



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 14, 2026

DIVISION MEMORANDUM

No. 617, s. 2026

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 592, S. 2026
PAGKILAEA 2026**

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

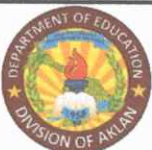
1. In reference to Division Memorandum No. 592, s. 2026, titled PAGKILAEA 2026, this office issues this corrigendum to clarify and correct the details stated therein. The following provisions are amended as follows:

ORIGINAL	REVISED
Page 1, Item No. 3 (For the purpose of harmonization with the Regional PAGDAYAW, the criteria for the identified awards shall in PAGKILAEA 2026 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.)	For the purpose of harmonization with the Regional PAGDAYAW, the criteria for the identified awards in PAGKILAEA 2026 shall be aligned with the prescribed criteria and standards of the Regional PAGDAYAW.
Page 1, Item No. 4 (Enclosure No. 1: New Criteria/ Qualification/Eligibility requirements of the nominee aligned to PAGDAYAW)	Page 1, Item No. 4 (Enclosure No. 1: List of Awards and Categories, Criteria, Qualification and Eligibility requirements of the nominee aligned to PAGDAYAW.
Enclosure No 1: Awards Categories 1. Outstanding Elementary School Teacher K – Grade 6 2. Outstanding Secondary School Teacher Grade 7-12 3. Outstanding Elementary School Master Teacher K – Grade 6	Enclosure No 1: Awards Categories 1. Outstanding Division Education Program Supervisor 2. Outstanding Public Schools District Supervisor 3. Outstanding Senior Education Program Specialist/ 4. Education Program Specialist II

4. Outstanding Secondary School Master Teacher Grade 7 – 12
 5. Outstanding Elementary School Principal Elementary School
 6. Outstanding Secondary School Principal Secondary School
 7. Outstanding Education Program Supervisor
 8. Outstanding Public School District Supervisor
 9. Outstanding Non-Teaching Personnel Level II (Supervisory)
 10. Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
 11. Outstanding Non-Teaching Personnel Level I (Clerical Services)
 12. Outstanding Non-Teaching Personnel Level I (General Administrative Services)

5. Outstanding Public Elementary School Principal
 6. Outstanding Public Integrated School Principal
 7. Outstanding Public Secondary School Principal
 8. Outstanding School Head Teacher
 9. Outstanding Teacher In-Charge (TIC)
 10. Outstanding Master Teacher – Elementary
 11. Outstanding Master Teacher – Secondary
 12. Outstanding Public School Teacher – Key Stage 1 – Kindergarten to Grade 3
 13. Outstanding Public School Teacher – Key Stage 2 – Grades 4 to 6
 14. Outstanding Public School Teacher – Key Stage 3 – Grades 7 to 10
 15. Outstanding Public Senior High School Teacher – Key Stage 4
 16. Outstanding Special Needs Education (SNED) Teacher
 17. Outstanding Indigenous Peoples Education (IPED) Teacher
 18. Outstanding Arabic Language & Islamic Values Education (ALIVE) Teacher
 19. Outstanding Multi-Grade Teacher
 20. Outstanding Alternative Learning System Teacher
 21. Outstanding Teacher for Special Curricular Program
 22. (Journalism, Science, Foreign Language, Sports, Arts)
 23. Outstanding Public Non-Teaching Personnel – Level 1 General Administrative
 24. Outstanding Public Non-Teaching Personnel – Level 1 Clerical Services
 25. Outstanding Public Non-Teaching Personnel – Level 2 Non - Supervisory Positions
 26. Outstanding Public Non-Teaching Personnel – Level 2 Supervisory Positions

LEVEL 1 – General Administrative Services	LEVEL 1 – Clerical Services
Administrative Aide I to VI (Performing Non-Clerical task	Administrative Aide I to VI (Performing Clerical task based on approved PCP



	based on approved PCP including: - Driver - Security Guard - Watchman - Liaison Officer - Utility Worker	- Administrative Assistant I to III - Dental Aide I
	LEVEL 2 - Supervisory Positions	LEVEL 2 - 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 Nurse II -School Librarian III EPS II -Registrar I Admin. Asst. V -PDO I to IV Accountant I & II -Admin Officer IV Legal Asst. I, II & III -Special Investigator -Librarian II -Dentist II & III -Guidance Counselor II & III -Computer Maintenance Tech -Nutritionist-Dietician
Enclosure No. 1 QUALIFICATION /ELIGIBILITY REQUIREMENTS OF THE NOMINEE, Item No. 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.	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. (Note: For personnel promoted within the same position category, such as Teacher I to Teacher VI, Head Teacher I to Head Teacher VI and Principal I to Principal IV etc., continuous service rendered across these ranks shall be accumulated toward the required five (5) consecutive years, provided that all appointments are permanent and there is no break in service. Service rendered in a different position category, such as Teacher to Principal, shall not be combined for this purpose.)	
Enclosure No. 1 CRITERIA, Item No. 2: 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,	Enclosure No. 1 CRITERIA, Item No. 2: MOVS: STAR Approach Form, Action Plan/Budget Proposal/Project Proposal and Accomplishment Report. Indicate if the accomplishments are part of the nominee's regular functions, or the	



justify why the accomplishments are considered extraordinary. Using STAR Approach, describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered.	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.
Enclosure No. 2, Item No. 5 For the Outstanding Non-Teaching personnel, the following categories should be observed: - Level 1, Employee receiving a Salary Grade between 1 – 10 General Administrative Services - Level 1, Employee receiving a Salary Grade between 1 – 10 Clerical Services - Level 1, Employee receiving a Salary Grade between 11 – 22 Non-Supervisory - Level 2, Employee receiving a Salary Grade between 11 – 22 Supervisory * With at least three (3) years of experience and recommended by any of the following: School Head, District Supervisor, & Division Unit Head	-REMOVED-
Enclosure No. 2: SCREENING / EVALUATION OF DOCUMENTS, Item No. 1: The candidate must obtain at least eighty (91) points above 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.	Enclosure No. 2: SCREENING / EVALUATION OF DOCUMENTS, Item No. 1: The awards and categories from enclosure number 1 shall obtain at least 91 points while for enclosure number 3 shall obtain at least 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.
Enclosure No. 2: SCREENING / EVALUATION OF DOCUMENTS, Item No. 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	Enclosure No. 2: SCREENING / EVALUATION OF DOCUMENTS, Item No. 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.



an overall rating of at least eighty (80) will be considered as Division Finalists.	
Enclosure No. 2, DETERMINATION OF FINALISTS, Item No. 1: 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.	Enclosure No. 2, DETERMINATION OF FINALISTS, Item No. 1: The awards and categories from enclosure number 1 shall obtain at least 91 points while award and categories in enclosure number 3 shall obtain at least eighty (80) points based on the evaluation of his/her documents by the Screening Committee to be qualified in the award category. From among the finalists, the first in rank for each category will be declared as "OUTSTANDING" during the said awarding.
Enclosure No. 3: Item No. 2, Teaching, Non-Teaching and Teaching-Related Personnel	-REMOVED-

- Other provisions found in the previous Memorandum are still in effect.
- Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: none
 To be indicated in the Perpetual Index
 under the following subjects:

AWARDS **CONTESTS** **RECOGNITION**

LLP/jrgm

