



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



6 September 2023

**REGIONAL MEMORANDUM**

No. 511.2023

**2023 REGIONAL MOST LEARNING FOCUSED PUBLIC ELEMENTARY  
AND HIGH SCHOOL**

To: Assistant Regional Director  
Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

1. Relative to DM 066, s. 2021 or the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction, the Department of Education - Cordillera Administrative Region (DepEd-CAR) Regional Office through the Curriculum and Learning Management Division (CLMD) and in collaboration with the Regional PRAISE Committee will conduct the **"2023 Regional Most Learning Focused Public Elementary and High School"**.
2. This activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order No. 9, s. 2002 entitled Establishing the PRAISE in the DepEd and DepEd Order No. 83, s. 2012 or Implementing Guidelines on the Revised School-Based Management System (SBM) Framework, Assessment Process and Tool (APAT).
3. This activity aims to recognize and reward the exemplary contribution of the schools of the region to make authentic learning happen in the lives of the public-school learners. Moreover, it recognizes the initiatives and innovations exerted by the schools in managing the delivery and instruction in the new normal.
4. The award categories are as follows:

NO.	CATEGORY	SIZE
1	Most Learning Focused Public Elementary	Very Large
2	Most Learning Focused Public Elementary	Large
3	Most Learning Focused Public Elementary	Medium
4	Most Learning Focused Public Elementary	Small
5	Most Learning Focused Public High School (Junior and/or Senior High School)	Very Large
6	Most Learning Focused Public High School (Junior and/or Senior High School)	Large
7	Most Learning Focused Public High School (Junior and/or Senior High School)	Medium
8	Most Learning Focused Public High School (Junior and/or Senior High School)	Small

5. The SDOs shall submit one official nominee with Level 2 or Level 3 School Based Management (SBM) Level of Practice corresponding to each award category until October 10, 2023.

6. Expenses relative to the conduct of the said activity like certificates and cash prizes and other incidental expenses shall be charged to Regional MOOE or Local Funds subject to usual accounting and auditing rules and regulations.

7. To provide technical assistance and monitor the conduct of this activity, the following Regional Personnel are assigned to wit:

<b>Name</b>	<b>Position/Designation</b>	<b>Category</b>
Estela P. Leon-Cariño EdD, CESO III	Regional Director	Consultant
Ronald B. Castillo, CESO V	Assistant Regional Director	Co-Consultant
Jennifer P. Ande	CLMD Chief	Overall Chairperson for all the Categories
Denia O. Tarnate Winnie Joy Jose Nover Keithly Mente	EPS ADAS EPS	Most Learning Focused Public Elementary School: Large and Very Large
Edgar D. Vicente Fely Badival	EPS Librarian	Most Learning Focused Public Elementary School: Medium
Alfredo B. Lanas Jaymaril Pacito	EPS JO	Most Learning Focused Public Elementary School: Small
Asterio C. Madalla Wilfredo C. Bagsao	EPS EPS	Most Learning Focused Public High School: Large and Very Large
Benjmain M. Dio-al Rosemarie Yangkin	EPS EPS	Most Learning Focused Public High School: Medium
Corazon S. Alos Jonalyn C. Ambrona	EPS EPS	Most Learning Focused Public High School: Small

8. Enclosed are the following ;/for reference:

- Enclosure 1. The Search Guidelines
- Enclosure 2. Nomination Form
- Enclosure 3. Nomination Write-Up
- Enclosure 4. Certification
- Enclosure 5. Timeline of Activities

9. Should there be any queries and/or clarifications, please feel free to contact the CLMD Chief through email address [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph).

10. Immediate and widest dissemination of and compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO, EdD CESO III**  
Director IV/Regional Director

### Search Guidelines

#### I. Categories

1. Most Learning Focused Public Elementary School
  - 1.1 Small School
  - 1.2 Medium School
  - 1.3 Large School
  - 1.4 Very Large School
2. Most Learning Focused Public Junior and Senior High School
  - 2.1 Small School
  - 2.2 Medium School
  - 2.3 Large School
  - 2.4 Very Large School

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441 – 840
Large	841 – 1, 240
Very Large	1, 241 and above

#### II. Criteria for Evaluation

Indicator	Learning Focus	Points
<b>1. Performance Rating (OPCRF) of the School</b>		<b>15</b>
<b>2. Significant Accomplishment/s in Fostering Learning</b>	Accomplishments to be submitted shall focus on Reading Literacy, Science Literacy, Mathematical Literacy, intensification of values formation	<b>20</b>
2.1 Project/Work Accomplishment		5
2.2 Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school		15
<b>3. Impact of Accomplishments in making learning happen</b>	in Curriculum and Teaching, embed the culture of peace in the curriculum and strengthening the implementation of inclusive education programs shall be considered	<b>25</b>
3.1 Scope		5
3.2 Replicability of the program/project/activity		10
3.3 Number of people, office benefited, and transactions facilitated		5
3.4 Level of Attainment per identified Performance Indicator		5
<b>4. Innovations in enhancing Learner's Achievement</b>		<b>30</b>
4.1 Originality		5
		10



4.2 Creative programs, projects, activities made in the last three years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited.		5
4.3 Scope/replicability of the innovation		
4.4 Level of attainment per identified Performance Indicator		10
<b>5. Awards</b> Major Awards/citations received by the school. The major award refers to the highest award or recognition received by the school that has a greater impact on the organization.		<b>10</b>
<b>TOTAL</b>		<b>100%</b>

