



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY

September 10, 2026

**DIVISION MEMORANDUM**

No. 399, s. 2026



**DIVISION SEARCH FOR SERVICE EXCELLENCE AWARD  
"PASIDUNGOG 2026"**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors, Specialists & Section Heads  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. In accordance with the Program on Awards and Incentive for Service Excellence (PRAISE), as one of the pillars of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, (CSC MC 01, s. 2021) and DepEd Order No.9, s. 2002 re: Establishing PRAISE in the Department of Education, the Schools Division of Escalante City announces the 2026 Division Search for Service Excellence Award, "Pasidungog 2026".

2. The activity aims to recognize outstanding and meritorious accomplishments and performance of teachers, related teaching, and non-teaching personnel of the schools and the division office that contributed to the improvement of the delivery of basic education services.

3. The following are the award categories:

- Most Outstanding Kindergarten Teacher
- Most Outstanding Elementary Teacher
- Most Outstanding Elementary Master Teacher
- Most Outstanding Junior High School Teacher
- Most Outstanding Junior High School Master Teacher
- Most Outstanding Senior High School Teacher
- Most Outstanding Senior High School Master Teacher
- Most Outstanding SNED and ALS Teacher
- Most Outstanding SNED and ALS Master Teacher
- Most Outstanding Elementary School/School Head
- Most Outstanding Secondary School/School Head
- Most Outstanding Related Teaching Personnel (Level 1)
- Most Outstanding Related Teaching Personnel (Level 2)
- Most Outstanding Non-Teaching Personnel (Level 1)
- Most Outstanding Non-Teaching Personnel (Level 2)

4. Enclosed are the guidelines, mechanics, criteria and schedule of the activities for the search.

5. Expenses relative to the conduct of this activity shall be charged against the Schools and Division MOOE Funds, Special Education Funds or other sources of funds subject to the usual accounting and auditing rules and regulations.

6. As an advocate of Equal Opportunity Principle (EOP), the Division PRAISE Committee welcomes all nominees to join the division search regardless of their religion or belief, physical condition, ethnicity, political affiliation, age, sex, gender, civil status, and social status.



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7. Immediate and wide dissemination of this Memorandum are desired.

**PETER J. GALIMBA**  
Officer-in-Charge

Office of the Schools Division Superintendent

Reference : As stated

Enclosure : As stated

Allotment : Division Order No. 1, 2019

To be indicated in the perpetual index under the following subjects:

PRAISE

REWARDS AND RECOGNITION

Capilitan/OSDS/9/10/26



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Enclosure No. 1 to the Division Memorandum No. 399, s. 2026

**GUIDELINES, MECHANICS, AND CRITERIA FOR THE DIVISION  
SEARCH FOR SERVICE EXCELLENCE AWARD "PASIDUNGOG"**

**CATEGORIES:**

- Most Outstanding Kindergarten Teacher
- Most Outstanding Elementary Teacher
- Most Outstanding Elementary Master Teacher
- Most Outstanding Junior High School Teacher
- Most Outstanding Junior High School Master Teacher
- Most Outstanding Senior High School Teacher
- Most Outstanding Senior High School Master Teacher
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- Most Outstanding Non-Teaching Personnel (Level 2)

**I. MOST OUTSTANDING TEACHER**

- Most Outstanding Kindergarten Teacher
- Most Outstanding Elementary Teacher
- Most Outstanding Elementary Master Teacher
- Most Outstanding Junior High School Teacher
- Most Outstanding Junior High School Master Teacher
- Most Outstanding Senior High School Teacher
- Most Outstanding Senior High School Master Teacher
- Most Outstanding SNED and ALS Teacher
- Most Outstanding SNED and ALS Master Teacher

**ELIGIBILITY:**

- Teachers and Master Teachers who were rated Outstanding for School Year 2025-2026, had served the position for at least three School Years or more, have not been a recipient of the Most Outstanding Award for three successive years, have no pending criminal or administrative case and with good moral standing are eligible for nomination for the Service Excellence Award.

**A. SCHOOL LEVEL SCREENING**

**Mechanics and Criteria:**

The School Head shall:

- Prepare a list of all eligible Teachers and Master Teachers holding Teacher Position for three years or more for the Service Excellence Award.
- Rank the Teachers and Master Teachers based on their IPCR Rating for the SY 2025-2026 and their score for behavioral competencies with 70% for the IPCR Rating and 30% for their Behavioral Competencies.



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c. Identify the TOP TEN per category and evaluate them based on the following criteria:

| CRITERIA                                                                                          |             |
|---------------------------------------------------------------------------------------------------|-------------|
| AREAS                                                                                             | RATING      |
| Innovation                                                                                        | 20%         |
| Research                                                                                          | 20%         |
| Teaching Related Assignments                                                                      | 20%         |
| Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related Education) | 10%         |
| Awards                                                                                            | 5%          |
| Authorship                                                                                        | 15%         |
| <b>TOTAL</b>                                                                                      | <b>100%</b> |

