



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

October 5, 2026

DIVISION MEMORANDUM

No. 592, s. 2026

PAGKILAEA 2026

To: **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 Program on Awards and Incentives for Service Excellence (PRAISE) Committee will conduct the PAGKILAEA 2026 on November 26, 2026. Venue will be announced in a separate memo.
2. The activity aims to:
 - a. encourage creativity, innovativeness, efficiency, integrity, sustainability and productivity in the public service by recognizing and rewarding teaching, teaching-related and non-teaching personnel who have contributed to the efficiency, economy, or other improvement/innovations 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 (teaching, non-teaching and teaching related personnel).
3. For the purpose of harmonization with the Regional PAGDAYAW, the criteria for the identified awards shall be aligned with the prescribed criteria and standards of the Regional PAGDAYAW. All other awards, including their respective criteria, qualifications, and guidelines, shall remain unchanged and shall continue to be implemented as provided in the existing guidelines.
4. Enclosures to this Memorandum are the following:
 - a. Enclosure No. 1 – New Criteria/Qualification/Eligibility requirements of the nominee aligned to PAGDAYAW
 - b. Enclosure No. 2 – General Guidelines and Screening/Selection Process
 - c. Enclosure No. 3 – Awards and Criteria
 - d. Enclosure No. 4 – PRAISE Screening Committee and Timeline
5. Submission of District results and documents to this office will be on or before **October 20, 2026 – 12:00 noon**, Attention: Leila L. Pamati-an, Senior Education Program Specialist, Human Resource Development Section, SGOD.

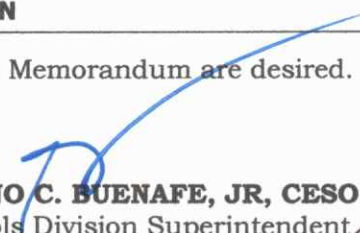


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6. Immediate dissemination and compliance with this Memorandum are desired.


FELICIANO C. BUENAFE, JR, CESO V
Schools Division Superintendent

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

AWARDS
LLP/JRGM

CONTESTS

RECOGNITION



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Enclosure No. 1 to the Division Memorandum No. 592, s. 2026

**New Criteria/Qualification/Eligibility requirements of the nominee aligned to
 REGIONAL PAGDAYAW**

AWARDS AND CATEGORIES

No.	AWARD CATEGORY
1	Outstanding Elementary School Teacher K – Grade 6
	Outstanding Secondary School Teacher Grade 7-12
2	Outstanding Elementary School Master Teacher K – Grade 6
	Outstanding Secondary School Master Teacher Grade 7 – 12
3	Outstanding Elementary School Principal Elementary School
	Outstanding Secondary School Principal Secondary School
4	Outstanding Education Program Supervisor
	Outstanding Public School District Supervisor
5	Outstanding Non-Teaching Personnel Level II (Supervisory)
6	Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
7	Outstanding Non-Teaching Personnel Level I (Clerical Services)
8	Outstanding Non-Teaching Personnel Level I (General Administrative Services)

LEVEL 1 – General Administrative Services	LEVEL 1 – Clerical Services
Administrative Aide I to VI (Performing Non-Clerical task based on approved PCP including: - Driver - Security Guard - Watchman - Liaison Officer - Utility Worker	Administrative Aide I to VI (Performing Clerical task based on approved PCP - Administrative Assistant I to III - Dental Aide I
LEVEL 2 – Supervisory Positions	LEVEL 1 – Non-Supervisory Positions
Unit Heads including: -Administrative Officer V -SEPS -Administrative Officer IV -SAO -Accountant III -CAO -ITO I -Attorney III & IV -Engineer III -Planning Officer III -Medical Officer III	-AO I & AO II -School Librarian III -Registrar I -PDO I to IV -Admin Officer IV -Special Investigator -Librarian II -Dentist II & III -Guidance Counselor II & III -Computer Maintenance Tech -Nutritionist-Dietician -Nurse II -EPS II -Admin. Asst. V -Accountant I & II -Legal Asst. I, II & III



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SCOPE

The rewards and recognition system shall apply to officials and employees in career and non-career service, including public school teachers and administrative support personnel in SDO Aklan.

Only one nominee shall be endorsed by the district per category.

QUALIFICATION/ELIGIBILITY REQUIREMENTS OF THE NOMINEE

The nominee shall be a person of integrity in public and private life and has exhibited excellent relationships with co-workers, partners, stakeholders, and the community.

Nominees for all categories shall strictly comply with the following qualifications:

1. With a permanent appointment in the category of award applied and has been serving in their current position for at least five (5) consecutive years.
2. Must NOT have been sanctioned or suspended for violating administrative policies, rules and regulations and no pending administrative/civil/criminal case.
3. With a performance rating of at least “Very Satisfactory” (or its equivalent) for the last three (3) rating periods in their current position, with an average numerical rating of at least 4.500 prior to nomination.
4. Does not have any record of Notice of Suspension/Disallowance from Resident COA Auditor; and unliquidated cash advance from the Regional Office/Schools Division Office Accountant as of the date of the nomination.

