



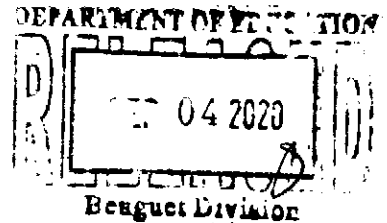
Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet  
 Telefax: (074) 422-6570; (074)422-7501



**Division Memorandum No. 183 s. 2020**

**Date:** August 20, 2020

**To:** All Division Office Personnel  
 All Public and Elementary School Heads  
 All Others Concerned



**From:** **BENILDA W. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC – OSDS

**Subject:** **Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE) for the pursuit of Integrity to Yield Accomplishments, Modify Advancement and Nurture Excellent Service (IYAMAN) – Benguet Division**

1. Pursuant to DepEd Order No. 9 s. 2002, or the Establishment of Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and in adherence to Civil Service Memorandum Circular 01 s. 2001 which states that, "Every department or agency shall establish its own Employee Suggestions and Incentive Awards System (ESIAS), DepEd-Benguet issues these Guidelines on Service Excellence for DepEd Officials and Employees (SEDOe) which aims to provide incentives and awards to its employees based on their performance, innovative ideas and exemplary behavior.

2. In addition to the provisions of Division Memo No 77, s. 2020 entitled "Enhanced Personnel Recognition, Awards and Incentives Process to Continuously Nurture Public Service Excellence" and Division Memo No. 249 s. 2019 entitled "Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE)" DepEd Benguet PRAISE, these guidelines shall cover Division Awards for all employees and units of the Schools Division Office and Schools. Searches in all categories shall be open to all employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.

3. All schools and district offices are expected to conduct their own search or screening. Winners in the school level search must be the entries for the District level search, while the district winners will be the entries for the division search. Winners in the Division Search will automatically represent the Division for the Regional Search (see guidelines for categories with School, District and Regional Counterparts).

4. Submission of entries/nominees for the 2020 Division Search is as follows:

<b>Activities</b>	<b>Schedule</b>
<b>District Offices and SDO Units/Sections</b>	
Receives Entries from all Districts and DO through the Records Section	September 25, 2020



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Checks the Completeness of Required Documents	September 28-29, 2020
Evaluation and Rating of documents of applicants and validation	September 30 to October 6, 2020
Finalization of Results	October 7-8, 2020
Submits the list of awardees to SDS for approval	October 9, 2020
Provides technical assistance to all winners in preparation for the Regional Search	October 12-14, 2020
Submission to Regional Office	October 16, 2020

5. Only one entry per category, shall be submitted by the District Office to the PRAISE Committee. Entries with incomplete Modes of Verification and have not met all criteria (*refer to the appendices*) will not be considered for the screening. All submissions must be done through the DO Records Section.

6. Private School Administrators or Principals may submit only one entry, in the categories where they are eligible to join, directly to the PRAISE Committee, through the DO Records Section.

7. Each Division Functional Units/Sections and District Offices shall submit one (1) entry each on the following categories (please refer to the attachment for the criteria)

<b>A. Division Awards</b>	
	<b>1. Outstanding Employee</b> a. Supervisor Category (Supervisor for EPS and Pinnacle for PSDS) b. Non-Teaching Category (one entry per functional section/unit) i. Level 1 (SG 1-9) ii- Level 2 (SG 10-16) iii. Level 3 (SG 18- 23 except EPSs and PSDSs)
	<b>2. Special Awards</b> a. Dangal ng Bayan b. Service Commitment c. Professional Advancement Award d. Ingenuity Award e. Good Samaritan Award



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	<p>3. Spot Awards</p> <ul style="list-style-type: none"><li>a. Model Employee of the Month</li><li>b. Model Employee of the Year</li><li>c. Most Organized Employee</li><li>d. Exemplary Behavior Award</li><li>e. Most Client Responsive</li></ul>
<p><b>B. Division Awards for Schools</b></p>	
	<p>1. Outstanding School Awards (one entry per district in each category)</p> <ul style="list-style-type: none"><li>a. Public Schools<ul style="list-style-type: none"><li>i. Elementary</li><li>ii. Junior HS only</li><li>iii. Junior HS with Senior HS</li><li>iv. Multi-grade school</li></ul></li><li>b. Private Schools<ul style="list-style-type: none"><li>i. elementary</li><li>ii. Secondary</li></ul></li></ul>
	<p>2. Outstanding School Head Awards (one entry per district in each category)</p> <ul style="list-style-type: none"><li>a. Public Schools<ul style="list-style-type: none"><li>i. Elementary</li><li>ii. Secondary</li></ul></li><li>b. Private Schools<ul style="list-style-type: none"><li>i. elementary</li><li>ii. Secondary</li></ul></li></ul>
	<p>3. Outstanding Teacher Awards (one entry per district in each category)</p> <ul style="list-style-type: none"><li>a. Public Schools<ul style="list-style-type: none"><li>i. Elementary</li><li>ii. Junior HS and Senior HS</li><li>iii. ALS Implementer</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>iv. Multigrade</li><li>b. Private Schools<ul style="list-style-type: none"><li>i. Elementary</li><li>ii. Secondary</li></ul></li></ul>
	<ul style="list-style-type: none"><li>4. Other Awards<ul style="list-style-type: none"><li>a. Best School Based management Implementer</li><li>b. SBM Level 3 in the year</li><li>c. Best Practices Implementer<ul style="list-style-type: none"><li>i. Promising Best Practice</li><li>ii. Validating Best Practice</li><li>iii. Exemplary Best Practice</li></ul></li><li>d. Financial Management (IUs)</li><li>e. "Brigada Eskwela" School Implementers</li></ul></li></ul>

8. The awarding ceremonies will be announced soon through a separate Division Memorandum.

9. For more information and queries, please email us at [hrdsbenguet@gmail.com](mailto:hrdsbenguet@gmail.com).

10. Immediate and wide dissemination of this policy is desired.



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**Service Excellence for DepEd Officials and Employees (SEDOe) for the pursuit of Integrity to Yield Accomplishments, Modify Advancement and Nurture Excellent Service (IYAMAN) – Benguet Division**

## **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-Benguet adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as SEDOe.

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 in the public interest.

The Division Awards is for all employees and units of the Schools Division Office and Schools. Searches in all categories shall be open to all employees regardless of age, gender, and sexual orientation, religious affiliation, ability or disability, and ethnical or cultural background.

## **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 and Schools Division Offices. 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,



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

- A. **Employee:** 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:** the established process by which DepEd-Benguet implements its rewards and recognition program.
- C. **Non-teaching Personnel:** male or female employees of DepEd who don't serve as classroom teachers.
- D. **System:** the agency's awards and incentives program for employees.
- E. **Teaching Personnel:** 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:** male or female Principals, head teachers and teachers in-charge who manage and supervise schools.

#### V. COMPOSITION OF THE PRAISE COMMITTEE

The Division PRAISE Committee shall be known as DepEd Benguet SEDOE 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 be members of the DepEd Benguet SEDOE Committee:

- A. ASDS, Chairperson
- B. HRMO, Member
- C. Accountant III, Member
- D. BPSTEA Pres., Member
- E. Chief CID, Member
- F. Chief SGOD, Member



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F. Chief SGOD, Member  
G. Secretariat  
SEPS- Human Resource Development Section  
One from the Administrative Division.

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

The functions and responsibilities of the Committee are:

- A. Earmarks at least 5% budget for Rewards and Recognition from the HRTD fund and includes this in the HRDS Work and Financial Plan.
- B. Monitors efficient implementation of guidelines for DepEd-Benguet's Rewards and Recognition System.
- C. Prepares minutes of meetings undertaken by the Committee.
- D. Prepares accomplishment report after every activity conducted relative to Rewards and Recognition.

## **VII. AWARD RESTRICTIONS**

The following 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.

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



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## VIII. AWARD CATEGORIES

### A. DIVISION AWARDS FOR DIVISION OFFICE EMPLOYEES

#### 1. Outstanding Employee

##### a. Supervisor Category (for EPS) and Pinnacle Category (for PSDS)

This award is conferred to an Education Program 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.

##### b. Non-Teaching 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 2a (SG 10 to 15)

##### iii. Level 2b (SG 16 to 23) except EPS

#### 2. Special Awards (Division Memo 077 s, 2020)

##### a. Dangal ng Bayan

The Division Office shall give recognition to employees, sections, or units that have received recognition from other Agencies or Offices for meritorious performance or exemplary behavior.

##### b. Service Commitment Award

Employees who have been consistently diligent in attendance to required activities and whose attendance have positively contributed to the efficiency of the Organization shall be given merit.

##### c. Professional Achievement Award

Permanent employees who have completed a Masters or Doctorate degree without using government time or money while in active service at the Division Office shall receive this award.





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**d. Ingenuity Award**

This shall be awarded to employees who have initiated an exemplary practice or project that significantly increased the operational efficiency of the unit or section he employee belongs to.

**e. Good Samaritan Award**

This shall be given to a group of employees, not necessarily belonging to the same unit or functional division, who have organized themselves to work for an exemplary purpose in the name of excellent service to all clientele.