**Innovation (20%)**

| Documentation 50%                                                                                                                                                                                                                                                                            |                           | Extent of Utilization by others and Sustainability 50% (Certification by the School Head or by Individual Users)                                                                                                                                                                                                                          |                           | Total Score x 20%            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Score                                                                                                                                                                                                                                                                                        | Equivalent (Score/5 x.50) | Score                                                                                                                                                                                                                                                                                                                                     | Equivalent (Score/10x.50) |                              |
| The Innovation Manuscript must be Reviewed and Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid.<br><br><b>Scoring:</b> Compliant with all the required content: 5 pts<br><br>1-point deduction for every lacking required content |                           | <b>Utilization:</b><br>10 and above users – 5 pts<br>8-9 users – 4 pts<br>6-7 users – 3 pts<br>4-5 users – 2 pts<br>3 and below users – 1 pt.<br><br><b>Sustainability:</b><br>3 years or more – 5 pts<br>Less than 3 years to 2 years – 4pts<br>Less than 2 years to 1 year– 3pts<br>6 months to 11 months – 2pts<br>5 months below- 1pt |                           | Score (Total of Equivalents) |

**Research (20%)**

| Completed BERF Research 50% |        |                        | Dissemination 50% |        |                        | Score (Total of Equivalent Scores) x .20 |
|-----------------------------|--------|------------------------|-------------------|--------|------------------------|------------------------------------------|
| Status of Completion        | Points | Equivalent Score x .50 | Level             | Points | Equivalent Score x .50 |                                          |
| Completed                   | 5      |                        | Division          | 5      |                        |                                          |
| Started but not completed   | 3      |                        | Cluster           | 3      |                        |                                          |
| Signed Proposal             | 1      |                        | School            | 1      |                        |                                          |

**Teaching Related Assignments (Score x 20%)**

| SCORE                                       | 5                                                                                                  | 4                                                                                        | 3                                                                                                  | 2                                                                                                | 1                                                                                                           |
|---------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Accomplishments<br><br>(Total Score x .20%) | Presented Accomplishment Reports and Proposals of 4 activities conducted signed by the School Head | Presented Accomplishment Reports and Proposals of 3 activities signed by the School Head | Presented Accomplishment Reports and Proposals of 2 activities conducted signed by the School Head | Presented Accomplishment report and Proposal of one activity conducted signed by the School Head | Prepared at least 2 proposals of the activities signed by the School Head but with no accomplishment report |



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**GUIDELINES, MECHANICS, AND CRITERIA FOR THE DIVISION  
SEARCH FOR SERVICE EXCELLENCE AWARD "PASIDUNGOG"**

**CATEGORIES:**

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**ELIGIBILITY:**

- Teachers and Master Teachers who were rated Outstanding for School Year 2025-2026, had served the position for at least three School Years or more, have not been a recipient of the Most Outstanding Award for three successive years, have no pending criminal or administrative case and with good moral standing are eligible for nomination for the Service Excellence Award.

**A. SCHOOL LEVEL SCREENING**

**Mechanics and Criteria:**

The School Head shall:

- a. Prepare a list of all eligible Teachers and Master Teachers holding Teacher Position for three years or more for the Service Excellence Award.
- b. Rank the Teachers and Master Teachers based on their IPCR Rating for the SY 2025-2026 and their score for behavioral competencies with 70% for the IPCR Rating and 30% for their Behavioral Competencies.



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c. Identify the TOP TEN per category and evaluate them based on the following criteria:

| CRITERIA                                                                                          |             |
|---------------------------------------------------------------------------------------------------|-------------|
| AREAS                                                                                             | RATING      |
| Innovation                                                                                        | 20%         |
| Research                                                                                          | 20%         |
| Teaching Related Assignments                                                                      | 20%         |
| Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related Education) | 10%         |
| Awards                                                                                            | 5%          |
| Authorship                                                                                        | 15%         |
| <b>TOTAL</b>                                                                                      | <b>100%</b> |

**Innovation (20%)**

| Documentation 50%                                                                                                                                                                                                                                                                        |                           | Extent of Utilization by others and Sustainability 50% (Certification by the School Head or by Individual Users)                                                                                                                                                                                                                   |                           | Total Score x 20%            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Score                                                                                                                                                                                                                                                                                    | Equivalent (Score/5 x.50) | Score                                                                                                                                                                                                                                                                                                                              | Equivalent (Score/10x.50) |                              |
| The Innovation Manuscript must be Reviewed and Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid.<br><br><b>Scoring:</b> Compliant with all the required content: 5 pts<br>1-point deduction for every lacking required content |                           | <b>Utilization:</b><br>10 and above users – 5 pts<br>8-9 users – 4 pts<br>6-7 users – 3 pts<br>4-5 users – 2 pts<br>3 and below users – 1 pt.<br><br><b>Sustainability:</b><br>3 years or more – 5 pts<br>2 years less than 3 years– 4pts<br>1 year less than 2 years– 3pts<br>6 months to 11 months – 2pts<br>5 months below- 1pt |                           | Score (Total of Equivalents) |

**Research (20%)**

| Completed BERF Research 50% |        |                        | Dissemination 50% |        |                        | Score (Total of Equivalent Scores) x .20 |
|-----------------------------|--------|------------------------|-------------------|--------|------------------------|------------------------------------------|
| Status of Completion        | Points | Equivalent Score x .50 | Level             | Points | Equivalent Score x .50 |                                          |
| Completed                   | 5      |                        | Division          | 5      |                        |                                          |
| Started but not completed   | 3      |                        | Cluster           | 3      |                        |                                          |
| Signed Proposal             | 1      |                        | School            | 1      |                        |                                          |