CRITERIA FOR STAGE 1 EVALUATION

CRITERIA	POINTS
Performance Rating	20 points
Significant Accomplishments	60 points
Ethical Conduct and Professionalism	20 points
TOTAL	100 points



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1. PERFORMANCE RATING (IPCRF/OPCRF) – 20 POINTS

Duly signed IPCRF/OPCRF on the specified year.

The nominee's performance shall be evaluated based on the average of the last three (3) rating periods and the performance trend/consistency.

Computation:

Performance Score = Average Score (12 points max) + Trend & Consistency Score (8 points max)

A. Average Rating Score (12 points max)

Average Range	Base Points
4.80 - 5.00	12.00
4.60 - 4.79	10.50
4.50 - 4.59	9.00
4.30 - 4.49	7.50
4.00 - 4.29	6.00
3.50 - 3.69	4.50

B. Trend & Consistency Score (8 points max)

Criteria	Performance Rating (Example 3 – Year Pattern)	Descriptor	Score
Outstanding Consistency	5.0 - 5.0 - 5.0	Demonstrates sustained excellence across all years; no decline observed.	8.00
High Performance with Minor Fluctuation	5.0 - 4.5 - 5.0 4.8 - 5.0 - 4.9	Maintains top performance level despite temporary variation.	7.50
Strong Upward Trend	4.5 - 4.8 - 5.0 4.0 - 4.5 - 4.9	Shows continuous improvement in performance over time.	7.00
Moderate Upward Trend	3.7 - 4.0 - 4.3	Consistent improvement within VS range; clear development over time.	6.50



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Consistent Very Satisfactory	4.0 - 4.0 - 4.0 4.2 - 4.1 - 4.3	Consistent very satisfactory performance.	6.00
Minimum Very Satisfactory	3.5 - 3.5 - 3.5	Maintains the minimum Very Satisfactory level with no growth or decline.	5.00
Mild Decline	4.8 - 4.5 - 4.3 4.6 - 4.2 - 3.9	Slight but consistent decrease in performance over time	3.00
Moderate Decline	4.5 - 4.0 - 3.5	Noticeable drop toward minimum VS level; requires monitoring.	2.00
Significant Decline / Critical	Any with 3.49 or below dominant	Persistent decline; requires monitoring.	0.00

2. SIGNIFICANT ACCOMPLISHMENTS – 60 POINTS

Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary.

Using STAR Approach, describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered.

Scope of Outstanding Contribution – 15 points

Using the STAR Approach, discuss the extent of the innovation that something deals with or which is relevant. Scope and magnitude of how unique and original the contribution or innovation has brought significant impact to education. (Certification from the immediate superior that the contributions or innovation is original and within the functions shall be checked during the Stage 3 validations.)

Beneficiaries – 10 points

Discuss how the beneficiaries were identified.



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Impact of Contributions/Innovation – 15 points

Discuss the results of the innovation, and its impact to the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 3 validation.

Provision of Safe, Gender-Sensitive and Happy Working Environment – 10 points

Cite PPAs that exhibited that the school is safe, gender-sensitive and happy working environment. MOVs will be checked during the Stage 3 validation.

Reliability of Contribution/Innovation – 10 points

Description and explanations on the reliability of contribution or innovation. This criterion includes the following indicators:

- a. Replicability of the innovation or contribution;
- b. Support contributed by internal and external stakeholders to the innovation or contribution;
- c. Knowledge and competence in the implementation of the innovation or contribution within the KRA;
- d. Clear and concise purpose of innovation; and
- e. Responsive to the needs of the stakeholders/beneficiaries.

3. ETHICAL CONDUCT AND PROFESSIONALISM (20 POINTS)

Indicator	Measurement Basis	Detailed Scoring Guide	Max Points
1. Integrity and Ethical Compliance	Certification of no pending/ decided administrative or criminal case; absence Of substantiated complaints	8 - No pending or decided case; no substantiated complaint for the last 3 years 6 - No pending case; minor complaint resolved with no penalty 4 - With documented ethical concern not amounting to an offense 2 - With pending or decided administrative/ ethical case	8
2. Professional Behavior and Work Discipline	Attendance reliability, conduct and supervisor attestations.	6 – Consistently professional; no record of tardiness, AWOL, or misconduct 4 – Generally professional with minimal documented lapses 2 – Recurrent reminders on conduct or discipline	6



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		0 – With documented unprofessional or disciplinary behavior	
3. Compliance with Laws, Rules, and Policies	Compliance with CSC rules, DepEd orders, office policies.	4 – Full compliance; no notice of violation issued 2 – Minor non-compliance promptly corrected 0 – Repeated or serious policy violations	4
4. Accountability and Responsible Use of Authority	Records on task completion, use of authority/resources, audit or supervisory reports.	2 – Demonstrates accountability and responsible decision-making 0 – With issues on accountability or misuse of authority/resources	2
TOTAL			20

STAGES OF THE SEARCH

There shall be three stages in the determination/selection of the awards recipients.

