



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Benguet

DepEd-Benguet Division

MAY 13 2022

RELEASED

**DIVISION MEMORANDUM**

No. 135, s.2022

**SELECTION OF DIVISION ENTRIES TO THE 2021-2022 REGIONAL DIRECTOR'S  
AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION**

**TO: Chief Education Program Supervisors-SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors and Coordinating Principals  
Public and Private Elementary School and Secondary School Heads  
All Others Concerned**

1. Pursuant to RM 191s.2022 or the Regional Director's Award for Excellence in Curriculum and Instruction and DM No.066, s.2021 or the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI), the Division Office will accept nominations from the Districts until August 1, 2022.
2. All entries from the districts shall be evaluated/appraised for the selection of the Division entries to be submitted to the Regional Office through the Curriculum and Learning Management Division (CLMD) on or before August 19,2022.
3. 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 83,s. 2012 or Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT)
4. The activity aims to recognize and reward the exemplary contributions of the schools in making authentic learning to happen in the lives of the public school learners.
5. The award categories are follows:

No.	Category
1	<b>Most Learning Focused Public Elementary School</b>
2	<b>Most Learning Focused Public Junior High School</b>
3	<b>Most Learning Focused Public Senior High School</b>
4	<b>Most Learning Focused Schools Division Office</b>

6. The District shall submit one official nominee with an Advanced Level in the School Based Management corresponding to each award category.
7. Following are the Enclosure for reference:



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

8. Winners of the Division Level Search will be endorsed for the Regional Director's Award for Excellence in Curriculum & Instruction.

9. To provide technical assistance and monitor the conduct of this activity, the following Division Personnel are assigned to wit;

Name	Position/Designation	Category
Rizalyn A. Guznian	CES - CID	Overall Chairperson for all the Categories
Erlinda C. Quinuan Sonia D. Dupagan	EPS	Most Learning Focused Public Elementary School: K to 3
Warden A. Baltazar Norbert C. Lartec	EPS	Most Learning Focused Public Elementary School: Grade 4-6
Macarthy B. Malanes Francis F. Peckley	EPS	Most Learning Focused Public Junior High School: Grade 7-10
Merlyn Conchita O. de Guzman Samuel S. Ayangdan	EPS	Most Learning Focused Public Senior High School: Grade 11-12
Remy N. Dum-ao Rodriguez Belino Rose N. Anapen	EPS	Most Learning Focused ALS CLCs
Wilfred C. Bagsao <i>(to facilitate preparation of documents)</i>	EPS	Most Learning Focused Schools Division Office

10. Should there be any queries and/or clarifications, please feel free to contact the Curriculum Implementation Division at [benguetcid@gmail.com](mailto:benguetcid@gmail.com) or CES - CID at [rizalyn.guznian@deped.gov.ph](mailto:rizalyn.guznian@deped.gov.ph)

11. Immediate and widest dissemination of and compliance with this memorandum is directed.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

  
cid/rag/mc0dg/wcb



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Schools Division of Benguet

Enclosure 1 to DM No. \_\_\_\_\_

**Search Guidelines**

**I. Categories**

**1. Most Learning Focused Public Elementary School**

**K to 3**

- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

**Grades 4-6**

- 1.1 Medium School
- 1.2 Large School
- 1.3 Very Large School

**2. Most Learning Focused Public Junior High School**

**Grade 7-10**

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School

**3. Most Learning Focused Public Senior High School**

**Grade 11-12**

- 3.1 Small School
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

The school typology is indicated in DO.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

**4. Most Learning Focused ALS CLCs**



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5. Most Learning Focused Schools Division Offices

II. Criteria for Evaluation

Indicator	Points
<b>1. Performance rating (OPCRF) of the Head of Office</b>	<b>15</b>
<b>2. Significant Accomplishment/s in Fostering Learning</b>	<b>20</b>
2.1. Project /Work Accomplishment; and	5
2.2. Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school, districts, SDO and Regional Office. (Curriculum Implementation)	15
<b>3. Impact of Accomplishments in making learning happen</b>	<b>25</b>
3.1 Scope;	5
3.2 Replicability of the program/project/activity;	10
3.3 Number of people, office benefited, and transaction facilitated;	5
3.4 Level of Attainment per identified Performance Indicator (School Level, District Level, SDO (Curriculum Implementation)	5
<b>4. Innovation in enhancing Learner's Achievement</b>	<b>30</b>
4.1 Originality;	5
4.2. Creative programs, projects, activities made in the last two 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;	10
4.3 Scope/replicability of innovation; and	5
4.4 Level of attainment per identified Performance Indicator (School Level, District Level, SDO (Curriculum Implementation)	5
<b>5. Awards</b>	<b>10</b>
Major Awards/citations received by the school/SDO. Major award or recognition received by the schools, SDO, that gives greater impact in the organization.	
<b>TOTAL</b>	<b>100%</b>

Note:

- For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2,3,4 and 5.
- The nominee who obtained the HIGHEST TOTAL POINTS (Indicators 1-5) shall be recognized as the Most Learning Focused Elementary School ( K to Grade 3 and Grade 4-6);JHS (Grade 7-10);SHS (Grade 11-12) and ALS.



