance Indicator (latest SY)---- Retention ----- 88% & above ----- 86% - 87 ----- 84% - 85% ----- School Leavers Rate ----- 0 - .99 % ----- 1.0 - 1.99% ----- 2.0 - 2.99% ----- 3.0 - 3.99% ----- 4.0 - 4.00 % -----	10 pts 5 pts 5 pts 4 pts 3 pts 5 pts 5 pts 4 pts 3 pts 2 pts 1 pt	Data – Manually *Certified - SDS *Validation – Planning Officer
4. Financial Management - - - 10 Points A. WFP prepared and approved ---- B. Transparency Board is updated monthly -----	10 pts 5 pts 5 pts	- Budget utilization report Latest CY - Liquidation report: Oct. to Dec. Previous Year and January – September current year - WFP approved by the DO-current year - pictures of transparency board with September current year reports
5. Personnel Development ----- A. School LAC sessions conducted from October of the previous year to September of the current year----- 5 LAC sessions conducted --- 4 LAC sessions conducted --- 3 LAC sessions conducted---- 2 LAC sessions conducted---- 1 LAC session conducted ---- B. All employees with properly and completely accomplished IPDP -----	15 pts 5 pts 5 pts 4 pts 3 pts 2 pts 1 pt 5 pts	- LAC Plan proposal and completion report with pictorials  - summary of addressed IPDP of latest SY signed by the school head

C. Attendance to L&D Activities conducted by the School except LAC Sessions ----- 100% employees ----- 95 - 99% employees ----- 90 - 94% employees -----	5 pts 5 pts 4 pts 3 pts	- Attendance for L and D report for Jan to Sept. of the current year - Training proposal and implementation report
6. Curriculum Development ----- Developed/contextualized Quality assured learning materials for the current year Quality Assured by the Region ----- Quality Assured at the Division Level ----- Quality Assured at the District Level ----- Quality assured at the School -----	10 pts   10 pts 8 pts 6 pts 4 pts	Learning materials Developed/contextualized and quality assured or published at the Regional LR Portal
7. Learning Environment ----- A. School Environment -----  All indicators met ----- 4 of the indicators met ----- 3 of the indicators met ----- 2 of the indicators met ----- 1 of the indicator met -----	20 pts 5 pts  5 pts 4 pts 3 pts 2 pts 1 pt	(each indicator is equivalent to 1 point) 1. Citizen's Charter 2. Signage/directory and evacuation route and map 3. Perimeter fence 4. Presence of readily available emergency/first aid kits 5. reports with pictorials 6. presence of site development plan
B. Clean and Green Program -----  All indicators met ----- 4 of the indicators met ----- 3 of the indicators met ----- 2 of the indicators met ----- 1 of the indicator met -----  C. Health and Nutrition ----- C.1 Health and Wellness Program for employees and learners ----- D. Child Protection Policy ----- Functionality of CPP-Committee (Organization of Committee) ----- Presence of contextualized CPP -----	5 pts  5 pts 4 pts 3 pts 2 pts 1 pt  5 pts 5 pts	(each indicator is equivalent to 1 point) Clean, orderly and well structured classroom and offices Waste management is evident Implementation of WinS Presence of Gulayan sa Paaralan Beautification Program  Plan and implementation report w/ pictorials. Report on CPP Contextualized CPP
8. Partnership - -----  5 partners and above ----- 4 partners ----- 3 partners ----- 2 partners ----- 1 partner -----	5 pts  5 pts 4 pts 3 pts 2 pts 1 pt	- MOA/MOU - Resolutions/requests - Acknowledgement/official receipt - PTA financial report SY 2018-2019 - minutes of meeting - pictures
<b>TOTAL</b>	<b>100 POINTS</b>	

## OUTSTANDING MULTIGRADE SCHOOL

CRITERIA	POINTS	MOV
1. Strategic Plan ----- SIP and AIP approved and implemented	15 pts	- Copy of approved SIP and AIP with accomplishment report for the current year
2. SBM level of Practice ----- 2.50 – 3.00 ----- 1.50 – 2.49 ----- 0.50– 1.49 -----	20 pts 20 pts 15 pts 10 pts	Certificate of SBM certification issued by the Regional Office
3. Performance Indicator (latest SY) ----- Retention -----  88% & above ----- 86% - 87 ----- 84% - 85% -----  Simple Dropout ----- 0% - 0.99% ----- 1.0% - 1.99% ----- 2.0% - above -----	10 pts 5 pts  5 pts 4 pts 3 pts  5 pts 5 pts 4 pts 3 pts	Data – Manually *Certified - SDS *Validation – Planning Officer
4. Financial Management -----  All the indicators met ----- Lacks 1 of the indicators ----- Lacks 2 of the indicators ----- Lacks 3 of the indicators -----	10 pts  10 pts 8 pts 6 pts 4 pts	- Budget utilization report Latest CY - Liquidation report: Oct. to Dec. Previous Year and January – September current year - WFP approved by the DO-current year - Evidence of transparency board updated monthly from January- September of the current year reports
5. Personnel Development ----- A. School LAC sessions conducted from Jan. to September of the current year ----- 5 LAC sessions conducted ----- 4 LAC sessions conducted ----- 3 LAC sessions conducted ----- 2 LAC sessions conducted ----- 1 LAC session conducted ----- B. All employees with properly accomplished IPDP ----- C. Attendance to L&D Activities conducted by the school except LAC Sessions ----- 100% employees ----- 95 - 99% employees ----- 90 – 94% employees -----	15 pts  5 pts 5 pts 4 pts 3 pts 2 pts 1 pt  5 pts  5 pts 5 pts 4 pts 3 pts	- LAC Session proposal and completion report with pictorials       - summary of IPDP signed by the school head   - Attendance for L and D report for Jan to Sept. of the current year
6. Curriculum Management from October (previous year) to September (current year)	20 pts	

