

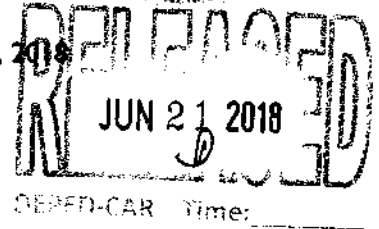


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



June 20, 2018



REGIONAL MEMORANDUM
No. 194.2018

**WORKSHOP ON THE REVIEW & REFINEMENT OF POLICIES/GUIDELINES/
PROCESSES OF THE REWARDS AND RECOGNITION SYSTEM**

To: Schools Division Superintendents
All Divisions
Regional PRAISE Committee
All Others Concerned

1. In line with DepEd CAR's continuous effort to enhance the existing guidelines and implementation of the Rewards and Recognition System, the Regional Office through the Human Resource Development Division (HRDD) will conduct a workshop on July 2 and 3, 2018 at NEAP-CAR, Wangal, La Trinidad, Benguet.
2. The activity aims to:
 - a. Review the coverage, criteria and prizes of each group.
 - b. Re-examine the MOVs that will be submitted and the online rating.
3. Participants to the workshop are the following:

Consultant	RD May B. Eclar
PRAISE Committee:	
Chairperson	ARD Bettina Daytec-Aquino
Co-Chairperson	Edgardo T. Alos, CAO - Administrative
Members	Atty. Sebastian G. Tayaban, CAO - Finance Emilia M. Faustino, CES - CLMD Jennifer P. Ande, OIC - HRDD - 2 nd Level Representative Manilyn B. Botilas - ADAS III, 1 st Level Representative
Secretariat	HRDD: Rosmarie B. Dalang, EPS Charline T. Balahyas, ADAS I Personnel Section: Eleonora A. Albidas, AO V Elena C. Tawanna, AO IV
HRDD	Margie B. Gardingan, EPS II Emmanuela M. Gabol, EPS II

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 422-2214

Administrative Division
Cash Section 422-1804
Payroll Section 423-2215
Records Section 424-3993
Supply Section 423-2213
General Services Unit 422-2198
422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434



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SDO Abra	Christopher Benigno, OIC ASDS
	SGOD Chief/OIC
SDO Apayao	Samuel Egsaen, OIC ASDS
	Gilbert Villanueva, SGOD Chief
SDO Baguio City	Soraya T. Faculo, OIC ASDS
	Arthur Tiongan, SGOD Chief
SDO Benguet	Nestor Bolayo, OIC ASDS
	Lucio Alawas, SGOD Chief
SDO Ifugao	Geraldine Baguilat, OIC ASDS
	Jacqueline Lunag, SGOD Chief
SDO Kalinga	Alfonso Estolas, OIC ASDS
	SGOD Chief/OIC
SDO Mountain Province	Irene Angway, OIC ASDS
	SGOD Chief/OIC
SDO Tabuk City	Virginia Batan, OIC ASDS
	Sally Feken, SGOD Chief

4. Meals, snacks and accommodation will be provided to participants from the SDOs while lunch and snacks will be served to Regional Office participants. Transportation and other incidental expenses shall be charge to local funds subject to the usual accounting rules and regulations.

Date	Check-in	Check-out	Breakfast	AM snack	Lunch	PM snack	Dinner
July 1, 2018 – 4 pm	✓						
July 2, 2018			✓	✓	✓	✓	✓
July 3, 2018 – 5 pm		✓	✓	✓	✓	✓	✓

5. Attached are copies of RM 263, s. 2017 – 2017 Search for the Best Offices and Employees in the Department of Education – Cordillera Administrative Region and OM 013, s. 2017 – 2017 Search for the Best in DepED CAR – Regional Office (for RO PRAISE) for reference.

6. Please be guided accordingly.


MAY B. ECLAR, PhD., CESO V
Regional Director

PRAISE/HRDD/eiram6.2018

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 422-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QUAD 422-5187
COA 422-7434



September 4, 2017

REGIONAL MEMORANDUM

No. 263.2017



**2017 SEARCH FOR THE BEST OFFICES AND EMPLOYEES IN THE
DEPARTMENT OF EDUCATION - CORDILLERA ADMINISTRATIVE REGION**

To: Schools Division Superintendents
All Divisions
Chiefs of RO Divisions
All Others Concerned

1. In line with the Awards and Recognition Program of Regional Office, the Regional PRAISE Committee is once again accepting entries to the 2017 Search for the Best Schools Division, Schools, School Heads, Supervisors, Teachers, and Non-Teaching Employees in the region.

