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Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DepEd-SDO of Bulacan Office of the SDOs

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RECORDS SECTION, REGIONAL OFFICE III

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REGIONAL MEMORANDUM
No. 446 s. 2022

**2022 REGIONAL SEARCH FOR MOST OUTSTANDING TEACHERS
AND SCHOOL HEADS**

To: Schools Division Superintendents

1. Pursuant to Regional Memorandum No. 217, s. 2022 titled *Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd) Region III*, this Office announces the 2022 Regional Search for Most Outstanding Teachers and School Heads.
2. This activity is in consonance with this year's celebration of the World Teachers' Month with the theme "Teachers at the Heart of Education Recovery".
3. The following are the categories for this year's search:
 - a. Most Outstanding Teachers (Elementary)
 - b. Most Outstanding Teachers (Secondary)
 - c. Most Outstanding School Heads (Elementary)
 - d. Most Outstanding School Heads (Secondary)
4. There are three phases in this search: Phase 1 (Paper Screening); Phase 2 (Validation and Background Investigation); and Phase 3 (Interview and Demonstration Teaching/School Leadership Assessment).
5. For Phase 1 (Paper Screening), the same Criteria for Evaluation for the Teacher Category and School Head Category shall be used. However, the focus of the Teacher Category shall be on teaching and learning while the focus of the School Head Category shall be on school leadership and management.
6. The nominee shall submit two (2) of his/her best milestone accomplishments conducted in any period within the last three (3) school-years (SY 2019-2020, SY 2020-2021, SY 2021-2022).
7. The milestone accomplishments shall be of two kinds: (1) Contributions to Service and (2) Contributions to Community which will be evaluated based on the following specific criteria:

Role of the Nominee	- 35 %
Innovation	- 35 %
Impact	- 30 %
Total	100 %



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8. To determine the winners, the Regional PRAISE Committee shall evaluate the nominees based on the following criteria:

Paper Screening (Milestone Accomplishments)	- 35 %
Demonstration Teaching/School Leadership Assessment	- 35 %
Interview	- 30 %
Total -	100 %

9. Each Schools Division Office (SDO) is entitled to one (1) nominee for each category or a total of four (4) nominees.

10. The following terms are operationally defined for this search:
- secondary - refers to both junior high school and senior high school
 - school head - refers to a school principal or a head teacher who is officer-in-charge (OIC) or teacher-in-charge (TIC) of a school

11. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.

12. Schools Division Offices (SDOs) are highly encouraged to nominate their best teachers/school heads to this search.

13. The required nomination documents shall be submitted to the Secretariat of the Regional PRAISE Committee through the link <https://tinyurl.com/2022R3OutstandingTandSH> on or before September 5, 2022. Only electronic submission of documents is required.

14. There shall only be **one file** (PDF format) **per nominee** which shall include all the required nomination documents and the milestone accomplishments. The PDF file shall use the following filename conventions:

- | | |
|----------------------------------|-----------------------------|
| a. SDO_(Name of SDO)_ElemTeacher | c. SDO_(Name of SDO)_ElemSH |
| b. SDO_(Name of SDO)_SecTeacher | d. SDO_(Name of SDO)_SecSH |

15. Below is the schedule of activities relative to the search:

Date	Activity	Remarks
September 5, 2022	<ul style="list-style-type: none"> Deadline for submission of list of nominees and required documents to the Regional PRAISE Committee 	<ul style="list-style-type: none"> Late entries will NOT be accepted Only electronic submission is required
September 7,8,9,12 and 13, 2022	<ul style="list-style-type: none"> Phase I: Paper Screening (Evaluation of Milestone Accomplishments, required nomination documents, and shortlisting of nominees based on the 	<ul style="list-style-type: none"> Screening and shortlisting of entries shall be based on the results of the evaluated milestone accomplishments,