Search Stage	Activity and Description	In-Charge
Stage 1	Completeness and Compliance of Documents Evaluation	PRAISE Secretariat / PRAISE Sub-committee
Stage 2	Screening and Table Evaluation To qualify for Stage 3, nominees must obtain a minimum cut-off score of 80 points .	PRAISE Secretariat / PRAISE Sub-committee
Stage 3	Onsite Validation, and Interview The PRAISE sub-committee will: - validate the submitted MOVs based on the Stage 2 criteria; and - conduct interview with the nominees and with the internal and external stakeholders.	PRAISE Secretariat / PRAISE Sub-committee / PRAISE Committee

In adherence to RA 10173, also known as the Data Privacy Act of 2012, the Committee members shall sign a sworn statement of secrecy to protect the integrity of the results of the Regional Winners until the names are approved by the Regional Director and awarded during the annual PAGDAYAW Awarding Ceremony.



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The sub-committees will utilize a deep-selection process to determine the final PAGKILAEA awardees. Nominees who meet or exceed the cutoff score in their respective categories will be declared official awardees and recognized based on the following final scoring tiers:

- With Distinction: 80—85 points
- With High Distinction: 86—90 points
- With Highest Distinction: 91 points and above

However, only nominees achieving With Highest Distinction will be endorsed to represent the Regional PAGDAYAW.



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Enclosure No. 2 to the Division Memorandum No. 592, s. 2026

GENERAL GUIDELINES

1. All candidates/nominees from the school (teaching and non-teaching) shall be screened by the District PRAISE 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 **October 20, 2026 (12:00 noon)**.

The district shall create a **District PRAISE Committee** to evaluate the documents and determine the points in the district for the following categories: Teaching, Non-teaching and Teaching-related.

3. Nomination for outstanding teacher award for Key Stages 1 to 4 and Master Teachers is open to all teachers in the Schools Division of Aklan public elementary and secondary including teachers of the Alternative Learning System (ALS), Special Needs Education (SNED), Indigenous Peoples Education (IPed), Multigrade, Special Curricular Program and Arabic Language & Islam Values Education. A nominee must be a permanent teacher with at least three (3) years of teaching experience. Only one (1) awardee will be chosen in each category.
4. For the Outstanding Public Elementary, Integrated and Secondary Schools categories, schools are classified according to the number of teachers.

Elementary School -	Small Category - 9 and below Medium Category - 10 to 29 Large/Mega Category - 30 and above
Integrated School -	Small Category - 25 and below Large Category - 26 and above
Secondary School -	Small Category - 15 and below Medium Category - 16 to 30 Large/Mega Category - 31 and above

5. For the Outstanding Non-Teaching personnel, the following categories should be observed:
 - 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



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6. A nominee is considered an official nominee if he/she submitted the necessary documents required for the awards category on or before **October 20, 2026 (12:00 noon)** through endorsement of their respective heads. Such documents should include the following:
 - * write-up of accomplishments
 - * documents stated in the criteria
 - * 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

1. The candidate must obtain at least eighty (80) points **based on the evaluation of the District PRAISE Committee** of his/her portfolio/MOVS in any award category. **The division office will accept only one (1) candidate per District per category.**
2. Only accomplishments/achievements gained within the period from **June 16, 2025 - June 15, 2026** will be considered.
3. Recognition/awards that may be credited are those received by the school, school administrators, teachers and non-teaching personnel within the specified period.
4. Means of verifications (MOVs) for recognition/awards/resource speakership/ innovation/ research/training attended must be relevant in the category the nominee is applying for.
5. Innovation and research proposals must be approved by the Division Research Committee and must have the terminal report.
6. Nomination for Special Awards is open to public elementary/integrated/secondary school teachers.
7. 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.
8. The highest pointer in the shortlist of the Division PRAISE Committee validation becomes the winner in each category.



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TERMINATION OF FINALISTS

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. From among the finalists, the first in rank for each category will be declared as “OUTSTANDING” during the said awarding.

2. 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, Integrated 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, Integrated 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 of rank number 1 for validation to the Division

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PRAISE Screening Committee. The final determination of awardee shall be done by the Division Screening Committee.