**3. Service Excellence for DepEd Officials and Employees (SEDOE) Awards/ SPOT Awards**

These are awards that shall be referred to as Staff Appreciation and Recognition and shall be given to any permanent or job order employee/s to recognize special contributions, as they occur, for certain project or task.

SEDOE Sport Awards shall be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition.

**Process:**

- SEDOE awardees shall be nominated by any co-employee/s
- Nomination forms shall be submitted to the SEDOE Committee through the HRDS
- Nominations shall be accepted throughout the calendar year
- SEDOE Committee shall validate evidence of accomplishment/s of the nominee.

**Awards Types:**

**1. Model Employee of the Month (Temporarily Suspended until ECQ is lifted)**

This shall be given to an employee for not incurring any tardiness or (unofficial) absence and for being on time in attending activities of the Division Office for the month.

**2. Model Employee of the Year (Temporarily Suspended until ECQ is lifted)**

This shall be conferred to an employee who has consistently been awarded the Model Employee of the Month

**3. Most Organized Employee**

An employee who is found to be orderly in his or her files, logical in the presentation of his or her outputs, and establishes a system of accomplishing given tasks



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**1. Outstanding Employee Award - Supervisor (EPS and PSDS)**

This award shall be conferred to an Education Program Supervisor, Public Schools District Supervisor, or a Coordinating Principal 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.

**2. 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 2a (SG 10 to 15)
- iii. Level 2b (SG 16 to 21)

**C. DIVISION'S 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



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**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 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**
- b. Private School Teacher Categories**
  - i. Elementary**
  - ii. Secondary**



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**D. OTHER AWARDS**

**1. Best School Based Management Implementer**

*(Please refer to RM No.278 s. 2019)*

This award shall be bestowed on elementary and secondary schools demonstrating validated evidences of high performance along the areas of Leadership and Governance, Curriculum and Learning, Accountability and Continuous Improvement, and Management of Resources. High performance in these areas shall have positively impacted teaching and learning leading towards general school performance improvement.

**SBM Level 2** - The schools shall have met all requirements for level 2 to be awarded this recognition. Evidences shall have been validated by the Division Office.

**SBM Level 3 in the year** – The schools shall have met all requirements for level 3 to be conferred this award. Evidences shall have been validated by the Regional and Central Offices.

**2. Best Practices Implementer**

*(Please refer to RM No. 148 s. 2020)*

Schools that have evidently succeeded in School-Based Management through the implementation of Best Practices in all levels deserve this award.

**Practices are categorized into three:**

- a. Promising Best Practice** – that which has been implemented for a year and has observable effects on a certain performance.
- b. Validating Best Practice** – that which has been implemented for two consecutive years and is verifying the observed effects during the first year of implementation.
- c. Exemplary Best Practice** – that which has been implemented for three years or more and has confirmed its effects on improving performance.

**3. Financial Management (IUs)-**

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)



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**4. "Brigada Eskwela" School Implementers** (*Please refer to Brigada Eskwela Guidelines -RM No. 228 s. 2019*)

This shall be awarded to all public elementary and secondary schools that have outstanding implementation of the Brigada Eskwela Program (BE) through the demonstration of practices that have sustained school improvements in partnership with the community.

**5. Best DRRM School Implementer**

This shall be awarded to a public elementary and secondary schools that have excellent and functional DRRM Program.

**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** – granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years in service. The recipient shall be entitled to a cash award of not less than Php 500.00 but not more than Php 1000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years	- Bronze Service Pin
20 and 25 years	- Silver Service Ring
30, 35 and 40 years	- Gold Service Medallion

**B. Length of Service Incentive** – 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** – 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. The incentive shall follow relevant existing guidelines.

**D. Career and Self-Development Incentive** – 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. Other Incentives** – 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 by an outside group of a particular achievement.



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## X. FORMS OF AWARDS AND INCENTIVES

### A. *Trophies, Plaques, Certificates*

B. *Permit to go on Study Leave* – awarded employee shall be permitted to go on study leave for 6 months to one year to complete a thesis or dissertation or review for bar examination, after seven (7) years of service and after incurring a very satisfactory performance for last two (rating periods).

C. *Non-monetary Incentives* – 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.

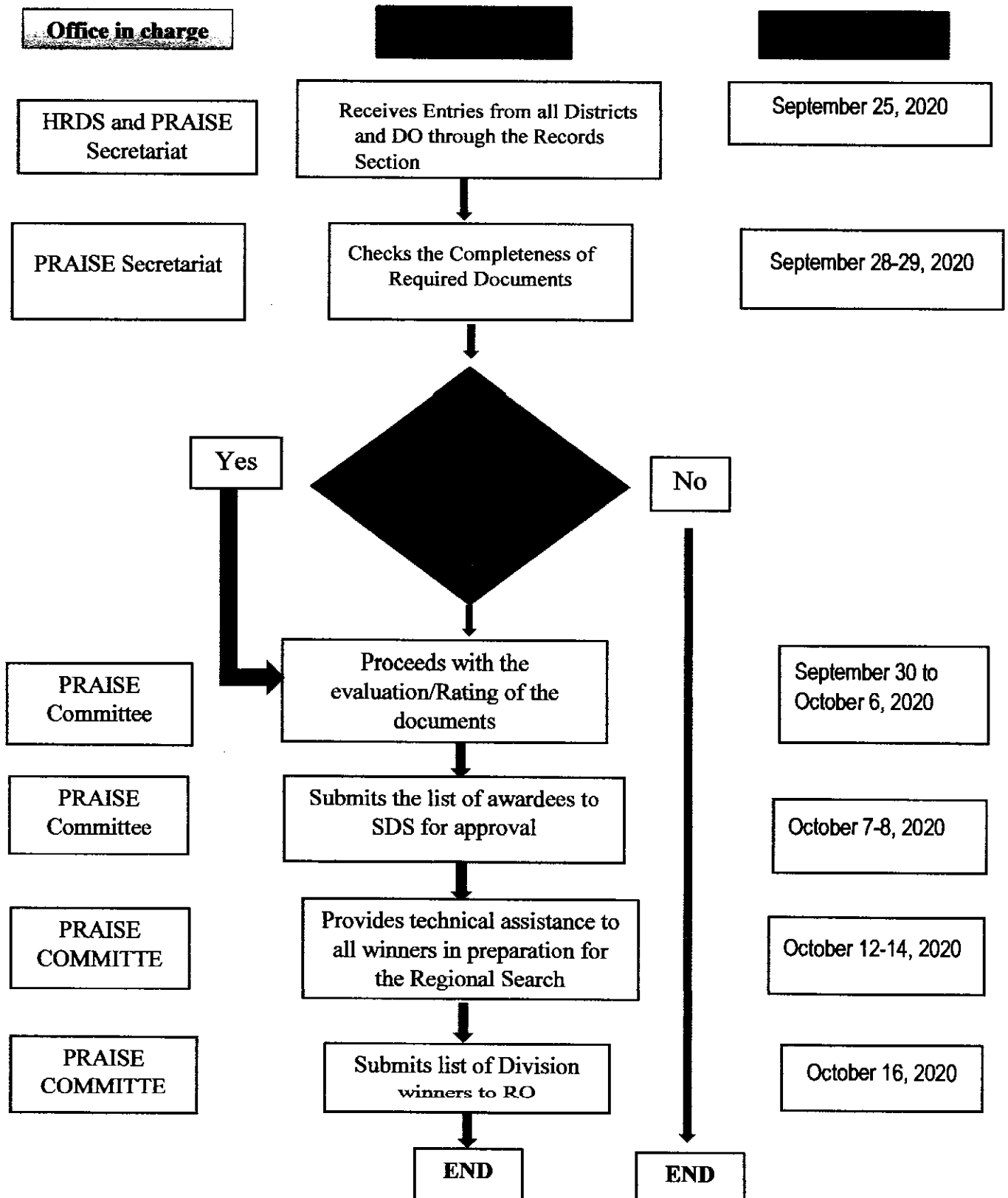
## XI. MONITORING AND EVALUATION

Monitoring and evaluation of Rewards and Recognition activities shall be done by the PRAISE Committee, in partnership with the Monitoring and Evaluation Section, and the Office of the Schools Division Superintendent.