<p>A. Curriculum Planning (Multi-grade Scheme) -----</p> <p>All Indicators met -----</p> <p>Lacks 1 of the indicator -----</p> <p>Lacks 2 of the Indicators -----</p> <p>Lacks 3 of the indicators -----</p>	<p>10 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>2 pts</p>	<p>1. Class Programming/ Scheduling</p> <p>2. Budget of Work</p> <p>3. Time Allotment</p> <p>4. Daily Lesson Log Preparation</p>
<p>B. Curriculum Delivery -----</p> <p>All the indicators met -----</p> <p>Lacks 1 of the indicators -----</p> <p>Lacks 2 of the indicators -----</p> <p>Lacks 3 of the indicators -----</p> <p>Lacks 4 of the indicators -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p> <p>2 pts</p>	<p>1. Schemes (COT/ Observation notes or sheets)</p> <p>2. Differentiated Instruction and activities</p> <p>3. Art of Questioning (HOTS)</p> <p>4. Contextualized Instructional Materials/ LMs</p> <p>5. Developmentally Appropriate Practices</p> <p>6. Shifting</p> <p>7. Learning Environment</p> <p>8. School's Program to reach out children with special needs</p>
<p>7. Partnership from October (previous year) to September (current year)-----</p> <p>A. School community projects/activities and donations received. -----</p> <p><i>2 points for every projects w/ documents</i></p> <p>B. Dissemination of DepEd programs during PTA meetings-----</p> <p>-</p>	<p>15 pts</p> <p>10 pts</p> <p>5 pts</p>	<p>- MOA/MOU</p> <p>- Resolutions/requests</p> <p>- Acknowledgement/official receipt</p> <p>- PTA financial report SY 2018-2019</p> <p>- Documentation</p> <p>- minutes of meeting</p> <p>- pictures</p>
<b>TOTAL</b>	<b>100 POINTS</b>	



**OUTSTANDING PRIVATE SCHOOL  
(PRIVATE ELEMENTARY AND SECONDARY)**

<b>INDICATORS</b>	<b>POINTS</b>	<b>MOVs</b> <b>All MOVs are from October (Previous year) to September (Current Year)</b>
1. Strategic Plan ----- Annual/Triennial/5 years development plan	10 pts	Development plan and implementation Report with pictorials
2. Performance Indicator (latest SY) ----- A. Retention ----- 88% & above ----- 86% - 87% ----- 84% - 85% -----  B. School Leavers Rate ----- 0% ----- 0.1 - 1% ----- 1.01 - 2% -----	10 pts 5 pts 5 pts 4 pts 3 pts  5 pts 5 pts 4 pts 3 pts	* Data – Manually *Certified - SDS *Validation – Planning Officer
3. Learners Development ----- Have organized activities aligned to the mandated PAPs that enhance learners' performance and interest (DO No. 49, s. 2011) 8-and above organized activities ----- 6-7 organized activities ----- 4-5 organized activities ----- 3 and below organized activities -----	10 pts  10 pts 8 pts 6 pts 4 pts	List of activities organized Action Plans Pictorials of Implementation Accomplishment Report
4. Intervention Programs/Activities provided for----- 8 and above programs/activities provided ----- 6-7 Programs/activities ----- 4-5 programs/ activities ----- 3 and below programs/activities -	10 pts  10 pts 8 pts 6 pts 4 pts	List of Interventions provided Sample of Learning materials provided
5. Personnel Development ----- A. Attendance of employees to L&D Activities conducted from October (Previous Year) to September (Current Year) ----- 100% employees ----- 95 - 99% employees ----- 90 - 94% employees ----- 85- 89 % employees ----- B. In-service trainings conducted by the school from October (Previous Year) to September (Current Year) -----	10 pts  5 pts 5 pts 4 pts 3 pts 2 pts  5 pts	1. Report of regular in-service training, other training conducted  2. Summary of attendance of employees to L and D  Training Design

5 in-service trainings conducted -----	5 pts	Training Completion Report with pictorials
4 in-service trainings conducted -----	4 pts	
3 in-service trainings conducted -----	3 pts	
2 in-service trainings conducted -----	2 pts	
1 in-service trainings conducted -----	1 pt	
6. School Development -----	20 pts	1. Certified photocopy of Title/patent or any proof of ownership: <ul style="list-style-type: none"> <li>• Certificate of Ancestral Land Title</li> <li>• Transfer of Certificate Title</li> <li>• Patent</li> <li>• Presidential Proclamation</li> <li>• Deed of Sale</li> </ul> 2. Certified photocopy of Deed of Donation & Acceptance 3. Certified photocopy of Usufruct Agreement (lease contract) Documentation (reports & pictures) Presence of Materials Recovery Facility (MRF) or evidence of segregation practice Accomplishment report with pictorials Health Sanitary Permit
A. School site ownership -----	5 pts	
B. Clean and Green Program -----	5 pts	
<ul style="list-style-type: none"> <li>• Clean and orderly classroom and offices</li> <li>• Waste management is evident</li> <li>• Comfort rooms are clean and water sealed</li> <li>• Presence of Gulayan sa Paaralan</li> <li>• Beautification Program</li> </ul>		
C. Health and Nutrition -----	5 pts	
<ul style="list-style-type: none"> <li>• Implementation of D.O no. 13, s. 2017</li> <li>• Presence of School Clinic with first aid kits</li> </ul>		
D. Child Protection Policy -----	5 pts	1. Presence of a program on bullying management with functional monitoring tools 2. Localized school policies for child protection 3. reports of bullying cases addressed
*Implementation of the Child Protection Policy		