2. The activity aims to :
a. Recognize and reward outstanding achievements in the delivery of basic education.
b. Encourage innovative and sustainable practices in education.
c. Promote quality performance and commitment to public service.

3. Qualified entries to the different categories are the winners in the Schools Division Search and Regional Office Search (Non-teaching personnel and Supervisor). All entries in each of the category with complete supporting documents (original copies) shall be submitted through the Regional Office Records Section on or before October 18, 2017, addressed to the Chairperson of the Regional PRAISE Committee.

4. The different categories are as follows:

- | | |
|-------------------------------------|---|
| A. Best Performing School - | Elementary level - one public, one private
Secondary level - one public, one private |
| B. Best Performing Teacher - | Elementary level - one public, one private
Secondary level - one public, one private |
| C. Best Performing School Head - | Elementary level - one public, one private
Secondary level - one public, one private |
| D. Best Performing Non-Teaching - | 1 st Level ----- one public
2 nd Level ----- one public |
| E. Best Performing Supervisor | |
| F. Best Performing Schools Division | |

Contact Numbers (Area Code: 094):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-8990
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 422-2214

Administrative Division
Cash Section 422-1804
Payroll Section 422-2215
Records Section 424-3883
Supply Section 423-2213
General Services Unit 422-2198
422-1804

422-1804
422-2215
424-3883
423-2213
422-2198

CLMD
LRMD8
ESRD
Finance Division
FTAD

422-7098
422-0815
423-2218
422-5186
424-5187

HRDD
NEAP-R
PPRD
QIAD
GOA

422-9580
422-5500
422-8990
422-5187
422-7434



5. The criteria for the search are enclosed.

6. Professionalism shall be rated through an online rating sheet to be accomplished by the Immediate Supervisors, Co-workers and Stakeholders with some raters to be identified by the nominees. The link to the online rating will be sent to the raters identified, as follows:

- a. Best Performing Teacher - School Head
SPG/SSG President
One (1) Co-Teacher } To be identified by
One (1) Parent } the nominee
- b. Best Performing School Head - Immediate Supervisor (PSDS)
SPG/SSG President
One (1) Teacher } To be identified by
One (1) Principal } the nominee
One (1) PTA Officer }
- c. Best Non-Teaching - Immediate Supervisor
One (1) Co-employee } To be identified by
One (1) Frequent Client } the nominee
- d. Best Performing Supervisor - Immediate Supervisor
One (1) Co-Supervisor } To be identified by
One (1) Frequent Client } the nominee

The names and other details of the raters shall be sent to hadd.depedcar@gmail.com on or before October 25, 2017.

Name of Rater	Position	Division/School/Office	email address	cp number
1.				

7. Supporting documents for the Best Performing Teacher, School Head and School, unless otherwise stated, is SY 2016-2017 while the Best Performing Supervisor, Non-teaching Personnel and Schools Division is CY 2016.

8. Immediate dissemination of the contents of this memorandum is desired.

MAY R. ECLAR, Ph.D., CESO V
Regional Director

Contact Numbers (Area Code: 0922)
Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-8580
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 422-2214

Administrative Division 422-1804
Cash Section 422-2215
Payroll Section 424-3688
Records Section 422-2215
Supply Section 422-2195
General Services Unit 422-1804

CLMD 422-7086
LRMDG 422-0815
ESRD 422-2218
Finance Division 422-6166
FTAD 424-6187

HRDD 422-8580
NEAP-R 422-8500
PPRD 422-6880
CwRD 422-6187
COA 422-7434

Enclosure No. 1 to Regional Memorandum No.

2017 SEARCH FOR TOP PERFORMING OFFICES AND EMPLOYEES IN THE REGION

SCHEDULE OF ACTIVITIES

ACTIVITIES	SCHEDULE
1. Dissemination of the Regional Memorandum regarding the Search	1. September 5, 2017
2. Deadline of submission of letter of intent/application letter with supporting documents of applicants/nominees to the different search categories (officially received at DepED CAR Regional Office Records Section)	2. October 10, 2017
3. Preliminary Evaluation	3. October 11, 2017
4. Meeting of PRAISE Committee	4. October 13, 2017
5. Rating/Evaluation of documents of applicants	5. October 16 – 20, 2017
6. Validation	6. October 23 - 25, 2017
7. Finalization of results	7. October 26– 27, 2017
8. Awarding Ceremony	8. December 8, 2017

Enclosure No. 2 to Regional Memorandum No.

AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
1. BEST PERFORMING SCHOOL	A. Elementary level – • one public • one private B. Secondary Level – • one public • one private	Enclosure No. 3	1. Plaque of Recognition 2. Cash Prize: Best - 20,000.00 Finalist - 2,000.00
2. BEST PERFORMING TEACHER	A. Elementary level – • one public • one private B. Secondary Level – • one public • one private	Enclosure No. 4	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
3. BEST PERFORMING SCHOOL HEAD	A. Elementary level – • one public • one private B. Secondary Level – • one public • one private	Enclosure No. 5	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
4. BEST PERFORMING NON-TEACHING PERSONNEL	A. Level I – one public (RO & SDOs) B. Level II – one public (RO & SDOs)	Enclosure No. 6	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
5. BEST PERFORMING SUPERVISOR	A. Supervisors – one public (RO & SDOs)	Enclosure No. 7	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
6. BEST PERFORMING SCHOOLS DIVISION OFFICE	A. All SDOs	Enclosure No. 8	1. Plaque of Recognition 2. Cash Prize: Best - 30,000.00 Finalist - 2,000.00

Enclosure No. 3 to Regional Memorandum No.

CRITERIA FOR EACH CATEGORY (100 Points)

BEST PERFORMING SCHOOL – 100 POINTS

INDICATORS	MOVs
1. Performance Indicator S.Y. 2016-2017 - ----- 20 Points a. Cohort – 5 pts. 88% & above - 5 86% - 87% - 4 84% - 85% - 3 b. Drop-out – 5 pts. 0% - 5 1% - 4 2% - 3 c. MPS 2016-2017 – 10 pts. 96% - 100% - 10 91% - 95% - 8 86% - 90% - 6	- EBEIS - EBEIS - MPS report certified by the Division Office *Elementary – Kinder to Grade 6 *Secondary – Grade 7 to 10
2. Financial Management - ----- 15 Points a. Budget utilization - <u>for Implementing Units (IUs)</u> - 7 pts. 96% - 100% - 7 91% - 95% - 6 86% - 90% - 5 Liquidation of cash advance - <u>Elementary and for Non-</u> <u>Implementing Units (non IUs)</u> - 7 pts 96% - 100% - 7 91% - 95% - 6 86% - 90% - 5 b. WFP prepared and approved - 5 pts. c. Transparency Board is updated monthly - 3 pts.	- Budget utilization report cy 2016 and January – June 2017 - Liquidation report 2016 and January – June 2017 - WFP approved by the DO SY 2016 – 2017 - pictures of transparency board with September 2017 reports
3. Personnel Development - ----- 15 Points a. Monthly INSET/LAC sessions - 5 pts. b. All employees with properly accomplished IPDP - 5 pts. c. Approved OPCR of the School Head/Principal - 5 pts.	- at least 5 LAC session implementation report SY 2016-2017 - summary of IPDP signed by the school principal - approved OPCR SY 2016-2017
4. School Environment - ----- 15 Points a. School site ownership - 5 pts.	1. Title/patent or any proof of ownership: • CADT/CALT • TCT • Patent • Presidential Proclamation • Deed of Sale 2. Deed of Donation & Acceptance 3. Usufruct Agreement

INDICATORS	MOVs
b. Clean and Green Program - 5 pts. 1. Clean and orderly classroom and offices 2. Waste management is evident 3. Comfort rooms are clean and water sealed 4. Presence of Gulayan sa Paaralan 5. Beautification Program c. Health and Nutrition - 2 pts 1. No mal-nourished learner and teacher 2. No junk food in canteens d. Child Protection Policy - 3 pts 1. No incident of bullying	- Documentation (reports & pictures) - Certification of SDO - Reports of school - Certification of SDO
5. Partnership ----- 15 Points a. School community projects/activities within or outside and donations received. ----- 10 pts b. Dissemination of DepEd programs during PTA meeting -5 pts	- MOA/MOU - Acknowledgement/official receipt - PTA financial report SY 2016-2017 - Documentation - minutes of meeting - pictures
6. Strategic Plan ----- 10 Points a. AIP approved and implemented	- Copy of AIP and Accomplishment report SY 2016-2017
7. School Awards won (CY 2016 to CY 2017) ----- 10 Points a. National - 10 b. Region - 8 c. Division - 6 d. Municipal/District - 4	- certified photocopy of certificates, plaques, etc.