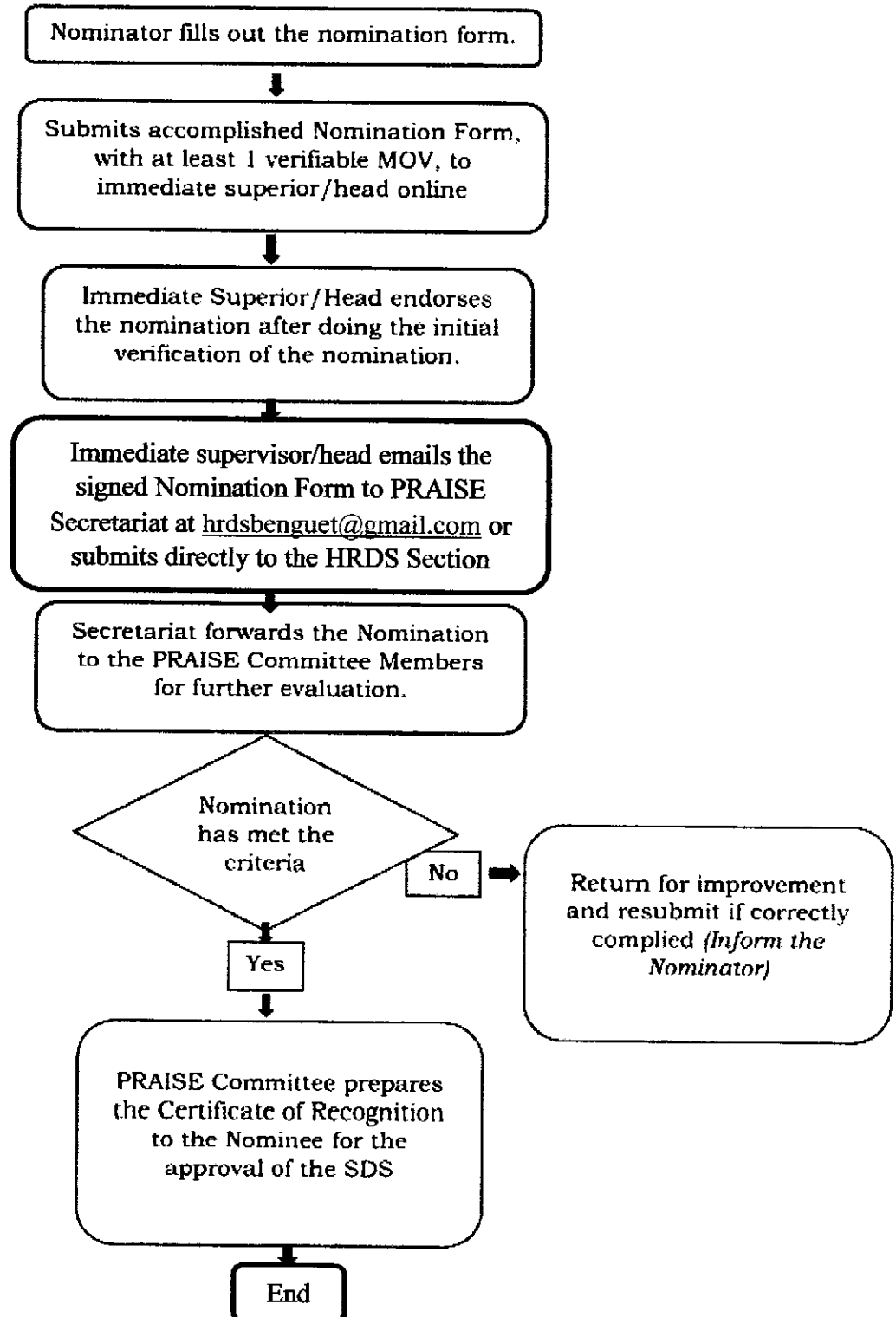
**XII. FLOW CHART**

**A. REWARDS AND RECOGNITION FLOWCHART for SDO and SCHOOL AWARDS**





**B. FLOW CHART FOR SPECIAL AWARDS**







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## **XII. FUNDING**

The Division Office, through the Human Resource Development Section, shall allocate at least 5% of the HRDS and Human Resource Training and Development funds for the awards system and incorporate the same in its annual Work and Financial Plan and Budget.

## **XIV. EFFECTIVITY**

This policy shall take effect immediately upon approval. The Schools District 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

RM No. 232, s. 2020 - Guidelines on Service with Honor and Integrity - Awards and Incentives for Employees of the Department of Education - Cordillera Administrative Region (SHINE-DEPEDCAR)



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## **ANNEXES ANNEX I**

### **DIVISION AWARDS FOR DIVISION OFFICE EMPLOYEES**

#### **I. Specific Guidelines:**

In addition to the enclosure the following guidelines shall be observed:

1. The search shall be open to all permanent employees of the Division Office.
2. Employees who wish to join the Best Employee category shall submit their application duly endorsed by the Chair of the SEDOE Committee together with the supporting documents.
3. For the educational Advancement Award, employees who are interested shall submit their letter of intent/application together with supporting documents, such as proof of completion or degree like, diploma/official transcript of records (OTR), certificates of skills training.
4. Supporting documents for the search, unless otherwise stated, is based on the current calendar year.
5. All applications shall be submitted in two sets (photocopy) addressed to the Chairperson of the PRAISE Committee through the records section.

#### **II. Coverage and Rewards for Specific Awards:**

<b>AWARDS</b>	<b>COVERAGE</b>	<b>CRITERIA</b>
<b>1. Outstanding SDO Employee Award</b>		
A) Supervisor Category	Education Program Supervisors (EPS)	<b>A-1-a</b>
B) Pinnacle Award	Public Schools District Supervisors (PSDS)	
C) Non-Teaching Category	Level 1 – Salary Grades 1-9 Level 2 – Salary Grades 10-16 Level 2 SG 18-23 (except EPS)	<b>A-1-b</b>
<b>2. Special Awards</b>		
a) Office Laurel Award (Individuals or Groups awarded or recognized by other institutions/agencies)	SDO Employees	<b>A- 2</b>



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b) Service Commitment	SDO Employees	
c) Lifelong Learner Award (Educational Advancement)	SDO Employees	
d) Loyalty Award	All permanent employees	CSM MC No. 6 s. 2002- Revised Policies on the Grant of Loyalty Awards, Do. 55 s. 2003 & M+DM No. 153 s. 2015
<b>3. Idol Awards</b>		
D.1 Innovation Award	SDO employees	<b>A - 3</b>
D.2. Helping Hand Award		
D.2 Achievement Spot Awards		
D) On the Spot Awards	SDO employees	<b>A - 4</b>
E. Outstanding Schools Division Office Award (for Schools Division Offices)		<b>A-5</b>



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ANNEX A-1-a

**OUTSTANDING DIVISION SUPERVISOR and  
OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR**

INDICATORS	MOVs
<b>1. 1. Individual Performance Commitment and Review Form (IPCRF) Rating for latest year ----- - -30 Points</b>	
4.90 - 50 - 30 4.70 - 4.89 - 25 4.50 - 4.69 - 20 4.30 - 4.49 - 15 3.60 - 4.29 - 10	- IPCRF for the last three years
<b>2. Outstanding accomplishment from October (Previous Year) to September (Current Year)-----30 Pts</b>	
<b>A. Innovations ----- 5 points</b> Implemented w/ completion Report (With Gains) – 5 Implemented the approved proposal----- 4 Approved Proposal ----- 3	- Certified photocopy of Innovation signed by the SDS - Certified photocopy of Certificates
<b>B. Contextualized/Developed Learning Materials -- 5</b> Developed 6 or more Learning Material-5 Developed 5 Learning Material -- 4 Developed 4 Learning Materials -- 3	Certification from the SDS
<b>C. Research (Basic or Action)----- 5</b> Conducted action/basic Research — 5	- Certified photocopy of Research signed by the SDS - Certified photocopy of Certificates
<b>D. Publication/Authorship of own studies ----- 5</b> (Research, studies, published in a research journal, book of abstract, or proceedings)	Certified Photocopy of publication
<b>E. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd----- 5</b> a. National/International -5	Certified Photocopy of certificates



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<p>b. Regional ————— 4</p> <p><b>F. Chair/Co-Chair in Technical/planning committee – 5</b></p> <p>a. National/International —5</p> <p>b. Regional ————— 4</p>	<p>Certified Photocopy of certificates</p>
<p><b>3. Significant Accomplishment or exemplary norms of conduct (within last 3 years)— 20 Points</b></p>	<p>Validated and certified by immediate superior with interview</p>
<p>Outstanding Accomplishments ——— 10 points</p> <p style="text-align: center;">(Score is 0 or 10)</p>	<p>A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”.</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in bullet form</li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p style="text-align: center;"><b>Format:</b></p> <p>I. Situation</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<p>Exemplary norms of conduct ————— 10 points</p> <p style="text-align: center;">(Score is 0 or 10)</p>	
<p><b>4. LEADERSHIP ----- 10 Points</b></p>	
<p>a) Able to lead the members of a team to do willingly the assigned task/project.</p> <p>a. Designation, Action Plan, Accomplishment report and Certificate ————— 10</p> <p>b. Designation, Certificate and action plan - 7</p> <p>c. Designation and Action plan - 4</p>	<p>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)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>
<p><b>5. Awards won for the current year ----- 10 Points</b></p>	
<p>National/International- ----- 10</p>	<p>- Certified photocopy of awards, plaques, etc.</p> <p>- Awards MUST be given in a fitting occasion</p>



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Region----- 9	<b>**CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).</b>
Division----- 8	
District/Municipal ----- 7	
School/Barangay ----- 6	
<b>TOTAL POINTS.....100</b>	-