7. School Recognition ----- Updated DepEd Recognition ---- Updated DepEd Permit -----	5 pts 5 pts 3 pts	Certified Photocopy of Updated DepEd Recognition, Updated DepEd Permit
8. School Accreditation by any accrediting agencies ----- Level 4 ----- Level 3 ----- Level 2 ----- Level 1 ----- On process -----	5 pts 5 pts 4 pts 3 pts 2 pts 1 pt	Photocopy of accreditation
9. Partnership ----- School community projects/activities and donations received/provided ----- 5 partners and above ----- 4 partners ----- 3 partners ----- 2 partners ----- 1 partner -----	5 pts 5 pts 5 pts 4 pts 3 pts 2 pts 1 pt	1. MOA/MOU 2. Acknowledgement/official receipt/certificate of acceptance 3. Accomplishment report on partnership
10. School Awards won from October (previous year) to September (Current Year) ----- a. International ----- b. National ----- c. Regional ----- d. Division ----- e. District -----	10 pts 10 pts 8 pts 6 pts 4 pts 2 pts	- certified photocopy of certificates, plaques, and other relevant documents
11. Learners Awards won from October (previous year) to September (Current Year)- ----- a. International ----- b. National ----- c. Regional ----- d. Division ----- e. District -----	5 pts 5 pts 4 pts 3 pts 2 pts 1 pt	- certified photocopy of certificates, plaques, and other relevant documents
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING PUBLIC SCHOOL HEAD  
(PUBLIC ELEMENTARY AND SECONDARY)**

INDICATORS				POINTS	MOVs
1. Performance Rating for the latest school year				10 pts	
4.90—5.0 -----				10 pts	Approved latest OPCRf
4.80- 4.89 -----				8 pts	
4.70- 4.79 -----				6 pts	
4.60-4.69 -----				4 pts	
4.50 - 4.59 -----				2 pts	
2. Instructional Leadership -----				20 pts	
A. Accounts for learning outcome of school vis-à-vis goals and targets -----				12 pts	D. School Leaver Rate rate, graduation/promotion rate for latest SY certified by the Division planning officer
Rating	School Leaver Rate (4 pts)	Graduation Rate (4 pts)	Promotion Rate (4 pts)		
2	0%	100%	100%		
1.5	.01-1%	98-99%	98-99%		
1	1.01-2%	96-97%	96-97%		
B. Organized Co-curricular Activities -----				4 pts	E. List of Organized Co-Curricular, Action Plan, Accomplishment Reports
C. Develops intervention programs/adapts existing programs -----				4 pts	
F. Record of intervention program/innovative best practices with documentation, research based school program					
3. School Leadership -----				20 pts	
A. SBM level of practice (Certified by the Region) – 15 pts				15 pts	▪ Present level of practice, certification from RO
<b>Level:</b>					
2.50-3.00 -----				15 pts	
1.50-2.49 -----				10 pts	
0.50-1.49 -----				5 pts	
B. Financial Budget Utilization -----				5 pts	Certification from the Accountant
96% -100% -----				5 pts	
91% - 95% -----				4 pts	
86% - 90% -----				3 pts	

4. Learning Environment -----	10 pts	
<p>A. Creates an engaging learning environment</p> <p>5 Indicators Met ----- 5 pts</p> <p>4 Indicators Met ----- 4 pts</p> <p>3 Indicators Met ----- 3 pts</p> <p>2 Indicators Met ----- 2 pts</p> <p>1 Indicator Met ----- 1 pt</p> <p>B. Participates in the management of learner behavior within the school and other related activities ----- 5 pts</p> <p>5 Indicators Met ----- 5 pts</p> <p>4 Indicators Met ----- 4 pts</p> <p>3 Indicators Met ----- 3 pts</p> <p>2 Indicators Met ----- 2 pts</p> <p>1 Indicator Met ----- 1 pt</p>		<p>Have Met the following indicators:  Child Friendly School - using CFSS checklist with the following attachment validated by the Division.</p> <ol style="list-style-type: none"> <li>1. Documents for Safe Environment</li> <li>2. Picture of Signage/Cautions</li> <li>3. Evacuation Plan</li> <li>4. DRRM (Functional Org. w/ their programs)</li> <li>5. School Clinic</li> </ol> <p>Have Met the following indicators:</p> <ol style="list-style-type: none"> <li>1. Have organized guidance program</li> <li>2. guidance designates if no guidance counselor</li> <li>3. records of students assisted in their behaviors,</li> <li>4. CPP</li> <li>5. Intervention Program for Learners w/ behavioral maladjustment.</li> </ol>
5. Human Resource Management and Development -----	10 pts	
<p>A. Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel Conducts SLAC/School Based INSET ----- 3 pts</p> <p>B. Assigns personnel in their areas of competence; Mentors and coaches employees and facilitates the induction of new one ----- 3 pts</p> <p>C. Promotion of Teachers (Reclass or Natural) ----- 3 pts</p> <p>D. Creates a functional school-based performance appraisal committee (PRAISE) ----- 2 pts</p>		<ul style="list-style-type: none"> <li>▪ Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</li> <li>▪ Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted,</li> <li>▪ Transmittal for Promotion</li> <li>▪ School PRAISE guidelines</li> </ul>

6. Parents Involvement and Community Partnership -----	10 pts	
<p>A. Organizes programs that involve parents and other stakeholders to promote learning -----</p> <p>5 Programs -----</p> <p>4 Programs -----</p> <p>3 Program -----</p> <p>B. Establishes sustainable linkages/ partnership with external stakeholders ----</p> <p>5 activities conducted/MOA/MOU forged --</p> <p>4 activities conducted/MOA/MOU forged --</p> <p>3 activities conducted/MOA/MOU forged --</p>	<p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3pts</p>	<p>▪ Accomplishment report of programs that involved parents and other stakeholders vis-a-vis action plan</p> <p>a. MOA/MOU of Adopt a School Program, certificates of participation in community affairs,</p> <p>b. (conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)</p>
<p>7. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>Scale: (see criteria from annex 1-C)</p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
8. Awards won/Exemplary outstanding performance for October (Previous year) to September (Current Year) -----	5 pts	
<p>a) National/International -----</p> <p>b) Region -----</p> <p>c) Division -----</p> <p>d) District/Municipal -----</p> <p>e) School/Barangay -----</p>	<p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>2 pts</p> <p>1 pt</p>	<p>- certified photocopy of certificates, plaques, etc.</p>
9. Other Task from October (previous Year) to September Current Year -----	5 pts	
<p>Resource Speaker/facilitator/Chair or co-chair in a technical planning committee in Trainings conducted -----</p> <p>• International -----</p> <p>• National -----</p> <p>• Regional -----</p> <p>• Division -----</p>	<p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>1 pt</p>	<p>Certified Photocopy of certificates</p>
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING PUBLIC SCHOOL HEAD TEACHER  
(PUBLIC ELEMENTARY AND SECONDARY)**