Enclosure No. 3 to the Division Memorandum No. _____, s. 2026

MAJOR AWARDS

1. Schools

Elementary Schools

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

Integrated Schools

- Outstanding Public Integrated School – small category
large category

Secondary Schools

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

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



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- Outstanding Division Education Program Supervisor
- Outstanding Public Schools District Supervisor
- Outstanding Senior Education Program Specialist/
Education Program Specialist 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 – Key Stage 1 – Kindergarten to Grade 3
- Outstanding Public School Teacher – Key Stage 2 – Grades 4 to 6
- Outstanding Public School Teacher – Key Stage 3 – Grades 7 to 10
- Outstanding Public Senior High School Teacher – Key Stage 4
- Outstanding Special Needs Education (SNED) Teacher
- Outstanding Indigenous Peoples Education (IPED) Teacher
- Outstanding Arabic Language & Islamic Values Education (ALIVE) Teacher
- Outstanding Multi-Grade Teacher
- Outstanding Alternative Learning System Teacher
- Outstanding Teacher for Special Curricular Program
(Journalism, Science, Foreign Language, Sports, Arts)
- Outstanding Public Non-Teaching Personnel – Level 1
- Outstanding Public Non-Teaching Personnel – Level 2

3. 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 English Coordinator
 - Outstanding Filipino Coordinator
 - Outstanding Mathematics Coordinator
 - Outstanding Science Coordinator
 - Outstanding Music, Arts, Physical Education and Health (MAPEH) Coordinator
 - Outstanding Social Studies Coordinator
 - Outstanding Edukasyong Pantahanan at Pangkabuhayan (EPP)/Technology & Livelihood Education/Technical Vocational Education (TVE) Coordinator
 - Outstanding Edukasyon sa Pagpapakatao (EsP)/Values Coordinator
 - Outstanding Language/Reading and Literacy Coordinator
 - Outstanding Learning Resource Coordinator
 - Outstanding Senior High School Coordinator
 - Outstanding School Paper Adviser



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- Outstanding Campus Journalism Focal Person
- Outstanding Guidance Counselor/Designate
- Outstanding School Sports Program Coach
- Outstanding Early Language Literacy and Numeracy (ELLN) Coordinator
- Outstanding BSP Scout Leader
- Outstanding GSP Scout Leader
- Outstanding ICT Coordinator
- Outstanding Kindergarten Coordinator
- Outstanding Researcher
- Outstanding Innovator
- Outstanding School-Based Feeding Program Coordinator
- Outstanding WINS Coordinator
- Outstanding GAD/Child Protection Coordinator
- Outstanding Resource Mobilization and Partnership Coordinator
- Outstanding Youth Formation Coordinator
- Outstanding Disaster Risk Reduction & Management (DRRM) Coordinator
- Outstanding District Planning Coordinator
- Outstanding Alternative Delivery Mode (ADM) Coordinator
- Best School Reading Program Implementer
- Best School Numeracy Program Implementer
- Best District Implementer of LRMDs
- Top three (3) Performing Districts in MOOE Utilization and Liquidation, FY 2025
- Top three (3) Performing Districts with 100% of schools (both public and private) uploaded the Basic Education Information System (BEIS) BOSY 2023-2024 report
- Top three (3) Performing Districts with 100% finalized schools (both public and private) in the Learners Information System (LIS) EOSY 2024 – 2025
- Top three (3) Performing Districts with 100% of Public Schools uploaded in National School Building Inventory (NSBI) SY 2024-2025
- 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 2024 – 2025

SPECIAL RECOGNITION

The special recognition will be evaluated using specific criteria and deliberated upon by the Division PRAISE Committee.

International/National/Regional Awardees (DepEd recognized and partner agencies award giving body)

HALL OF FAME

An awardee who won the same award for 3 consecutive years will be elevated to the Hall of Fame, to start in PAGKILAEA 2024.



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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
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
A	Functionality of School Clubs and Organizations	2
B	School-Based Feeding Program	2
C	WinS 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	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		16
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



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E	Research/Innovation Projects	4
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		8
A	Brigada Eskwela (Linkages/Stakeholders Support/Donations/Grants)	3
B	Functionality of SGC and PTA of the school	3
C	Citizens Charter and Public Assistance and Help Desk	2
VI. School Leadership Management and Operations		20
A	SIP-AIP (with APP) Physical and Financial Accomplishment Report	6
B	Proper Utilization and Liquidation of School MOOE/Other Funds: Donations, etc.	5
C	School Monitoring, Evaluation and Adjustment Report/Dashboard/EMIS	4
D	Transparency Wall	3
E	Property Inventory	2
Total		100

Outstanding Division Education Program Supervisor
Outstanding Public Schools District Supervisor
Outstanding Senior Education Program Specialist/Education Program Specialist II

Items to be Evaluated		Weight
1	Education	13%
2	Training	10%
3	Experience	5%
4	Performance (1-year latest rating)	20%
5	Outstanding Accomplishments	35%
6	Application of Education	10%
7	Application of Learning & Development	7%



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8	Personal and Professional Attributes <i>Rater will rate in the google form</i> 2 Superiors 2 Subordinates 1 Peer	5%
	Total	100%