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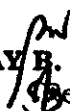
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	selection criteria for Phase 1	required nomination documents
September 14,15,16 2022	<ul style="list-style-type: none">Phase 2: Validation and Background Investigation	<ul style="list-style-type: none">Only the top 10 shortlisted entries in each category shall undergo validation
September 20-21, 2022	<ul style="list-style-type: none">Phase 3: Demonstration Teaching/School Leadership Assessment/Interview	<ul style="list-style-type: none">Only those who passed Phase 2 shall proceed to Phase 3
September 22, 2022	<ul style="list-style-type: none">Finalization of the results of the evaluation	<ul style="list-style-type: none">RO3 PRAISE Committee & HRDD
September 23-30, 2022	<ul style="list-style-type: none">Preparation for the Awards Ceremony	<ul style="list-style-type: none">HRDD is the lead regional functional division under the guidance of RO3 PRAISE Committee
October 2022	<ul style="list-style-type: none">Awards Ceremony	<ul style="list-style-type: none">A separate memorandum shall be issued for the details

16. Please refer to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.

17. Awardees shall receive certificates of recognition, trophies, and cash awards during the Awards Ceremony which shall be announced in a separate memorandum.

18. Dissemination of and compliance with this this Memorandum is desired.


MAY B. ECLAR, PhD, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

**REWARDS AND RECOGNITION
WORLD TEACHERS' DAY CELEBRATION**

HRDD1/hrdd4
August 1, 2022



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Enclosure No. 1 to RM No. ____, s. 2022

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- a. A model of morality and integrity both in public and private life;
- b. Has good human relations in the school and in the community;
- c. A permanent employee who meets the selection criteria;
- d. Has been employed in the DepEd at least for the last three (3) years;
- e. Has been rated Outstanding in performance ratings for the last three school-years; and
- f. Has not been found guilty of any administrative or criminal case.

B. Grounds for Disqualification

1. Non-Compliance with the specifications of the Required Nomination Documents;
2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the certifying authority pursuant to applicable CSC laws and rules; and
3. Nominees already recognized as top awardee (Rank 1) in a similar search in the regional level, or national level organized/sponsored by either the Department of Education or other government agencies or private organizations, for the last three (3) years.

C. Nomination Process – Nominations shall come from a fellow employee in the school/SDO or from any DepEd recognized organization.

The Nomination Form shall be accomplished by the nominator/s. No self-nomination shall be allowed.

D. Required Nomination Documents *(Must be submitted in chronological order)*

- a. Endorsement by the Schools Division Superintendent;
- b. Completely filled out Nomination Form;
- c. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- d. Certification signed by the SDO Administrative Officer that the nominee has not been found guilty of any administrative or criminal offense;
- e. Summary of Performance Ratings (Outstanding) for the last three school-years signed by the Schools Division Superintendent or any authorized SDO official (SGOD Chief/CID Chief/ASDS). Summary only and not the individual IPCRF/OPCRF;



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- f. Certified true copy of updated Service Record duly signed by the agency's Human Resource Management Officer (HRMO);
- g. Omnibus Certification of Authenticity and Veracity of Documents; and
- h. Milestone Accomplishments duly certified by immediate superior/SDO official/s.

E. Phases of the Search

Phase 1: Paper Screening – This shall comprise the required nomination documents and milestone accomplishments. Only candidates with complete required nomination documents shall be screened. The Top 10 nominees for each category shall qualify for Stage 2.

Phase 2: Validation/Background Investigation – The Regional PRAISE Committee shall spearhead the validation of documents submitted by all candidates who qualified for this stage to ensure authenticity and veracity of all submitted documents. Likewise, the committee shall conduct background investigation to ensure that the nominee/s meet/s the eligibility requirement on morality and integrity. Only those who passed Stage 2 shall qualify for the next stage.

Phase 3: Demonstration Teaching/School Leadership Assessment and Interview – The Regional PRAISE Committee through its external board of evaluators shall conduct on-the-spot lesson plan writing and demonstration teaching for the Teacher Category and School Leadership Assessment for the School Head as the final phase of the search.