INDICATORS	POINTS	MOVs
1. Performance for the latest school year ----	10 pts	
4.90–5.0 -----	10 pts	Approved latest IPCRF
4.80- 4.89 -----	8 pts	
4.70- 4.79 -----	6 pts	
4.60–4.69 -----	4 pts	
4.50 – 4.59 -----	2 pts	
2. School Instruction Supervision -----	20 pts	
A. Conducted and processed classroom observations to ensure effective curriculum -----	10 pts	Classroom Observation Tools  Monitoring Sheets with actual intervention accomplishment reports  Record of intervention program/innovative best practices with documentation, research-based school program.
B. Monitored teachers in the conduct of intervention/remediation activities through the use of established monitoring tools or mechanisms within the quarter -----	5 pts	
C. Develops intervention programs/ adapts existing programs -----	5 pts	
3. Learning Environment – 10 pts	10 pts	Have Met the following indicators: Child Friendly School - using CFSS checklist with the following attachment validated by the Division. 1. Documents for Safe Environment 2. Picture of Signage/Cautions 3. Evacuation Plan 4. DRRM (Functional Org. w/ their programs) School Clinic
A. Creates and engaging Learning Environment -----	5 pts	
5 Indicators Met -----	5 pts	
4 Indicators Met -----	4 pts	
3 Indicators Met -----	3 pts	
2 Indicators Met -----	2 pts	
1 Indicator Met -----	1 pt	
B. Participates in the management of learner behavior within the school and other related activities -----	5 pts	
5 Indicators Met -----	5 pts	
4 Indicators Met -----	4 pts	
3 Indicators Met -----	3 pts	
2 Indicators Met -----	2 pts	
1 Indicator Met -----	1 pt	

4. Technical Assistance -----	15 pts	
A. Conducted In-Service Trainings and LAC Sessions -----	5 pts	LAC Plan and LAC Accomplishments
B. Provided technical assistance to teachers in accomplishing school forms -----	5 pts	Technical Assistance Report duly noted by the School Head
C. Checked DLLs through appropriate monitoring and evaluation tools within the required time table -----	5 pts	Monitoring and evaluation tools with report
5. Curriculum Development, Enrichment and Localization -----	15 pts	
A. Ensured the localization of the curriculum by preparing syllabus and learning materials -	5 pts	Localized syllabus and learning materials.
B. Monitored and checked the preparation of summative assessments in terms of TOS, rubric scoring guides and levels of assessment -----	5 pts	Monitoring and evaluation Report; summative assessments in terms of TOS, rubric scoring guides and levels of assessment
C. Monitored the use of instructional materials through appropriate monitoring tool -----	5 pts	Monitoring sheet of Instructional Materials
6. Human Resource Development -----	10 pts	
A. Ensured that the objectives of the school development plans are supported with resources for training and development programs, assists and monitors the development of IPDP of each personnel; Conducts SLAC/School-Based INSET -----	3 pts	Consolidated IPDP of School Personnel and SLAC Plans and Accomplishment or School-Based INSET.
B. Assigned personnel in their areas of competence; Mentored and coached employees and facilitated the induction of new ones -----	2 pts	Mentoring and coaching report for newly hired employees
C. Promotion of Teachers (Reclass or Natural) -----	3 pts	Report on Promotion of Teachers
D. Created a functional school-based performance appraisal committee (PRAISE) -----	2 pts	School-based performance committee list



<p>7. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>Scale: <i>(see criteria from annex 1-C)</i></p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
<p>8. Award/s won for October (previous year) to September (current year) -----</p> <p>A. International -----</p> <p>B. National -----</p> <p>C. Regional -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p>	<p>- Certified photocopy of awards, plaques, etc.</p> <p>- Awards <b>MUST</b> be given in a fitting occasion</p> <p>* CSC Awards adopted by the office , Metrobank, ALL Outstanding employee awards (given by NGOs, LGUs or DepEd)</p>
<p>*** PLUS FACTOR – Additional completed <b>Innovation or Research (Action/Basic)</b> limited to ONLY 1 within the Assessment Period shall be given <b>5 points</b>.</p>		<p>Completed innovation or research.</p>
<p><b>TOTAL</b></p>	<p><b>100 POINTS</b></p>	

**OUTSTANDING PRIVATE SCHOOL HEAD  
(PRIVATE ELEMENTARY AND SECONDARY)**

INDICATORS				POINTS	MOVs
1. Performance Rating for the latest school year -----				10 pts	
4.90 - 5.0-----				10 pts	Approved latest OPCRF
4.80 - 4.89 -----				8 pts	
4.70 - 4.79 -----				6 pts	
4.60 - 4.69 -----				4 pts	
4.50 - 4.59 -----				2 pts	
2. Instructional Leadership -----				15 pts	
Accounts for learning outcome of school vis-à-vis goals and targets -----				15 pts	5 School Leaver Rate rate, graduation/promotion rate for the latest School Year
Rating	School Leaver Rate (5 pts)	Graduation Rate (5 pts)	Promotion Rate (5 pts)		
2	0%	100%	100%		
1.5	.01-1%	98-99%	98-99%		
1	1.01-2%	96-97%	96-97%		
3. School Leadership -----				25 pts	
A. Involves all internal and external stakeholders in developing SIP/AIP -----				5 pts	1. Approved AIP or its equivalent
B. Participation in encoding and updating of the schools BEIS and LIS -----				5 pts	2. 100% eBEIS/updated LIS
C. Resolves problems at school level and explores several approaches in handling problems -----					3. Documentation, records, attendance sheet
D. Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -----				10 pts	4. Records of programs and projects
				5 pts	
4. Learning Environment -----				10 pts	
A. Creates an engaging learning environment -----				5 pts	Have Met the following indicators: Child Friendly School - using CFSS checklist with the