B. BEST PERFORMING TEACHER

INDICATORS	MOVs
1. Learner Development ----- 30 Points	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities Home visitation – 5 pts. Remedial classes/tutorial – 5 pts.	1. Instructional plan for the conduct of remedial classes approved by the School Head 2. Report of conducted home visitation with documentation
a.2) 100% passing rate and zero dropout – 10 pts.	1. Certification of School Head – 100% passing rate and zero dropout (classroom)
b) Initiated and organized school and family partnerships that promote student peak performance – 10 pts.	1. Teacher-Parent-Pupil Organization (TPP) 2. Homeroom PTA 3. List of curricular and extracurricular activities initiated and organized with documentation 4. MOA/Brgy. Ordinance that establishes partnership between the TPT and Brgy. Officials to promote student/pupil study habits and discipline. (All documents must be duly certified by the school head)
2. Innovation/Research ----- 15 Points	
a) Innovation – 10 pts. Conducted an innovation within SY 2016-2017 which is being used and has improved classroom	1. Project Proposal approved by the SDS 2. Project Completion Report containing the effect/impact of the innovation approved by the SDS - If innovation is a learning material, it should be quality assured by the Division QA Team - If utilized in the classroom and school, it should be certified by the School Head
b) Research – 5 pts. Has an ongoing research to improve school performance	1. Research Proposal approved by the SDS
3. Leadership Ability ----- 15 Points	
a) Able to lead the members of a team to do willingly the assigned task/project	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) 2. Accomplishment report 3. Designation/recognition
4. Responsiveness to the public ----- 10 Points	
a) Undertook volunteer service for the community and school: - In times of calamities - Municipal/barangay activities - Outreach programs	1. Certification by GOs/NGOs 2. Documentation

INDICATORS	MOV _s
5. Professionalism ----- 20 Points	
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee. • School Head • SPG/SSG President TO BE IDENTIFIED BY THE NOMINEE: • One (1) Co-Teacher • One (1) Parent
b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all.	
c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders	
d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	
6. Awards won for the last 5 years ----- 10 Points	
a) National ----- 10 b) Region ----- 8 c) Division ----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	- certified photocopy of certificates, plaques, etc.

Important: All documents must be duly certified by authorities

** Plus factor of five (5) points if the school where the teacher teaches now is the Best Performing School*

C. BEST PERFORMING SCHOOL HEAD

The criteria to be used will be the selected domains and indicators provided in the NCBS-SH. Each domain is assigned with corresponding points. All indicators supported with the required MOVs will be credited as indicated.

INDICATORS	MOV:						
1. INSTRUCTIONAL LEADERSHIP ----- 25 Points							
- Accounts for learning outcome of school vis-à-vis goals and targets - 10 pts. - Conducts classroom observation and SLAC - 5 pts. - Develops intervention programs/adapts existing programs - 5 pts. - Creates and manages a school process to ensure student progress is conveyed to parents/guardians regularly - 5 pts.	- MPS, dropout rate, graduation/promotion rate SY 2016-2017 - Portfolios for accomplished observation form, M&E tools, LPs with evidence of supervisory activities, supervisory plan, post conferences notebook with signature of the teacher and school head, minutes of SLAC - TA Plan - Record of intervention program/innovative best practices with documentation, research based school program - Record/documentation of card giving day, parents symposia, minutes of the meeting, home visit to parents and other processes the school observes in monitoring student progress						
2. SCHOOL LEADERSHIP ----- 20 Points							
- Involves all internal and external stakeholders in developing SIP/AIP - 4 pts. - Establishes e-BEIS/LIS and baseline data of all performance indicators - 3 pts. - Resolves problems at school level and explores several approaches in handling problems - 4 pts. - Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects - 4 pts. Financial Management Budget Utilization - for Implementing Units (IUs) - 5 pts. <table border="0"> <tr> <td>96% - 100%</td> <td>- 5</td> </tr> <tr> <td>91% - 95%</td> <td>- 4</td> </tr> <tr> <td>86% - 90%</td> <td>- 3</td> </tr> </table>	96% - 100%	- 5	91% - 95%	- 4	86% - 90%	- 3	- Approved SIP 100% eBEIS/updated LIS - Documentation, records, attendance sheet - Records of programs and projects
96% - 100%	- 5						
91% - 95%	- 4						
86% - 90%	- 3						