**Teaching Related Assignments (Score x 20%)**

| SCORE                                       | 5                                                                                                  | 4                                                                                        | 3                                                                                                  | 2                                                                                                | 1                                                                                                           |
|---------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Accomplishments<br><br>(Total Score x .20%) | Presented Accomplishment Reports and Proposals of 4 activities conducted signed by the School Head | Presented Accomplishment Reports and Proposals of 3 activities signed by the School Head | Presented Accomplishment Reports and Proposals of 2 activities conducted signed by the School Head | Presented Accomplishment report and Proposal of one activity conducted signed by the School Head | Prepared at least 2 proposals of the activities signed by the School Head but with no accomplishment report |



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**Served as Consultant / Resource Speaker Facilitator in Training/ Seminars/ Workshops (Dep Ed-related) (10 %)**

This refers to the recognition/ citation given by Dep Ed-related award-giving bodies. Must consider only the certificate with the highest points.

| Level            | Points |
|------------------|--------|
| School           | 1.5    |
| Cluster/District | 3      |
| Division         | 4.5    |
| Regional         | 6.5    |
| National         | 8      |
| International    | 10     |

*Note: Only Dep Ed sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.*

**Education (5%)**

- Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's learning area expertise.

| Degree                                             | Points |
|----------------------------------------------------|--------|
| Doctorate Degree Graduate                          | 5      |
| Doctorate Degree (Completed Academic Requirements) | 4      |
| Master's Degree Graduate                           | 3      |
| Master's Degree (Completed Academic Requirements)  | 2      |
| Master's Degree (At least 21 units)                | 1      |

*Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).*

**Awards (15%)**

Must consider only the certificate with the highest points for the last 3 years provided it was not utilized in previous awards.

| Level            | Points |
|------------------|--------|
| School           | 2.5    |
| Cluster/District | 5      |
| Division         | 7.5    |
| Regional         | 10     |
| National         | 12.5   |
| International    | 15     |

*Note: MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment.*

**Publication/Authorship (10 points)**

- Articles duly approved by the regional/ division committee and have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.



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2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of Dep Ed-developed and produced materials (e.g., SLMs) which passed through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
  - Memorandum where name of nominee is included.
  - Final copy of the material/s as published
  - Points earned shall be divided among the number of authors.
  - Must consider only the authorship with the highest points for the last 3 years.

| Nature of Publication                                                                                                  | Points |
|------------------------------------------------------------------------------------------------------------------------|--------|
| Articles published (0.5 point per article but not to exceed 2.5 pts.)                                                  | 2.5    |
| Authorship of Dep Ed-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 5 points) | 5      |
| Co-authorship of a book                                                                                                | 7.5    |
| Sole authorship of a book, workbook, big books, textbook, and module                                                   | 10     |

- a. The School Head will rank the teachers and Master Teachers based on the scores they earned and identify the school nominee per category and endorse the same to the CLUSTER PRAISE COMMITTEE with their complete documentation.

For **Elementary Level** there must be only ONE nominee for small and medium schools and TWO nominees for large schools namely: Escalante Elementary School, Escalante Central Elementary School, Mabini Central Elementary School and Dian-ay Elementary School.

For **Secondary (JHS/SHS)** there must be ONLY ONE teacher nominee for small and medium schools and TWO nominees for big schools such as: Escalante National High School, Buenavista National High School, Mabini National High School and Old Poblacion National High School. For Integrated Schools (Paitan IS and Malasibog IS) they should submit one nominee for each category. The endorsement must be supported by the complete documentation of the process undergone.

#### B. CLUSTER LEVEL SCREENING

The Cluster PRAISE Committee shall **VALIDATE** all the pertinent documents of the nominees endorsed by the School Heads lead by the Cluster Heads.

Only one top nominee will be endorsed by the Cluster PRAISE Committee to the Schools Division PRAISE Committee.

#### C. DIVISION LEVEL SCREENING

##### Mechanics and Criteria:

The TOP nominees in all categories who are endorsed by the Cluster PRAISE committee shall be assessed by the Division PRAISE Committee on the following criteria:

| CRITERIA               |        |
|------------------------|--------|
| AREAS                  | RATING |
| Demonstration Teaching | 40%    |
| Written Test           | 30%    |
| Interview              | 30%    |
| Total Rating           | 100%   |



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**Rating Scale for the Demonstration Teaching (Score x .40)**