<p>5 Indicators Met ----- 5 pts</p> <p>4 Indicators Met ----- 4 pts</p> <p>3 Indicators Met ----- 3 pts</p> <p>2 Indicators Met ----- 2 pts</p> <p>1 Indicator Met ----- 1 pt</p>		<p>following attachment validated by the Division.</p> <ol style="list-style-type: none"> <li>1. Documents for Safe Environment</li> <li>2. Picture of Signage/Cautions.</li> <li>3. Evacuation Plan</li> <li>4. DRRM (Functional Org. w/ their programs)</li> <li>5. School Clinic</li> </ol>
<p>B. Participates in the management of learner behavior within the school and other related activities -----</p> <p>5 pts</p> <p>5 Indicators Met ----- 5 pts</p> <p>4 Indicators Met ----- 4 pts</p> <p>3 Indicators Met ----- 3 pts</p> <p>2 Indicators Met ----- 2 pts</p> <p>1 Indicator Met ----- 1 pt</p>		<p>Have Met the following indicators:</p> <ol style="list-style-type: none"> <li>1. Have organized guidance program</li> <li>2. Guidance designates if no guidance counselor</li> <li>3. records of students assisted in their behaviors,</li> <li>4. CPP</li> <li>5. Intervention Program for Learners w/ behavioral maladjustment.</li> </ol>
<p>5. Human Resource Management and Development -----</p>	10 pts	
<p>A. Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of Training Needs Assessment of each personnel and conducted Learning Action Cell/School based In-Service Training -----</p> <p>B. Assigns personnel in their areas of competence, Mentors and coach employees and facilitates the induction of new one -----</p> <p>C. Creates a functional school-based performance appraisal committee (PRAISE) -----</p>	<p>4 pts</p> <p>3 pts</p> <p>3 pts</p>	<p>1. Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</p> <p>2. Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings</p> <p>3. Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs</p>
<p>6. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>Scale: (see criteria from annex 1-B)</p> <p>3.26 – 4.00 ----- 10 pts</p> <p>2.51 – 3.25 ----- 8 pts</p> <p>1.76 – 2.50 ----- 6 pts</p> <p>1.00 – 1.75 ----- 4 pts</p>	10 pts	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>

7. Awards won for October (Previous Year) to September (Current Year) -----	10 pts	
a) International ----- 10 pts b) National ----- 8 pts c) Regional ----- 6 pts d) Division/Provincial ----- 4 pts e) District/Barangay ----- 2 pts		- certified photocopy of certificates, plaques, etc. - memorandum
8. Other Task October (Previous Year) to September (Current Year) -----	10 pts	
Resource Speaker/facilitator/Chair or co-chair in a technical planning committee for October (Previous Year) to September (Current year) <ul style="list-style-type: none"> <li>• International ----- 10 pts</li> <li>• National ----- 8 pts</li> <li>• Regional ----- 6 pts</li> <li>• Division ----- 4 pts</li> <li>• District ----- 2 pts</li> </ul>		Certified Photocopy of certificates
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING MASTER TEACHER  
(PUBLIC ELEMENTARY AND SECONDARY)**

INDICATORS	POINTS	MOVs
1. Performance Rating for the latest school year -----	10 pts	
4.90 - 5.0 -----	10 pts	Approved latest IPCRF
4.80 - 4.89 -----	8 pts	
4.70 - 4.79 -----	6 pts	
4.60 - 4.69 -----	4 pts	
4.50 - 4.59 -----	2 pts	
2. School Instructional Supervision ---	10 pts	
A. Conducted and processed classroom observations to ensure effective curriculum ----	5 pts	Classroom Observation Tools (COT)  Monitoring Sheets with actual intervention accomplishment reports
B. Monitored teachers in the conduct of intervention/ remediation activities through the use of established monitoring tools or mechanisms within the quarter -----	5 pts	
3. Technical Assistance - 15 pts		
A. Conducted In-Service Trainings and LAC Sessions -----	5 pts	LAC Plan and LAC Accomplishments
B. Provided technical assistance to teachers in accomplishing school forms -----	5 pts	Technical Assistance Report duly noted by the School Head
C. Checked DLLs through appropriate monitoring and evaluation tools within the required time table -----	5 pts	Monitoring and evaluation tools with report
4. Curriculum Development, Enrichment and localization ----	35 pts	
A. Ensured the localization of the curriculum by preparing syllabus and learning materials -----	5 pts	Localized syllabus and learning materials.
B. Monitored and checked the preparation of summative assessments in terms of TOS, rubric scoring guides and levels of assessment -----	5 pts	Monitoring and evaluation Report; summative assessments in terms of TOS, rubric scoring guides and levels of assessment

C. Monitored the use of instructional materials through appropriate monitoring tool -----	5 pts	Monitoring sheet of Instructional Materials
D. Contextualized / Developed Learning Materials -----	10 pts	Copy of Learning Materials Developed/Contextualized
Published in the Region LR Portal -----	10 pts	
Quality assured in the Division -----	8 pts	
Quality assured in the District -----	6 pts	1. Research Proposal approved by the SDS
Quality assured in the School -----	4 pts	2. Research Completion Report containing the effect/impact of the research signed by the SDS.
E. Research (Basic or Action) -----	5 pts	Certified true photocopy of certificate.
Approved Completion Report -----	5 pts	
Implemented the approved proposal -----	4 pts	1. Innovation Proposal approved by the SDS.
Approved Proposal -----	2 pts	
F. Innovation -----	5 pts	2. Innovation Completion Report containing the effect/impact of the innovation signed by the SDS.
Approved Completion Report -----	5 pts	
Implemented the Approved Proposal -----	4 pts	
Approved Proposal -----	2 pts	
5. Parent's Involvement and Community Partnership -----	10 pts	C. Accomplishment report of programs that involved parents and other stakeholders vis-à-vis action plan.
A. Organizes programs that involve parents and other stakeholders to promote learning -----	5 pts	
5 Programs -----	5 pts	
4 Programs -----	4 pts	
3 Program -----	3 pts	
2 Programs -----	2 pts	
1 Program -----	1 pt	
B. Establishes sustainable linkages/partnership with external stakeholders - 5 pts		D. MOA/MOU of Adopt a School Program, certificates of participation in community affairs/ Letter of Request for Linkages/Letter of Acceptance (conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)
5 programs conducted/MOA/MOU forged -----	5 pts	
4 programs conducted/MOA/MOU forged -----	4 pts	
3 programs conducted/MOA/MOU forged -----	3 pts	
2 programs conducted/MOA/MOU forged -----	2 pts	
1 programs conducted/MOA/MOU forged -----	1 pt	