INDICATORS	MOV:
Liquidation of cash advance - Elementary and for Non-Implementing Units (non IUs) - 5 pts 96% -100% - 5 91% - 95% - 4 86% - 90% - 3	
3. LEARNING ENVIRONMENT ----- 15 Points	
- Benchmarks school performance - 5 pts. - Creates an engaging learning environment --- 5 pts. - Participates in the management of learner behavior within the school and other related activities- -5 pts.	- Letter of request for benchmarking - Documentation - Attendance - Child Friendly School - nominee/awardee - Complete school building, classrooms, proper - Have organized guidance program, guidance designates if no guidance counselor, records of students assisted in their behaviors
4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT ----- 10 Points	
- 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 - 4 pts. - Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts. - Creates a functional school-based performance appraisal committee (PRAISE) - 3 pts.	- Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided - Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings - Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs
5. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP -----10 Points	
- Organizes programs that involve parents and other stakeholders to promote learning - 5 pts. - Establishes sustainable linkages/partnership with external stakeholders - 5 pts.	- Accomplishments, programs, projects of PTCA (e.g. PTCA volunteers in feeding program, committees in Brigada Eskwela, etc.) - MOA/MOU of Adopt a School Program, certificates of participation in community affairs, conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs

6. PROFESSIONALISM ----- 10 Points	MOVs
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance duly certified by the school head. b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head. c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders (certification from school head, colleagues, subordinates, learners, parents/stakeholders) d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs (certification from school head and school administrative officer)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee. • Immediate Supervisor TO BE IDENTIFIED BY THE NOMINEE: • One (1) Teacher • One (1) PTA Officer A checklist will be provided where some stakeholders identified shall rate the nominee.
7. Awards won for the last 5 years ----- 10 Points	
a) National ----- 10 b) Region ----- 8 c) Division ----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	- certified photocopy of certificates, plaques, etc.

Enclosure No. 6 to Regional Memorandum No.

D. BEST PERFORMING NON-TEACHING PERSONNEL (1st & 2nd Level)

INDICATORS	MOVs
1. Rating 2016 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points	
4.9-5 - 30 4.7-4.8 - 25 4.5-4.6 - 20 4.3-4.4 - 15 3.6-4.2 - 10	- IPCRF
2. Outstanding Accomplishment ----- 30 Points (Adopted from DO 66, s. 2007)	
a. Innovations - 10 b. Research & Development Projects - 5 c. Publication/Authorship - 5 d. Consultant/Resource Speaker/Learning Facilitator in Trainings/Seminars - 5 e. Chair, Co-chair in technical/planning committee - 5	- Refer to RM 161, s. 2015 - Implementation of the Regional Internal Guidelines/Policies for Appointment and Promotion in Relation to the Provisions of D.O. No. 66, s. 2007, D.O. 42, s. 2007 and DECS Order No. 57, s. 1997
3. Professionalism ----- 15 Points	
a. Manifests genuine enthusiasm and pride in the profession b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times c. Maintains harmonious relations with superiors, colleagues, subordinates, clients (internal & external) d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	A checklist will be provided where some stakeholders identified shall rate the nominee. Immediate Supervisor To be identified by the nominee: One (1) co-employee One (1) Frequent Client
4. Leadership ----- 15 Points	
a. Able to lead the members of a team to do willingly the assigned task/project	1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome. 2. Accomplishment Report 3. Designation/recognition
5. Awards won for the last 5 years ----- 10 Points	
a. National ----- 10 b. Region ----- 8 c. Division ----- 6 d. District/Municipal ----- 4 e. School/Barangay ----- 2	- Certified photocopy of awards, plaques, etc.

Enclosure No. 7 to Regional Memorandum No.

