



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

August 7, 2024

DIVISION MEMORANDUM

No. ~~339~~ s. 2024

**SEARCH FOR 2024 BEST PERFORMING SCHOOLS
(ELEMENTARY & SECONDARY)**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program and District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Division Memorandum No. 9 s. 2021 titled DepEd SDO Bulacan PRAISE, this Office announces the 2024 Search for Best Performing Schools in the Elementary and Secondary Levels with the theme Quality Service and Resiliency in School Operations and Governance.
2. The search aims to:
 - 2.2 recognize elementary and secondary schools that have shown exemplary accomplishments in the implementation of SDOs' programs, projects, and activities.
 - 2.2 motivate the school heads, their teachers, and the community to work more collaboratively with high degree of quality service and dedication; and
 - 2.3 showcase their best practices in curriculum implementation and school governance.
3. The following are the categories of this year's search:

Elementary	Head Teacher I, II, III, IV, Principal I, II, III, IV
Secondary	HT, I, II, III, IV, V, VI, Asst. Principal SHS, Principal, I, II, III, IV
4. The attached enclosures contain the guidelines, criteria, and nomination form.
5. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent ✓



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Enclosure No. 1 to Division Memorandum No. ___ s. 2024

Search Guidelines and Mechanics

1. Eligibility Requirements
 (The head of the school must be.)
 - 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. Has been rated outstanding in performance ratings for the last three school years.
 - d. Has not been found guilty of any administrative or criminal case.

2. Nomination Process – Nomination shall come from the President of the Faculty Club and that of Parent-Teachers Association. No self-nomination is allowed.

3. Required Nomination Documents
 - a. Endorsement by the Public Schools District Supervisor;
 - b. Completely filled out nomination form;
 - c. Certified true copy of nominee's updated Form 212 or Personal Data Sheet with passport size (latest) 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 - SY 2021- 2022, SY 2022-2023, & SY 2023-2024, signed by the SDS/ASDS.
 - f. Certified true copy of updated Service Record duly signed by SDO HRM;
 - g. Omnibus Certification of Authenticity and Veracity of Documents.

4. Phases of the Search
 - a. Phase 1: Document Screening. This shall comprise the perusal, evaluation/assessment of the required nomination documents by the SDO PRAISE Committee. Only nominees with complete required documents shall be screened. The Top 10 nominees for each category shall qualify for Phase 2.
 - b. Phase 2: School Leadership Assessment
 The qualifiers of Phase 2 shall undergo school leadership assessment by SDO PRAISE Committee.
 - b. Phase 3: Background Investigation
 The Division PRAISE Committee shall conduct background investigation to.

5. The required nomination documents shall be submitted to the Records Section, Attention: Secretariat of SDO PRAISE Committee through the CID Office. (Attn: Ms. Jhed Daguman on or before September 6, (Friday) 2024 @5:00PM.

6. Timeline of the Search

Date	Activity	Remarks
September 6, 2024 (Friday) @ 5:00PM	<ul style="list-style-type: none"> • Deadline for submission of required nomination documents to SDO • PRAISE Committee 	<ul style="list-style-type: none"> • Late submission will not be accepted
September 10-11, 2024 (Thursday & Friday)	<ul style="list-style-type: none"> • Phase 1: Document Evaluation/ Screening 	<ul style="list-style-type: none"> • Screening and shortlisting of nominees based on document evaluation



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September 17-18, 2024 (Tuesday & Wednesday)	• Phase 2: School Leadership Assessment	• Only the Best 10 nominees in each category shall undergo Phase 2
September 19-20, 2024 (Thursday & Friday)	• Phase 3: Background Investigation	
September 24-25, 2025 (Tuesday & Wednesday)	• Finalization of the Results of the Evaluation & Deliberation	• SDO PRASIE Committee shall do the deliberation
October 2024	• Awarding Ceremony	• A separate memorandum shall be issued.

7. The nominees shall be evaluated based on the following:
- | | |
|------------------------------|------------|
| Document Evaluation | 50% |
| School Leadership Assessment | 30 % |
| Background Investigation | <u>20%</u> |
| | 100 % |
8. The winners shall be announced in a separate Division Memorandum, indicating the date and venue of the awarding ceremony.
9. The decision of the SDO PRAISE Team is final and unappealable.



