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No.	404	MORANDUM , s. 2019

DEC 1 7 2019

### REGIONAL SEARCH FOR SERVICE EXCELLENCE

ALL SCHOOLS DIVISION SUPERINTENDENTS To

- 1. In line with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Civil Service Commission (CSC), the Department of Education Regional Office (DepED RO VI) announces the Regional Search for Service Excellence for the twenty (20) schools division offices.
- 2. The purpose of this activity is to give recognition to schools division offices and stakeholders with valuable contributions to the attainment of goals and objectives of basic education in DepEd Region VI.
- 3. The following are the awards and recognition to be given:
  - A. Major Awards

TOP FIVE BEST PERFORMING DIVISIONS

(Division Service Excellence Awards, Consolidated Total Points of all the three (3) Criteria:

Offices of the SDS, Curriculum Implementation, & School Governance & Operations)

- B. Minor Awards (Top Three) in each of the following categories:
  - Best Office of the Schools Division Superintendent 1)
  - Best in Curriculum Implementation 2)
  - Best in School Governance and Operations 3)
- C. One SDO Awardee in each of the Fourteen (14) Categories:
  - Administrative Management 1)
  - 2) Financial Management
  - Performance Management 3)
  - **Ancillary Services** 4)
  - Curriculum Implementation 5)
  - Curriculum Contextualization 6)
  - Assessment of Curriculum Implementation & Intervention Programs 7)
  - Technical Assistance 8)
  - Quality Assurance 9)
  - SBM-WinS 10)
  - 11) Planning and Research
  - 12) Human Resource Development
  - Support Services Management 13)
  - Community Level Linkages & Partnerships 14)





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- 4. Enclosed are the criteria per KRA with corresponding weights.
- 5. The Regional Validating Team shall be composed of the Regional Field Technical Assistance Teams (RFTATs) whose travel time starts on December 18, 2019.
- 6. Travel expenses, including per diem and incidental expenses of the teams shall be charged to ROP-MOOE subject to the existing accounting and auditing rules and regulations.
- 7. Immediate and wide dissemination of this Memorandum is desired.

MA. GEMMA M. LEDESMA
Regional Director

Encl.: As stated

Reference: CSC PRAISE

To be included in the Perpetual Index

Under the following:

**AWARDS** 

**REWARDS** 

RECOGNITION

**SEARCH** 





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Enclose 1 to RM No. \_\_\_\_\_, s. 2019: Regional Service Excellence Awards (RSEA)

### I. OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (30%)

I. A Administrative Management – 11%

### I.A. 1 Compliance with Existing Guidelines in Processing Administrative Matters – Personnel Actions

6%

Percentage of Compliance	Points
100% of personnel actions submitted to RO are complete and accurate	10
94-99% of personnel actions submitted to RO are complete and accurate	8
87-93% of personnel actions submitted to RO are complete and accurate	6
80-86 % of personnel actions submitted to RO are complete and accurate	4
79% & below of personnel actions submitted to RO are complete and accurate	2
No submission	0

I.B. 1 Implementation of RATPLAN

2%

Percentage of Personnel Assigned in their Post based on RATPLAN	Points
100% of Personnel are assigned in their respective posts/office in accordance with the RATPLAN	10
94-99% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	8
87-93% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	6
80-86% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	4
79% and below of Personnel are assigned in their respective post/office in accordance with the RATPLAN	2

I.B.2 Implementation of Policies on the Promotion/Upgrading of Teachers

1%

%	Points
0% of teachers who retired as Teacher I	10
1-5% of teachers who retired as Teacher I	8
6-10% of teachers who retired as Teacher I	6
11-15% of teachers who retired as Teacher I	4
16-20% of teachers who retired as Teacher I	2

I.B.3 Implementation of Reclassification of Teachers Position

2%

Percentage of Reclassification Slots Utilized	Points
100% of slots intended for Master Teacher I and II positions were utilized	
94-99% of slots intended for Master Teacher I and II positions were utilized	8
87-93% of slots intended for Master Teacher I and II positions were utilized	6
80-86% of slots intended for Master Teacher I and II positions were utilized	4
79% and below of slots intended for Master Teacher I and II positions were utilized	2