<p>6. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>The immediate superior shall use the attached Eight Norms of Conduct and use the rating scale in assigning points in each indicator based on RA 6713 <i>(Code of Conduct and Ethical Standards for Officials and Employees)</i>. Scale: <i>(see criteria from annex 1-C)</i></p> <p>3.26 – 4.00 ----- 10 pts  2.51 – 3.25 ----- 8 pts  1.76 – 2.50 ----- 6 pts  1.00 – 1.75 ----- 4 pts</p>	10 pts	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
<p>7. Award/s won from October (previous year) to September (current year) -----</p> <p>A. International ----- 10 pts  B. National ----- 8 pts  C. Regional ----- 6 pts</p>	10 pts	<p>- Certified photocopy of awards, plaques, etc.</p> <p>- Awards <b>MUST</b> be given in a fitting occasion</p> <p>* CSC Awards adopted by the office , Metrobank, ALL Outstanding employee awards (given by NGOs, LGUs or DepEd)</p>
<p>*** PLUS FACTOR – Additional completed <b>Innovation or Research (Action/Basic)</b> limited to ONLY 1 within the Assessment Period shall be given <b>5 pts</b></p>		<p>Completed innovation or research.</p>
<p><b>TOTAL</b></p>	<p><b>100 POINTS</b></p>	

**OUTSTANDING PUBLIC SCHOOL TEACHER (K TO 12)**  
**(PUBLIC ELEMENTARY AND SECONDARY)**

CRITERIA		MOVs
1. Performance Rating for the latest School year -----	15 pts	
4.90—5.0 -----	15 pts	Certified photocopy of IPCRF
4.80- 4.79 -----	12 pts	
4.70- 4.79 -----	Pts	
4.60--4.69 -----	6 pts	
4.50 - 4.59 -----	3 pts	
2. Learner Development from October (Previous Year) to September (Current Year)-----	15 pts	
A. Conducted activities like remedial classes, home visitation, tutoring and other related activities -----	5 pts	1. Report of conducted home visitation with documentation  2. Instructional plan for the conduct of remedial classes approved by the School Head
Home visitation -----	2 pts	
Remedial classes/tutorial-	3 pts	
B. 100% passing rate and zero dropout -----	5 pts	
C. Initiated and organized school and family partnerships that promote student peak performance-	5 pts	
		1. Certification of School Head – 100% passing rate and zero dropout (classroom/subject taught for non-advisers)  2. SF 2  3. SF 4  1.. Organized functional Homeroom PTA  2. List of curricular and extracurricular activities initiated and organized with documentation
3. Outstanding Accomplishment from October (Previous Year) to September (Current Year)---	40 pts	
A. Contextualized/Developed Learning Materials-----	20 pts	Copy of Learning Materials Developed/Contextualized  1. Research Proposal approved by the SDS  2. Research Completion Report containing the effect/impact of the research signed by the SDS  Certified true photocopy of certificate
Published in the Region LR Portal -----	20 pts	
Quality assured in the Division -----	15 pts	
Quality assured in the District -----	10 pts	
Quality assured in the School -----	5 pts	



<p>B. Research (Basic or Action)-- Approved Completion Report ----- Implemented the approved proposal ----- Approved Proposal -----</p>	<p>5 pts 5 pts 4 pts 2 pts</p>	
<p>C. Innovation -----  Approved Completion Report ----- Implemented the approved proposal ----- Approved Proposal -----</p> <p>D. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd-----  <ul style="list-style-type: none"> <li>• International ----</li> <li>• National -----</li> <li>• Regional -----</li> <li>• Division -----</li> <li>• District -----</li> </ul> </p> <p>E. Chair/Co-Chair in Technical/planning committee -----  <ul style="list-style-type: none"> <li>• International ----</li> <li>• National -----</li> <li>• Regional -----</li> <li>• Division -----</li> <li>• District -----</li> </ul> </p>	<p>5 pts  5 pts 4 pts 2 pts</p> <p>5 pts 5 pts 4 pts 3 pts 2 pts 1 pt</p> <p>5 pts 5 pts 4 pts 3 pts 2 pts 1 pt</p>	<p>1. Innovation Proposal approved by the SDS</p> <p>2. Innovation Completion Report containing the effect/impact of the innovation signed by the SDS</p> <p>Certified true photocopy of certificate</p> <p>Certified Photocopy of certificates</p> <p>Certified Photocopy of certificates</p>
<p>4. Leadership Ability from October (Previous Year) to September (Current Year)-----</p>	<p>10 pts</p>	
<p>Able to lead the members of a team to do willingly the assigned task/project.</p> <p>A. Designation, Action plan, Accomplishment Report -----</p> <p>B. Designation and action plan -----</p> <p>C. Designation -----</p>	<p>10 pts 7 pts 4 pts</p>	<p>1. Certificate of chairmanship in the School, Division or Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>

<p>5. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----)</p> <p>Scale: : <i>(see criteria from annex 1-C)</i></p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
<p>6. Awards won from Oct. (previous year) to September (current year) -----</p>	<p>10 pts</p>	
<p>a) International -----</p> <p>b) National -----</p> <p>c) Regional -----</p> <p>d) Division/Provincial ---</p> <p>e) District/Municipal ----</p>	<p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p> <p>2 pts</p>	<p>- Certified photocopy of certificates, plaques, etc.</p> <p>- Awards taken from a search for performing or outstanding teachers</p> <p>- Memorandum</p>
<p><b>TOTAL</b></p>	<p><b>100 POINTS</b></p>	