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Enclosure No. 2 to RM No. ____, s. 2022

CRITERIA FOR EVALUATION
(Phase 1: Paper Screening)
Teacher Category and School Head Category

For Phase I (Paper Screening), the criteria for evaluation shall focus on the **MILESTONE ACCOMPLISHMENTS** of the nominee. Specifically, the focus of the accomplishment in the Teacher Category shall be on teaching and learning. For the School Head Category, the focus is on school leadership and management.

A milestone accomplishment is what defines the nominee's career as a teacher/school head. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three (3) school- years (SY 2019-2020, SY 2020-2021, SY 2021-2022). It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school he/she belongs but these contributions are above and beyond the usual responsibilities of a teacher/school head (**CONTRIBUTIONS TO SERVICE**);
5. Its scope is the bigger academic community outside of his/her own school i.e. within her/his district, division, region, educational associations and related organizations, or the entire national educational system, as well as contributions to the community outside the educational system (**CONTRIBUTIONS TO COMMUNITY**).

The **MILESTONE ACCOMPLISHMENTS** shall be evaluated based on the following areas:

A. ROLE OF THE NOMINEE

- a) How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment.
- b) Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.

B. INNOVATION

- a) Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community.



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- 3) Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school;
- 4) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services; and
- 5) Involvement in professional organizations/associations that contributed to community development.



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Enclosure No. 3 to RM No. _____, s. 2022

TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENTS

Please use the following **TEMPLATE** for accomplishing the Milestone Accomplishments.

(Maximum of 4 pages per Milestone Accomplishment for a total of 8 pages, **NOT** including the 3 pages of evidences for each. **EVIDENCES** must be placed **AFTER** each milestone accomplishment.)

Use long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing this Template for Milestone Accomplishments.

Title of Accomplishment	<i>What is the title of your accomplishment? (Do not use ALL CAPS)</i>
Type of Milestone Accomplishment	<i>Is your accomplishment a new program, project or service (PPS)? Or is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify your accomplishment using the categories below: 1) Program, Project, or Service 2) Innovation</i>
1. Your Specific Role In It	<i>Briefly describe your role in the accomplishment/project. Were you the team leader or team member? How was your role critical to the success of the accomplishment/project?</i>
2. Brief Description of Accomplishment	<i>Briefly describe the nature of your accomplishment. Be concise.</i>
2.1. Rationale	<i>What need or problem did your accomplishment respond to? What made you decide to get involved in it?</i>
2.2. Objectives	<i>What did your accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives</i>
2.3. Dates started and completed	<i>When did the accomplishment take place? (start and end dates)</i>
2.4. Coverage	<i>Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/ school/ division/ regional/ national/ international)</i>
2.5. Beneficiaries	<i>Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)</i>
2.6. Key Partner Implementing Organizations/ Individuals	<i>List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include their positions, organizations and addresses, landline/mobile numbers, e-mail addresses, and a brief</i>



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	<p><i>description of their contributions to the milestone accomplishments.</i></p> <p><i>This includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers).</i></p> <p><i>It also includes external stakeholders from outside the school who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly).</i></p>
2.7. Source of Funding	<p><i>What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize your accomplishment? Include the kind of assistance given, along with their contact details (mailing address, landline/ mobile numbers, email address).</i></p>
2.8 Responsiveness	<p><i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"> <i>1) Responded to the felt or articulated need of the target or intended beneficiaries</i> <i>2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach</i> <i>3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries</i> <i>4) Aligned with the objectives of the milestone accomplishment</i>
2.9 Innovation	<p><i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"> <i>1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee</i> <i>2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment</i>
2.10. Outcomes/ Results/Impact	<p><i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"> <i>1) Satisfied the objectives of the accomplishment</i> <i>2) Provided a practical solution to the felt or articulated</i>



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	<p><i>need of the target beneficiaries</i></p> <p>3) <i>Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment</i></p>
2.11 Sustainability	<p><i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"><i>1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period</i><i>2) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee</i><i>3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group</i><i>4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group</i>
3. Evidences	<p><i>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.</i></p>



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