Components		Weight
I. Education		13%
A	With at least 18 MA units	2
B	Completed Academic Requirements (MA)	4
C	Master's Degree	7
D	Completed Academic Requirements (Doctor of Philosophy (PhD) / Doctor of Education (EdD)	10
E	Doctoral Degree	13
II. Training		10%
A	80 hours - Below	2
B	88 hours – 120 hours	4
C	128 hours – 160 hours	6
D	168 hours – 200 hours	8
E	208 hours – 240 hours	10
IV. Performance (1-year latest rating of OPCRF/IPCRF)		20%
V. Outstanding Accomplishments		35%
A	Awards & Recognition	15
B	Research & Innovation	10
C	Membership/Affiliation to DepEd recognized organization	4
D	Resource Speakership/Learning Facilitation	6
VI. Application of Education		10%
A	Action Plan signed by the Head of Office	2
B	Accomplishment Report	4
C	Certification of the Utilization / Adoption signed by the Head of Office	4
VII. Application of Learning and Development		7%
A	Certification of Training or Certification on any applicable L&D Intervention acquired that is aligned with the Individual Development Plan (IDP).	3
B	Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) Impact Project applying the learning from the L&D Intervention done/attended, duly approved by the Head of Office.	2



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C	Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level.	2
VIII.	Personal and Professional Attributes <i>Rater will rate in the google form to be provided</i> 2 Superiors 2 Subordinates 1 Peer	5%
	Total	100

Outstanding Elementary, Secondary and Integrated School Head
(Principal, Head Teacher, Teacher In-Charge)
Outstanding Teacher and Master Teacher

Level (Elementary/Integrated/Secondary)	Category	
	Teacher	School Head
1. Performance Rating (1 year latest rating)	20	15
2. Performance Indicators	15	15
3. Outstanding Accomplishments	25	20
4. Instructional Initiatives aimed at improving delivery of basic education	10	5
5. TA Provision to schools in Implementation of DepEd PAPs	-	5
6. Community Partnership (Outreach Program, Networking linkages)	5	5
7. Attitude Towards Work (Superior/Peer Rating)	5	5
8. Education	10	10
9. MOOE Liquidation	-	10
10. Training	10	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 OUTSTANDING TEACHER/MASTER TEACHER/SCHOOL HEAD

- 1. Performance Rating.** The candidates will be rated according to the numerical value of their performance rating in one (1) year (Latest).
- 2. 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	Points Teacher	Points School Head
a. Net Enrolment Rate	above the Division Ave.	20	15

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	within the Division Ave.	15	10
	below the Division Ave.	10	5
b. Promotion Rate/ Graduation Rate	above the Division Ave.	20	15
	within the Division Ave.	15	10
	below the Division Ave.	10	5
c. Completion Rate	above the Division Ave.	20	15
	within the Division Ave.	15	10
	below the Division Ave.	10	5
d. Drop-out Rate	above the Division Ave.	20	15
	within the Division Ave.	15	10
	below the Division Ave.	10	5
e. Failure Rate	above the Division Ave.	20	15
	within the Division Ave.	15	10
	below the Division Ave.	10	5
f. Repetition Rate	above the Division Ave.	20	15
	within the Division Ave.	15	10
	below the Division Ave.	10	5

3. Outstanding Accomplishments. (Coach of winning students/pupils/adviser of clubs and organizations/trainings and seminars conducted.

Component	Teacher 25%	School Head 20%
Awards & Recognition	10	8
Resource Speakership/Learning Facilitation	5	4
Research & Innovation	8	6
Membership/Affiliation to DepEd recognized organization	2	2

3.1 Awards and Recognition

a. Table of Points for the Candidate (Acted as Trainer or Coach for Co-Curricular or Extra-Curricular Activities)

Level	Individual	Individual	Individual	Group	Group	Group
	1st	2nd	3rd	1st	2nd	3rd
National	10	9	7	15	10	8
Regional	8	7	5	12	8	6
Provincial/Division	6	5	3	9	6	4
District/Unit	4	3	1	6	4	2
School	2	1	0.5	3	2	1

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



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

- b. 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	5	3
District/ Unit	4	3	2
School	2	1	0.5

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

3.2 Served as Trainer/Lecturer/Resource Speaker/Demonstration 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
District/Unit	4
School	2

3.3 Action Research Conducted Approved by Division/Region

Criteria in Evaluating Action Research

Conduct of Action Research in the School			
Point	Indicator	Implementation	Equivalent Point
10.0	Teachers and Master Teachers engaged in Action Research: • action research proposal approved by the SDS • action research addresses need of the learners or school	at least one (1) action research fully implemented with research proposal and accomplishment	10.0



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	• action research accomplishment report approved by the SDS • action research follow BERF guidelines	reports approved by the SDS	
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

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: • 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

3.4 Membership/Affiliation to DepEd recognized organization

Teacher – 2%

School Heads – 2%



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Table of points

Level	Points
National – Chairperson/ Adviser	10
Vice Chairperson	8
Member	5
Regional – Chairperson/ Adviser	8
Vice Chairperson	6
Member	3
Provincial/ Division - Chairperson	6
Vice Chairperson	4
Member	2
District/ Unit - Chairperson	4
Vice Chairperson	2
Member	1
School - Chairperson	2
Vice Chairperson	1
Member	.50

4. Instructional Initiatives Aimed at Improving Delivery of Quality Basic Education Approved by the Division. –

Teacher - 10 pts & School Heads - 5 pts (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.

5. TA Provision to Schools in Implementation of all Programs/Projects (School Heads – 5%)

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: • monthly/annual TA/supervisory plan • compilation of accomplished daily/weekly/monthly TA/Supervisory tools with	100% of teachers/target number of teachers supervised	10.0



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	observations/findings and agreements • 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

6. Community Partnership & Parents Involvement.

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 • 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
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

7. Attitude Towards Work, Peers Supervisors, and Subordinates – 5%. 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
- Assessors for school head -nominee: self, 2 peers, and immediate superior



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Points for Rating of Attitude Towards Work

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					

8. Education

Education (both Teacher and School Heads)	5%
With at least 18 MA units	1
Completed Academic Requirements	2
Master's Degree	3
CAR Doctor of Philosophy (PhD) / Doctor of Education (EdD)	4
Doctoral Degree	5

9. MOOE Liquidation for School Head

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



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- 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

10. Training (Teacher and School Head)

Training (Teacher and School Head)		15%
87 hours – Below		2
88 hours – 127 hours		4
128 hours – 167 hours		6
168 hours – 207 hours		8
208 hours and above		10

11. Personal and Professional Attributes	<i>Rater will rate in the google form to be provided</i>	5%
2 Superiors	2 Subordinates	1 Peer

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 Level 1 & 2

Criteria	Points	Percentage
• Performance	20	
• Education	10	
• Trainings Attended	20	
• Experience	10	



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Resource Speakership/Consultancy/Judge/ Learning Facilitator	20	
• Application of Learning and Development	10	
• Innovation & Research	10	
Total	100	100%

Components		Weight
I. Performance (1-year latest rating)		20 %
II. Education		20%
A	With at least 18 MA units	4
B	Completed Academic Requirements	8
C	Master's Degree	12
D	CAR Doctor of Philosophy (PhD) / Doctor of Education (EdD)	16
E	Doctoral Degree	20
III. Training		20%
87 hours – Below		4
88 hours – 127 hours		8
128 hours – 167 hours		12
168 hours – 207 hours		16
208 hours – and above		20
V. Resource Speakership/Consultancy/Judge/Learning Facilitator		20
VI. Application of Learning and Development		10%
Means of Verification		
A	Action Plan Signed by the Head of Office	
B	Accomplishment Report	
C	Certification of the Utilization / Adoption signed by the Head of Office	
VII. Innovation and Research		10%
A	Certification of Training or Certification on any applicable L&D Intervention acquired that is aligned with the Individual Development Plan (IDP).	
B	Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) Impact Project applying the learning from the L&D Intervention done/attended, duly approved by the Head of Office.	
C	Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level.	
D	Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.	



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	Total	100
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Outstanding 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 District Language/Reading and Literacy 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%

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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 LRMDs account	20%
	76% - 100%	
	51% - 75%	
	26% - 50%	



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	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 theLRMDS 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 avis accomplishment report	20%
3	Production of SHS Advocacy materials	10%
4	Conducted training/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 Special Needs Education (SNED) Teacher

Items to be Evaluated		Weight
1	Performance Rating	30%
2	Research and Innovation signed by proper authority	20%
3	Crafted & Implemented Individual Educational Plan (IEP) Accomplishment Report	15%
4	Recognition/Awards Received	10%
5	Acted as Resource Speaker/Trainer/Lecturer/Demonstration Teacher	10%
6	Published Learning Resources	15%
	Total	100%

Outstanding School Paper Adviser



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Note: Rubrics and other details regarding the contest, inquire to EPS Marth S. Tropa

Items to be Evaluated		Weight
1	Awards/Recognition received	40%
2	Leadership relative to Journalism	15%
3	Extension Service (Organizer/Facilitator related to Campus Journalism	10%
4	Speakership (Resource Speaker, Judge related to Campus Journalism	10%
5	Published outputs/Contributions to Journalism/Authorship	15%
6	Interview (Panel)	10%
Total		100%

Outstanding District Campus Journalism Focal Person

Items to be Evaluated					Weight
Area	Description				
Campus Journalism Project, Research, Innovations	Fully implemented	20			20%
	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, Awards & Recognitions related to Campus Journalism	(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 In Newspapers/Journals/Online					
	10	7	5		
Promptness in Submitting Reports	To be determined by the EPS In-charge of Campus Journalism				15%
District Campus Journalism Accomplishments	2 points for each accomplishment duly supported by documents & certified by the Public Schools District Supervisors/Principal/Head Teacher In-Charge of the District				10%



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	1. Organized the District Campus Journalism Group or School Paper Advisers Association, with group name, logo, and set of Officers 2. Organized the District Campus Journalist Association, with group name, logo, and set of Officers 3. District Publication 4. Number of Schools with School Paper 5. Top performing District in Campus Journalism	
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	Panel	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%

Outstanding School Sports Program Coach

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 BSP & GSP Leader



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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%

Outstanding 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 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