#### I. C Financial Management - 10%

I. C. 1 Utilization Rate of Division Fund

2%

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Percentage of Utilization of Division Fund	Points
100% utilized	10
97-99% utilized	8
94-96% utilized	6
90-93% utilized	4
89% and below utilized	2



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### I. C. 2 Submission of Financial Reports (BFARs and Consolidated FR and FS) - 3%

I. C.2. 1 Timeliness 0.75%

C.Z. I IIIIEIIIESS	
Timeliness of Submission	Points
Four (4) days before due date	10
Three (3) days before due date	8
Two (2) days before due date	6
One (1) day before due date	4
On due date	2
Late submission	0

1. C.2.2 Efficiency and Accuracy 2.25%

C.Z.Z Efficiency and Accuracy	
Less Revision and Correctness	Points
No revision and 100% correct	10
No revision and 90-99% correct	8
One (1) revision and 80-89% correct	6
One (1) revision and 70-79% correct	4
Two (2) revisions and 60-69% correct	2
Three (3) or more revisions and 59% and below correct	0

I. C. 3. Compliance of Audit Observation Memorandum 3%

Percentage of Compliance	Points
Zero (0) AOM	10
100% compliant	8
97-99% compliant	6
94-96% compliant	4
93% and below compliant	2

#### I. C. 4. Liquidation of Cash Advances - 2%

I. C.4.1 Timeliness 0.50%

Timeliness of Submission	Points
Four (4) days before due date	10
Three (3) days before due date	8
Two (2) days before due date	6
One (1) day before due date	4
On due date	2
Late submission	0

I. C.4.2 Percentage of Liquidation 1.50%

% Liquidated	Points
100% liquidated	10
90-99%	8
80-89%	6
70-79%	4
60-69%	2
59% and below	0



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#### I. D Ancillary Services - 5%

I. D. 1 Percentage of Complaints acted upon/investigations reviewed/

2.5% documents interpreted/endorsements made **Points** Percentage of Complaints, Investigations have been Acted Upon 10 100% 8 76-99% 6 51-75% 4 26-50% 2 1-25% 0 0%

#### I. D. 2 ICT - 2.5 %

I. D.2.1 Percentage of management & implementation of ICT Programs and Projects 1.5%

Percentage of management & implementation of ICT Programs and Projects	Points
100% accomplishments in the Division Annual ICT Plan	10
76% -99% accomplishments in the Division Annual ICT Plan	8
51-75% accomplishments in the Division Annual ICT Plan	6
26-50% accomplishments in the Division Annual ICT Plan	4
1-25% accomplishments in the Division Annual ICT Plan	2
0% accomplishments in the Division Annual ICT Plan	0

\*MOVs of Approved Annual ICT Plan

I. D.2.2 Percentage of RO & CO introduced systems implemented with Division initiated innovation 1.0%

Percentage of RO & CO introduced systems implemented with Division initiated innovation	
100% RO and CO introduced systems implemented and introduced at least 1 division-initiated	10
innovation	
76-99% RO and CO introduced systems implemented and introduced at least 1 division-	8
initiated innovation	
51-75% RO and CO introduced systems implemented	6
26-50% RO and CO introduced systems implemented	4
1-25% RO and CO introduced systems implemented	2
No RO and CO introduced systems implemented	0

\*CO - Workplace

DCP Monitoring and Evaluation, Inventory

Validation of Division Office 0365

\*RO - DCPMS (DepEd Computation Program Monitoring System)

RM #293, s. 2019

#### II. CURRICULUM IMPLEMENTATION - 40%

#### II. A. Curriculum Implementation – 15%

#### II. A. 1 Updated Instructional Supervisory Plan of Basic Education and Special Curricular Programs of K to 12

Percentage of EPS and PSDS who Submitted Instructional Supervisory Plan on
Effective Delivery of Quality Basic Education in Schools and Learning Centers

100% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers

76-99% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers

51-75% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers

6 effective delivery of quality basic education in schools and learning centers





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5%

26-50% of the EPS and PSDSs submitted Instructional Supervisory Plan on	4
effective delivery of quality basic education in schools and learning centers	
1-25% of the EPS and PSDSs submitted Instructional Supervisory Plan on	
effective delivery of quality basic education in schools and learning centers	

II. A.2 Technical Assistance Accomplishment Reports on Instructional Supervision of Basic Education and Special Curricular Programs of K to 12

Special Curricular Programs of K to 12	2070
Percentage of EPS and PSDS who Submitted TA Accomplishment Reports on Instructional Supervision on Effective Delivery of Quality Basic Education in Schools and Learning Centers	Points
100% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	10
76-99% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	8
51-75% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	6
26-50% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	4
1-25% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	2

#### II. B Curriculum Contextualization - 15%

### II. B.1 Contextualization of Competencies/Learning Resources by learning area for Schools and Learning 10%

Number of Learning Areas Contextualized Learning Competencies/Learning Resources for Grade Level	Points
9 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	10
7 - 8 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	8
5-6 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	6
3-4 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	4
1-2 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	2

#### II. B.2 Utilization of Contextualized Learning Resources from LR Portal

Percentage of Schools and Learning Centers Utilized the LR Portal and	
Contextualized LRs Developed by Learning area	
100% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	10
76-99% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	8
51-75% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	6
26-50% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	4
1-25% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	2





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#### II. C Assessment of Learning - 10%

II. C.1.1 Assessment Results

5%

Percentage of Schools and Learning Centers Monitored the Effective Management of	Points
Assessment in the Classroom	
100% of Schools and Learning Centers were monitored on the management of assessment	10
76-99% of Schools and Learning Centers were monitored on the management of assessment	8
51-75% of Schools and Learning Centers were monitored on the management of assessment	6
26-50% of Schools and Learning Centers were monitored on the management of assessment	4
1-25% of Schools and Learning Centers were monitored on the management of assessment	2

#### II. C. 1. 2 Assessment Results

5%

II. C. 1. 2 Assessment Results	370
Percentage of Schools and Learning Centers provided TA on Assessment for Possible	Points
Interventions	
100% Schools and Learning Centers were provided TA on assessment for possible intervention	10
76-99% Schools and Learning Centers were provided TA on assessment for possible intervention	8
51-75% Schools and Learning Centers were provided TA on assessment for possible intervention	6
26-50% Schools and Learning Centers were provided TA on assessment for possible intervention	4
1-25% Schools and Learning Centers were provided TA on assessment for possible intervention	2

#### III. SCHOOL GOVERNANCE AND OPERATIONS - 30%

III. A Technical Assistance

3%

III. A Technical Assistance			370
Completeness of Data on TA in terms of 4 Processes: Segmentation, Characterization, Prioritization & Dashboard	Percentage of Schools and Learning Centers Provided TA vs Target	Submission of TA Reports to the Regional Office	Points
TA needs contain complete data on 4 processes	Covering 100% of prioritized schools for TA	At least one day before the deadline	10
TA needs contain complete data on 3 of the 4 processes	Covering 76-99% of prioritized schools for TA	On the deadline	8
TA needs contain complete data on 2 of the 4 processes	Covering 51-75% of prioritized schools for TA	one day after the deadline	6
TA needs contain incomplete data on 3 of the 4 processes	Covering 26-50% of prioritized schools for TA	at least two days after the deadline	4
TA needs contain incomplete data on segmentation, characterization, prioritization & dashboard	Covering 1-25% of prioritized schools for TA	at least three days or more after the deadline	2
No TA needs identified	No school and learning center provided technical assistance	No TA report submitted	0

#### III. B Quality Assurance - 8%

III. B. 1 Private and Public Schools Complying to Documentary Requirements Pertinent to Application in the Renewal of Permit/Recognition – 4%

III. B. 1.1 Public Schools Granted Recognition and Permits

2%

i. D. 1.1 Fublic Schools Granted Necognition and Fermits	
Percentage of Target Public Schools Complied Documentary Requirements for	Points
Recognition and Permits	
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2