R. BEST PERFORMING SUPERVISOR

INDICATORS	MOVs
1. Rating 2016 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points	
4.9-5 - 30 4.7-4.8 - 25 4.5-4.6 - 20 4.3-4.4 - 15 3.6-4.2 - 10	- IPCRF
2. Outstanding accomplishment ----- 30 Points (Adopted from DO 66, S. 2007)	
a. Innovation - 10 b. Research - 5 c. Authorship/publication - 5 d. Resource Speaker/facilitator - 5 e. Chair, co-chair (technical committees) - 5	- Approved and implemented innovation - Approved Research proposal
3. Professionalism ----- 15 Points	
a. Manifests genuine enthusiasm and pride in the nobility of the profession d. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times e. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	A checklist will be provided where some stakeholders identified shall rate the nominee. Immediate Supervisor To be identified by the nominee: One (1) co-Supervisor One (1) Frequent Client
4. LEADERSHIP ----- 15 Points	
a. Able to lead the members of a team to do willingly the assigned task/project	1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome. 2. Accomplishment Report 3. Designation/recognition
5. Awards won for the last 5 years ----- 10 Points	
a. National - 10 b. Region - 8 c. Division - 6 d. District/Municipal - 4 e. School/Barangay - 2	- Certified photocopy of awards, plaques, etc.

Enclosure No. 8 to Regional Memorandum No.

F. BEST PERFORMING SCHOOLS DIVISION OFFICE

INDICATORS	MOVs
1. Performance Indicators ----- 30 Points	
a. Division NAT MPS SY 2015-2016 - 5 pts. b. Completion Rate - 5 pts. c. Graduation - 5 pts. d. Retention Rate - 5 pts. <u>Elementary</u> <u>Secondary</u> 85% & above - 5 pts. 78% and above - 5 pts. 83%-84% - 4 pts. 76%-77% - 4 pts. 81%-82% - 3 pts. 74%-75% - 3 pts. 79%-80% - 2 pts. 72%-73% - 2 pts. 77%-78% - 1 pt. 70%-71% - 1 pt.	
e. Dropout Rate - 5 pts. 0% - 5 pts. 1% - 4 pts. 2% - 3 pts.	
f. A & E - 5 pts. 85% and above takers passed - 5 pts. 83% - 84% takers passed - 4 pts. 81% - 82% takers passed - 3 pts.	
2. Percentage of 2016 newly created teaching and non-teaching items filled as of September 2017 per PSIPOP ----- 10 Points	
96%-100% filled - 10 pts. 91%-95% filled - 8 pts. 86%-90% filled - 6 pts. 81%-85% filled - 4 pts. 76%-80% filled - 2 pts.	- Deployment report validated on PSIPOP
3. Percentage of Private School applicants submitted their new/renewal application with approved government permit to operate for SY 2017-2018 ----- 5 Points	- Report of Schools with Permits and Recognition
96%-100% - 5 pts. 91%-95% - 4 pts. 86%-90% - 3 pts. 81%-85% - 2 pts. 76%-80% - 1 pt.	- Report of schools with permit and recognition
4. 100% monthly downloading of MOOE to the schools --- 10 Points	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	- Voucher of downloaded MOOE

INDICATORS	MOVs
5. Utilization of 2016 Funds ----- 10 Points	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	- Utilization of 2016 Funds Report
6. Properly Accomplished 2016 OPCRf ----- 20 Points	
4.9-5 - 20 pts. 4.7-4.8 - 16 pts. 4.5-4.6 - 12 pts. 4.3-4.4 - 8 pts. 3.6-4.2 - 4 pts.	- Copy of OPCRf
7. Percentage of School Site with Title ----- 5 Points	
46%-50% - 5 pts. 41%-45% - 4 pts. 36%-40% - 3 pts.	- Report on number of school sites with title or proclamation, patent, etc.
8. Complaint related to child protection policy ----- 5 Points	
0 complaint - 5 pts. 1 complaint - 4 pts. 2 complaints - 3 pts.	- Report
9. Cases resolved in the Division ----- 5 Points	
Number of cases resolved/total number of cases 90%-100% - 5 pts. 80% - 89% - 3 pts. 70%- 79% - 1 pt.	- Report
Important: All documents must be duly certified by concerned authorities *SDO with winning entries is given 5 points per winning entry	