**OUTSTANDING ALS IMPLEMENTER CATEGORY  
(ALTERNATIVE LEARNING SYSTEM IMPLEMENTER)**

<b>CRITERIA</b>	<b>POINTS</b>	<b>MOVs</b>
1. Performance Rating for the latest school year -----	10pts	
4.90 - 5.0 -----	10 pts	Certified photocopy of IPCRF
4.80- 4.89 -----	8 pts	
4.70- 4.79 -----	6 pts	
4.60--4.69 -----	4 pts	
4.50 – 4.59 -----	2 pts	
2. Learner Development -----	20 pts	
ALS Registrant -----	5 pts	ALS Tracking
85% and above ----	5 pts	
80-84% -----	4 pts	
75-79% -----	3 pts	
71-74% -----	2 pts	
66-70% -----	1 pt	
ALS Completers -----	5 pts	ALS Tracking
85% and above ----	5 pts	
80-84% -----	4 pts	
75-79% -----	3 pts	
71-74% -----	2 pts	
66-70% -----	1 pt	
ALS Test Takers -----	5 pts	ALS Tracking
85% and above ----	5 pts	
80-84% -----	4 pts	
75-79% -----	3 pts	
71-74% -----	2 pts	
66-70% -----	1 pt	
ALS Passers -----	5 pts	ALS Tracking
85% and above ----	5 pts	
80-84% -----	4 pts	
75-79% -----	3 pts	
71-74% -----	2 pts	
66-70% -----	1 pt	

3. Outstanding Accomplishment from October (Previous Year) to September (Current Year) --	40 pts	
<p>A. Planned and implemented activities that are responsive to the needs and problems of the community -----</p> <ul style="list-style-type: none"> <li>Implemented the planned activities with completion report (with impact) -----</li> <li>Implemented w/o completion report --</li> <li>Approved plan -----</li> </ul> <p>B. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects -----</p> <ul style="list-style-type: none"> <li>Complete required MOVs -----</li> <li>Lacks 1 MOVs -----</li> <li>Lacks 2 MOVs ----</li> </ul>	<p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p>	<p>Action Plan</p> <p>Implementation Report</p> <p>MOA/MOU</p> <p>Implementation plan</p> <p>Implementation Report with pictorials</p>
<p>C. Contextualized/Developed Learning Materials for ALS from October (Previous Year) to September (Current Year)-----</p> <p>Quality assured in the Region -----</p> <p>Quality assured in the Division -----</p> <p>Quality assured in the District -----</p> <p>Quality assured in the School -----</p> <p>D. Research/Innovation ----</p> <ul style="list-style-type: none"> <li>Approved Completion Report -</li> <li>Implemented the approved proposal--</li> <li>Approved Proposal-----</li> </ul>	<p>20 pts</p> <p>20 pts</p> <p>15 pts</p> <p>10 pts</p> <p>5 pts</p> <p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>2 pts</p>	<p>Copy of Learning Materials Developed/Contextualized</p> <p>1. Research/Innovation Proposal approved by the SDS</p> <p>2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS</p> <p>Certified true photocopy of certificate</p> <p>Certified Photocopy of certificates</p>

<p>E. Resource Speaker/facilitator/Chair or Co- chair in a technical working committee -----</p> <ul style="list-style-type: none"> <li>• International -----</li> <li>• National -----</li> <li>• Regional -----</li> <li>• Division -----</li> <li>• District -----</li> </ul>	<p>5 pts</p> <p>5 pts</p> <p>4 pts</p> <p>3 pts</p> <p>2 pts</p> <p>1 pt</p>	
4. Leadership Ability -----	10 pts	
<p>Able to lead the members of a team to do willingly the assigned task/project.</p> <p>a Designation, Action plan, Accomplishment Report -----</p> <p>b. Designation and action plan -----</p> <p>c. Designation -----</p>	<p>10 pts</p> <p>7 pts</p> <p>4 pts</p>	<p>1. Certificate of chairmanship in the School, Division or Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>
<p>5. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>Scale: <i>(see criteria from Annex 1-C)</i></p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
6. Awards won for October. (previous year) to September (Current Year) -----	10 pts	
<p>a. International -----</p> <p>b. National -----</p> <p>c. Regional -----</p> <p>d. Division/Provincial -----</p> <p>e. District/Municipal -----</p>	<p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p> <p>2 pts</p>	Certified Photocopy of certificates
<b>TOTAL</b>	<b>100 POINTS</b>	

**OUTSTANDING MULTIGRADE TEACHER CATEGORY  
(PUBLIC MULTIGRADE)**

<b>CRITERIA</b>	<b>POINTS</b>	<b>MOVs</b>
1. Performance Rating for the latest school year -----	15 pts	
4.90—5.0 ----- 4.80- 4.89 ----- 4.70- 4.79 ----- 4.60—4.69 ----- 4.50 – 4.59 -----	15 pts 13 pts 11 pts 9 pts 7 pts	Certified photocopy of IPCRF
2. Learner Development from October (Previous Year) to September (Current Year) ----	15 pts	
A. Conducted activities like remedial classes, home visitation, tutoring and other related activities --- • Home visitation -- • Remedial classes/tutorial -----	5 pts 2 pts 3 pts	1. Report of conducted home visitation with documentation 2. Instructional plan for the conduct of remedial classes approved by the School Head 1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4
B. 100% passing rate and zero dropout -----	5 pts	
C. Initiated and organized school and family partnerships that promote student peak performance -----	5 pts	1. Organized functional Homeroom PTA 2. List of curricular and extracurricular activities initiated and organized with documentation
3. Curriculum Planning (Multi-grade Scheme) -----	5 pts	1. Class Programming/ Scheduling 2. Budget of Work 3. Time Allotment 4. Daily Lesson Log Preparation
All Indicators met ----- Lacks 1 of the indicator ---- Lacks 2 of the Indicators --- Lacks 3 of the indicators ---	5 pts 4 pts 3 pts 2 pts	
4. Curriculum Delivery -----	10 pts	1. Schemes (COT/ Observation notes or sheets) 2. Differentiated Instruction and activities 3. Art of Questioning (HOTS) 4. Contextualized Instructional Materials/ LMs 5. Developmentally Appropriate Practices 6. Shifting 7. Learning Environment 8. School's Program to reach out children with special needs
All the indicators met ----- Lacks 1 of the indicators --- Lacks 2 of the indicators---- Lacks 3 of the indicators --- Lacks 4 of the indicators ---	10 pts 8 pts 6 pts 4 pts 2 pts	