Items to be Evaluated		Weight
1	Performance Rating	10%



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2	Completed and Approved Research Paper BERF/SEF (Division-level)	30%
3	Research-related Awards and Recognition received	20%
4	Research dissemination and utilization	20 %
5	Acted as Research-Related Resource Speaker/Trainer/Facilitator	20%
	Total	100%
Outstanding Innovator		
	Items to be Evaluated	Weight
1	Performance Rating	10%
2	Completed and Approved Innovation Paper	30%
3	Innovative-related Awards and Recognition received	20%
4	Innovation dissemination and utilization impact	20 %
5	Acted as Innovation-Related Resource Speaker/Trainer/Facilitator	20%
	Total	100%

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, Science, 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 %



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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 Multigrade 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 Multigrade Class	20 %
3	Served as Resource Person/Trainer/Facilitator/Demonstration Teacher in any Multigrade activities	20 %
4	Action Research/Innovation with terminal report	15 %
5	Recognition/Awards Received	15 %
	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%	



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	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 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 Arabic Language & Islamic Values Education (ALIVE) 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 MEP	20 %
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 GAD/Child Protection Coordinator



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Items to be Evaluated		Weight
1	Performance Rating	30%
2	Crafted and implemented a GAD/Child Protection plan vis a vis accomplishment report	20%
3	Conducted GAD/ Child Protection capacity building activities/trainings/ advocacy activities	10%
4	Conducted research on GAD/ Child Protection with terminal report	10%
5	Evidence of GAD/ 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	Consistent Monthly, Quarterly

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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%



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	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%

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%



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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 absences in planning activities	2%
3 absences in planning activities	1%
4 absences in planning activities	0%

OUTSTANDING ALTERNATIVE DELIVERY MODE (ADM) COORDINATOR



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Items to be Evaluated

1	Effectiveness of Dropout Reduction Strategies	30%
2	Learner Monitoring and Support	25%
3	Impact on Learner Retention	20%
4	Partnership and Collaboration	15%
5	Professional Development and Commitment	10%
	T O T A L	100%

OUTSTANDING EARLY LANGUAGE LITERACY & NUMERACY (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 DISTRICT IMPLEMENTER OF LRMDs

NO.	CRITERIA	Percent
1	Implementation Annual LR Action Plan	15 %
2	LRs developed and quality-assured at the Division Portal	20 %
3	Presence of Libraries/Reading spaces	15 %
4	Borrowed and utilized SLRs from the Library Hub	20 %
5	Received/picked up LR from the drop-off points	10 %
6	Distributed LR to the Schools and Learners	10 %
7	Partnerships and awards received	10 %
	Total	100 %

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 %

MOST OUTSTANDING NUMERACY PROGRAM IMPLEMENTER

Inclusivity of the Program	10%
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100% of the learners benefited from the numeracy program – 10% 80% - 99% of the learners benefited from the numeracy program – 8% 60% - 79% of the learners benefited from the numeracy program – 6% 40% - 59% of the learners benefited from the numeracy program – 4% 39% - 11% of the learners benefited from the numeracy program – 2% 10% and below of the learners benefited from the numeracy program – 1%	
Numeracy Proficiency Level (Based on Post Test ERUNT Results) 91-100 % of the learners are at least nearly proficient – 30% 81- 90% of the learners are at least nearly proficient – 25% 71- 80% of the learners are at least nearly proficient – 20% 61 - 70% of the learners are at least nearly proficient – 15% 51 – 60% of the learners are at least nearly proficient – 10% 0 – 50% of the learners are at least nearly proficient – 5%	30%
Significant Accomplishments The school has complete data on 4 initiatives/mechanisms/activities related to: 20% - teacher professional development - numeracy materials and assessment tools - school leadership and systemic support - parent involvement - presence of 3/4 initiatives/mechanism/activities – 15% - presence of 2/4 initiatives/mechanism/activities – 10% - presence of 1/4 initiatives/mechanism/activities – 5%	20%
Alignment of the Numeracy Program to SDO and RO Contextualized Mathematics in Numeracy Program – 20% Humanized Mathematics in Numeracy Program Actualized Mathematics in Numeracy Program Patriotic, Innovative, and Outstanding Numerates in Numeracy Program Presence of 3/4 components of CHAMPION – 15% Presence of 2/4 components of CHAMPION – 10% Presence of 1/4 components of CHAMPION – 5%	20%
Sustainability of the Program Implemented 4 sustainability mechanism -10% - regular monitoring & evaluation reports - technical assistance conducted with reports - meetings and coordination activities with reports & with publication & documentation of best practices - stakeholders support	10%
Awards (major awards/citations received by the school (school head/teacher/learner) SDO, RO, CO National/International – 10% Regional – 7% Division – 5% District – 3%	10%
TOTAL	100%

**TOP THREE (3) PERFORMING DISTRICTS IN
 MOOE LIQUIDATION AND UTILIZATION EFFECTIVE CY 2024**

Timeliness - 50%

Quality - 50%

Table 1. Table for Timeliness



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Timeliness	Points
Eight to Ten (8-10) days before due date	50
Six to Seven (6-7) days before due date	40
Four to Five (4-5) days before due date	30
Two to Three (2-3) days before due date	20
On due date	10