**ONLINE RATING SHEET
SEARCH FOR THE BEST PERFORMING TEACHER**

Name of Nominee: _____

Division: _____

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)				
1. Demonstrates punctuality at all times				
2. Participates actively in all student and teacher activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
B) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times:				
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossip or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
C) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders				
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
D) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs				
1. Discloses personal financial interests as well as that of spouse and minor children exercising				
2. Settles loans and other financial affairs on time				
Average: (Total Score/No. of items rated) _____				
CERTIFICATION				
This is to certify that the above ratings were given voluntarily with fairness and honesty without coercion or influence of any form by the nominee or any party.				
Given this _____ of _____, 2017.				
_____ (Signature over Printed Name)				
_____ (Position & Division)				

RATER	ITEMS TO BE RATED
1) School Head	A, B, C & D
2) SPG/SSG President	A(nos. 1,2,4), B(nos.1,3,6,8,9)
3) Co-Teacher	A, B, C & D
4) Parent	A(nos.1,5), B, C

References: NCRTS and RA 6713

HRDD/gb

HRDD/PRAISE/char2017

ONLINE RATING SHEET
SEARCH FOR THE BEST PERFORMING SCHOOL HEAD

Name of Nominee: _____

Division: _____

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)				
1. Demonstrates punctuality at all times				
2. Participates actively in all student and teacher activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
B) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times.	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossip or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
C) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
D) Maintains good reputation with respect to financial matters such as the settlement of higher debts, loans and other financial affairs	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising				
2. Settles loans and other financial affairs on time				
Average: (Total Score/No. of items rated) _____				
CERTIFICATION				
This is to certify that the above ratings were given voluntarily with fairness and honesty without coercion or influence of any form by the nominee or any party.				
Given this _____ of _____, 2017.				
_____ (Signature over Printed Name)				
_____ (Position & Division)				

RATER	ITEMS TO BE RATED
1) Immediate Supervisor	A, B, C & D
2) Teacher	A, B, C & D
3) PTA Officer	A (nos. 1,5), B, C

Reference: NCBS and RA 6713

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PRAISE/HRDD/January 2017

ONLINE RATING SHEET

SEARCH FOR THE BEST PERFORMING NON-TEACHING PERSONNEL

(1st & 2nd Level)

Name of Nominee: _____

Division: _____

<i>A) Manifested genuine enthusiasm and pride in the nobility of the profession (Punctuality, Participate with office activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Demonstrates punctuality at all times				
2. Participates actively in all office activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all office programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<i>B) Observer and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times.</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossip or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
<i>C) Maintains harmonious relations with superiors, colleagues, subordinates, clients and other stakeholders</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, clients and stakeholders				
3. Performs well either as a team leader or member				
<i>D) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children extending				
2. Settles loans and other financial affairs on time				

Average: (Total Score/No. of items rated) _____

CERTIFICATION

This is to certify that the above ratings were given voluntarily with fairness and honesty without coercion or influence of any form by the nominee or any party.

Given this _____ of _____, 2017.

(Signature over Printed Name)

(Position & Division)

RATER	ITEMS TO BE RATED
1) Immediate Supervisor	A, B, C & D
2) Co-employee	A, B, C & D
3) Frequent Client	May rate applicable items only

Reference: NCST and RA 6713

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PRAN/HRDD/HRDD/HRDD 2017

ONLINE RATING SHEET
SEARCH FOR THE BEST PERFORMING SUPERVISOR

Name of Nominee: _____

Division: _____

<i>A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participation with office activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Demonstrates punctuality at all times				
2. Participates actively in all student and teacher activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<i>B) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times.</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossip or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
<i>C) Maintains harmonious relations with superiors, colleagues, subordinates, clients and other stakeholders</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
<i>D) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising				
2. Settles loans and other financial affairs on time				
Average: (Total Score/No. of items rated) _____				
(Date) _____				
CERTIFICATION				
This is to certify that the above ratings were given voluntarily with fairness and honesty without coercion or influence of any form by the nominee or any party.				
Given this _____ of _____, 2017.				
_____ (Signature over Printed Name)				
_____ (Position & Division)				

RATER	ITEMS TO BE RATED
1) Immediate Supervisor	A, B, C & D
2) Co-Supervisor	A, B, C & D
3) Frequent Client	May rate applicable items only

References: NCERTS and RA 6713

HRD/gh

PRAISE/HRD/cirum/ug, 2017