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Search for 2024 Best Performing School (Elementary and Secondary)

NOMINATION FORM

Name of Nominee: _____
First Name Middle Name Last Name

Contact Number: _____ Email Address: _____

Name of School: _____

School Address: _____

District/EDDIS: _____

Category: _____

Current Position of Nominee: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents of the nominee are true and correct.

The nominee and the undersigned understand that the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____

Signature of Nominator: _____ Date Signed: _____



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Enclosure No. 2 to Division Memorandum No. ___ s. 2024

Search for 2024 Best Performing Schools (Elementary and Secondary)

CRITERIA FOR EVALUATION

I. Leading Strategically [15 pts]

A. Embodied the DepEd vision, mission, and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation (5pts)

Requirements:

- Copy of Approval School with accomplished report.
- PPAs anchored on core values of Maka-Diyos
- With documents such as approved AIP, project proposal or action plan, Activity completion report and impact evaluation report

9 PPAs – above	5
7-8	4
5-6	3
3-4	2
1-2	1

B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement (10pts)

Requirements:

- Copy of School Research Team (1pt)
- Copy of approved conducted training on research (2pts)
- Manuscript with the received copy of proposal, Certificate of appearance, Certificate of approval, certificate of completion and impact evaluation report (for teaching and non-teaching personnel) (3pts)
- Copy of Completed Manuscript with the received copy of proposal, Certificate of appearance, Certificate of approval, certificate of completion and impact evaluation report (for school head) (4pts)
- Presentation or sharing of the research to others (cluster, division, region, national, international) with a letter of invitation and certificate of participation/presentation/appreciation/recognition (5pts); and
- Copy of School Innovation Team (1pt)
- Copy of approved conducted training on innovation (2pts)
- Manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, certificate of completion and impact evaluation report (for teaching and non-teaching personnel) (3pts)
- Copy of Completed Manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, certificate of completion and impact evaluation report (for school head) (4pts)
- Presentation or sharing of the research to others (cluster, division, region, national, international) with a letter of invitation and certificate of participation/presentation/appreciation/recognition (5pts)

II. Managing School Operations and Resources [15pts]

A. Exhibit best practice in managing school data and information using technology to ensure efficient and effective school operations (5pts)

Requirements:

- Copy EBEIS and LIS (BOSY and EOSY uploading)



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- SBM Level of Practice with certification from the division, region highlighting scores from each of the four principles, (leadership and governance, curriculum and instruction, Accountability and continuous improvement and management of resources).

On-time uploading of EBEIS and LIS (BOSY)	1
On-time uploading of EBEIS and LIS (BOSY and EOSY)	2
SBM Level	

- B. Display efficient and effective practices in management of finances, consistently adhering to RA 9184 (5pts)

Requirements:

- Copy of AIP
- Copy of Annual Procurement Plan (APP)
- Copy of Monthly Cash Program
- Copy of MOOE Liquidation Reports
- Copy of MOE utilization and disbursement reports
- Copy of other sources of funds with accomplished projects (attach project proposal, activity completion report and impact evaluation report) as certified by authorized personnel
- Copy of certification from the COA

Zero late liquidation of 95-100% utilization of MOOE	3
1-2 late liquidation of 90-100% of utilization of MOOE	2
3-4 late liquidation of 85-100% of utilization of MOOE;	1
100% utilization of other sources of funds	2

- C. Institutionalized the effective management of school safety for disaster preparedness, mitigation, and resiliency to sustain continuous delivery of instruction (5 pts)

Requirements:

- School Safety for disaster preparedness, mitigation, and resiliency.
- Copy of approved plan with completion report of the following:

School Disaster Risk Reduction Plan	1
Contingency Plan	1
School Child Protection Plan	1
Eco-Friendly School	1
Homeroom Guidance	1



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III. Focusing on Teaching and Learning [30pts]

A. Share exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to the leaders (5pts)

Requirements:

- School-based contextualization (list of approved contextualized instructional materials)
 - Copy of Monthly Instructional Supervision Plan and accomplished report
 - Copy of list of approved contextualized instructional materials
 - Copy of list lesson plans utilizing the contextualized instructional materials
 - Copy of certification of the use of the contextualized instructional materials

50 and above	
42	
32	
16	
8 contextualized IMS	1

B. Show best practices in providing technical assistance to teachers on teaching standards and pedagogies (5pts)

Requirements:

- Technical Assistance provided on teaching standards and pedagogies:
 - Copy of Monthly Instructional Supervision Plan and accomplishment report
 - Copy of Monthly Technical Assistance Plan and accomplishment report
 - Copy of report on providing technical assistance to others (beyond the school i.e. to other schools, division, region, national, with a letter of invitation or proposal)

50	5
40	4
30	3
20	2
10	1
or	
At least 5 Technical assistance provided outside school	5

C. Set achievable learning outcomes to support and learner achievement and other performance indicators (15 pts)

Requirements:

- Learners' achievement and other performance indicators:
 - Copy of Learner Achievement Rate
 - Copy of performance indicators with analysis and intervention plan

Average increase in MPS	
10-above	5
7-9	4
4-6	3
1-3	2
Below 1	1



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Drop-out rate/No longer in school	
0%	5
1-3%	4
4-6%	3
7-9%	2
10%-above	1

Winnings in DepEd Contests (Journalism, Festival of Talents, etc.)		
Level	Rank	Pts
National	Top 10 Any Rank	2.5
Regional	Top 3	2.0
Division	Top 3	1.5
EDDIS	Top 3	1.0
District	Top 1	1.5

Percentage of readers (with Certification of PSDS)	
95-100%	2.5
90-94%	2.0
85-89%	1.5
80-84%	1.0
75-79%	.5

D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities. (5pts)

Requirements:

➤ Learning environment:

- Certified validated Child-friendly school score with documentation for the indicators
- Copy of National School Building Inventory Report (NSBI)
- Copy of Site Development Plan
- Copy of Brigada Eskwela Report
- Amount of funding through Adopt-A-School Program

1 Million and above	5
700,000 – 999,999	4
400,000 – 699,999	3
100,000 – 399,999	2
Below 100,000	1

IV. Developing Self and Others [30pts]

A. Model exemplary leadership practices within and beyond contexts to ensure personal and professional development for oneself and for others

Requirements:

➤ Developing Self: (5pts)

1. Trainings Attended

- Copy of Certificates with a memo (only DepEd recognizes trainings are to be considered)



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At least 3 International Level	5
At least 4 National Level	4
At least 5 Regional Level	3
At least 6 Division	2
At least 7 Cluster Level	1

2. Speakership/Facilitator/Consultancy: (5pts)

- Copy of certificate of recognition
- Copy of memo or invitation
- Copy of session/topic facilitated

International Level	5
National Level	4
Regional Level	3
Division	2
Cluster Level	1

3. Professional Networks: (5pts)

- Copy of certificate of membership

International Level	5
National Level	4
Regional Level	3
Division	2
Cluster Level	1

4. Publication/Authorship (5pts)

- Copy of book or published materials

Sole Publication	5
2 or more publishers	4
or	
3 articles	3
2 articles	2
1 article	1

5. Developing Others: - Trainings conducted as chair/co-chair of training management team (5pts)

- Copy of approved training proposal
- Copy of the accomplishment report
- Proof of DepEd Recognition of the training

International Level	5
National Level	4
Regional Level	3
Division	2
Cluster Level	1

6. Succession Planning (List of Promotion of School Personnel) (5pts)

- Copy of PSIPOP
- Copy of Succession Plan
- Copy of List Promotions for teaching and non-teaching personnel
- Copy of appointment transmittal

9-10	5
7-8	4
5-6	3
3-4	2
1-2	1



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V. Building Connections [10pts]

A. Create a culture of inclusivity in the school and the community through strengthened relationships with stakeholders to support an enabling environment for learners.

1. Inclusive Practice (PPAs) (5pts)

- Copy of approved plan and completion report for the following:
 - GAD
 - Physical Mental Health Awareness
 - Culture Responsiveness

3 PPAs	5
2 PPAs	3
1 PPA	1

2. Community engagement (5pts)

- List of projects with the community stakeholders with MOA/MOU
- List of Partners in Partnership and Collaboration
- List of Initiated Outreach Programs/activities
- Copy of Report on the conducted Stakeholder's Recognition Day
- Adopt-a-school Program reports
- Copy of PPAs that were shared or showcased to others (documented with a proposal and completion report)

15 MOA/MOU	5
10 MOA/MOU	3
5 MOA/MOU	1

Total: 100 points