| AREAS                             | EQUIVALENT POINTS                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               | SCORE |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                                   | 3                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                                                                                                                                                                                                            | 1                                                                                                                                                                                                                                                                                                             |       |
| 1. Knowledge Of Subject Matter    | ❖ Demonstrates mastery of the lesson/subject matter taught.                                                                                                                                                                                                                                                                             | ❖ Demonstrates adequate/average knowledge of the subject matter.                                                                                                                                                                                                                                                                             | ❖ Demonstrates poor knowledge of the subject matter.                                                                                                                                                                                                                                                          |       |
| 2. Communication Skills/ Clarity  | ❖ Demonstrate superior ability to communicate, and the teacher is clearly and easily understood.                                                                                                                                                                                                                                        | ❖ Demonstrates a satisfactory level of communication with the class, and the teacher's instructions are comprehensible.                                                                                                                                                                                                                      | ❖ Demonstrates a profound deficiency in effectively communicating with the class, and the teacher's articulation is not easily comprehensible.                                                                                                                                                                |       |
| 3. Method of Presentation         | ❖ Teaching strategies and assessments align with the objective.<br>❖ Smooth transition between different parts of the lesson is evident.<br>❖ Use appropriate strategies to foster teacher-student and/or peer interactions.<br>❖ Comprehension checks ranging from low-level recall to higher-order thinking skills are done regularly | ❖ Teaching methodologies and evaluations are in accordance with the set objectives.<br>❖ Transition between different segments of the lesson are somewhat lucid.<br>❖ Uses few activities to create teacher/student and/or student/student interaction.<br>❖ Regular comprehension skills checks are done mostly targeting low-level recall. | ❖ Teaching strategies and assessments were not aligned to the objectives<br>❖ Transitions between various segments of the lesson were not seamless.<br>❖ Uses few activities to create teacher/student interaction.<br>❖ Very few comprehension checks are done mostly targeting lower-order thinking skills. |       |
| 4. Evidence of Preparation        | ❖ Demonstrates a superior ability to organize and execute the lesson                                                                                                                                                                                                                                                                    | ❖ Demonstrates an adequate/average ability to organize and execute the lesson                                                                                                                                                                                                                                                                | ❖ Demonstrates a very poor ability to organize and execute the lesson                                                                                                                                                                                                                                         |       |
| 5. Progression/Flow of the Lesson | ❖ The logical progression of the lesson topics is demonstrated with superior mastery. The lesson easily flows well from topic to topic and the objective of the lesson is substantially met.                                                                                                                                            | ❖ The logical progression of the lesson topics is demonstrated with average/adequate-competency. The lesson adequately flows from topic to topic and the objective of the lesson is fully met.                                                                                                                                               | ❖ The logical progression of the lesson is demonstrated with poor competency.<br>❖ The lesson does not adequately flow from topic to topic and the objective was not met.                                                                                                                                     |       |

**Written Examination**

All nominees at the Division Level shall take written examination or an essay on a topic that will be disclosed during the day of the administration which will constitute 30% of the total score and shall be evaluated by a panel of experts; and

**Interview**

All nominees at the Division Level shall undergo an interview with Division PRAISE Committee which will constitute 30% of the total score.

Only one (1) Finalist from each category will emerge and will be recognized as Most Outstanding Kindergarten Teacher, Most Outstanding Teacher in Elementary, Most Outstanding Master Teacher in Elementary, Most Outstanding Teacher in Junior High School, Most Outstanding Master Teachers in Junior High School, Most Outstanding Teacher in Senior High School, Most Outstanding SNED and ALS Teachers, and Most Outstanding SNED and ALS Master Teachers.



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**II. MOST OUTSTANDING ELEMENTARY AND SECONDARY SCHOOLS SCHOOL HEADS**

**Mechanics and Criteria**

The Cluster PRAISE Committee shall identify ONE SCHOOL NOMINEE in Elementary and another one SCHOOL in Secondary (JHS & SHS) based on the following Criteria.

| CRITERIA                                                                                                                                                                                                                                                                                                                     |                                            |                 |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------|-------------|
| AREAS                                                                                                                                                                                                                                                                                                                        | AWARDS/ INDICATORS                         |                 | POINTS      |
| Teacher Awardees                                                                                                                                                                                                                                                                                                             | Champion<br>Finalist<br>Rank 6-10 Nominees |                 | 5           |
| School Heads Awards Received                                                                                                                                                                                                                                                                                                 |                                            |                 | 3           |
| Literacy & Numeracy                                                                                                                                                                                                                                                                                                          |                                            |                 | 1           |
| Home Gardening Program Contest                                                                                                                                                                                                                                                                                               |                                            |                 |             |
| Percentage of learners with improve numeracy levels                                                                                                                                                                                                                                                                          | 95% - 100%                                 |                 | 5           |
|                                                                                                                                                                                                                                                                                                                              | 75% - 94%                                  |                 | 4           |
|                                                                                                                                                                                                                                                                                                                              | 50% - 74%                                  |                 | 3           |
| Percentage of learners with improve reading levels                                                                                                                                                                                                                                                                           | 36% - 49%                                  |                 | 2           |
|                                                                                                                                                                                                                                                                                                                              | 35% below                                  |                 | 1           |
| Division Unified Quarterly Assessment MPS                                                                                                                                                                                                                                                                                    | 95% - 100%                                 |                 | 5           |
|                                                                                                                                                                                                                                                                                                                              | 76% - 99%                                  |                 | 4           |
|                                                                                                                                                                                                                                                                                                                              | 51% - 75%                                  |                 | 3           |
|                                                                                                                                                                                                                                                                                                                              | 26% - 50%                                  |                 | 2           |
|                                                                                                                                                                                                                                                                                                                              | 1% - 25%                                   |                 | 1           |
| Improved/Sustained School KPIs<br>(Drop-outs validated with number of failures)                                                                                                                                                                                                                                              | 0                                          |                 | 5           |
|                                                                                                                                                                                                                                                                                                                              | 5-10                                       |                 | 4           |
|                                                                                                                                                                                                                                                                                                                              | 11-20                                      |                 | 3           |
|                                                                                                                                                                                                                                                                                                                              | 21-30                                      |                 | 2           |
|                                                                                                                                                                                                                                                                                                                              | 31 above                                   |                 | 1           |
| Curricular, Co-curricular and Sports Competitions Winnings of the School<br><br><i>To get the score in this category: Consider the highest winning and add up all the equivalent points of winnings and divided it by the number of winnings.</i><br><br>$32 \text{ (total points)} / 10 \text{ (Number of Winnings)} = 3.2$ | <b>LEVELS</b>                              | <b>RANK</b>     | <b>Pts.</b> |
|                                                                                                                                                                                                                                                                                                                              | National                                   | 1 <sup>st</sup> | 10          |
|                                                                                                                                                                                                                                                                                                                              |                                            | 2 <sup>nd</sup> | 9.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | 3 <sup>rd</sup> | 9           |
|                                                                                                                                                                                                                                                                                                                              |                                            | Participation   | 8           |
|                                                                                                                                                                                                                                                                                                                              | Regional                                   | 1 <sup>st</sup> | 7.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | 2 <sup>nd</sup> | 7           |
|                                                                                                                                                                                                                                                                                                                              |                                            | 3 <sup>rd</sup> | 6.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | Participation   | 6           |
|                                                                                                                                                                                                                                                                                                                              | Provincial Meet                            | 1 <sup>st</sup> | 5.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | 2 <sup>nd</sup> | 5           |
|                                                                                                                                                                                                                                                                                                                              |                                            | 3 <sup>rd</sup> | 4.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | Participation   | 4           |
|                                                                                                                                                                                                                                                                                                                              | City Meet                                  | 1 <sup>st</sup> | 3.5         |
|                                                                                                                                                                                                                                                                                                                              |                                            | 2 <sup>nd</sup> | 3           |
|                                                                                                                                                                                                                                                                                                                              |                                            | 3 <sup>rd</sup> | 2           |