### III. Required Nomination Form

Each Nomination requires the submission of three original nomination folders containing the following fully accomplished requirements:

1. Completely fill out the SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up.)
  - 1.1 Nomination Form
  - 1.2 Nomination Write-Up
  - 1.3 Certification from the SDS
2. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nomination had undergone deliberation by the Committee.
3. Certification from the Chairperson of the SDO PRAISE Committee or its equivalent that the nominee is "Level 2 or Level 3" in SBM level of practice.
4. Letter from the head of the office endorsing the nomination to the Regional Office PRAISE Committee.
5. Certification signed by the Administrative Officer IV/V (Personnel) that the head of school has obtained at least a Very Satisfactory (VS) performance rating (OPCRF) for the last two years.
6. Certification of **No Unliquidated Cash Advances and Disallowances** for previous accountabilities as of December 31, 2022, to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Should be signed by the agency's COA Resident Auditor and not by the agency's Financial Officer/Accountant.
7. In case of an existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-Up Form. The maximum allowable number of pages is ten (10) in an A4 size bond paper, using Bookman Old Style, and 11 font size. The templates for requirements 1 – 5 are enclosed in this memorandum.

The nomination form and documentary requirements should be placed in a **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations, and recognition **should not be included** in the

nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required document. However, all MOVs must be ready for onsite validation.

#### **IV. Write-Up Accomplishment**

1. The write-up must highlight the outstanding accomplishments of the school nominee for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the following pointers:

- a. Use specific terms. Define/Clarify terms such as “assisted”, “contributed”, or “facilitated”.
- b. State outstanding accomplishments and impact in brief, factual, and bullet form.
- c. Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.

2. The nomination write-up should only be for a maximum of ten pages, A4 size bond paper, Bookman Old Style, 11 font size, to include the summary of accomplishments, impact, and other information.

#### **V. Procedure of Nomination**

1. SDOs are expected to nominate their exemplary schools. Each SDO shall have one nominee in every awards category.

2. The SDOs may adapt their own strategies for determining their nominees.

#### **VI. Procedure for Screening and Evaluation**

The Regional Office will utilize the PRAISE Committee and CLMD Personnel to screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall be shortlisted qualified nominees based on Enclosures 2 and 3 of the Guidelines. Only those who pass the Stage 1 Evaluation shall be subjected to onsite validation.

The Panel Interview of the Finalists shall be conducted by the PRAISE Committee and CLMD Personnel.

#### **VII. Grounds for Disqualification of Nominations**

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and disciplinary action, pursuant to applicable CSC laws and rules.

#### **VIII. Submission of Nomination**

Nominations for the 2022 – 2023 Most Learning Focused must be submitted to the Regional Office through the Records Section on or before October 10, 2023 at 5 o'clock in the afternoon.

**NOMINATION FORM**

**DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting the 2022-2023 Most Learning Focused. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.**

Category	
<b>THE NOMINEE</b>	
School:	
School/Office Address:	
District:	SDO:
Telephone Number:	DepEd Email Address:
<b>SCHOOL HEAD</b>	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
<b>NOMINATOR</b>	
Name:	Position:
Office:	Telephone No.:
Office Address:	

\*Do not leave any spaces blank.

\*\*Please indicate the name of the head of the organizational unit nominated.



**NOMINATION WRITE-UP**

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

<p>1. <b>Executive Summary:</b> (Description in not more than 150 words, as to why the school deserves the award.)</p>
<p><b>II. Significant Accomplishment/s in Fostering Learning within the last three years (2021 – 2023):</b> Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/SDO/RO.)</p>
<p><b>III. Impact of the Accomplishments in Making Learning Happens:</b> (Indicate National Achievement Test Results (Regional Achievement Test) problems addressed, people/office benefited, and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)</p>
<p><b>IV. Innovation in enhancing Learners' Achievement:</b> (If any, original, creative programs, projects, or activities made in the last three (3) years in connection to the award category.)</p>
<p><b>V. Other Information:</b> (List or mention Major Awards/Citations Received by the school including student/teacher national winners in co-curricular competition; <b>SBM Level of Practice</b>. No need to attach photocopies of certificates.</p>

**CERTIFICATION**

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Regional Office PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

**PRINTED NAME AND SIGNATURE**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
SDO PRAISE COMMITTEE CHAIR

\_\_\_\_\_  
SDO HRMO

\_\_\_\_\_  
SDS



**TIMELINE OF ACTIVITIES**

<b>Date</b>	<b>Activities</b>	<b>Remarks</b>
October 10, 2023	Deadline for submission of the nomination folder to RO	Late and incomplete documents will not be accepted.
October 11-20, 2023	<p>Stage 1 Screening and shortlisting period:</p> <p>Evaluation of the nomination write-up including required documents</p> <p>Shortlisting of nominees based on the set criteria for Stage 1</p>	Qualified nominees shall be notified through their SDSs.
October 23-27, 2023	<p>Stage 2 Onsite validation (document review) and interview of qualified nominees from Stage 1.</p> <p>The members of the screening committee are the PRAISE Committee with the assistance of CLMD Personnel</p>	<p>Only the top 3 shortlisted semifinalists in every category shall undergo the validation process and interview.</p> <p>The schedule for the activities shall be issued through a memorandum.</p>
October 30-31, November 2 and 3, 2023	Preparation, Finalization, and Conduct of PRAISE meetings	PRAISE Committee. CLMD Personnel and Secretariat
December 2023	Awarding Ceremony	Onsite during the Celebrating Gains Activity