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ANNEX A-1-b

**OUTSTANDING DIVISION NON-TEACHING PERSONNEL  
(LEVELS 1 AND 2)**

INDICATORS	MOVs
<b>1. Individual Performance Commitment and Review Form (IPCRF)</b> Rating for latest year -----25 Points	
a. 4.90 - 50 - 25 b. 4.70 - 4.89 - 20 c. 4.50 - 4.69 - 15 d. 4.30 - 4.49 - 10 e. 3.60 - 4.29 - 5	- Approved latest IPCRF
<b>2. Outstanding accomplishment from October (Previous Year) to September (Current Year)--- -20 Points</b>	
<b>A. Resource Speaker/facilitator ----- 10</b> a. National/International -10 b. Regional ----- 7 c. Division ----- 4  <b>B. Chair, co-chair (technical committees) ----- 10</b> a. National/International -- 10 b. Regional ----- 7 c. Division ----- 4	Certified photocopy of Certificates     Photocopy of certificates
<b>3. Professional Advancement from October (Previous Year) to September (Current Year)---- 15 Points</b>	
<b>A. Attendance to Training/Seminar/Workshop----- 10 pts.</b> (Minimum of 24 hrs.) a. National/International ----- 10 b. Regional ----- 7 c. Division ----- 4  <b>B. Education ----- 5 Pts.</b> a. Doctorate ----- 5 b. Finished academic requirement leading to Doctorate --- -4 c. Master's Degree----- 3 d. Finished academic requirement leading to Master - - - - -2	Certified photocopy of certificates     Certified photocopy of transcript of records
<b>4. Significant Work Accomplishments and exemplary norms of conduct (within last 3 years)---- 20 Points</b>	Validated and certified by immediate superior with interview



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<p>Outstanding Accomplishments ——— 10 points</p> <p>(Score is 0 or 10)</p>	<ul style="list-style-type: none"> <li>• Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</li> <li>• Use of specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”.</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul>
<p>Exemplary behavioral norms of conduct (among the 8 norms of conduct) ————— 10 points</p> <p>(Score is 0 or 10)</p>	<p><b>Format:</b></p> <p>I. Situation</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
<p><b>5. LEADERSHIP from October (Previous Year) to September (Current Year)- - - - - 10 Points</b></p>	
<p>a) Able to lead the members of a team to do willingly the assigned task/project.</p> <p style="text-align: center;">a. Accomplishment report – 10</p>	<ol style="list-style-type: none"> <li>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)</li> <li>2. Accomplishment report with pictorials</li> <li>3. Designation/recognition</li> </ol>
<p><b>6. Award won for October (previous year) to September (current year) ————— 10 points</b></p>	
<p>C. National/International – 10</p> <p>D. Region- - - - - 8</p> <p>E. Division/Province - - - - 6</p> <p>F. District/Municipal - - 4</p>	<ul style="list-style-type: none"> <li>- Certified photocopy of awards, plaques, etc.</li> <li>- Awards <b>MUST</b> be given in a fitting occasion</li> </ul>





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G. School/Barangay --- 2	**CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).
<b>Total</b>	<b>-100points</b>



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**ANNEX A-2**

**SPECIAL AWARDS  
DOCUMENTS NEEDED**

<b>INDICATORS</b>	<b>MOVs</b>
1. Office Laurel Award (Individuals or Groups awarded or recognized by other institutions/agencies)	<ul style="list-style-type: none"><li>• Certificate of Award from other office/institutions</li></ul>
2. Service Commitment	<ul style="list-style-type: none"><li>• Certificate of Award</li></ul>
3. Lifelong Learner Award (Educational Advancement)	<ul style="list-style-type: none"><li>• All SDO employees (permanent)</li><li>• For the last 5 years</li><li>• Cut-off period is summer of the current year</li><li>• Completion of Degree as evidenced by Diploma/OTR (All SDO permanent employees)</li><li>• Completion of Skills Training of at least two weeks duration (without using government time or money and while in the service at the SDO)</li></ul>
4. Loyalty Award	<ul style="list-style-type: none"><li>• Service Records</li><li>• Recommendation from Admin HR</li></ul>



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**ANNEX A-3**

**IDOL AWARDS**

<b>AWARD TYPE</b>	<b>MOV</b>
<b>1. Achievement Award</b>	<ul style="list-style-type: none"><li>• Nomination forms</li></ul>
<b>2. Hall of Fame Award</b>	<ul style="list-style-type: none"><li>• Awarded three times in the same category within the year</li></ul>
<b>3. Helping Hand Award (Group Citation)</b>	<ul style="list-style-type: none"><li>• Nomination Form</li></ul>
<b>4. "Malikhain" Award (Best Initiative)</b>	<ul style="list-style-type: none"><li>• Initiated an exemplary practice/projects/activity that significantly improved a work process/system or has significantly increased the efficiency of operation of the division/unit</li></ul>

**ANNEX A-4**

**SPOT AWARDS/Other Special Awards**

<b>AWARD TYPE</b>	<b>MOV</b>
Award that the Committee may suggest or that other employees may nominate depending on unique characteristics they observe from each employee or group.	<ul style="list-style-type: none"><li>• Nomination forms</li><li>• Refer to Division Memo No. 077, s. 2020</li></ul>



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**ANNEX A-5**

**OUTSTANDING SCHOOLS DIVISION OFFICE (Regional Search for SDOs)**

INDICATORS	MOVs
<b>1. Performance for the latest School year----- 15 Pts.</b>	
<b>B. OPCRf ----- 15</b> a. 4.9-5.0 - 15 b. 4.8-4.89 - 12 c. 4.70 - 4.79 - 9 d. 4.6 - 4.69 - 6 e. 4.50 - 4.59 - 3	Photocopy of OPCRf
<b>2. Performance Indicator ----- 40 Points</b>	
<b>A. Completion rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>B. Graduation rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>A. Retention Rate ----- 5 pts</b> a. 90-100% - 5 b. 80-89% - 4 c. 70-79% - 3 <b>D. A &amp; E Passers (ALS) ----- 5 pts</b> Based on latest passers vis a vis Takers a. 75% and above -----5 b. 73%-74% ----- 4 c. 71-72% -----3 d. 69 - 70% -----2 e. 65%- 68% -----1	Latest year Data on EBEIS completion rate  *Data – Manually *Certified - SDS *Validation – Planning Officer  Latest year Data based on EBEIS Graduation Rate  Latest year Data based on EBEIS Retention rate  Based on latest result of A & E List of Takers List of Passers  Latest School year Data based on EBEIS School leaver Rate



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**B. School Leaver Rate** \_\_\_\_\_ 5 pts

- a. 0 - .99 % — 5
- b. 1.0 – 1.99% – 4
- c. 2.0 – 2.99% – 3
- d. 3.0 – 3.99% – 2
- e. 4.0 – 4.00 % - 1

**F. Achievement Rate** \_\_\_\_\_ 15

(No rounding off of numbers in the computation)

	NAT G6	NAT G10	NAT G12
36% and above higher than the Nat'l MPS	5	5	5
26-35% higher than the Nat'l	4	4	4
16-25% higher	3	3	3
5-15% higher than the Nat'l	2	2	2

\*\*Latest NAT Result

Summary of NAT Result

**3. Percentage of filled items as of September of the current year based on allocated items** \_\_\_\_\_ **5 Points**

- a. 96%-100%- 5 pts
- b. 91%-95%- 4 pts
- c. 86%-90%- 3 pts
- d. 81%-85%- 2pts
- e. 76%-80%- 1 pt

Percentage of newly created teaching and non- teaching items filled for the January to September for current year

Deployment report validated on PSIPOP

**4. Budget Utilization of SDO's fund for January to September of the current year** \_\_\_\_\_ **5 points**

- a. 96- 100% - 5 pts.
- b. 91- 95% - 4 pts.
- c. 86- 90% - 3 pts.
- d. 81-85% - 2 pts
- e. 76- 80% - 1 pts.

Report on Utilization of SDOs MOOE for January to September of the current year

**5. Compliance to International Standard for Organization (ISO)** \_\_\_\_\_ **5**

Certification



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a. ISO Certified — 5 b. ISO aligned — 3	
<b>6. PRIME HR — 5</b> a. all systems certified — 5 b. 3 systems — 4 c. 2 systems — 3 d. 1 system — 2 e. On-going certification of system - 1	Certificate
<b>7. Percentage of School Site ownership with Title (Special Patent, Pres. Proclamation, Batas Pambansa, Executive Order, Perfected Deed of Donation, Tax Declaration) of the total number of schools — 5 Points</b> a. 75% and above - 5 b. 66-74% - 4 c. 57-65% - 3 d. 48-56% - 2 e. 47% and below - 1	Report on number of school sites with title or proclamation, patent, etc. as of September for the current year
<b>8. Percentage of Schools with SBM level 2 — 5 points</b> a. 75% and above - 5 b. 66-74% - 4 c. 57-65% - 3 d. 48-56% - 2 e. 47% and below - 1	List of SBM Level of School (From FTAD)
<b>9. Partnership and Linkages — 5 points</b> <b>(From October (Previous year) to September of the Current Year)</b> a. 6 or more sustained/renewed/new partnerships - 5 b. 5 new partnerships — 4 c. 4 new partnerships — 3 d. 3 new partnerships — 2 e. 2 new partnerships — 1	Copies of MOU/MOA
<b>10. Timely and complete submission of reports (OPCRF, WFP, AJP, IPDP, Training Completion Report, AOM answered, Cases solved, DRRM, BAR 1) — 5 points</b>	Certified true photocopy of Transmittal