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|                                                                                              |                                                                                                                                                                                                                                                                                                           |                                                                  |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Child Friendly and Safe School                                                               | 1. With signage and Disaster management plan.<br>2. Absence of hazardous objects in the school premises, clean, orderly and well-maintained areas and with proper waste disposal<br>3. With peripheral Fence<br>4. Presence of guard/tanod at the gate with shade as guard house<br>5. No bullying cases. | 5 MOVs- 5<br>4 MOVs - 4<br>3 MOVs - 3<br>2 MOVs - 2<br>1 MOV - 1 |
| No. of SLAC sessions with approved L&D Activity Design and Activity Completion Reports (ACR) | per SLAC with ACR                                                                                                                                                                                                                                                                                         | 2                                                                |
| School-based Rewards and Recognition Program with Activity Completion Report                 | Conducted with ACR                                                                                                                                                                                                                                                                                        | 2                                                                |
| Number of BERF-funded Research (SY 2025- 2026)                                               | per BERF funded research                                                                                                                                                                                                                                                                                  | 5                                                                |
| Number of recognized and implemented innovations with complete staff work (SY 2025- 2026)    | per innovation implemented                                                                                                                                                                                                                                                                                | 5                                                                |
| Submission of Liquidation Report                                                             | On time                                                                                                                                                                                                                                                                                                   | 5                                                                |
| Submission of Cash Advances                                                                  | 1 late submission<br>2 or more late submission                                                                                                                                                                                                                                                            | 3                                                                |
| Number of partners with signed MOA/MOU within SY 2025-2026                                   | 10 & above partners                                                                                                                                                                                                                                                                                       | 5                                                                |
|                                                                                              | 5-9 partners<br>1-4 partners                                                                                                                                                                                                                                                                              | 3                                                                |

- Based on the Cluster PRAISE Committee Assessment, only School heads/Principals of the Elementary School and Secondary School that will get the highest points will automatically be the School Heads who will proceed for next level assessment by the Division PRAISE Committee. Provided the School Head has no Satisfactory or Unsatisfactory Rating in any indicators in his OPCR for 2025-2026, has no pending criminal or administrative case and of good moral standing.
- Their documents will be forwarded by the Cluster PRAISE Committee to the Division PRAISE Committee for evaluation using the following criteria:

| CRITERIA                                                                                          |             |
|---------------------------------------------------------------------------------------------------|-------------|
| Areas                                                                                             | Rating      |
| School Over-all Performance                                                                       | 35%         |
| Performance Rating                                                                                | 20%         |
| Innovation/Research                                                                               | 10%         |
| Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related Education) | 5%          |
| Awards                                                                                            | 5%          |
| Authorship                                                                                        | 10%         |
| Written Assessment                                                                                | 5%          |
| Interview                                                                                         | 5%          |
| <b>Total Rating</b>                                                                               | <b>100%</b> |



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**Innovation (10%)**

| Documentation 50%                                                                                                                                                                                                                                                                                |                           | Extent of Utilization by others and Sustainability 50% (Certification by the School Head or by Individual Users)                                                                                                                                                                                                                                    |                           | Total Score x .20            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Score                                                                                                                                                                                                                                                                                            | Equivalent (Score/5 x.50) | Score                                                                                                                                                                                                                                                                                                                                               | Equivalent (Score/10x.50) |                              |
| <p>The Innovation Manuscript must be Reviewed and Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid.</p> <p><b>Scoring:</b> Compliant with all the required content: 5 pts<br/>1-point deduction for every lacking required content</p> |                           | <p><b>Utilization:</b><br/>10 and above users – 5 pts<br/>8-9 users – 4 pts<br/>6-7 users – 3 pts<br/>4-5 users – 2 pts<br/>3 and below users – 1 pt.</p> <p><b>Sustainability:</b><br/>3 years or more – 5 pts<br/>2 years less than 3 years– 4pts<br/>1 year less than 2 years– 3pts<br/>6 months to 11 months – 2pts<br/>5 months below- 1pt</p> |                           | Score (Total of Equivalents) |