Table 2. Table for Quality

Quality	Points
100% of schools without compliance	50
91-99% of schools without compliance	40
71-90% of schools without compliance	30
51-70% of schools without compliance	20
50% below of schools without compliance	10

Enclosure No. 4 to the Division Memorandum No. _____, s. 2026

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

Division PAGKILAEA Screening Committee

Chairperson: SDS Feliciano C. Buenafe Jr., CESO V
 Co-Chairperson: ASDS Luz U. Banson, CESO VI
 Members: Dobie P. Parohinog PhD, CES, CID
 Michael T. Rapiz, CES, SGOD
 Roland F. Democrito, AO V - Administrative Services
 Ann Rayshelle L. Nadua, AO V - Budget and Finance
 Marissa A. Jizmundo, Accountant III - Budget and Finance
 Edselyn T. Biray PhD, EPS - Mathematics
 Mary Cherry Lynn M. Dalipe EdD, EPS - Science
 Darren N. Naelgas PhD., EPS -Araling Panlipunan
 Rebecca R. Ibarreta, EPS-MAPEH
 Kyzil D. Lipar PhD, EPS-English
 Analyn C. Perez, EdD, EPS-EsP
 Divina I. Barrera, EPS -EPP/TLE/TVE
 Marth S. Tropa, EPS-Filipino

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Johann C. Cawaling, EPS-ALS, Division Focal Person
Mahnnee Q. Tolentino, EPS – LRMDs & Division SHS Coordinator
Charlie I. Ureta, EPS, SGOD
Rhoby M. Fernandez, MD, Medical Officer III
Jeselee M. Marzoña, Nurse II, SBFP Focal Person (Milk Component)
Leoncio T. Regalado, Nurse II, SBFP Focal Person
(Nutritious Food Products Component)
Jesmar P. Bonifacio, Nurse II, WINS Focal Person
Leila L. Pamati-an, SEPS - HRDS
Mikko Jan D. Lopez, EdD, SEPS – P & R
Ar. Mar Bien Gregory G. Parel, SEPS – Social Mobilization & Networking Section
Floradel P. Jamero, ITO I
Michael Angelo T. Garcia, PDO II - DRRM
Niño Sean Axl T. Morales, PDO I - Youth Formation Coordinator
Allan Carlo C. Soriano, PDO I - Youth Formation Coordinator
June R. Patricio, SEPS – SMME
Milgie C. Villareal, Planning Officer III
Marlyn T. Bereber, AO IV - HRMO

Secretariat: Leila L. Pamati-an, SEPS - HRDS
John Rey G. Maagma, EPS II - HRDS
Nelieta I. Dela Cruz, ADA I
Shena B. Tacud, AO II
Tracy M. Novilla, AO II
Jerome N. Baylon, TIC
Richelle Anne G. Reyes, ADA VI
Jules Liancarlo P. Jamero, J



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TIMELINE OF PAGKILAEA 2026

DATE	ACTIVITIES	PERSON(S) INVOLVED	TASKS/RESPONSIBILITIES
September 24, 2026	Consultative Meeting with Division PRAISE Committee	SEPS L. Pamati-an EPS II JR Maagma & Screening Committee	Plan the conduct of PAGKILAEA 2026
October 6, 2026	Release of Division Memorandum	SEPS L. Pamati-an EPS II JR Maagma	Prepare and Release Memo
Oct. 15-16, 2026	District Screening/Evaluation	District Screening Committee	Screen/Evaluate Documents
Oct. 20, 2026 (12:00 noon)	Deadline of Submission to Division Office	AO IV Maria Charo I. Carrilo, Records Section	Receive the Documents
Oct. 21 - 23, 2026	*Segregation of Folders by Category *Make an entry of the Applicants by Category	Secretariat/TWG & Tabulators	Check the completeness of the documents submitted Segregate the Folders by Category Release documents to evaluators
Oct. 26 - 29, 2026	Evaluation & Validation of Documents	CES, EPS, SEPS and Focal Persons	Validate and evaluate the Documents
November 05, 2026	Submission of Results to HRDS	Evaluators HRDS	Submit result Consolidate by category the result
November 10, 2026	Release of DO Memo on the Result of Pagkilaea 2026	HRDS Records Section	Prepare and release Memo
November 12, 2026	Meeting of Pagkilaea 2026 Working Committees	ASDS, HRDS Personnel of the Working Committees	Orient, plan the tasks and responsibilities
November 24, 2026	Release of invitation	Invitation Committee	Release invitation letters to guests, media and persons involved in the Pagkilaea 2026



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November 25, 2026	Rehearsal – 9:00 A.M. Venue – (to be announced) Release of Program	Program Committee (selected persons)	Prior to release of the program, inform persons with part in the program
November 26, 2026	Pagkilaea 2026 Awarding Ceremonies	Working Committees & Secretariat	Ceremonies Proper