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100% of the required reports submitted on time as stated in the memo – 5 pts 95% - 99% _____ 4 90-94 % _____ 3 85-89 % _____ 2 below 85 % _____ 1	
11. received for Regional Competitions _____ 5 points (CARAA, Festival of Talents, Press Con, Sci and Math Fair, Online competition) - averaging 1 <sup>st</sup> – 5 pts 2 <sup>nd</sup> – 4 pts 3 <sup>rd</sup> – 3 pts 4 <sup>th</sup> – 2 pts 5 <sup>th</sup> – 8 <sup>th</sup> – 1 pt	Certified photocopy of certificates of recognition
<b>TOTAL.....100 POINTS</b>	



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## ANNEX B

### AWARDS FOR SCHOOLS

AWARDS	COVERAGE	CRITERIA
<b>A. OUTSTANDING SCHOOL AWARD</b>	<b>A. Public Category</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li><li>• Multigrade</li></ul> <b>B. Private Category</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li></ul>	<b>B-1-a (i-iii)</b>         <b>B-1-b (i-ii)</b>
<b>B. OUTSTANDING SCHOOL HEAD AWARD</b>	<b>A. Public Category</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li></ul> <b>B. Private Category</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li></ul>	<b>B – 2- a (i-ii)</b>         <b>B – 2 – b (i-ii)</b>
<b>C. OUTSTANDING TEACHER AWARD</b>	<b>A. Public Sch. Teacher</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li><li>• ALS</li><li>• Multigrade</li></ul> <b>B. Private Sch. Teacher</b> <ul style="list-style-type: none"><li>• Elementary</li><li>• Secondary</li></ul>	<b>B – 3- a (i-ii)</b>       <b>B – 3 – a (iii)</b> <b>B – 3 – a (iv)</b>   <b>B – 3- b (i-ii)</b>





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ANNEX B-1-a (i-iii)

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

INDICATORS	MOVs
<b>1. A. SIP/AIP (SY 2019-2020) - - - - - 5 Points</b>  AIP approved and implemented	- Copy of approved AIP and implementation
<b>B. Implementation of AIP ----- 5pts</b>  91-100% of the plan implemented – 5 81-90% of the plan implemented – 4 71-80% of the plan implemented – 3 61-70% of the plan implemented – 2 51-60 % of the plan implemented - 1	Accomplishment report noted by the SDS
<b>2. SBM level of Practice ----- 20 Points</b>  Level 3 ----- 20 Level 2 ----- 15 Level 1 ----- 10	Certificate of SBM certification issued by the Division Office (Level 1) Regional Office (Level 2 and 3)  **points for recommended schools for level 2
<b>3. Performance Indicator (latest SY) - - - - - 10 Points</b>  a. Retention ----- 5 Pts  88% & above       - 5 86% - 87         4 84% - 85% –     3  b. School Leavers Rate ----- 5 pts  0 - .99 % — 5 1.0 – 1.99% – 4 2.0 – 2.99% – 3 3.0 – 3.99% – 2 4.0 – 4.00 % - 1	Data – Manually  *Certified - SDS  *Validation – Planning Officer
<b>4. Financial Management - - - - - 10 Points</b>	



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<p>a. WFP prepared and approved _____ 5 pts.</p> <p>b. Transparency Board is updated monthly - 5 pts</p>	<p>- Budget utilization report Latest CY</p> <p>- Liquidation report: Oct. to Dec. Previous Year and January – September current year</p> <p>- WFP approved by the DO-current year</p> <p>- pictures of transparency board with September current year reports</p>
<p><b>5. Personnel Development ----- 15 Points</b></p> <p><b>a. School LAC sessions conducted from October of the previous year to September of the current year----- 5 pts.</b></p> <p>5 LAC sessions conducted - 5</p> <p>4 LAC sessions conducted – 4</p> <p>3 LAC sessions conducted- 3</p> <p>2 LAC sessions conducted – 2</p> <p>1 LAC session conducted – 1</p> <p><b>b. All employees with properly and completely accomplished IPDP -----5 pts.</b></p> <p><b>c. Attendance to L&amp;D Activities conducted by the School except LAC Sessions ----- 5 pts.</b></p> <p>100% employees - 5</p> <p>95 - 99% employees - 4</p> <p>90 – 94% employees – 3</p>	<p>- LAC Plan proposal and completion report with pictorials</p> <p>- summary of addressed IPDP of latest SY signed by the school head</p> <p>- Attendance for L and D report for Jan to Sept. of the current year</p> <p>-Training proposal and implementation report</p>
<p><b>6. Curriculum Development ----- 10 points</b></p> <p><b>Developed/contextualized Quality assured learning materials for the current year</b></p> <p>Quality Assured by the Region - 10</p> <p>Quality Assured at the Division Level – 8</p> <p>Quality Assured at the District Level – 6</p> <p>Quality assured at the School _____ 4</p>	<p>Learning materials Developed/contextualized and quality assured or published at the Regional LR Portal</p>



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<p><b>7. Learning Environment ----- 20 Points</b></p> <p><b>a. School Environment ----- 5 pts.</b></p> <p>All indicators met – 5</p> <p>4 of the indicators met – 4</p> <p>3 of the indicators met – 3</p> <p>2 of the indicators met – 2</p> <p>1 of the indicator met - 1</p>	<p>(each indicator is equivalent to 1 point)</p> <ol style="list-style-type: none"> <li>1. Citizen's Charter</li> <li>2. Signage/directory and evacuation route and map</li> <li>3. Perimeter fence</li> <li>4. Presence of readily available emergency/first aid kits</li> <li>5. reports with pictorials</li> <li>6. presence of site development plan</li> </ol>
<p><b>b. Clean and Green Program ----- 5 pts.</b></p> <p>All indicators met – 5</p> <p>4 of the indicators met – 4</p> <p>3 of the indicators met – 3</p> <p>2 of the indicators met – 2</p> <p>1 of the indicator met - 1</p> <p><b>c. Health and Nutrition ----- 5 pts.</b></p> <p>1. Health and Wellness Program for employees and learners</p> <p><b>d. Child Protection Policy ----- 5 pts</b></p> <p>Functionality of CPP-Committee (Organization of Committee)</p> <p>Presence of contextualized CPP</p>	<p>(each indicator is equivalent to 1 point)</p> <ol style="list-style-type: none"> <li>1. Clean, orderly and well-structured classroom and offices</li> <li>2. Waste management is evident</li> <li>3. Implementation of WinS</li> <li>4. Presence of Gulayan sa Paaralan</li> <li>5. Beautification Program</li> </ol> <p>Plan and implementation report w/ pictorials.</p> <p>Report on CPP</p> <p>Contextualized CPP</p>
<p><b>8. Partnership -----5 Points</b></p> <p>5 partners and above - 5</p> <p>4 partners ----- - 4</p> <p>3 partners ----- 3</p> <p>2 partners ----- 2</p> <p>1 partner ----- 1</p>	<ul style="list-style-type: none"> <li>- MOA/MOU</li> <li>- Resolutions/requests</li> <li>- Acknowledgement/official receipt</li> <li>- PTA financial report SY 2018-2019</li> <li>- minutes of meeting</li> <li>- pictures</li> </ul>
<p><b>TOTAL POINTS.....100</b></p>	



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**ANNEX B-1-a (iv)**

**OUTSTANDING MULTIGRADE SCHOOL**

CRITERIA	
<b>1. Strategic Plan ----- 10 Points</b>  SIP and AIP approved and implemented	- Copy of approved SIP and AIP with accomplishment report for the current year
<b>2. SBM level of Practice ----- 20 Points</b>  2.50 – 3.00 ----- 20 1.50 – 2.49 ----- 15 0.50– 1.49 ----- 10	Certificate of SBM certification issued by the Regional Office
<b>3. Performance Indicator (latest SY) - ----- 10 Points</b>  a. Retention ----- 5 Pts 88% & above       - 5 86% - 87         - 4 84% - 85%       - 3  b. Simple Dropout -5 pts 0% - 0.99%- 5 1.0% - 1.99%   - 4 2.0% - above     - 3	Data – Manually *Certified - SDS *Validation – Planning Officer
<b>4. Financial Management ----- 10 Points</b>  All the indicators met   - 10 Lacks 1 of the indicators - 8 Lacks 2 of the indicators - 6 Lacks 3 of the indicators - 4	- 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