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III. B. 1. 2 Private Schools Granted Recognition and Permits

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Percentage of Target Private Schools Complied Documentary Requirements for Recognition and Permits	Points
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2
0%	0

III. B. 2. Management and implementation of Quality Management System (QMS) - 3%

	00/
III. B. 2.1 DMEA	2%

Number of DMEA Conducted	Points
Conducted DMEA in 4 quarters as reflected in the WFP	10
Conducted DMEA in 3 quarters as reflected in the WFP	8
Conducted DMEA in 2 quarters as reflected in the WFP	6
Conducted DMEA in only 1 quarter as reflected in the WFP	4
DMEA in the WFP but not conducted	2

III. B. 2.2 ISO Certification

1%

ISO Processes	Points
ISO certification done	10
Passed the Stage 2 External Audit for ISO Certification	8
Passed the Internal Audit for ISO Certification	6
Undergone Risk Management Training/ Workshop	4
Prepared documentary requirements for ISO application and conducted	2
orientation on ISO 9001:2015	
Not started	0

III. B. 3. Functional QATAME

1%

Percentage of Learning and Development Programs were Quality Assured, Monitored and Evaluated	Points
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2
0%	0

III. C School-Based Management - Wash in Schools - 2%

2%

Division WINS Star Level	Points
3 Stars	10
2 Stars	8
1 Star	6
	4
0 Star	2



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0

2%

Duran Street, Iloilo City

Submitted on due date

No submission

III. D Planning and Research - 8%

III. D. 1 Division Research Management Program Implementation – 4.5%

Points
10
8
6
4

D. 1.2 Capability Building or Other Research-related Activities Report	1%
Number of Capability Building or Other Research	Points
Related Activities Conducted	
5	10
4	8
3	6
2	4
	2
0	0

III. D. 1.3 Approved Research Proposals

II. D. 1.3 Approved Research	Proposais		2/0
Number of BERF approved research proposals by the RRC		Points	
Large/Very Large Division	Medium Division	Small Division	
41 and above	21 and above	9 and above	10
31 – 40	16 – 20	7-8	8
21 – 30	11 – 15	5 – 6	6
11 - 20	6 - 10	3 – 4	4
1-10	1-5	1-2	2
0	0	0	0

0.5% III. D. 1.4 BERF Researches Liquidation Reports

100% Submission of Liquidation Reports	Points
One week before due date	10
Four (4) days before due date	8
Three (3) days before due date	6
1-2 days before due date	4
On due date	2
No submission	0

III. D. 2. Policy Dissemination/Implementation - 0.5%

II. D. 2.1 Policy Dissemination Implementation Activity Report	0.5%
Submission of Activity Report	Points
Submitted 1 week before due date	10
Submitted four (4) days before due date	8
Submitted three (3) days before due date	6
Submitted 1-2 days before due date	4
Submitted on due date	2
No submission	0





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III. D. 3. Planning - 3%

II. D. 3.1 Updated DEDP	2%
Updating of DEDP	Points
Submitted 1 month before the deadline	10
Submitted 15 days before the deadline	8
Submitted 10 days before the deadline	6
Submitted 5 days before the deadline	4
Submitted on the deadline	2
Failed to submit updated DEDP	0

#### III. D. 3.2 Submission and Updating of Data/Reports - 1%

- LIS 0.1%
- BEIS 0.1%
- WFP-Regional Format 0.1%
- PMIS-WFP 0.1%
- BED 2 0.1%
- Early Registration 0.1%
- RQA 0.1%
- Enrolment Quick Count 0.1%
- Deployment 0.1%
- Miscellaneous 0.1%

Submission and Updating of Data/Reports	Points
Submitted 1 week before the deadline	10
Submitted 4 days before the deadline	8
Submitted 3 days before the deadline	6
Submitted 1-2 days before the deadline	4
Submitted on the deadline	2