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### III. Required Nomination Forms

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

1. Completely filled-out 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 (School, District)

2. Certification from Chairperson of the District PRAISE Committee or its equivalent that the nomination had undergone deliberation by the Committee.

3. Certification from the Chairperson of the District PRAISE Committee or its equivalent that the nominee is at "Advanced" level in the SBM for SY 2021.

4. Letter from the District head endorsing the nomination to the Division Office PRAISE Committee.

\*Entry to the regional level will have certification from the SDO

5. Certification signed by the Administrative Officer IV/V (Personnel) that the head of school has obtained at least Very Satisfactory (VS) performance rating (OPCRF) for the last two years for the school.

6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2021 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 (for School, and SDOs).

7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such obligation shall be issued by the COA Resident Auditor,

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

The nomination form and documentary requirements should be placed in **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendation 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.



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#### IV. Write-Up Accomplishment

1. The write-up must highlight outstanding accomplishment/s of the school nominees for the past two years. Presentations of accomplishment 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 in bullet form.
- c. Present impact of accomplishments by indicating problems addressed, people/office benefited and/or transaction 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. Districts are expected to nominate their exemplars. Each district shall have one nominee for every award category.
2. The districts may adapt their own strategies for determining their nominees.

#### VI. Procedure for Screening and Evaluation

All schools shall submit the nominee to the district PRAISE Committee. The district PRAISE Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented.

The district shall submit the nomination of the winners to the Division PRAISE Committee using the attached Nomination Form (Enclosure no. \_).

Attach a certification from the Principal and the PRAISE committee using the template (Enclosure no. 4). The SDO will utilize the PRAISE Committee and CID personnel to screen all nominees.

The top three (3) shortlisted semifinalists in every category in the Division shall be subjected to onsite validation. In case travel is restricted, validation will be conducted via online platform.

#### 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 maximum number of pages for



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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**

Nomination in the 2021-2022 Superintendent's Award for Excellence in Curriculum and Instruction (SAFE CI) must be submitted to the Division Office through the Records Section on or before August 1, 2022 at 5 o'clock in the afternoon.



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Enclosure 2 to DM No. \_\_\_\_\_

**NOMINATION FORM**

**DATA PRIVACY NOTICE:** The data and information in this form are intended for the conducting the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction. The data will be kept by the process owner for the purpose of verifying and authenticating identify of the nominee. The use of data indicated here for purpose 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/S</b>	
Name:	
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
<b>NOMINATOR</b>	
Name:	Position:
Office:	Telephone No:
Office Address:	

- Schools need to fill up spaces. SDOs and RO shall disregard spaces that do not apply to them.

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





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Enclosure 3 to DM No. \_\_\_\_\_

**NOMINATION WRITE-UP**

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

<b>I. Executive Summary:</b> (Description in not more than 150 words, as to why the school deserves the award.)
<b>II. Significant Accomplishment/s in Fostering Learning within the last three years (June 2020-2022):</b> Description of the Project/ Work Accomplished. Strategies done that have significantly influenced the performance of the school.)
<b>III. Impact of the Accomplishments in Making Learning Happens:</b> (Indicate national Achievement Test Results, problems addressed, people/office benefited, and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)
<b>IV. Innovation in Enhancing Learner's Achievement:</b> (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category.)
<b>V. Other Information:</b> (List or mention Major Awards/Citations Received by the school SDO/RO including student/teachers national winners in co-curricular competition: <b>2019-2021 SBM Level of Practice</b> . No need to attached photocopies of certificates.

Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

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Enclosure 4 to DM No. \_\_\_\_\_

### 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 for 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

\_\_\_\_\_  
District PRAISE Committee Chair



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Enclosure 5 to DM No. \_\_\_\_\_

**TIMELINE OF ACTIVITIES**

<b>DATE</b>	<b>ACTIVITIES</b>	<b>REMARKS</b>
August 1, 2022	Deadline of submission of the nomination folder to DO	Late and incomplete documents will not be accepted PDF copies of the documents shall be submitted to make it easier for the committee to send e-copies to the reviewers. Send the file to this link: <a href="mailto:benguetcid@gmail.com">benguetcid@gmail.com</a>
August 2-5, 2022	Screening and shortlisting period: Evaluation of the nomination write-up including required documents Shortlisting of nominees based on the set criteria	Qualified nominees shall be notified through email.
August 8-12, 2022	Onsite validation of qualified nominees	Only top 3 shortlisted semifinalists in every category shall undergo the validation process. In case travel is restricted, validation will be conducted via online platform.
August 13-18, 2022	The members of the PRAISE Committee with the assistance of CID Personnel shall conduct meeting, prepare and finalize the winning entries to the Regional office.	c/o PRAISE Committee. CID Personnel and Secretariat.
August 19, 2022	Submission of Entries to the Regional Office	
September 30, 2022	Regional Awarding Ceremony	Online