**Research (10%)**

| Completed BERF Research 50% |        |                        | Dissemination 50% |        |                        | Score (Total of Equivalent Scores) x .20 |
|-----------------------------|--------|------------------------|-------------------|--------|------------------------|------------------------------------------|
| Status of Completion        | Points | Equivalent Score x .50 | Level             | Points | Equivalent Score x .50 |                                          |
| Completed                   | 5      |                        | Division          | 5      |                        |                                          |
| Started but not completed   | 3      |                        | Cluster           | 3      |                        |                                          |
| Signed Proposal             | 1      |                        | School            | 1      |                        |                                          |

**Consultant / Resource Speaker / Facilitator in Training/ Seminars/ Workshops (Dep Ed-related) (5 %)**

- This refers to the recognition/ citation given by Dep Ed-related award-giving bodies.
- Must consider only the certificate with the highest points.

| Level            | Points |
|------------------|--------|
| School           | 1.5    |
| Cluster/District | 3      |
| Division         | 4.5    |
| Regional         | 6.5    |
| National         | 8      |
| International    | 10     |

*Note: Only Dep Ed sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents*



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**Education (5%)**

b. Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the Instructional Leadership and School Management.

| Degree                                             | Points |
|----------------------------------------------------|--------|
| Doctorate Degree Graduate                          | 5      |
| Doctorate Degree (Completed Academic Requirements) | 4      |
| Master's Degree Graduate                           | 3      |
| Master's Degree (Completed Academic Requirements)  | 2      |
| Master's Degree (At least 21 units)                | 1      |

*Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).*

**Awards (10%)**

- Must consider only the certificate with the highest points for the last 3 years, provided it was not utilized in previous awards.

| Level            | Points |
|------------------|--------|
| School           | 2.5    |
| Cluster/District | 5      |
| Division         | 7.5    |
| Regional         | 10     |
| National         | 12.5   |
| International    | 15     |

*Note: MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment.*

**Publication/Authorship (5%)**

1. Articles duly approved by the regional/ division committee and have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of Dep Ed-developed and produced materials (e.g. SLMs) which passed through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
  - a. Memorandum where name of nominee is included.
  - b. Final copy of the material/s as published
  - c. Points earned shall be divided among the number of authors.



Barangay Hacienda Fe, Escalante City, Negros Occidental  
 Telephone Nos. (034) 445-9704/445-2686  
 Email Add: [escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)



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4. Must consider only the authorship with the highest points for the last 3 years.

| Nature of Publication                                                                                                  | Points |
|------------------------------------------------------------------------------------------------------------------------|--------|
| Articles published (0.5 point per article but not to exceed 2.5 pts.)                                                  | 2.5    |
| Authorship of Dep Ed-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points) | 5      |
| Co-authorship of a book                                                                                                | 7.5    |
| Sole authorship of a book, workbook, big books, textbook, and module                                                   | 10     |

**Performance Validation/ Written Assessment (5%)**

- The performance validation assessment may last from 1-2 hours.

**Interview (5%)**

- The top 5 Nominees shall undergo a panel interview.
- The interview shall primarily look into the Nominees' ability to present ideas, sense of judgment, and facility in interpersonal interactions.
- The Interview rating shall constitute 10% of the Nominees' total score.
- Top 3 among the five nominees for each categories will be awarded as Most Outstanding School and School Head, 1<sup>st</sup> Runner Up, and 2<sup>nd</sup> Runner Up respectively.



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### III. MOST OUTSTANDING NON-TEACHING PERSONNEL

**Categories:**

- Most Outstanding Non-Teaching Personnel (Level 1)
- Most Outstanding Non-Teaching Personnel (Level 2)

**Eligibility:**

ALL Non-Teaching Personnel who were rated Outstanding for the Fiscal Year 2025-2026, with no satisfactory and unsatisfactory rating in their IPCRF, and with no pending case are eligible for nomination for the Service Excellence Award.

**Mechanics and Criteria:**

The Division PRAISE Committee shall:

- receive nominees for Service Excellence Award for school-based non-teaching personnel for who were rated Outstanding for SY 2025-2026, with good moral standing and, duly endorsed by their school heads and Division-based Non-Teaching personnel who were rated Outstanding for FY 2025, with good moral standing and duly endorsed by their unit heads/office head with good moral standing;
- evaluate the nominees using the following criteria:

| Areas                                                                                   | Rating      |
|-----------------------------------------------------------------------------------------|-------------|
| Performance Rating                                                                      | 40%         |
| Innovation/Research                                                                     | 15%         |
| Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related) | 15%         |
| Awards                                                                                  | 10%         |
| Written Test                                                                            | 10%         |
| Interview                                                                               | 10%         |
| <b>Total Rating</b>                                                                     | <b>100%</b> |

- determine the ranks of the nominees using the enclosed worksheet.