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<p><b>5. Personnel Development -----15 Points</b></p> <p><b>a. School LAC sessions conducted fro Jan. to September of the current year ----- 5 pts.</b></p> <p>5 LAC sessions conducted - 5        4 LAC sessions conducted - 4        3 LAC sessions conducted- 3        2 LAC sessions conducted - 2        1 LAC session conducted - 1</p> <p><b>b. All employees with properly accomplished IPDP ----- 5 pts.</b></p> <p><b>c. Attendance to L&amp;D Activities conducted by the School except LAC Sessions -----5 pts.</b></p> <p>100% employees - 5        95 - 99% employees - 4        90 - 94% employees - 3</p>	<p>- LAC Session proposal and completion report with pictorials</p> <p>- summary of IPDP signed by the school head</p> <p>- Attendance for L and D report for Jan to Sept. of the current year</p>
<p><b>6. Curriculum Management from October (previous year) to September (current year) -----20 Pts.</b></p>	
<p><b>a. Curriculum Planning (Multi-grade Scheme) -- 10 pts.</b></p> <p>All Indicators met - 5        Lacks 1 of the indicator - 4        Lacks 2 of the Indicators 3        Lacks 3 of the indicators 2</p>	<ol style="list-style-type: none"> <li>1. Class Programming/ Scheduling</li> <li>2. Budget of Work</li> <li>3. Time Allotment</li> <li>4. Daily Lesson Log Preparation</li> </ol>
<p><b>b. Curriculum Delivery ----- 10 pts.</b></p> <p>All the indicators met ----- 10        Lacks 1 of the indicators ----- 8        Lacks 2 of the indicators ----- 6        Lacks 3 of the indicators ----- 4</p>	<ol style="list-style-type: none"> <li>1. Schemes (COT/ Observation notes or sheets)</li> <li>2. Differentiated Instruction and activities</li> <li>3. Art of Questioning (HOTS)</li> <li>4. Contextualized Instructional Materials/ LMs</li> <li>5. Developmentally Appropriate Practices</li> </ol>



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<p>Lacks 4 of the indicators — 2</p>	<p>6. Shifting          7. Learning Environment          8. School's Program to reach out children with special needs</p>
<p><b>8. Partnership from October (previous year) to September (current year)- ..... 15 Points</b></p> <p>a. School community projects/activities and donations received. ----          _____ 10 pts</p> <p>2 points for every projects w/ documents</p> <p>b. Dissemination of DepEd programs during PTA meeting -- ----          -----5pts</p>	<p>- MOA/MOU          - Resolutions/requests          - Acknowledgement/official receipt          - PTA financial report SY 2018-2019</p> <p>- Documentation          - minutes of meeting          - pictures</p>
<p><b>Total _____ 100 Points</b></p>	



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ANNEX B-1-b (i-ii)

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

INDICATORS	MOVs
	All MOVs are from October (Previous year) to September (Current Year)
<b>1. Strategic Plan ----- 5 Points</b>  Annual/Triennial/5 years development plan	Development plan and implementation Report with pictorials
<b>2. Performance Indicator (latest SY) - - - - 10 Points</b>  <b>a. Retention ----- 5 Pts</b> 88% & above -- 5 86% - 87% -- 4 84% - 85% -- 3  <b>b. School Leavers Rate ----- 5 pts</b> 0% - 5 0.1 - 1% - 4 1.01 - 2% - 3	* Data – Manually *Certified - SDS *Validation – Planning Officer
<b>2. Learners Development ----- 10 Pts.</b>  Have organized activities aligned to the mandated PAPs that enhance learners' performance and interest (DO No. 49, s. 2011)  8-and above organized activities – 10 6-7 organized activities – 8 4-5 organized activities – 6 3 and below organized activities – 4	List of activities organized Action Plans Pictorials of Implementation Accomplishment Report
<b>3. Intervention Programs/Activities provided for learners----- 10 pts.</b>  8-and above programs/activities provided - 10 6-7 Programs/activities - 8	List of Interventions provided Sample of Learning materials provided



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<p>4-5 programs/ activities - 6</p> <p>3 and below programs/activities - 4</p>	
<p><b>5. Personnel Development -----10 Points</b></p> <p><b>a. Attendance of employees to L&amp;D Activities conducted from October (Previous Year) to September (Current Year)- 5 pts.</b></p> <p>100% employees - 5</p> <p>95 - 99% employees - 4</p> <p>90 - 94% employees - 3</p> <p>85- 89 % employees - 2</p> <p><b>b. In-service trainings conducted by the school from October (Previous Year) to September (Current Year)--- 5 points</b></p> <p>5 in-service trainings conducted - 5</p> <p>4 in-service trainings conducted - 4</p> <p>3 in-service trainings conducted - 3</p> <p>2 in-service trainings conducted - 2</p> <p>1 in-service trainings conducted - 1</p>	<p>1. Report of regular in-service training, other training conducted</p> <p>2. Summary of attendance of employees to L and D</p> <p>Training Design</p> <p>Training Completion Report with pictorials</p>
<p><b>6. School Development ----- 15 Points</b></p> <p><b>6.1 School site ownership - 5 pts.</b></p> <p><b>6.2 Clean and Green Program - 5 pts.</b></p> <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> </ul>	<p>1. Certified photocopy of Title/patent or any proof of ownership:</p> <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> <p>2. Certified photocopy of Deed of Donation &amp; Acceptance</p> <p>3. Certified photocopy of Usufruct Agreement (lease contract)</p> <p>Documentation (reports &amp; pictures)</p> <p>Presence of Materials Recovery Facility (MRF) or evidence of segregation practice</p>





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<ul style="list-style-type: none"> <li>• Presence of Gulayan sa Paaralan</li> <li>• Beautification Program</li> </ul> <p>6.3 Health and Nutrition - 3 pts</p> <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> <p>6.4 Child Protection Policy - 2 pts</p> <p>* Implementation of the Child Protection Policy</p>	<p>Accomplishment report with pictorials</p> <p>5. Health Sanitary Permit</p> <p>1. Presence of a program on bullying management with functional monitoring tools</p> <p>2. Localized school policies for child protection</p> <p>2. reports of bullying cases addressed</p>
<p><b>7. School Recognition ----- 5 points</b></p> <p>Updated DepEd Recognition ----- 5</p> <p>Updated DepEd Permit ----- 3</p>	<p>Certified Photocopy of Updated DepEd Recognition, Updated DepEd Permit</p>
<p><b>School Accreditation by any accrediting agencies – 5 pts</b></p> <p>Level 4 – 5 pts</p> <p>Level 3 – 4</p> <p>Level 2 – 3</p> <p>Level 1 – 2</p> <p>On process - 1</p>	<p>Photocopy of accreditation</p>
<p><b>7. Partnership ----- 5 Points</b></p> <p>a. School community projects/activities and donations received/provided ---- 5 pts</p> <p>5 partners and above - 5</p> <p>4 partners ----- 4</p> <p>3 partners ----- 3</p> <p>2 partners ----- 2</p>	<p>1. MOA/MOU</p> <p>2. Acknowledgement/official receipt/certificate of acceptance</p> <p>3. Accomplishment report on partnership</p>



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1 partner ——— 1	
9. School Awards won from October (previous year) to September (Current Year) ——— - - 10 Points a. International ——— 10 b. National - 8 c. Regional - 6 d. Division - 4 e. District - 2	- certified photocopy of certificates, plaques, and other relevant documents
10. Learners Awards won from October (previous year) to September (Current Year) - - - - - 10 Points a. International ——— 5 b. National - 4 c. Regional - 3 d. Division - 2 e. District - 1	- certified photocopy of certificates, plaques, and other relevant documents
<b>TOTAL POINTS.....100</b>	



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ANNEX B-2-a (i & ii)

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

INDICATORS	MOVs																
<b>1. Performance for the latest school year -- -- 10 Pts</b>																	
4.90—5.0 — 10 4.80- 4.89 - 8 4.70- 4.79 - 6 4.60—4.69 - 4 4.50 – 4.59 - 2	Approved latest OPCRF																
<b>2. INSTRUCTIONAL LEADERSHIP - - - - 10 Points</b>																	
<ul style="list-style-type: none"> <li>▪ Accounts for learning outcome of school vis-à-vis goals and targets - 6 pts.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">Rating</th> <th style="width: 20%;">School Leaver Rate (2 pts)</th> <th style="width: 20%;">Graduation Rate (2 pts)</th> <th style="width: 20%;">Promotion Rate (2 pts)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">0%</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">1.5</td> <td style="text-align: center;">.01-1%</td> <td style="text-align: center;">98-99%</td> <td style="text-align: center;">98-99%</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1.01-2%</td> <td style="text-align: center;">96-97%</td> <td style="text-align: center;">96-97%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Organized Co-curricular Activities ——— 2</li> <li>▪ Develops intervention programs/adapts existing programs - ——— 2 pts.</li> </ul>	Rating	School Leaver Rate (2 pts)	Graduation Rate (2 pts)	Promotion Rate (2 pts)	2	0%	100%	100%	1.5	.01-1%	98-99%	98-99%	1	1.01-2%	96-97%	96-97%	<ul style="list-style-type: none"> <li>▪ School Leaver Rate rate, graduation/promotion rate for latest SY certified by the Division planning officer</li> <li>▪ List of Organized Co-Curricular, Action Plan, Accomplishment Reports</li> <li>▪ Record of intervention program/innovative best practices with documentation, research based school program</li> </ul>
Rating	School Leaver Rate (2 pts)	Graduation Rate (2 pts)	Promotion Rate (2 pts)														
2	0%	100%	100%														
1.5	.01-1%	98-99%	98-99%														
1	1.01-2%	96-97%	96-97%														
<b>3. SCHOOL LEADERSHIP - - - - - 20 Points</b>																	
<ul style="list-style-type: none"> <li>▪ SBM level of practice (Certified by the Region) – 15 pts</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">Level</td> <td style="width: 50%; text-align: center;">points</td> </tr> </table>	Level	points	<ul style="list-style-type: none"> <li>▪ Present level of practice, certification from RO</li> </ul>														
Level	points																



