

DepEd MEMORANDUM

No. 002, s. 2020

**2019 – 2020 SECRETARY’S
AWARD FOR EXCELLENCE
IN CURRICULUM AND
INSTRUCTION**



Republic of the Philippines
Department of Education

13 JAN 2020

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No. **002**, s. 2020

**2019-2020 SECRETARY'S AWARD FOR EXCELLENCE
IN CURRICULUM AND INSTRUCTION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Curriculum and Instruction, will organize the **2019-2020 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI)** on May 20, 2020.
2. The activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order (DO) No. 9, s. 2002 titled **Establishing the PRAISE in the DepEd**.
3. The activity aims to recognize and reward the exemplary contribution of the field and central offices (schools, schools division offices, regional offices, and CI bureaus/offices) in making authentic learning happen in the lives of public school learners.

4. The award categories are as follows:

No.	Category
1	Most Learning-Focused Public Elementary School
2	Most Learning-Focused Public Junior High School
3	Most Learning-Focused Public Senior High School
4	Most Learning-Focused Schools Division Office
5	Most Learning-Focused Regional Office (RO)
6	Most Effective Division (CI strand, Central Office (CO)

Note:

The head of the organizational unit winning the award shall be recognized also as outstanding principal, schools division superintendent (SDS), regional director (RD), and CO division chief/unit head.

5. The ROs shall submit **one official nominee** corresponding to each award category. Each CO curriculum and instruction strand Bureau/Office shall nominate one division or unit.

6. The following schedule of activities and specified dates relative to the said Search be followed:

Date	Activity	Remarks
February 7, 2020	Deadline for submission of the nomination folder to CO.	Late documents will not be accepted.
February 7–28, 2020	Stage 1 Screening and short listing period <ul style="list-style-type: none"> Evaluation of the nomination Write-Up including required documents Short listing of nominees based on the set criteria for Stage 1 	Qualified nominees shall be notified through email.
March 1–30, 2020	Stage 2 <ul style="list-style-type: none"> Onsite validation of qualified nominees from Stage 1 	Only the top five shortlisted semifinalists in every category shall undergo the validation process.
April 13–15, 2020	Stage 3 <ul style="list-style-type: none"> Panel interview of finalists after Stage 2 	Only the top three finalists in every category shall undergo the panel interview.
April 16–17, 2020	Preparation, finalization, and PRAISE meetings	CO CI PRAISE Committee
May 20, 2020	Awarding Ceremony	Venue to be announced.

Note: The Committee will strictly follow the scheduled dates.

7. The Search Guidelines, Checklist of Required Documents, and Nomination Form are provided in the enclosure.

8. Expenses relative to the conduct of the said activity shall be charged to local funds while expenses during the awarding ceremony such as food and venue, trophies, certificates, and other incidental expenses shall be charged to CO-CI-GAS Funds, subject to the usual accounting and auditing rules and regulations.

9. For more information, please contact **Mr. Jose Adrian C. Fernandez** through email ouci@deped.gov.ph, with the subject CO CI PRAISE Secretariat.

10. Immediate dissemination of this Memorandum is desired.

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(Enclosure to DepEd Memorandum No. , s. 2020)

**2019-2020 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND
INSTRUCTION (SAFE CI) GUIDELINES**

I. Scope of the Program

The Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI) is a DepEd program on rewards and recognition initiated by Office of the Undersecretary for Curriculum and Instruction, anchored on the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE). The program seeks to encourage creativity, innovativeness, integrity and productivity in public service. It also aims to showcase the best learning-focused practices among DepEd organizational units, officials and employees.

A learning-focused and effective organization (school, division office, regional office and central office) utilizes exemplary practices that increase learning and academic achievement, relies on data-driven decision making and provides frameworks and tools for organizing and designing effective teaching-learning activities.

Also, effective organizations provide additional time for productive planning on implementing learning-focused activities, encourage collaboration among educational stakeholders, and evaluate the risk of every change made.