**Innovation (15%)**

| Documentation 50%                                                                                                                                                                                                                                                                        |                           | Extent of Utilization by others and Sustainability 50% (Certification by the School Head or by Individual Users)                                       |                           | Total Score x .20            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Score                                                                                                                                                                                                                                                                                    | Equivalent (Score/5 x.50) | Score                                                                                                                                                  | Equivalent (Score/10x.50) |                              |
| The Innovation Manuscript must be Reviewed and Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid.<br><br><b>Scoring:</b> Compliant with all the required content: 5 pts<br>1-point deduction for every lacking required content |                           | <b>Utilization:</b><br>10 and above users – 5 pts<br>8-9 users – 4 pts<br>6-7 users – 3 pts<br>4-5 users – 2 pts<br>3 and below users – 1 pt.          |                           | Score (Total of Equivalents) |
|                                                                                                                                                                                                                                                                                          |                           | <b>Sustainability:</b><br>3 years or more – 5 pts<br>2 years less than 3 years– 4pts<br>1 year less than 2 years– 3pts<br>6 months to 11 months – 2pts |                           |                              |



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|  |  |                     |  |  |
|--|--|---------------------|--|--|
|  |  | 5 months below- 1pt |  |  |
|--|--|---------------------|--|--|

**Research (15%)**

| Completed BERF Research 50% |        |                           | Dissemination 50% |        |                           | Score<br>(Total of<br>Equivalent<br>Scores) x .20 |
|-----------------------------|--------|---------------------------|-------------------|--------|---------------------------|---------------------------------------------------|
| Status of Completion        | Points | Equivalent<br>Score x .50 | Level             | Points | Equivalent<br>Score x .50 |                                                   |
| Completed                   | 5      |                           | Division          | 5      |                           |                                                   |
| Started but not completed   | 3      |                           | Cluster           | 3      |                           |                                                   |
| Signed Proposal             | 1      |                           | School            | 1      |                           |                                                   |

**Consultant / Resource Speaker / Facilitator in Training/ Seminars/  
Workshops (Dep Ed-related) (10 %)**

- This refers to the recognition/ citation given by Dep Ed-related award-giving bodies.
- Must consider only the certificate with the highest points.

| Level            | Points |
|------------------|--------|
| School           | 2.5    |
| Cluster/District | 5.5    |
| Division         | 7.5    |
| Regional         | 10.5   |
| National         | 12.5   |
| International    | 15     |

*Note: Only Dep Ed sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents*

**Awards (10%)**

- Must consider only the certificate with the highest points for the last 3 years.

| Level               | Points      |
|---------------------|-------------|
| School              | 2.5         |
| Cluster/District    | 5           |
| Division            | 7.5         |
| Regional            | 10          |
| National            | 12.5        |
| International       | 15          |
| <b>Total Rating</b> | <b>100%</b> |

*Note: MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment*

**Performance/Written Assessment (10%)**

- All Nominees shall write an essay on a topic that will disclosed during the day of the administration which will constitute 10% of the total score and shall be evaluated by the Division PRAISE Committee or a panel constituted by the Division PRAISE Committee.



Barangay Hacienda Fe, Escalante City, Negros Occidental  
 Telephone Nos. (034) 445-9704/445-2686  
 Email Add: [escalante.city001@depd.gov.ph](mailto:escalante.city001@depd.gov.ph)

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**Interview (10%)**

- All Nominees shall undergo a panel interview.
  - The interview shall primarily look into the Nominees' ability to present ideas, sense of judgment, and facility in interpersonal interactions.
  - The Interview rating shall constitute 10% of the Nominees' total score.
- 
- Only one (1) Finalist from each category will emerge and will be recognized as Most Outstanding Non-Teaching Personnel Level - I and Most Outstanding Non-Teaching Personnel Level - II.



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#### IV. MOST OUTSTANDING RELATED TEACHING PERSONNEL

**Category:**

- Most Outstanding Teaching-Related Personnel – Education Program Supervisor
- Most Outstanding Teaching-Related Personnel – Education Program Specialist & Librarian

**Eligibility:**

ALL Division-based Teaching-Related Personnel who were rated Outstanding with no Satisfactory and Unsatisfactory Rating for Fiscal Year 2025 and in good moral standing are eligible for nomination for the Service Excellence Award

**Mechanics and Criteria:**

1. The Division PRAISE Committee shall:

- received the Division-based Teaching-Related Personnel who were rated Outstanding for the year 2025 and with good moral standing, and duly endorsed by their unit heads/head of office as Nominees for the Service Excellence Award;
- evaluate the nominees using the following criteria:

| AREAS                                            | RATING      |
|--------------------------------------------------|-------------|
| Performance Rating                               | 30%         |
| Interview                                        | 10%         |
| Written Assessment                               | 10%         |
| Innovation/ Research                             | 15%         |
| Resource Speakership/ Consultant/<br>Facilitator | 10%         |
| Education                                        | 10%         |
| Awards and Recognition                           | 10%         |
| Publication/ Authorship                          | 5%          |
| <b>Total Rating</b>                              | <b>100%</b> |

- Determine the ranks of the nominees using the enclosed worksheets.

**Performance Rating (30%)**

- Multiply the Rating by 30%.

**Interview (10%)**

- All Nominees shall undergo a panel interview.
- The interview shall primarily look into the Nominees' ability to present ideas, sense of judgment, and facility in interpersonal interactions.
- The Interview rating shall constitute 10% of the Nominees' total score.