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	2.50 – 3.00	15		
	1.50 – 2.49	10		
	0.50 – 1.49	5		
<b>Financial Budget Utilization ————— 5 pts.</b>				Certification from the Accountant
	96% -100%	- 5		
	91% - 95%	- 4		
	86% - 90%	- 3		
<b>4. LEARNING ENVIRONMENT -----10 Points</b>				
<ul style="list-style-type: none"> <li>▪ <b>Creates an engaging learning environment – 5 pts</b> <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li>   <li>▪ <b>Participates in the management of learner behavior within the school and other related activities- -----5 pts.</b> <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li> </ul>				<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>
<b>5. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT ----- 10 Points</b>				
<ul style="list-style-type: none"> <li>▪ <b>Ensures that the objectives of the school development plan are supported with resources for training and development</b></li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</b></li> </ul>



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<p>programs, assists and monitors the development of IPPD of each personnel Conducts SLAC/School Based INSET - 3 pts.</p> <ul style="list-style-type: none"> <li>▪ Assigns personnel in their areas of competence; Mentors and coaches employees and facilitates the induction of new one - 2pts.</li>   <li>▪ Promotion of Teachers (Reclass or Natural) – 3</li> <ul style="list-style-type: none"> <li>▪ Creates a functional school-based performance appraisal committee (PRAISE) - 2 pts.</li> </ul> </ul>	<ul style="list-style-type: none"> <li>▪ Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted,             <ul style="list-style-type: none"> <li>▪ Transmittal for Promotion</li> <li>▪ School PRAISE guidelines</li> </ul> </li> </ul>																
<b>6. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP - ----- -10 POINTS</b>																	
<ul style="list-style-type: none"> <li>▪ Organizes programs that involve parents and other stakeholders to promote learning - 5 pts.</li> </ul> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">No. of Programs</th> <th style="padding: 5px;">Points</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">5</td> <td style="padding: 5px;">5</td> </tr> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Establishes sustainable linkages/partnership with external stakeholders - 5 pts.</li> </ul> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Rating</th> <th style="padding: 5px;">No. of Activities Conducted/MOA/MOU forged</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">5</td> <td style="padding: 5px;">5</td> </tr> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">3</td> </tr> </tbody> </table>	No. of Programs	Points	5	5	4	4	3	3	Rating	No. of Activities Conducted/MOA/MOU forged	5	5	4	4	3	3	<ul style="list-style-type: none"> <li>▪ Accomplishment report of programs that involved parents and other stakeholders vis-a-vis action plan</li>   <li>▪ MOA/MOU of Adopt a School Program, certificates of participation in community affairs,</li>   <li>▪ (conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)</li> </ul>
No. of Programs	Points																
5	5																
4	4																
3	3																
Rating	No. of Activities Conducted/MOA/MOU forged																
5	5																
4	4																
3	3																
<b>6. Significant Accomplishment or exemplary norms of conduct (within the last 3 years)----- 20 Pts</b>	Validated and certified by immediate superior																
Outstanding Accomplishments ----- 10  (Score is 0 or 10)	B. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:																



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	<ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul>
Exemplary norms of conduct _____ 10 (Score is 0 or 10)	<b>Format:</b> I. Situation II. Task/Action III. Result/Impact
<b>8. Awards won/Exemplary outstanding performance for October (Previous year) to September (Current Year) _____</b> <b>_____5 Points</b>	
a) National/International- ----- 5 b) Region- ----- 4 c) Division- ----- 3 d) District/Municipal ----- 2 e) School/Barangay ----- 1	- certified photocopy of certificates, plaques, etc.
<b>8. Other Task from October (previous Year) to September Current Year)- - - - - 5 Points</b>	
Resource Speaker/facilitator/Chair or co-chair in a technical planning committee in Trainings conducted — 5 <ul style="list-style-type: none"> <li>• International -5</li> <li>• National - 4</li> <li>• Regional - 2</li> <li>• Division - 1</li> </ul>	Certified Photocopy of certificates
<b>TOTAL -100 POINTS</b>	



ANNEX B-2-b (i&ii)

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

INDICATORS	MOVs																
<b>1. Performance for the latest school year 10 Pts</b>																	
4.90—5.0 — 10 4.80- 4.89 - 8 4.70- 4.79 - 6 4.60—4.69 - 4 4.50 – 4.59 - 2	Approved latest OPCRF																
<b>2. INSTRUCTIONAL LEADERSHIP - . . . . . 15 Points</b>																	
<ul style="list-style-type: none"> <li>▪ Accounts for learning outcome of school vis-à-vis goals and targets - 15 pts.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Rating</th> <th style="width: 20%;">School Leaver Rate (5 pts)</th> <th style="width: 20%;">Graduation Rate (5 pts)</th> <th style="width: 20%;">Promotion Rate (5 pts)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">0%</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">1.5</td> <td style="text-align: center;">.01-1%</td> <td style="text-align: center;">98-99%</td> <td style="text-align: center;">98-99%</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1.01-2%</td> <td style="text-align: center;">96-97%</td> <td style="text-align: center;">96-97%</td> </tr> </tbody> </table>	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%	<ul style="list-style-type: none"> <li>▪ School Leaver Rate rate, graduation/promotion rate for the latest School Year</li> </ul>
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%														
<b>2. SCHOOL LEADERSHIP - . . . . . 15 Points</b>																	
2.1 Involves all internal and external stakeholders in developing SIP/AIP - 4 pts.  2.2 Participation in encoding and updating of the schools BEIS and LIS _____ - 3 pts.  2.3 Resolves problems at school level and explores several approaches in handling problems - 4 pts.	1. Approved AIP or its equivalent  2. 100% eBEIS/updated LIS  3. Documentation, records, attendance sheet																



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<p>2.4 Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -4 pts.</p>	<p>4. Records of programs and projects</p>
<p><b>3. LEARNING ENVIRONMENT - - - - - 10 Points</b></p>	
<ul style="list-style-type: none"> <li>▪ Creates an engaging learning environment – 5 pts           <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li>   <li>▪ Participates in the management of learner behavior within the school and other related activities- -----5 pts.           <ul style="list-style-type: none"> <li>5 Indicators Met – 5</li> <li>4 Indicators Met – 4</li> <li>3 Indicators – 3</li> <li>2 Indicators Met – 2</li> <li>1 Indicator Met - 1</li> </ul> </li> </ul>	<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>
<p><b>4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - - - - - 10 Points</b></p>	
<p>4.1 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----- 4 pts.</p> <p>4.2 Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts.</p>	<ol style="list-style-type: none"> <li>1. Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</li>   <li>2. Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings</li> </ol>







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<ul style="list-style-type: none"><li>• International -10</li><li>• National – 8</li><li>• Regional – 6</li><li>• Division - 4</li><li>• District - 2</li></ul>	Certified Photocopy of certificates
<b>TOTAL .....100 POINTS</b>	



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ANNEX B-3-a (i-ii)

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

1. Performance Rating for the latest School year — 15 Pts	MOVs
4.90—5.0 — 15 4.80- 4.89 - 12 4.70- 4.79 - 9 4.60—4.69 - 6 4.50 – 4.59 - 3	Certified photocopy of IPCRF
<b>2. Learner Development from October (Previous Year) to September (Current Year)- - - - - 15 Points</b>	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities — 5 pts. <ul style="list-style-type: none"> <li>• Home visitation — 2 pts.</li> <li>• Remedial classes/tutorial – 3 pts.</li> </ul> a.2) 100% passing rate and zero dropout — 5 pts.  b) Initiated and organized school and family partnerships that promote student peak performance — 5 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/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
<b>3. Outstanding Accomplishment from October (Previous Year) to September (Current Year) — 30 points</b>	



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<p><b>a. Contextualized/Developed Learning Materials-- 10</b></p> <p>Published in the Region LR Portal ----- 10</p> <p>Quality assured in the Division ----- 8</p> <p>Quality assured in the District ----- 6</p> <p>Quality assured in the School ----- 4</p> <p><b>b. Research (Basic or Action) ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>c. Innovation ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>d. Consultant/Resource Speaker/ Learning Facilitator in trainings/seminar representing DepEd----- 5</b></p> <ul style="list-style-type: none"> <li>• International -----5</li> <li>• National ----- 4</li> <li>• Regional ----- 3</li> <li>• Division ----- 2</li> <li>• District ----- 1</li> </ul> <p><b>e. Chair/Co-Chair in Technical/planning committee – 5</b></p> <ul style="list-style-type: none"> <li>• International -----5</li> <li>• National ----- 4</li> <li>• Regional ----- 3</li> <li>• Division ----- 2</li> <li>• District ----- 1</li> </ul>	<p>Copy of Learning Materials Developed/Contextualized</p> <p>1. Research Proposal approved by the SDS</p> <p>2. Research Completion Report containing the effect/impact of the research signed by the SDS</p> <p>Certified true photocopy of certificate</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><b>4. Leadership Ability from October (Previous Year) to September (Current Year)-- ----- 10 Points</b></p>	
<p>a) Able to lead the members of a team to do willingly the assigned task/project.</p> <p style="padding-left: 20px;">a. Designation, Action plan, Accomplishment Report-- 10</p> <p style="padding-left: 20px;">b. Designation and action plan – 7</p> <p style="padding-left: 20px;">c. Designation – 4</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>