#### III. E. Human Resource Development - 4%

III. E. 1 Division HRD Plan	1%
Presence of MPPD Plan and Percentage of Implementation	Points
Presence of MPPD with 100% achieved target for 2019	10
Presence of MPDD with 76-99% achieved target for 2019	8
Presence of MPDD Plan with 51-75% achieved target for 2019	6
Presence of MPPD with 26-50% achieved target for 2019	4
Presence of MPPD with 1-25% achieved target for 2019	2
No MPPD	0

### III. E. 2 Targeted Teaching and Non-Teaching Personnel Capacitated on Skills

and Competencies Enhancement	170
Percentage of Targeted Teaching & Non-Teaching Personnel Trained on Skills and Competencies Enhancement	Points
100% of targeted personnel capacitated	10
76-99% of targeted personnel capacitated	8
51-75% of targeted personnel capacitated	6
26-50% of targeted personnel capacitated	4
1-25% of targeted personnel capacitated	2
No targeted personnel to be capacitated	0





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. 3 Selection of Outstanding Employees	1%
Conduct of Rewards and Recognition Program related to PRAISE of the CSC	Points
100% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	10
76 - 99% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	8
51 - 75% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	6
26 - 50% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	4
1 - 25% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	2
Presence of plan but not implemented	0

1% III. E. 4 Provision of Employee Welfare Program Conduct of Employee Welfare Program (EWP) **Points** 10 Approved EW plan with five (5) activities and implemented within the year Approved EW plan with four (4 activities and implemented within the year 8 Approved EW plan with three (3) activities and implemented within the year 6 4 Approved EW plan with two (2) activities and implemented within the year 2 Approved EW plan with one (1) activity and implemented within the year 0 Presence of EW plan but not implemented

#### III. F. Support Services Management - 2.5%

III. F. 1 Percentage of Schools implemented and sustained programs and projects in the

0.0 /0
Points
10
8
6
4
2
0

III. F.2 Percentage of schools adhered to the existing guidelines to maintain a conducive, safe and secure Educational environment and facilities.

0.7 %

Percentage of schools adhered to the existing guidelines to maintain a conducive, safe and secure educational environment and facilities.	Points
Supported with complete 5 MOV's	10
with 4 MOV's	8
with 3 MOV's	6
with 2 MOV's	4
with 1 MOV's	2
no supporting MOV	0

111.1	F.3 Implementation of Various Learner Support Services by School Health & Nutrition	1.0%
	Percentage of Implementation of Various Learner Support Services by School Health &	Points
	Nutrition based on approved plan.	





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5 and above programs and projects implemented based on approved plan	10
4 programs and projects implemented based on approved plan	8
3 programs and projects implemented based on approved plan	6
2 programs and projects implemented based on approved plan	4
1 program and project implemented based on approved plan	2
No programs and projects implemented based on approved plan	0

#### III. G Community Level Linkages and Partnership - 2.5%

i.1 Schools' Local and International Partnerships	0.5%
Percentage of School Heads and Focal Persons Oriented on Schools' Local and International Partnership.	Points
10 local and 4 international partnership	10
8 local and 2 international partnership	8
6 local and 1 international partnership	6
4 local and no international partnership	4
2 local and no international partnership	2
none	0

0.5% III. G. 2 Number of Potential Partners/Donors for Specific Programs and Projects

Number of MOA/MOU duly signed and notarized.	Points
10 and above MOA/MOU	10
7-8 MOA/MOU	8
5-6 MOA/MOU	6
3-4 MOA/MOU	4
1-2 MOA/MOU	2
none	0

0.5% III. G. 3 Amount of Donations Turnover

Amount of Donations with Certificates of Acceptance and Turned – over to SDO duly signed and notarized.	Points
500,000 and above	10
300,000 – 499,000	8
100,000- 299,000	6
50,000 – 99,000	4
20,000 – 49,000	2
none	0

1.0% III. G. 4 DRRM Activities reflected in the approved SIP/AIP

A Divisi Activities reflected in the approved on 7	
Number of Implemented Activities reflected in the Approved SIP/AIP	Points
5 activities	10
4 activities	8
3 activities	6
2 activities	4
1 activity	2
none	0