



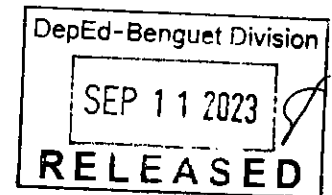
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

September 6, 2023

**DIVISION MEMORANDUM**  
No. 321 s. 2023

**2023 DIVISION MOST LEARNING-FOCUSED PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS**

To: Chief Education Supervisors of CID and SGOD  
Public Schools District Supervisors/District in-Charge  
Heads of Public Schools  
All Others Concerned



1. In line with Regional Memorandum 511, s. 2023 regarding the Search for the 2023 Regional Most Learning Focused Public Elementary and Secondary Schools, the Schools Division of Benguet through the Curriculum Implementation Division (CID) and in collaboration with the Division PRAISE Committee announces the **Search for the 2023 Division Most Learning-Focused Public Elementary and Secondary Schools**.
2. As indicated in the said regional memorandum, the activity aims to recognize and reward the exemplary contribution of the schools to make authentic learning happen in the lives of the learners. Moreover, it recognizes the initiatives and innovations exerted by the schools in managing learning delivery in the new normal.
3. The award categories are as follows:
  - a. Most Learning-Focused Public Elementary School – Very Large Category
  - b. Most Learning-Focused Public Elementary School- Large Category
  - c. Most Learning-Focused Public Elementary School- Medium Category
  - d. Most Learning-Focused Public Elementary School- Small Category
  - e. Most Learning-Focused Public High School (JHS or SHS)- Very Large Category
  - f. Most Learning Focused Public High School (JHS or SHS)- Large Category
  - g. Most Learning Focused Public High School (JHS or SHS)- Medium Category
  - h. Most Learning Focused Public High School (JHS or SHS)- Small Category
4. Each district shall submit one official school nominee in each corresponding category that was certified to have attained Level 2 or Level 3 in School-Based Management (SBM) practice on or before October 4, 2023, to give time for the Division Committee to select the division entries for the regional level.



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- Expenses incurred relative to the conduct of this activity shall be charged to Division MOOE or local funds subject to the usual auditing rules and regulations.
- To provide technical assistance and monitor the conduct of this division activity, the following personnel are assigned, to wit:

Name	Position/Designation	Category
Sally L. Banaken-Ullalim CESO V	SDS	Consultant
Carmel F. Meris	OIC-ASDS	Co-consultant
Rizalyn A. Guznian, EdD	CID Chief	Overall Chairperson
Lucio B. Alawas	SGOD Chief	Overall Co-Chairperson
Erlinda C. Quinuan	EPS	Most Learning Focused Elementary School – Very Large, Large, Medium, Small
Sonia B. Dupagan, EdD	EPS	
Remy N. Dum-ao, PhD	EPS	
Samuel S. Ayangdan	EPS	
Antionette Sacyang	PDO II	
Oliver T. Laurian, Jr.	ADA VI	
Warden A. Baltazar	EPS	Most Learning Focused Secondary School – Very Large, Large, Medium, Small
Merlyn Conchita O. De Guzman	EPS	
Macarthy B. Malanes	EPS	
Francis F. Peckley, EdD	EPS	
Rodriguez L. Belino	EpS II	
Rose N. Anapen	EpS II	

- The specific guidelines and mechanics as per Regional Memorandum 511, s. 2023 are attached as enclosures.
- Immediate dissemination of this memorandum is enjoined.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

/CID/RAG/mbm

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**Enclosure 1 to RM No. 511.2023**

**Search Guidelines**

**I. Categories**

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

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

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

**II. Criteria for Evaluation**

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

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

### III. Required Nomination Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOMINATION FORM**

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

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

\*Do not leave any spaces blank.

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

**NOMINATION WRITE-UP**

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

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

**CERTIFICATION**

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

**PRINTED NAME AND SIGNATURE**

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

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

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

\_\_\_\_\_  
SDS



**TIMELINE OF ACTIVITIES**

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