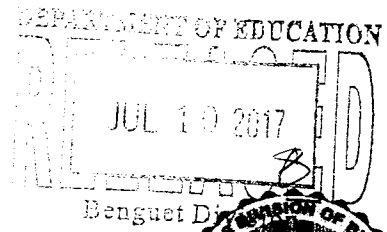




Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
Telefax: (074) 422-6570; (074)422-7501



July 4, 2017

DIVISION MEMORANDUM

No. 128 s. 2017

**To: Chiefs - CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary Teachers and School Heads (Public
and Private)
All others concerned**

From: NESTOR L. BOLAYO
OIC, Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

**Subject: 2017 Division Search for Harmonious Schools and
Outstanding Teaching Related and Non-Teaching Personnel**

1. This is to reiterate the search for harmonious schools and outstanding teaching-related and non-teaching personnel, which shall be done in the school, district and division level respectively.
2. The search aims to recognize the exemplary performance and outstanding accomplishments of the members of the academic and non-academic community who manifest profound commitment and remarkable dedication.
3. The search is open to all teaching-related and non-teaching personnel.
4. The search includes the following:
 - a. Most Harmonious Public Elementary School
 - b. Most Harmonious Public Secondary School
 - c. Most Harmonious Private Elementary School
 - d. Most Harmonious Private Secondary School
 - e. Outstanding Multi-grade school
 - f. Outstanding Teaching Related Personnel
 1. Public Elementary School Head
 2. Public Secondary School Head

3. Private Elementary School Head
4. Private Secondary School Head
5. Senior Education Program Specialist/Education Program Specialist II

g. Outstanding non-teaching personnel

Level I

1. Admin Aide I, II and III
2. Admin Aid IV and VI
3. Admin Assistant II and III

Level II

1. Nurse/ Dentist
2. Guidance Counselor
3. Librarian
4. Administrative Officers I- IV, Project Development Officers
5. Administrative Officer V, Medical Officer, Planning Officer, Budget Officer, Accountant III

5. Candidates for awards must be nominated by their co-workers using the attached nomination form.
6. The 1st, 2nd, and 3rd placers at the district level shall be given a certificate of recognition as winners in the District level. However, only the First placers will be forwarded to the division office for the division wide search.
7. Accomplishments/Means of Verifications for the last three (3) years will only be considered. (August 2014 – July 2017).
8. Nominees will submit five (5) peers and five (5) subordinates (if applicable) who will be rating them.
9. Attached are the guidelines and criteria for the above search. **(Please download from the Benguet SDO Website- Division Memo No. 128, s. 2017)**
10. Time table for the search activities are follows:

	Search Activities	Dates
1.	District search/ Assessment/Evaluation	August 4, 2017
2.	Deadline of Submission of District Result and Documents of District Winners to the SDO by the PSDS/CP	August 11, 2017
3.	Division Search: Assessment/Evaluation/Validation/Interview	August 17-25, 2017
4.	Awarding: Division Level – “Teachers Day”	September 29, 2017

11. Immediate and wide dissemination of this memorandum is desired.