5. Learning Assessment -----	5 pts	1. Table of Specifications 2. Test Constructions 3. Performance-Based evaluation 4. Portfolio
All Indicators met -----	5 pts	
Lacks 1 of the indicators-----	4 pts	
Lacks 2 of the Indicators -----	3 pts	
Lacks 3 of the indicators -----	2 pts	
6. Outstanding Accomplishment-----	25 pts	
A. Contextualized/Developed Learning Materials -----	15 pts	Copy of Learning Materials Developed/Contextualized  1. Research/Innovation Proposal approved by the SDS  2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS  Certified true photocopy of certificate
Published in the Region LR Portal -----	15 pts	
Quality assured in the Division -----	10 pts	
Quality assured in the District -----	8 pts	
Quality assured in the School -----	4 pts	
B. Research/Innovation -----	5 pts	
Approved Completion Report -----	5 pts	
Implemented the approved proposal-----	4 pts	
Approved Proposal -----	2 pts	
C. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee -----	5 pts	
National/International-----	5 pts	Certified true photocopy of certificate
Regional -----	4 pts	
Division -----	3 pts	
District -----	2 pts	
School -----	1 pt	
7. Leadership Ability -----	5 pts	
Able to lead the members of a team to do willingly the assigned task/project.		1. Certificate of chairmanship in the School, Division or Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person)  2. Accomplishment report with pictorials  3. Designation/recognition
A. Designation , Action Plan and Accomplishment Report -----	5 pts	
B. Designation, Certificate and action plan -----	4 pts	
C. Designation and action plan -----	3 pts	

<p>8. Exemplary norms of conduct (8 norms of conduct – RA. 6713 -----</p> <p>Scale:: (see criteria from annex 1-C)</p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p> <p>Annex I-H</p>
<p>9. Awards won from Oct. (previous year) to September (current year)-----</p>	<p>10 pts</p>	
<p>International -----</p> <p>National -----</p> <p>Regional -----</p> <p>Division/Provincial -----</p> <p>District/Municipal -----</p>	<p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p> <p>2 pts</p>	<p>- Certified photocopy of certificates, plaques, etc.</p> <p>- Awards taken from a search for performing or outstanding teachers</p> <p>- Memorandum</p>
<p><b>TOTAL</b></p>	<p><b>100</b></p> <p><b>POINTS</b></p>	



**OUTSTANDING PRIVATE SCHOOL TEACHER  
(PRIVATE ELEMENTARY AND SECONDARY)**

INDICATORS	POINTS	MOVs
1. Learner Development -----	40 pts	
A. Conducted activities like remedial classes, home visitation, tutoring and other related activities ---  • Home visitation ----- • Remedial classes/tutorial -----	20 pts  10 pts 10 pts	1. Instructional plan for the conduct of remedial classes or other interventions  2. Report of conducted home visitation with documentation  1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4
B. 100% passing rate and zero dropout -----	10 pts	
C. Initiated and organized school and family partnerships that promote student peak performance -----	10 pts	1. Teacher-Parent-Pupil Organization (TPPO) 2. Homeroom PTA 3. List of curricular and extracurricular activities initiated and organized with documentation
2. Outstanding Accomplishment -----	15 pts	
(Adopted from DO 66, S. 2007)		
A. Innovation -----	5 pts	Certified true photocopy of innovation
• Approved Completion Report --	5 pts	Certified true photocopy of certificate
• Implemented the approved proposal --	4 pts	
• Approved Proposal--	3 pts	Certified Photocopy of Research
B. Research (Basic or Action) -----	5 pts	Certified Photocopy of certificates
• Approved Completion Report --	5 pts	
• Implemented the approved proposal --	4 pts	
• Approved Proposal --	2 pts	Certified true photocopy of certificates
C. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee -----	5 pts	
• International -----	5 pts	
• Regional -----	4 pts	
• Division -----	3 pts	

3. Leadership Ability -----	15 pts	1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person)
<p>Able to lead the members of a team to do willingly the assigned task/project.</p> <p>A. Designation , Action Plan and Accomplishment Report -----</p> <p>B. Designation, Certificate and action plan -----</p> <p>C. Designation and action plan -----</p>	<p>15 pts</p> <p>10 pts</p> <p>5 pts</p>	<p>2. Certificate as winning</p> <p>3. Accomplishment report</p> <p>Program paper, narrative report, evaluation, pictures</p> <p>4. Action plan/project proposal</p> <p>5. Designation</p>
4. Responsiveness to the public-----	10 pts	Use a feedback form to be filled out by the client
<p>A. Undertook volunteer service for the community and school:</p> <ul style="list-style-type: none"> <li>• In times of calamities</li> <li>• Municipal/barangay activities</li> </ul> <p>Outreach programs</p>		<p>1. Certification by GOs/NGOs</p> <p>2. Documentation</p>
<p>5. Exemplary norms of conduct (8 norms of conduct – RA. 6713-- Scale: <i>(see criteria from annex 1-C)</i></p> <p>3.26 – 4.00 -----</p> <p>2.51 – 3.25 -----</p> <p>1.76 – 2.50 -----</p> <p>1.00 – 1.75 -----</p>	<p>10 pts</p> <p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p>	<p>Accomplished checklist</p> <p>Norms manifested should be in order of significance, complete with descriptions and justifications.</p>
6. Awards won for the last 5 years -----	10 pts	
<p>National -----</p> <p>Region -----</p> <p>Division -----</p> <p>District/Municipal -----</p> <p>School/Barangay -----</p>	<p>10 pts</p> <p>8 pts</p> <p>6 pts</p> <p>4 pts</p> <p>2 pts</p>	<p>1. Awards taken from a search for performing or outstanding teacher</p> <p>2. Certified photocopy of certificates, plaques, etc.</p> <p>3. Memorandum</p>
<b>TOTAL POINTS</b>	<b>100 POINTS</b>	