II. Categories of Award

1. Most Learning-Focused Public Elementary School
2. Most Learning-Focused Public Junior High School
3. Most Learning-Focused Public Senior High School
4. Most Learning-Focused Schools Division Office
5. Most Learning-Focused Regional Office
6. Most Effective Division (Curriculum and Instruction strand, Central Office)

III. Criteria for Stage 1 Evaluation

Indicator	Points
1. Performance Rating (OPCRF) of the Head of Office	20
2. Significant Accomplishment/s in Fostering Learning a. Project/Work Accomplished; b. Number of strategies/activities done that have significantly influenced / provided greater impact in the performance of the school, division office, regional office and central office (Bureau/Offices of CI strand)	20
3. Impact of Accomplishments in making learning happen a. Scope; b. Replicability of the program/project/activity; c. Number of people, office benefited and transactions facilitated; d. Level of attainment per identified Performance Indicator	25

4. Innovations in Enhancing Learners' Achievement a. Original; b. Creative programs, projects, activities made in the last two ears 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; c. Scope/replicability of the innovation; d. Level of attainment per identified Performance Indicator	25
5. Awards Major awards/citations received by the school/SDO/RO/CO Division/Unit	10
TOTAL	100%

IV. Required Nomination Documents

Each nomination requires the submission of **one original nomination folder** containing the fully-accomplished SAFE CI nomination form and other documentary requirements, and two additional copies of the original nomination folder.

A. Completely Filled-out SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up).

Secretary's Award for Excellence in Curriculum and Instruction Forms:

- a. Nomination Form;
- b. Nomination Write-up;
- c. Certification (School, SDOs, ROs, and CO)

B. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nomination has undergone deliberation by the Committee.

C. Letter from the head of office endorsing the nomination to the Central Office CI strand PRAISE Committee.

D. Certification signed by the Administrative Officer V/IV (Personnel) that the head of school/School Division Office /Regional Office/Bureau Division has obtained at least (VS) performance rating (OPCRF) for the last two years for the School, Schools Division Office, Regional Office and Bureau Division/unit.

E. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2019 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said certification should be signed by the agency's COA Resident Auditor not the agency's Financial Officer/Accountant. (For School, SDO, RO, and CO in the CI strand).

F. In case of 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 up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Bookman Old Style, 11 point size.

The nomination form and documentary requirements should be placed in **legal size folder (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.

V. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishment within two years for the school, SDO, RO and CO nominees. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the following pointers:

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

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

VI. Procedure for Nomination

- ROs and CO CI strand Bureau/Office are expected to nominate their exemplars. Each RO and the CO CI strand Bureau/Office shall only have **one nominee** in every award category.
- The Regional Offices may adapt their own strategies for determining their nominees.

VII. Procedure for Screening and Evaluation

Central Office through the CO CI strand PRAISE Committee shall create a SAFE CI Screening Committee composed of the following:

Undersecretary
Assistant Secretary for CI
BHRD Director
Bureau/Office Directors

Diosdado M. San Antonio
Alma Ruby C. Torio
Jennifer Lopez
Jocelyn DR. Andaya
Nelia V. Benito
Leila P. Areola
Runvi Manguerra
Edel Carag
Raul Larosa

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The SAFE CI Screening Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V 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 a Board of Judges, which will be composed of educational luminaries.

VIII. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination for, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with **incomplete** documents shall **no longer** be processed.

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee authority pursuant to applicable CSC laws and rules.

IX. Submission of Nomination

Nominations to the 2019-2020 **Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI)** must be submitted to the Central Office, attention: Office of the Undersecretary for Curriculum and Instruction (OUCI) **not later than February 7, 2020.**

NOMINATION FORM

DATA PRIVACY NOTICE: Data and information in this form are intended for the purpose of this activity. This will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.

Category:	
THE NOMINEE*	
School:	
School/Office Address:	
District:	SDO/RO/CO CI Bureau Division/Unit:
Telephone Number:	DepEd Email Address:
SCHOOL HEAD/SDS/RD/Chief**	
Name:	Sex:
Designation:	
Telephone/Mobile No.:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

**Schools need to fill up all spaces. SDOs, ROs, and CO CI Bureau division/units shall disregard spaces that do not apply to them.*

***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 #11 font, including executive summary)

I. Executive Summary (Description in not more than 150 words, as to why the school/ SDO/RO/CO bureau division/unit is deserving of the award.)

II. Significant Accomplishment/s in Fostering Learning within the last three Years (June 2017-June 2019) (Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/division/region and central office.)

III. Impact of the Accomplishments in Making Learning Happen (Indicate National Achievement Test results, problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.

IV. Innovations in Enhancing Learners' Achievement (If any, original, creative programs, projects, activities, made in the last three (3) years in connection to the award category).

V. Other Information (List or mention Major Awards/Citations Received by the school/SDO/RO/CO/Bureau division/unit including student/teacher national winners in co-curricular competition. No need to attach photocopies of certificates.

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Central Office CI strand PRAISE Committee will validate the accuracy of the information contained in Nomination Write-up and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

SCHOOL PRINCIPAL/SDS/RD

Regional Office PRAISE COMMITTEE CHAIR

Regional Office HRMO

RD/Bureau Director