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<b>5. Significant Accomplishment and exemplary norms of conduct (within last 3 years)----- 20 Points</b>	Validated and certified by immediate superior
Significant Accomplishments ----- 10 points  (Score is 0 or 10)	A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers: <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated" .</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format:</b> Situation (Problems addressed)</p> <p>II. Task/Action</p> <p>III. Result/Impact</p>
Exemplary norms of conduct ----- 10 points (Score is 0 or 10)	
<b>6. Awards won from Oct. (previous year) to September (current year)----- 10 Points</b>	
a) International ----- 10 b) National----- 8 c) Regional----- 6 d) Division/Provincial ----- 4 e) District/Municipal----- 2	- Certified photocopy of certificates, plaques, etc.  - Awards taken from a search for performing or outstanding teachers  - Memorandum
<b>TOTAL POINTS.....100</b>	





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<p>85% and above — 5</p> <p>80-84% — 4</p> <p>75-79% — 3</p> <p>71-74% — 2</p> <p>66-70% — 1</p>	
<p><b>3. Outstanding Accomplishment from October (Previous Year) to September (Current Year) — 30 Points</b></p>	
<p><b>A. Planned and implemented activities that are responsive to the needs and problems of the community — 5</b></p> <ul style="list-style-type: none"> <li>• Implemented the planned activities with completion report (with impact) — 5</li> <li>• Implemented w/o completion report — 4</li> <li>• Approved plan — 3</li> </ul>	<p>Action Plan</p> <p>Implementation Report</p>
<p><b>B. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects — 5</b></p> <ul style="list-style-type: none"> <li>• Complete required MOVs — 5</li> <li>• Lacks 1 MOVs — 4</li> <li>• Lacks 2 MOVs — 3</li> </ul>	<p>MOA/MOU</p> <p>Implementation plan</p> <p>Implementation Report with pictorials</p>
<p><b>C. Contextualized/Developed Learning Materials for ALS from October (Previous Year) to September (Current Year) — 10 Points</b></p> <p>Quality assured in the Region — 10</p> <p>Quality assured in the Division — 8</p> <p>Quality assured in the District — 6</p> <p>Quality assured in the School — 4</p>	<p>Copy of Learning Materials Developed/Contextualized</p>
<p><b>D. Research/Innovation — 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report — (5)</li> <li>• Implemented the approved proposal — (4)</li> <li>• Approved Proposal — (2)</li> </ul>	<p>1. Research/Innovation Proposal approved by the SDS</p>
<p><b>E. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee — 5</b></p> <ul style="list-style-type: none"> <li>• International -5</li> </ul>	<p>2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS</p>







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a) International- ----- 10	Certified Photocopy of certificates
b National- ----- 8	
c) Regional- ----- 6	
d) Division/Provincial ----- 4	
e) District/Municipal ----- 2	
<b>TOTAL</b> <b>100 POINTS</b>	



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ANNEX B-3-a (iv)

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

1. Performance Rating for the latest school year --- 15 Pts	MOVs
4.90—5.0 — 15 4.80- 4.89 - 13 4.70- 4.79 - 11 4.60—4.69 - 9 4.50 – 4.59 - 7	Certified photocopy of IPCRF
<b>2. Learner Development from October (Previous Year) to September (Current Year)- - - - - 15 Points</b>	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities ----- -----5 pts. <ul style="list-style-type: none"> <li>• Home visitation ----- 2 pts.</li> <li>• Remedial classes/tutorial – 3 pts.</li> </ul> a.2) 100% passing rate and zero dropout — 5 pts.	1. Report of conducted home visitation with documentation  2. Instructional plan for the conduct of remedial classes approved by the School Head
A.3) 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
<b>1. Curriculum Planning (Multi-grade Scheme) 5 pts.</b>  All Indicators met — 5 Lacks 1 of the indicator - 4 Lacks 2 of the Indicators - 3 Lacks 3 of the indicators - 2	1. Class Programming/ Scheduling  2. Budget of Work  3. Time Allotment  4. Daily Lesson Log Preparation



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<p>2. Curriculum Delivery _____ 10 pts.</p> <p>All the indicators met ----- 10</p> <p>Lacks 1 of the indicators — 8</p> <p>Lacks 2 of the indicators — 6</p> <p>Lacks 3 of the indicators ---- 4</p> <p>Lacks 4 of the indicators — 2</p> <p>3. Learning Assessment _____5</p> <p>All Indicators met - 5</p> <p>Lacks 1 of the indicators - 4</p> <p>Lacks 2 of the Indicators - 3</p> <p>Lacks 3 of the indicators - 2</p>	<ol style="list-style-type: none"> <li>1. Schemes (COT/ Observation notes or sheets)</li> <li>2. Differentiated Instruction and activities</li> <li>3. Art of Questioning (HOTS)</li> <li>4. Contextualized Instructional Materials/ LMs</li> <li>5. Developmentally Appropriate Practices</li> <li>6. Shifting</li> <li>7. Learning Environment</li> <li>8. School's Program to reach out children with special needs</li> </ol> <ol style="list-style-type: none"> <li>1. Table of Specifications</li> <li>2. Test Constructions</li> <li>3. Performance-Based evaluation</li> <li>4. Portfolio</li> </ol>
<p><b>3. Outstanding Accomplishment-----15 points</b></p>	
<p><b>a. Contextualized/Developed Learning Materials-- 5</b></p> <p>Published in the Region LR Portal _____ 5</p> <p>Quality assured in the Division _____ 4</p> <p>Quality assured in the District _____ 3</p> <p>Quality assured in the School _____ 2</p> <p><b>b. Research/Innovation ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul>	<p>Copy of Learning Materials Developed/Contextualized</p> <ol style="list-style-type: none"> <li>1. Research/Innovation Proposal approved by the SDS</li> <li>2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS</li> </ol>





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<p>Exemplary norms of conduct ——— 10 points          (Score is 0 or 10)</p>	<p>Format: Situation (Problems addressed)          II. Task/Action          III. Result/Impact</p>
<p><b>7. Awards won from Oct. (previous year) to September (current year) — - - 10 Points</b></p> <p>a) International - - - - - 10          b) National ——— - - - - - 8          c) Regional - - - - - 6          d) Division/Provincial ——— 4          e) District/Municipal - - - - - 2</p>	<p>- Certified photocopy of certificates, plaques, etc.          - Awards taken from a search for performing or outstanding teachers          - Memorandum</p>
<p><b>TOTAL POINTS.....100</b></p>	



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ANNEX B-3-b (i-ii)

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

INDICATORS	MOVs
<b>1. Learner Development ----- 30 Points</b>	
1.1 Conducted activities like remedial classes, home visitation, tutoring and other related activities - 10 pts <ul style="list-style-type: none"> <li>● Home visitation – 5 pts.</li> <li>● Remedial classes/tutorial – 5 pts.</li> </ul> 1.2 100% passing rate and zero dropout – 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
1.3 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
<b>2. Outstanding Accomplishment.....15 pts</b>	
(Adopted from DO 66, S. 2007)	
<b>2.1 Innovation – 5</b> <ul style="list-style-type: none"> <li>● Approved Completion Report – 5</li> <li>● Implemented the approved proposal – 4</li> <li>● Approved Proposal – 3</li> </ul>	Certified true photocopy of innovation  Certified true photocopy of certificate
<b>2.2 Research (Basic or Action) – - - 5</b> <ul style="list-style-type: none"> <li>● Approved Completion Report – 5</li> <li>● Implemented the approved proposal – 4</li> <li>● Approved Proposal – - - - - - _ 2</li> </ul>	Certified Photocopy of Research
<b>2.3 Resource Speaker/facilitator/Chair or Co-chair in a technical working committee - - - 5</b> <ul style="list-style-type: none"> <li>● International -5</li> <li>● Regional – 4</li> <li>● Division – 3</li> </ul>	Certified Photocopy of certificates  Certified true photocopy of certificates



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<p><b>3. Leadership Ability ----- 15 Points</b></p> <p>Able to lead the members of a team to do willingly the assigned task/project.</p> <p>3.1 Designation , Action Plan and Accomplishment Report – 15</p> <p>3.2 Designation, Certificate and action plan —— 10</p> <p>3.3 Designation and action plan —— ----- 5</p>	<ol style="list-style-type: none"> <li>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)</li> <li>2. Certificate as winning</li> <li>3. Accomplishment report Program paper, narrative report, evaluation, pictures</li> <li>4. Action plan/project proposal</li> <li>5. Designation</li> </ol>
<p><b>4. Responsiveness to the public ----- 10 Points</b></p> <p>4.1 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> <li>• Outreach programs</li> </ul>	<p>Use a feedback form to be filled out by the client</p> <ol style="list-style-type: none"> <li>1. Certification by GOs/NGOs</li> <li>2. Documentation</li> </ol>
<p><b>5. Significant Accomplishments and exemplary norms of conduct (within last 3 years)----- 20 Points</b></p> <p>Outstanding Accomplishments —— 10 points</p> <p>(Score is 0 or 10)</p>	<p>Validated and certified by immediate superior</p> <p>A. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated" .</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul>