



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

November 10, 2023

DIVISION MEMORANDUM

No. **505**, s. 2023

PAGKILAEA 2023

To: **OIC-Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads
All Others Concerned

1. The Division of Aklan through the Performance Management Team-Program on Awards and Incentives for Service Excellence (PMT-PRAISE) with the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) will conduct the **PAGKILAEA 2023, date and venue will be announced** in a separate memo.
2. The activity aims to:
 - a. encourage creativity, innovativeness, integrity and productivity in the public service by recognizing and rewarding teaching, non-teaching and teaching-related personnel and stakeholders who have contributed to the efficiency, economy and improvement in the Division's operations, and/or for other extraordinary acts or services for public interest; and
 - b. adhere to the principle of providing incentives and awards based on outstanding performance, innovative ideas, and exemplary behavior of all division personnel and stakeholders.
3. Enclosures to this Memorandum are the following:
 - a. Enclosure No. 1 – General Guidelines and Screening/Selection Process
 - b. Enclosure No. 2 – Awards and Criteria
 - c. Enclosure No. 3 – PRAISE Screening Committee
4. Submission of District results and documents to this office will be on or before **November 27, 2023**, attention: Leila L. Pamati-an, Senior Education Program Specialist, Human Resource Development Section, SGOD.
5. Immediate dissemination and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTEDENT:

JERSON B. LABOS EdD

OIC, Office of the Asst. Schools Division Superintendent
In-Charge of the Division

Enclosures: as stated
To be indicated in the Perpetual Index
under the following subjects:

AWARDS

CONTESTS

RECOGNITION

JBL/LLP



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GENERAL GUIDELINES

1. All candidates/nominees from the school (teaching and non-teaching) shall be screened by the District Screening Committee. Nominees for the Division non-teaching personnel shall be endorsed by the Chief or Head of each functional unit.
2. The district winners, through the District PRAISE Committee, shall submit to the Division PRAISE Committee one (1) set of portfolio documents/means of verification (MOVs) following the criteria on or before the deadline on **November 27, 2023**.

There will be a **District PRAISE Committee** to evaluate the documents and determine the points in the district for the following categories: Teacher, School Head/Principal.

3. A nominee for outstanding teacher award (Teacher/Master Teacher) must be a permanent teacher with at least three (3) years of teaching experience. Nomination is open to all teachers in the Schools Division of Aklan public elementary and secondary including the Alternative Learning System (ALS), Special Education (SPED), Indigenous People's Education (IPEd) and Madrasah. Only one (1) awardee will be chosen in each category for both in the elementary, secondary, ALS, SPED, IPEd and Madrasah.
4. For the Outstanding Public Elementary and Secondary Schools categories, schools are classified according to the number of teachers.

Elementary: Small School Category - 9 and below	Large School Category - 30 to 50
Medium School Category - 10 to 29	Mega School Category- 51 and above
Secondary: Small School Category - 15 and below	Medium School Category - 16 to 30
Large School Category - 31 to 50	Mega School Category - 51 and above

5. For the Outstanding Non-Teaching personnel, the following categories should be observed:
Public School (Categorized to Teaching, Non-Teaching and Teaching-Related)

- Level 1, Employee receiving a Salary Grade between 1 – 10
- Level 2, Employee receiving a Salary Grade between 11 – 22
 - * Must be a permanent DepEd employee
 - * With at least three (3) years of experience and
 - * Recommended by any of the following: School Head, District Supervisor, & Division Unit Head

6. A nominee is considered an official nominee if he/she submitted the necessary documents required for the awards category on or before **November 27, 2023** through endorsement of their respective heads. Such documents should include the following:
 - * write-up of accomplishments;
 - * documents stated in the criteria; and
 - * one (1) Medium-Shot Photo.

7. The write up of accomplishments, the highlight or summary of the outstanding accomplishments or exemplary norms manifested in the specified period must be clearly stated in a minimum of 250 words and which shall not exceed 500 words.

SCREENING/EVALUATION OF DOCUMENTS

8. The candidate must obtain at least eighty (80) points based on the evaluation of his/her portfolio/MOVS in any award category.
9. Only accomplishments/achievements gained within the period from **September 2022 - October 2023 will be considered**.
10. Recognition/awards that may be credited are those received by the school, school administrators, teachers and non-teaching personnel within the specified period.
11. Means of verifications (MOVs) for recognition/awards/resource speakership/ innovation/ research/training attended must be relevant in the category the nominee is applying for. Awardees of last year are not eligible to join - Individual Category.

12. Innovation and research proposals must be approved by the Division Research Committee and must have the terminal report.
13. Nomination for Special Awards is open to public elementary/integrated/secondary school teachers.
14. In the computation of the rank, the candidates will be given points in each criterion. These points per criterion will be multiplied to its corresponding percentage weight and the products will be added together to get the total points. Based on the total points, the ranks will be determined. However, only candidates who obtained an overall rating of at least eighty (80) will be considered as Division Finalists.
15. The highest pointer in the shortlist of the Division PRAISE Committee validation becomes the winner in each category.
16. In case of ties in the ranks, tie breaking will be based on the standard deviation result which is the measure of consistency. The lower the standard deviation, the consistent the ranks are. If there are still ties, both will be given the award.

DETERMINATION OF FINALISTS

17. A candidate must get at least an overall rating of eighty (80) points based on the evaluation of his/her documents by the Screening Committee to qualify him/her in any of the award category. The top five (5) finalists per category will be chosen. Finalists will receive certificates of recognition during the awarding ceremonies. From among the finalists, the first in rank for each category will be declared as “OUTSTANDING” during the said awarding.
18. All finalists will be informed of the results through a Division Memorandum which will be uploaded to the Division Website.

THE SCREENING PROCESS

For Outstanding Teacher in Elementary and Secondary

1. The District Screening Committee evaluates the papers and submits to the Division PRAISE Committee the list and supporting documents of those who qualified. Any controversy in the screening process should be deliberated properly by the committee.
2. At the Division Level, the results from the District Screening Committee are reviewed, and the winners are determined after a thorough deliberation and validation process.

For Outstanding School Head (Elementary and Secondary)

The District Screening Committee ranks the candidates who have at least very satisfactory rating. The rank list and supporting papers of all those who qualified are then endorsed to the Division Screening Committee for the deliberation/validation and determination of the awardee.

For Outstanding Non-Teaching Employee

The candidate for non-teaching employee should have at least very satisfactory performance rating. The school recommends to the District Screening Committee qualified non-teaching employee with documents for evaluation and ranking. District Screening Committee submits results and supporting documents to the Division Screening Committee for deliberation/validation and determination of awardee.

For Special Awards

The candidates for the special award should have an at least very satisfactory performance rating. The school administrators submit nominee to the District Screening Committee for evaluation and ranking. The District Screening Committee submits the result of the rank list and the supporting documents for validation to the Division PRAISE Screening Committee. The final determination of awardee shall be done by the Division Screening Committee.

MAJOR AWARDS

1. Schools

Elementary Schools

- Outstanding Public Elementary School - small category
- Outstanding Public Elementary School - medium category
- Outstanding Public Elementary School - large category
- Outstanding Public Elementary School - mega category

Integrated Schools

- Outstanding Public Integrated School

Secondary Schools

- Outstanding Public Secondary School - small category
- Outstanding Public Secondary School - medium category
- Outstanding Public Secondary School – large category
- Outstanding Public Secondary School – mega category

2. Teaching, Non-Teaching and Teaching-Related Personnel

- Outstanding Division Education Program Supervisor
- Outstanding Public Schools District Supervisor
- Outstanding SEPS/EPSt II
- Outstanding Public Elementary School Principal
- Outstanding Public Integrated School Principal
- Outstanding Public Secondary School Principal
- Outstanding School Head Teacher
- Outstanding Teacher In-Charge (TIC)
- Outstanding Master Teacher - Elementary
- Outstanding Master Teacher - Secondary
- Outstanding Public School Teacher - Kindergarten to Grade 3 Key Stage
- Outstanding Public School Teacher - Grades 4 to 6 Key Stage
- Outstanding Public School Teacher - Grades 7 to 10 Key Stage
- Outstanding Public Non-Teaching Personnel - Level 1
- Outstanding Public Non-Teaching Personnel - Level 2

3. DepEd Aklan Achievement Award

Loyalty Award - Gold Service Award Silver Service Award Bronze Service Award

4. Special Awards (Elementary and Secondary Learning Area – Only one (1), either elementary or secondary coordinator)

- Outstanding School/District English Coordinator
- Outstanding School/District Filipino Coordinator
- Outstanding School/District Mathematics Coordinator
- Outstanding School/District Science Coordinator
- Outstanding School/District MAPEH Coordinator
- Outstanding School/District Social Studies Coordinator
- Outstanding School/District TLE/TVE Coordinator
- Outstanding School/District EsP Coordinator
- Outstanding School/District Mother Tongue (MTB-MLE) Coordinator
- Outstanding District Learning Resource Coordinator
- Outstanding District Senior High School Coordinator
- Outstanding School Paper Adviser
- Outstanding Campus Journalism Focal Person
- Outstanding Guidance Counselor/Designate
- Outstanding Special Education (SPED) Teacher
- Outstanding School Sports Program Coach
- Outstanding Madrasah Education Program (MEP) Teacher
- Outstanding Early Language Literacy and Numeracy (ELLN) Coordinator
- Outstanding BSP Scout Leader
- Outstanding GSP Scout Leader
- Outstanding School ICT Coordinator
- Outstanding District ICT Coordinator
- Outstanding District Kindergarten Coordinator
- Best School Reading Program Implementer

- Best School Numeracy Program Implementer
- Best District Implementer of LRDMS
- Safest School
- Outstanding Researcher
- Outstanding Innovator
- Outstanding School-Based Feeding Coordinator
- Outstanding School/District WINS Coordinator
- Outstanding School/District SBM Coordinator
- Outstanding School/District GAD Coordinator
- Outstanding School/District Child Protection Coordinator
- Outstanding Resource Mobilization and Partnership Coordinator
- Outstanding School/District Youth Formation Coordinator
- Outstanding School/District Disaster Risk Reduction & Management (DRRM) Coordinator
- Outstanding District Planning Coordinator
- Outstanding Alternative Learning System (ALS) Teacher
- Outstanding Indigenous Education Program (IPED) Teacher
- Outstanding Teacher Special Curricular Program (Journalism, Science, Foreign Language, Sports, Arts)
- Best Performing School Heads in MOOE Utilization & Liquidation, FY 2023
 - Top five (5) of 319 Elementary Schools
 - Top three (3) of 46 Non-IU Secondary Schools
- Top three (3) Performing Districts in MOOE Utilization and Liquidation, FY 2023
- Best Performing Accountant, Bookkeeper or Bookkeeper Designate in Financial Management – Top three (3) of 46 Implementing Secondary Schools

SPECIAL RECOGNITION

- National/Regional Awardees
- Regional Level Qualifier of Search for Outstanding Government Workers for CY 2023 of the Civil Service Commission
- Best Performer - First three (3) Districts with 100% of schools (both public and private) uploaded the Basic Education Information System (BEIS) BOSY 2022-2023 report
- Best Performer - First three (3) Districts with 100% finalized schools (both public and private) in the Learners Information System (LIS) EOSY 2022 - 2023
- Best Performer - First three (3) Performing Districts with 100% of Public Schools uploaded in National School Building Inventory (NSBI) SY 2022-2023
- Top three (3) Districts in the Number of BERF Research Proposals in the Division Call-up
- Top three (3) Performing Districts in the Number of Qualified BERF Research Proposals in the Region, SY 2022 - 2023

CRITERIA FOR THE AWARDS

Criteria for the Outstanding Public Schools (Elementary, Secondary and Integrated)

Components		Weight
I. Instructional Leadership, Curriculum and Instruction		24
A	Accomplishment of School Forms and records: *E-Class Record (Hard/Soft Copy); *Form 137/138; Form; *SF 1 School Register; *SF 2 Daily Attendance Report; Validated Teacher's Schedule of Classes as reflected in SF 7	4
B	Instructional Supervision for effective delivery of K to 12 Curriculum and MOVs	4
C	Remediation Program for Least Learned Competencies in all subject areas/grade levels	3
D	Special Program for the Arts/ Sports/ Special Science Class/SPEd, MADRASAH, IPed (implementing schools)/Alternative Delivery Mode (ADM)	3
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E	Alternative Learning System-Basic Literacy Program (ALS-BLP) and ALS A&E	3
F	Development of Contextualized/Localized/Indigenized LR Materials	4
G	Teachers Use of DepEd Learning Resource Management and Development System on-line facility	3
II. Learning Environment and Ancillary Services		20



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A	Functionality of School Clubs and Organizations	2
B	School-Based Feeding Program	2
C	SBM WinS and WASH Initiatives which include Health Care/Clinic Services	3
D	Functionality of Guidance Programs & Services during National Health Emergency Crisis	2
E	Child Protection Policy Implementation/Online Safety Program for Learners	3
F	School Disaster Risk Reduction Management (DRRM) implementation and initiatives; Emergency Kits and Hotlines	2
G	Material Recovery Facilities and Solid Waste Management Program	2
H	School Clean and Green Program, Gulayan sa Paaralan	2
I	GAD Program Implementation	2
III. Human Resource Management and Development		14
A	School RPMS Implementation	4
B	Staff Professional Development Program: SLAC, INSET, Scholarship, Graduate School	2
C	Functionality of Teachers' Organization/Clubs	2
D	Personnel Development Plans and Interventions or School Plan for Professional Development	2
E	Research/Innovation Projects	2
F	School Grievance Committee, Alternative Dispute Resolution Provision	2
IV. Performance Indicators		12
A	Net Enrolment Rate	2
B	Promotion Rate/Graduation Rate	2
C	Completion Rate	2
D	Drop-Out Rate	2
E	Failure Rate	2
F	Repetition Rate	2
V. Parents Involvement and Community Partnership		6
A	Brigada Eskwela (Linkages/Stakeholders Support/Donations/Grants)	2
B	Functionality of SGC and PTA of the school	2
C	Citizens Charter and Public Assistance and Help Desk	2
VI. School Leadership Management and Operations		20
A	SBM Implementation	3
B	SIP-AIP (with APP) Physical and Financial Accomplishment Report	3
C	Proper Utilization and Liquidation of School MOOE/Other Funds: Donations, etc.	5
D	School Monitoring, Evaluation and Adjustment Report/Dashboard/EMIS	4
E	Transparency Wall	3
F	Property Inventory	2
Total		100

Outstanding Division Education Program Supervisor

	Items to be Evaluated	Weight
1	Performance Rating	35%
2	Implementation of Programs and Projects (Subject Area)	20%
3	TA Provision	20%
4	Recognition/Awards received	10%
5	Acted as Trainer/Lecturer/Resource Speaker/Author	10%
6	Innovation/Research conducted with terminal report	5%

	Total	100%
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Outstanding Public Schools District Supervisor

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Implementation of Programs and Projects	15%
3	TA Provision	15%
4	SBM Assessment of adopted school/district	15%
5	Recognition/Awards received	10%
6	Acted as Trainer/Lecturer/Resource Speaker/Author	10%
7	Innovation/Research conducted with terminal report	5%
Total		100%

Search for Outstanding Elementary, Secondary and Integrated School Head/ Principal/Head Teacher/Teacher In-Charge (TIC)

Level (Kindergarten/Elementary/Secondary)	Category	
	Teacher	School Head
1. Performance Rating (last two (2) years)	20	20
2. Performance Indicators	10	25
3. Leadership Formation (Coach of Winning Learners, Advisers of Clubs/Organizations) Conducted Training/Seminars	10	-
4. Acted as Trainer/Lecturer/Resource Speaker	10	5
5. Recognition and Awards Received in the Implementation of DepEd PAPs/Other DepEd Recognized Activities/ Award Giving Bodies	10	5
6. Action Research/Education Research/ Qualitative Research, except thesis and dissertation	10	-
7. Innovation/Initiative/Intervention Program aimed at improving delivery of basic education	10	10
8. Instructional Initiatives aimed at improving delivery of basic education	10	10
9. TA Provision to schools in Implementation of DepEd PAPs	-	10
10. Community Partnership (Outreach Program, Networking linkages)	5	5
11. Attitude Towards Work (Superior/Peer Rating)	5	-
12. MOOE Liquidation	-	10
Total	100	100

EVALUATION OF POINTS

In each criterion, the maximum rating given should be 100. To make it so, transmutation tables are provided.

A. FOR OUTSANDING TEACHER/MASTER TEACHER/SCHOOL HEAD

- Performance Rating.** The candidates will be rated according to the numerical value of their average performance rating in the last two (2) school years. The OPCR/ IPCRF rating of the nominee which is in the scale of 1 to 5 will be multiplied by 2 to make it 10 to get 100. Example: $4.15 \times 2 = 8.3 \times 10 = 80.30$
- Performance Indicators.** All nominees will be evaluated in this category based on their school/district or adopted schools/district (in the case of Education Program Supervisors) Performance Indicators results which can be validated through the EBEIS.

Equivalent Points for Performance Indicators

Performance Indicators	Performance	Point
a. Net Enrolment Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10



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b. Promotion Rate/Graduation Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
c. Completion Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
d. Drop-out Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
e. Failure Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10
f. Repetition Rate	above the Division Ave.	20
	within the Division Ave.	15
	below the Division Ave.	10

3. **Leadership Formation.** (Coach of winning students/pupils/adviser of clubs and organizations/trainings and seminars conducted.

Table of Points for Awards and Recognition by the Candidate (Acted as Trainer or Coach for Co-Curricular or Extra-Curricular Activities)

Level	Individual	Individual	Individual	Group	Group	Group
	1 st	2 nd	3 rd	1 st	2 nd	3 rd
National	10	9	7	15	10	8
Regional	8	7	5	11	8	6
Provincial/Division	6	4	3	9	6	4
Unit	5	3	2	7	5	3
District	3	2	1	5	3	2
School	2	2	0.5	3	2	1

In giving points to multiple trainers/coaches of a group, the following allocation should be followed:

Lead trainer/coach - 60% of the total points earned
Others (e.g. assistant, members) - 40% of the total points

In this criterion, the candidates can earn a maximum of 50 points only.

4. **Acted as Trainer/Lecturer/Resource Speaker/Demo Teacher.** The table below shall be used in getting the total points and the equivalent rating, respectively. In this criterion, a candidate can earn a maximum of 50 points.

Table of points for Lecturer/Trainer/Resource Speaker/Demo Teacher

Level	Points
National	10
Regional	8
Provincial/Division	6
Unit	5
District	3
School	2

5. **Recognition and Awards Received in the Implementation of DepEd Programs, Projects and Activities.** The points of the candidate will be based on the table below to get the equivalent rating.

Table for Points Received in the Implementation of DepEd Programs, Projects and Activities/Other DepEd Recognized Activities/ Award Giving Bodies

Level	1 st	2 nd	3 rd
National	10	9	7
Regional	8	7	5
Provincial/Division	6	4	3
Unit	5	3	2
District	3	2	1
School	2	1	0.5

6. **Action Research Conducted Approved by Division/Region (10%).** Criteria in Evaluating Action Research

Conduct of Action Research in the School			
Point	Indicator	Implementation	Eq Point
10.0	Teachers and Master Teachers engaged in Action Research: <ul style="list-style-type: none"> • action research proposal approved by the SDS • action research addresses need of the learners or school • action research accomplishment report approved by the SDS • action research follow BERF guidelines 	at least one (1) action research fully implemented with research proposal and accomplishment reports approved by the SDS	10.0
7.5	Presence of 3 out of 4 indicators	action research being implemented	7.5
5.0	Presence of 2 out of 4 indicators	action research proposal only	5.0
2.5	Presence of 1 out of 4 indicators	none	2.5

7. **Innovation/initiative/Intervention Program Aimed at Improving Delivery of Quality Basic Education e.g. Remediation, Summer Intervention/Instruction Program, Feeding Program etc. (10%)**

Conduct of Innovative Project in the School			
Point	Indicator	Implementation	Equivalent Point
10.0	Teachers/School Heads initiated innovation for school's improvement: <ul style="list-style-type: none"> • innovative project proposal approved by the SDS • innovative project addresses need of the learners or school • innovative project accomplishment report approved by the SDS • innovative project follows DepEd policies and guidelines 	at least one (1) innovative project fully implemented with project proposal and accomplishment report approved by the SDS	10.0
7.5	Presence of 3 out of 4 indicators	innovative project being implemented	7.5
5.0	Presence of 2 out of 4 indicators	project proposal only	5.0
2.5	Presence of 1 out of 4 indicators	none	2.5

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8. **Instructional Initiatives Aimed at Improving Delivery of Quality Basic Education Approved by the Division.** (e.g. developed localized and indigenized teaching-learning materials, ICT integration in an instruction, use of innovative strategies in remediation/enrichment program, developed relevant assessment tools, and the like). Refer to Table 7 for the criteria and giving of points.

9. **TA Provision to Schools in Implementation of all Programs/Projects**

School Head's Provision of Technical assistance (TA) and Instructional Supervision for effective Delivery of K to 12 Curriculum			
Point	Indicator	Percentage	Equivalent Point
10.0	School Head's provided TA and Instructional Supervision to 100% of teachers and staff/target number of teachers and personnel: <ul style="list-style-type: none"> • monthly/annual TA/supervisory plan • compilation of accomplished daily/weekly/monthly 	100% of teachers/target number of teachers supervised	10.0

	TA/Supervisory tools with observations/findings and agreements		
	<ul style="list-style-type: none"> summary of monthly TA/supervisory report with signature of teachers and staff MOVs of checked DLL or DLP of teachers and other support instructional materials made by teachers complied 		
7.5	Presence of 3 out of 4 indicators	75% of teachers	7.5
5.0	Presence of 2 out of 4 indicators	50% of teachers	5.0
2.5	Presence of 1 out of 4 indicators	25% of teachers	2.5

10. Parents Involvement and Community Partnership. Criteria for evaluation of community involvement

Parents Involvement and Community Partnership (Stakeholders Support/Donations/Grants)			
Points	Indicators	Percentage	Equivalent Point
10.0	School Implemented Brigada Eskwela involving the different stakeholders <ul style="list-style-type: none"> Brigada Eskwela Action Plan anchored to SIP/AIP and presented the same to partners and stakeholders organized different committees and task force to divide the tasks conduct advocacy/campaign to inform the stakeholders about the activity with MOVs awards and recognition received report on resources generated with MOVs 	100% Brigada Eskwela objectives attained	10.0
7.5	Presence of 4 out of 5 indicators	75% attained	7.5
5.0	Presence of 3 out of 5 indicators	50% attained	5.0
2.5	Presence of 2 out of 5 indicators	25% attained	2.5

11. MOOE Liquidation

MOOE Liquidation	Indicators					Rating
100% utilization and liquidation of MOOE and other cash advances within reglementary period (5%)	5	4	3	2	1	
100% compliance to AOM, Notice of Suspension and Notice of Disallowance (2%)	5	4	3	2	1	
Financial reports quarterly posted/published on the transparency board (1.5%)	5	4	3	2	1	
Compliance to RA 9184 (PhilGEPS posting) (1.5%)	5	4	3	2	1	
Total						

MOVs

- status report of downloading of MOOE/copies of liquidation report
- certificate of compliance to AOM, NS, and ND signed by COA/Certificate of compliance to COA rules and regulations
- M&E report on maintenance of transparency board
- screenshot of PhilGEPS posting

5 – all the indicators/MOVs were accurately accomplished

4 – 3 out of 4 indicators/MOVs accomplished

3 – 2 out of 4 indicators/MOVs accomplished

2 – 1 out of 4 indicators/MOVs accomplished

1 – 0 out of 4 indicators/MOVs accomplished

12. Attitude Towards Work, Peers Supervisors, and Subordinates. A rating sheet will be distributed to the assessors for them to rate the candidate on the item.

- Assessors for a teacher-nominee: self, 2 peers, and immediate superior

Indicator	Rating				
	10	8	6	4	2
1. Honesty					
2. Punctuality					
3. Enthusiasm					
4. Caring Attitude					
5. Flexibility					
6. Leadership					
7. Creativity					
8. Initiative					
9. Discipline					
10. Commitment					
11. Accountability					
12. Integrity					
Total = 100					

B. OUTSTANDING NON-TEACHING PERSONNEL

1. Qualifications for Nominations

- the nominee must be a permanent Schools Division of Aklan Non-Teaching Personnel for at least three (3) years prior to the search;
- the nominee must have at least very satisfactory performance for the last two (2) rating periods;
- the nominee must comply with the basic requirements of the search; and
- the nominee must have no pending civil, administrative and criminal case filed against him/her. (timely liquidation of MOOE)

Criteria for Non-Teaching Personnel with Salary Grade 1 to 9

Criteria	Points	Percentage
1. Occupational Competence		40%
<ul style="list-style-type: none"> • performance of assigned tasks that has the impact to achievement of educational goals 	20	
<ul style="list-style-type: none"> • carries out the activities of his/her unit in coordination with other units/sections or with higher office 	10	
<ul style="list-style-type: none"> • minimize the use of resources to eliminate unnecessary wastage by maintaining a system of procedures geared towards maximum productivity in the office 	10	
2. Leadership Competence		35%
<ul style="list-style-type: none"> • participated actively in at least two (2) trainings at the school/division level 	20	
<ul style="list-style-type: none"> • officer/member of at least two (2) recognized clubs and organizations in school, community, district or division, credit points are as follows: Division – 15 points School – 11 points District – 13 points Community – 9 points 	15	
3. Professional and Personal Characteristics		25%
<ul style="list-style-type: none"> • Punctuality and Attendance 	10	
<ul style="list-style-type: none"> • Model of morality and integrity both in public and private life. Has demonstrated honesty, humility, diligence, dedication, good faith, courtesy, generosity, patience and solicitude to clients 	10	
<ul style="list-style-type: none"> • Good human relations in the office and in the community where he/she resides as validated by the immediate superior, co-worker and barangay official/community 	5	
Total	100	100%

For Financial Reporting: Accuracy, Efficiency, Reliability, Effectiveness, Timeliness

Criteria for Non-Teaching Personnel with salary Grade 10 to 22

Criteria	Points	Percentage
1. Occupational Competence		40%
<ul style="list-style-type: none"> performance of assigned tasks that has the impact to achievement of educational goals 	20	
<ul style="list-style-type: none"> carries out the activities of his/her unit in coordination with other units/sections or with higher office 	10	
<ul style="list-style-type: none"> minimize the use of resources to eliminate unnecessary wastage by maintaining a system of procedures geared towards maximum productivity in the office 	10	
2. Leadership Competence		35%
<ul style="list-style-type: none"> conducted training 	15	
<ul style="list-style-type: none"> acted as resource speaker in seminars and workshops 	10	
<ul style="list-style-type: none"> officer/member of at least two (2) recognized clubs and organizations in school, community, district or division, credit points as follows: International/National – 10 points Regional – 7 points Division – 5 points District – 3 points Community – 2 points School – 1 point 	10	
3. Professional and Personal Characteristics		25%
<ul style="list-style-type: none"> punctuality and attendance 	10	
<ul style="list-style-type: none"> model of morality and integrity both in public and private life, has demonstrated honesty, humility, diligence, dedication, good faith, courtesy, generosity, patience and solicitude to clients 	10	
<ul style="list-style-type: none"> good human relations in the office and in the community where he/she resides as validated by the immediate superior, co-worker and barangay official/community 	5	
Total	100	100%

Outstanding School/District Subject Area Coordinators (English, Filipino, Mathematics, Science, MAPEH, Araling Panlipunan, TLE/TVE, EsP, Kindergarten)

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	20%
3	Published learning resource materials to be used as supplementary materials	20%
4	Prompt submission of required reports	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	100%

Outstanding School/District Mother Tongue (MTB-MLE) Coordinator

	Items to be Evaluated	Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	25%

3	Published learning resource materials to be used as supplementary materials	15%
4	Prompt submission of required reports	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	100%

Outstanding District Learning Resource Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented action plan vis a vis accomplishment report	10%
3	Percentage of teachers with active LRMS account	20%
	76% - 100%	
	51% - 75%	
	26% - 50%	
0% - 25%		
4	Processed the publication of learning resource materials to be use as supplementary materials	10%
5	Conducted orientation/advocacy activities to teachers to maximize the LRMS portal usage	10%
6	Prompt submission of required reports	10%
7	Awards and Recognition received	5%
8	Acted as Resource Speaker/Trainer/Facilitator	5%
	Total	100%

Outstanding District Senior High School Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented Re-Entry Plan, Contingency Plan, MOU/MOA vis a vis accomplishment report	20%
3	Production of SHS Advocacy materials	10%
4	Conducted trainings/Career Guidance Program, Expo assembly	10%
5	Prompt submission of required SHS Reports	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	100%

Outstanding School Paper Adviser

Entry Requirement: The Nominee had released at least one publication for S.Y. 2022-2023

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Leadership relative to Journalism	25%
3	Published outputs/Contributions to Journalism	10%
4	Participation to Schools Press Conference	10%
5	Awards/Recognition received	25%
	Total	100%

Outstanding District Campus Journalism Focal Person

Items to be Evaluated		Weight
Area	Description	



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Campus Journalism Project, Research, Innovations	Fully implemented	20			25%
	Started implementation	15			
	Completed Proposal	10			
	Drafted Proposal	5			
Leadership in Journalism	Position	National	Regional	Division	15%
	President	25	20	15	
	Vice President	20	15	10	
	Sec-Treasurer	15	10	5	
	Other positions				
Achievements related to Campus Journalism	Winnings (DepEd School Press Conference)				30%
	Individual	National	Regional	Division	
	Rank 1	13	6	3	
	Rank 2	12	5	2	
	Rank 3	11	4	1	
	Rank 4	10	3	0	
	Rank 5	9	2	0	
	Rank 6	8	1	0	
	Rank 7	7	0	0	
	Speakership 10%	10	7	5	
Published work-Related to Journalism 10%	10	7	5		
	Articles Published In Newspapers/ Magazine/ Journals/Online	10	7	5	
Promptness in Submitting Reports	To be determined by the EPS In-charge of Campus Journalism				15%
Community Services	Any activity involving the community for promoting responsible Campus Journalism; Training in the community related to Campus Journalism; and Community services rendered by the group/association of Campus Journalism				10%
Interview					5 %
Total					100%

Outstanding Guidance Counselor/Designate

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Award/Recognition received	15%
3	Action Research conducted with terminal report	10%
4	Action Plan vis-à-vis accomplishment with MOVs	10%
5	Case Studies and Resolved Cases (2018-2019)	10%
6	Conducted Career Guidance Module Orientation	15%
7	Innovation conducted with terminal report	10%
Total		100%

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Acted as winning coach	20%
3	Innovation/Research conducted with terminal report	20%
4	Acted as Trainer/Lecturer/Resource Speaker	15%

5	Accredited as Technical Official	15%
Total		100%

Outstanding School Sports Program Coach

Outstanding GSP/BSP Leader

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Acted as Trainer/Lecturer/Resource Speaker	15%
3	Award/Recognition received	15%
4	Participated to various level of scouting activities with number of campers	20%
6	Innovation/Research conducted with terminal report	10%
7	Extension Services	10%
Total		100%

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Outstanding District ICT Coordinator

Items to be Evaluated		Weight
1	Performance Rating	25%
2	Accomplishments/Achievements with MOVs	20 %
2	Awards/Recognition Received	15 %
4	Innovation/Research	20%
5	Award/Recognition received	15%
6	Acted as trainer/Demonstration Teacher	15%
Total		100%

Outstanding School ICT Coordinator

Items to be evaluated		Weight
1	Performance Rating	30 %
2	ICT Action vis-à-vis accomplishment with MOVs	25 %
3	Awards/Recognition received	15 %
4	Innovation/Research conducted with terminal report	10 %
5	Served as Trainer/Demonstration Teacher	20 %
TOTAL		100 %

Outstanding School/District DRRM Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented a functional disaster preparedness and mitigation plan vis a vis accomplishment report	20%
3	Conducted periodic drills on earthquake, tsunami, fire, etc.	10%
4	Evidence of provision of pre-emptive advisories to colleagues, learners, and stakeholders on various calamities	10%
5	Evidence of active participation on the relief operation, mitigation planning, psychosocial debriefing, etc.	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
Total		100%

Outstanding Researcher/Innovator

Items to be Evaluated		Weight
1	Performance Rating	
2	Followed BERF/Innovation procedures and timeline	
3	Research/Innovation focused on teaching and learning	10%
4	Awards and Recognition received	25%
5	Acted as Resource Speaker/Trainer/Facilitator	15%
Total		100%

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Outstanding ALS Teacher

Items to be Evaluated		Weight
1	Performance Rating	30 %
2	Division Assessment of Learning (ALS Portfolio Assessment of SY 2022-2023, Completers and Passers)	30 %
3	Crafted and Implemented ALS Action Plan vis a vis Accomplishment report	10 %
4	Recognition/Awards Received	10 %
5	Served as Trainer/Lecturer/Resource Speaker/Demonstration Teacher	10 %
6	Published Learning Resources	10 %
TOTAL		100 %

Outstanding Teacher Special Curricular Program (Journalism, Foreign Language, Sports, Arts)

Items to be Evaluated		Weight
1	Performance Rating	30 %
2	Seminars and trainings attended	10 %
3	Crafted and implemented action plan vis a vis accomplishment report	20 %
4	Recognition/Awards Received	10 %
5	Served as Resource Speaker	10 %
6	Published learning resources materials to be used as supplementary materials	20 %
TOTAL		100 %

Outstanding Indigenous Peoples Education (IPEd) Teacher

Items to be Evaluated		Weight
1	Performance Rating for the period of SY 2022-2023 and SY 2023-2024	30 %
2	Served as writer/editor/layout artist/illustrator in the development of Learning Resource Materials for IPEd	20 %
3	Served as Resource Person/Trainer/Facilitator/Demonstration Teacher in any IPEd activities	20 %
4	Participation to activities in relation with IPEd	10 %
5	Timely submission of required reports	10 %
6	Recognition/Awards Received	10 %
TOTAL		100 %

Outstanding School-Based Feeding Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Percentage of target beneficiaries gained normal weight	25%
	76% - 100%	
	51% - 75%	
	26% - 50%	
0% - 25%		
3	Food production through Gulayan sa Paaralan	10%
4	Deworming	10%
	76% - 100%	
	51% - 75%	
	26% - 50%	
0% - 25%		
5	Liquidation and prompt submission of SBFP report	25%
Total		100%

Outstanding School/District WINS Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented WINS work plan vis a vis accomplishment report	20%
3	WINS Level of Practice	20%
4	Conducted innovative projects/advocacy/activities to increase awareness	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
Total		100%

Outstanding School/District SBM Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented SBM work plan vis a vis accomplishment report	20%
3	SBM Level of Practice	20%
4	Conducted innovative projects/advocacy/activities to increase awareness	10%
5	Awards and Recognition received	10%
6	Acted as Resource Speaker/Trainer/Facilitator	10%
Total		100%

Outstanding Madrasah Education Program (MEP) Teacher

Items to be Evaluated		Weight
1	Performance Rating for the period of SY 2022-2023 and SY 2023-2024	30 %
2	Served as writer/editor/layout artist/illustrator in the development of	20 %



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	Learning Resource Materials for MEP	
3	Served as Resource Person/Trainer/Facilitator/Demonstration Teacher in any MEP activities	20 %
4	Participation to activities in relation with MEP	10 %
5	Timely submission of required reports	10 %
6	Recognition/Awards Received	10 %
	TOTAL	100 %

Outstanding School/District GAD Coordinator

Items to be Evaluated		Page 14 of 22
1	Performance Rating	-----
2	Crafted and implemented a GAD plan vis a vis accomplishment report	20%
3	Conducted GAD capacity building activities/trainings/ advocacy activities	10%
4	Conducted research on GAD with terminal report	10%
5	Evidence of GAD integration across learning areas	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	100%

Outstanding School/District Child Protection Coordinator

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented a Child Protection Plan vis a vis accomplishment report	20%
3	Conducted Child Protection capacity building activities/trainings/ advocacy activities	10%
4	Conducted research on Child Protection with terminal report	10%
5	Contextualize IEC Materials/Writer of Child Protection integration across learning areas	10%
6	Awards and Recognition received	10%
7	Acted as Resource Speaker/Trainer/Facilitator	10%
	Total	100%

Outstanding Resource Mobilization and Partnership Coordinator

Items to be Evaluated		Weight
1	BEBIS Participation	10%
2	Reports Submitted	10%
3	Capability Training Cascaded/Conducted	15%
4	Attendance to Significant SocMob Events	15%
5	DepEd Partners Data System (DPDS)	20%
6	Partnerships	30%
	Total	100%

Requirements:

- | | |
|---|---|
| 1. BEBIS Participation | MoVs |
| 2. Reports Submitted | MoVs, receipts, screenshots |
| 3. Capability Training Cascaded / Conducted | Certificates, MoVs, screenshots |
| 4. Attendance to Significant SocMob Events | Certificates, MoVs, screenshots |
| 5. DPDS | School Dashboard, screenshots |
| 6. Crafted Partnerships | MoVs, memoranda, certificates, receipts |



Rubrics:

1. BEBIS Participation (10%)

Score:	0%	1-4%	5-7%	8-9%	10%
	No participation	Participant, non-awardee	Awardee, 3 rd	Awardee, 2 nd	Awardee, 1 st

2. Reports Submitted (10%)

Score:	0%	1-4%	5-7%	8-9%	10%
	No reports submitted	Late reports	With reports	Monthly, Quarterly	Quarterly

3. Capability Training Cascaded / Conducted (15%)

Score:	0-2%	3-7%	8-11%	12-14%	15%
	No to few actions taken as cascade of Division training/ orientation	Cascaded Division training/ orientation as information	With Division training/ orientation cascaded to District level	Significant Division training/ orientation cascaded to District level	All Division training/ orientation cascaded to District level

4. Attendance to Significant SocMob Events (15%)

Score:	0-2%	3-7%	8-11%	12-14%	15%
	No to few attendance	Attended selected events/ webinars, with MoVs	Attended selected events/ webinars, with certificates	Most number of events/ webinars attended, with MoVs	Most number of events/ webinars attended, with certificates

5. DepEd Partners Data System (DPDS) (20%)

Score:	0-4%	5-10%	11-15%	16-19%	20%
	No to few updates	Occasionally updated DPDS, with schools reporting	Occasionally updated DPDS, most number of schools reporting	Regularly updated DPDS, with schools reporting	Regularly updated DPDS, most number of schools reporting

6. Partnerships (30%)

Score:	0-11%	12-18%	19-24%	25-29%	30%
	No to few partnerships, lacking documentation	With partnerships formed, pictures	With partnerships formed, receipts, attendance sheets, etc	Most number of partnerships crafted, DoD/CoA/CoU	Most number of partnerships crafted, MoA/MoU

Outstanding School/District Youth Formation Coordinator

	Items to be Evaluated	Weight
1	Implementation of Youth Formation PPAs of schools under your district	20%
2	Compliance to Division/YFD requirements	15%
3	Participation with YFD activities	15%
4	Schools General Plan of Action	15%
5	Schools Partnerships and Linkages	10%
6	Outstanding Accomplishments	20%
7	Educational Attainment and Professional Growth	5%

TOTAL	100%
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Outstanding District Planning Coordinator

Items to be Evaluated	Weight
Submission of District Reports	30%
Performance Rating	20%
Years in Service as District Planning Coordinator	20%
LIS-BEIS Updating/Submission of Handled School	15%
Conduct BEIS-LIS Capacity Buildings/Trainings/Meetings	10%
Planning Activities Attendance	5%
Total	100%

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A. SUBMISSION OF DISTRICT REPORTS – 30%

A.1 Completeness - 10%

Complete documents submitted	10%
1 lacking document submitted	6%
2 lacking documents submitted	4%
3 lacking documents submitted	0%

A.2 Timeliness - 10%

4 days before the due date	10%
3 days before the due date	8%
2 days before the due date	6%
1 day before the due date	4%
On due date	2%
Late submission	0%

A.3 Efficiency and Accuracy - 10%

No revision/correction	10%
1 time revision/correction	6%
2 times revision/correction	4%
3 times and more revision/correction	0%

B. PERFORMANCE RATING – 20%

Outstanding	20%
Very Satisfactory	10%
Satisfactory	5%
Unsatisfactory	0%

C. YEARS IN SERVICE AS DISTRICT PLANNING COORDINATOR – 20%

10 years and above	20%
9 years	18%
8 years	16%
7 years	14%
6 years	12%
5 years	10%
4 years	8%
2 years	4%
1 year	2%
Below 1 year	1%

D. LIS-BEIS UPDATING/SUBMISSION OF HANDLED SCHOOL – 15%

D.1 LIS EOSY 2021-2022 - 5%

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%

On due date	1%
Late submission	0%

D.2 QUICK COUNT SY 2022-2023 - 5%

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%
On due date	1%
Late submission	0%

D.3 LIS BOSY 2022-2023 - 5%

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%
On due date	1%
Late submission	0%

E. CONDUCT OF BEIS-LIS CAPACITY BUILDINGS/TRAININGS/MEETINGS – 10%

5 BEIS-LIS Capacity buildings/trainings/meetings conducted	10%
4 BEIS-LIS Capacity buildings/trainings/meetings conducted	8%
3 BEIS-LIS Capacity buildings/trainings/meetings conducted	6%
2 BEIS-LIS Capacity buildings/trainings/meetings conducted	4%
1 BEIS-LIS Capacity buildings/trainings/meetings conducted	2%
No BEIS-LIS Capacity buildings/trainings/meetings conducted	0%

F. PLANNING ACTIVITIES ATTENDANCE – 5%

All planning activities attended	5%
1 absent in planning activities	3%
2 absents in planning activities	2%
3 absents in planning activities	1%
4 absents in planning activities	0%

**SAFEST SCHOOL
(Comprehensive School Safety Monitoring Tool)**

PILLAR 1: SAFE LEARNING FACILITIES	Number	
1. Number of school buildings that has been inventoried.		
2. Number of school buildings with risk assessment.		
3. Number of unsafe school buildings identified.		
	YES 1 pt	NO 0
4. Systems for monitoring and quality assurance of school building construction exist.		
5. Financial resources are allocated for completion of needed action to address unsafe school buildings within a specified period.		
6. Number of unsafe school buildings with appropriate action undertaken by the School Head (e.g., upgraded, retrofitted, non-usage, etc.)		
7. Conducted regular school inspection and maintenance of facilities conducted (state how often)		
8. Undertaken regular repair of minor classroom (including facilities) damages.		
9. Roles and responsibilities for maintenance are defined, documented and assigned.		
10. School Heads have allotted budget for routine maintenance of school facilities for safety and to protect investments, with transparent monitoring oversight at the school level.		
11. School Heads have identified those schools that are expected to be used as temporary evacuation centers for disasters.		
12. School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per JMC #1 s. 2013		

“Guidelines on Evacuation Center Coordination and Management” RA 10821 “Children’s Relief and Protection Act”.		
13. Guidance and regulations on the following are followed:		
safe school site selection		
resilient design, and		
resilient construction		
14. New school construction is monitored for compliance with:		
safe school site selection		
safe school design		
safe school construction		
PILLAR 2: DISASTER RISK MANAGEMENT		
1. School has a Contingency Plan, i.e.. Preparedness Plan turned into response actions when a disaster strikes.		
2. School has available, accessible, and adequate first aid kit in every instructional classroom.		
3. School has at least 2 necessary and functioning equipment, in case of a disaster (e.g.. fire extinguisher, handheld/base radio, generator, etc.)		
4. School has pre-identified spaces for putting up Temporary Learning Spaces/Shelters in the aftermath of a disaster.		
5. School has ready resumption strategies and alternative delivery modes to ensure education continuity.		
6. School has ensured that students completed the Family Earthquake Preparedness Plan; and school has reported completion to DepEd DRRM at the Central Office.		
7. School has to established a school personnel tracking system/protocol in the event of a disaster.		
8. School has trained personnel to administer first aid to students and personnel.		
9. School has psychosocial interventions for personnel and students.		
10. School has trained teachers and other personnel who could provide psychosocial support to students.		
11. School DRRM Plan and SIP with DRRM integration are viewed annually.		
12. Conducted Brigada Eskwela to ensure school safety and preparedness measures are in place as per DO.		
13. Students, teachers, parents and other stakeholders participated in Brigada Eskwela.		
14. School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices) considering national and LGU warning systems and protocols.		
15. School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, Alumni and others)		
16. Number of students who participated in the drills		
17. School has an evacuation plan and procedures		
18. School has a student-family reunification plan that is clearly disseminated to students, teachers and parents.		
19. School Head has received DRRM training from division or region or partners.		
20. School DRRM Team has received DRRM training from division or region or partners (indicate how many)		
21. School has conducted awareness and capacity building for families and learners.		
22. School participated in the different DRRM/CCA/EiE activities of the LGU.		
PILLAR 3: RISK REDUCTION AND RESILIENCE EDUCATION		
1. School has integrated key DRR and CCA concepts in the curriculum based on the National Curriculum Guide		
2. Year when DRR and CCA integration in the curriculum started		
3. Grade levels and subjects where DRR and CCA been integrated		
Skills and competencies of students are assessed through measurable learning and risk reduction (RR) outcomes		
4. Percentage of students actively participating in various DRRM/CCA/EiE activities		
5. School has a DRRM capacity building plan for teachers and school personnel.		

6. Number personnel trained on DRRM and/or CCA		
7. School has available and accessible quality and up-to-date DRRM materials		
8. Presence of DRRM corner, with updated IEC materials posted in it, in every classroom.		
9. School carries out monitoring and evaluation to assess sustainable implementation.		

IMPLEMENTING UNIT SCHOOLS

Title of Award: Best Performing Accountant, Bookkeeper or Bookkeeper Designate in Terms of Financial Management

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Target Awardees:
Top 3 of 46 Secondary Implementing Schools

1. Obligation and Disbursement Rate of School MOOE – 50 points
BASIS: Prior Year

Percentage of Utilization of School Fund	Points
100% obligated and disbursed	50
97 – 99% obligated and disbursed	40
94 – 96% obligated and disbursed	30
91 – 93% obligated and disbursed	20
90% and below obligated and disbursed	10

2. Submission of Financial Report (BFARS and FS) – 40 points
2.a Timeliness – 20 points (average points combined – Unified Reporting System (URS) BFAR 4; BFARs 1, 1A and 1B and Reports for Consolidation ((ie. Budget Monitoring System (BMS), Manual BFAR 4 and Financial Statement (FS))

2.a.1 URS Submission – Uploading of URS Submitted and Signed Report in Regional Office’s Google Drive

Timeliness of Submission (BFAR 4) Due Date: every 5 th day of the month following the month covered	Points
Four (4) days before due date	20
Three (3) days before due date	16
Two (2) days before due date	12
One (1) day before due date	8
On due date	4
Late submission	0
Timeliness of Submission (BFARs 1, 1A and 1B) Due Date: every 15 th day of the quarter following the quarter covered	Points
Eighteen to Twenty-two (18 - 22) days before due date	20
Thirteen to seventeen (13 - 17) days before due date	16
Eight to twelve (8 - 12) days before due date	12
Two to seven (2 - 7) days before due date	8
On due date	4
Late submission	0

2.a.2 Reports for Consolidation – Submission of Reports to the Division Office

Timeliness of Submission (MANUAL BFAR 4) Due Date: every 30 th day at the end of the month	Points
Eight to Ten (8 - 10) days before due date	20
Six to Seven (6 - 7) days before due date	16
Four to Five (4 - 5) days before due date	12
Two to Three (2 -3) days before due date	8
On due date	4
Late submission	0
Timeliness of Submission (Budget Monitoring System and Financial Statement) Deadline: every 30 th day at the end of the quarter and/semester	Points
Eight to Ten (8 - 10) days before due date	20
Six to Seven (6 - 7) days before due date	16

Four to Five (4 – 5) days before due date	12
Two to Three (2 – 3) days before due date	8
On due date	4
Late submission	0

2.b Efficiency and Accuracy – 20 points

BASIS: BMS, Manual FAR4 and FS Submission for consolidation

Less Revision and Correctness	Points
No revision and 100% correct	20
No revision and 90-99% correct	16
One (1) revision and 80-89% correct	12
One (1) revision and 70-79% correct	8
Two (2) revisions and 60-69% correct	
Three (3) or more revisions and 59% and below correct	

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3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance) from COA (**10pts**)

Less Revision and Correctness	Points
Zero (0) AOM, NS and ND	10
100% compliant	8
50% compliant	6
None compliant	0

Summary:

- Obligation and Disbursement Rate of School MOOE (**50pts**)
- Submission of Financial Report (BFARS and FS) (**40pts**)
 - Timeliness – 20 points
 - Efficiency and Accuracy – 20 points
- Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA (**10pts**)

NON-IMPLEMENTING UNIT SCHOOLS

Title of Award: Best Performing School Heads in Terms of MOOE Utilization and Liquidation

Target Awardees:

Top 5 of 319 Elementary Schools

Top 3 of 46 Non-IU Secondary Schools

1. Percentage of Liquidation (50pts)

Percentage of Liquidation of School MOOE	Points
100% liquidated	50
75% liquidated	0
50% liquidated	0
25% liquidated	0
NO RELEASE	0

2. Submission of Liquidation Report (30pts)

2.a Timeliness (15pts)

Timeliness of Submission	Points
4 days before due date	15
3 days before due date	12
2 days before due date	9
1 day before due date	6
On due date	3
Late submission	0

2.b Efficiency and Accuracy (15pts)

Less Revision and Correctness	Points
No correction	15
1 Time revision/correction	10
2 Times revision/correction	5
3 Times and more revision/correction	0

3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA (10pts)



Percentage of Compliance	Points
Zero (0) AOM, NS and ND	10
100% compliant	8
50% compliant	6
None compliant	0

4. Compliance to PhilGEPS Posting Requirements (10pts)

Posting of transactions in the PhilGEPS	Points
5 transactions posted for the 4 quarters	10
4 transactions posted for the 4 quarters	8
3 transactions posted for the 4 quarters	6
2 transactions posted for the 4 quarters	4
1 transaction posted for the 4 quarters	2
No transaction posted in the 4 quarters	0

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Summary:

1. Percentage of Liquidation **(50pts)**
2. Submission of Liquidation Report **(30pts)**
 - 2.a Timeliness (15pts)
 - 2.b Efficiency and Accuracy (15pts)
3. Compliance of Audit Observation Memorandum (AOM), Notice of Suspension (NS), Notice of Disallowance (ND) from COA **(10pts)**
4. Compliance to PhilGEPS Posting Requirements **(10pts)**

OUTSTANDING DISTRICT ELLN COORDINATOR

1	Performance Rating	30 %
2	Crafted and Implemented Action Plan vis a vis Accomplishment Report	20 %
3	Published Learning Resource Materials to be used as Supplementary Materials	20 %
4	Prompt Submission of Required Reports	10 %
5	Awards/Recognition Received	10 %
6	Served as Resource Speaker/Trainer/Facilitator	10 %

BEST SCHOOL READING PROGRAM IMPLEMENTER

Crafted and Implemented Functional School Reading Program	20 %
Conducted Pre and Post Reading Assessments	20 %
Evidence of provision for developing genuine love for Reading like Reading Park, Reading Hub, Reading Corner/Nook, Reading Pantry and others	20 %
Conducted and attended Professional Development activities on Teaching of Reading	20 %
Presence of School Linkages, Partnership and Community Involvement in building a Culture of Reading	20 %
Total	100 %

SCREENING COMMITTEE

District PAGKILAEA Screening Committee

Chairperson: Public Schools District Supervisor
Members: 2 Principals (Elementary and Secondary)
1 Master Teacher
1 District Teacher's Organizational President

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Division PAGKILAEA Screening Committee

Chairperson: Jerson B. Labos EdD, OIC, Office of the ASDS
Members: Dobie P. Parohinog PhD, CES, CID
Michael T. Rapiz, CES, SGOD
Edselyn T. Biray PhD, EPS-Mathematics, Division Focal Person
Mary Cherry Lynn M. Dalipe EdD, EPS-Science, Division Focal Person
Ruby Agnes B. Estrada PhD, EPS-Araling Panlipunan, Division Focal Person
Rebecca R. Ibarreta, EPS-MAPEH, Division Focal Person
Kyzil D. Lipar PhD, EPS-English, Division Focal Person
Ma. Corazon R. Panaligan, EPS-EsP, Division Focal Person
Marivic I. Tolentino, EPS-EPP/TLE/TVE, Division Focal Person
Marth S. Tropa, EPS-Filipino, Division Focal Person
Johann C. Cawaling, EPS-ALS, Division Focal Person
Mahnnie Q. Tolentino, EPS, Division SHS Coordinator
Charlie I. Ureta, OIC-EPS, SGOD
Wilma Werigene M. Villa PhD, SP III, Division SPED Coordinator
Rhoby M. Fernandez, MD, Medical Officer III
Patrocenia Y. Mamburam, AO V - Administrative Services
Ann Rayshelle L. Nadua, Accountant II - Budget and Finance
Marissa A. Jizmundo, Accountant III - Budget and Finance
Leila L. Pamati-an, SEPS - HRDS
Darren N. Naelgas, PhD, SEPS - P & R
Ar. Mar Bien Gregory G. Parel. SEPS - Social Mobilization & Networking Section
Floradel P. Jamero, ITO I
Roland F. Democrito, EPSt II-HRDS
Melky B. Arboleda, Youth Formation Coordinator
Sheena Ricka Y. Mamburam - Youth Formation Coordinator
June R. Patricio, SEPS - M & E
Milgie C. Villareal, Planning Officer III

Secretariat: Leila L. Pamati-an, SEPS - HRDS
Darren N. Naelgas, PhD, SEPS - P&R
Marlyn T. Bereber, AO IV - HRMO
Roland F. Democrito, EPSt II - HRDS
John C. Marciales, EPSt II - M & E
Milgie C. Villareal, Planning Officer III
Apple Gay M. Oquendo, EPSt II - Social Mobilization & Networking Section
Sheena Ricka Y. Mamburam - Youth Formation Coordinator
Melky B. Arboleda, Youth Formation Coordinator

- **District Screening Selection: November 20-24, 2023**
- **Submission of District Results to Division PRAISE Secretariat: On or before November 27, 2023**
- **Division PMT-PRAISE Screening: December 1-3, 2023**

- **Announcement of Division Finalists: December 6, 2023**
- **PAGKILAEA Awarding Ceremonies: December 13, 2023**