**Written Assessment (10%)**

- All Nominees shall write an essay on a topic that will be disclosed during the day of the administration which will constitute 10% of the total score and shall be evaluated by the Division PRAISE Committee or a panel constituted by the Division PRAISE Committee.

**Innovation/Research (15%)**

- The Nominees shall submit a write-up of the innovations they have implemented
- The Innovation rating shall constitute 15% of the Nominees' total score
- The Division PRAISE Committee shall evaluate the Nominees' innovation based on the criteria.



Barangay Hacienda Fe, Escalante City, Negros Occidental  
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**Research (15%)**

| Completed BERF Research 50%  |        |                           | Dissemination 50% |        |                           | Score<br>(Total of<br>Equivalent<br>Scores) x .20 |
|------------------------------|--------|---------------------------|-------------------|--------|---------------------------|---------------------------------------------------|
| Status of Completion         | Points | Equivalent<br>Score x .50 | Level             | Points | Equivalent<br>Score x .50 |                                                   |
| Completed                    | 5      |                           | Division          | 5      |                           |                                                   |
| Started but not<br>completed | 3      |                           | Cluster           | 3      |                           |                                                   |
| Signed Proposal              | 1      |                           | School            | 1      |                           |                                                   |

**Innovation (15%)**

| Documentation 50%                                                                                                                                                                                                                                                                                                   |                              | Extent of Utilization by others and<br>Sustainability 50% (Certification by the<br>School Head or by Individual Users)                                                                                                                                                                                                                                      |                              | Total Score<br>x .20            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------|
| Score                                                                                                                                                                                                                                                                                                               | Equivalent (Score/5<br>x.50) | Score                                                                                                                                                                                                                                                                                                                                                       | Equivalent<br>(Score/10x.50) |                                 |
| The Innovation Manuscript<br>must be Reviewed and<br>Approved at the school<br>level; The Innovation<br>Manuscript that is not<br>approved shall not be<br>considered valid.<br><br><b>Scoring:</b> Compliant with all<br>the required content: 5 pts<br>1-point deduction for<br>every lacking<br>required content |                              | <b>Utilization:</b><br>10 and above<br>users – 5 pts<br>8-9<br>users – 4 pts<br>6-7 users – 3 pts<br>4-5 users – 2 pts<br>3 and below users – 1 pt.<br><br><b>Sustainability:</b><br>3 years or more – 5 pts<br>Less than 3 years to 2<br>years – 4pts<br>Less than 2<br>years to 1 year– 3pts<br>6<br>months to 11 months –<br>2pts<br>5 months below– 1pt |                              | Score (Total of<br>Equivalents) |

**Criteria for Consultant / Resource Speaker / Facilitator in Training/ Seminars/ Workshops (Dep Ed-related) (10 %)**

- This refers to the recognition/ citation given by Dep Ed-related award-giving bodies.
- Must consider only the certificate with the highest points for the last 3 years.

| Level            | Points |
|------------------|--------|
| School           | 1.5    |
| Cluster/District | 3      |
| Division         | 4.5    |
| Regional         | 6.5    |
| National         | 8      |
| International    | 10     |

*Note: Only Dep Ed sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.*



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**Education (10%)**

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

| Degree                                             | Points |
|----------------------------------------------------|--------|
| Doctorate Degree Graduate                          | 10     |
| Doctorate Degree (Completed Academic Requirements) | 8      |
| Master's Degree Graduate                           | 6      |
| Master's Degree (Completed Academic Requirements)  | 4      |
| Master's Degree (At least 21 units)                | 2      |

*Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).*

**Awards (10%)**

- Must consider only the certificate with the highest points for the last 3 years.

| Level            | Points |
|------------------|--------|
| Schools/District | 2      |
| Division         | 4      |
| Regional         | 6      |
| National         | 8      |
| International    | 10     |

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

**Publication/Authorship (5 points)**

1. Articles duly approved by the regional/ division committee and have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of DepEd-developed and produced materials (e.g., SLMs) which passed through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
  - Memorandum where name of nominee is included.
  - Final copy of the material/s as published
  - Points earned shall be divided among the number of authors.
  - Must consider only the certificate with the highest points for the last 3 years.



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| Nature of Publication                                                                                                 | Points |
|-----------------------------------------------------------------------------------------------------------------------|--------|
| Articles published (0.5 point per article but not to exceed 2 pts.)                                                   | 2      |
| Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points) | 3      |
| Co-authorship of a book                                                                                               | 4      |
| Sole authorship of a book, workbook, big books, textbook, and module                                                  | 5      |

- Only one (1) Finalist from each category will emerge and will be recognized as Most Outstanding Teaching-Related Personnel for Education Program Supervisor and Most Outstanding Teaching-Related Personnel for Education Program Specialist.



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Enclosure 2 to the Division Memorandum No. 399, s. 2026

**2026 DIVISION SEARCH FOR SERVICE EXCELLENCE SELECTION COMMITTEES**  
**VALIDATION OF DOCUMENTS**

|           |                                                                                                                                 |                                                                                                 |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Cluster 1 | Chairperson: Alicia A. Olid, PhD<br>Members: Jason R. Alpay<br>Mae Joy M. Tan, PhD<br>Alne Melinda S. Causapin                  | Jesah Jay B. Catanglan<br>Dr. Charlotte B. Macasling<br>Susan L. Lutero<br>Nilo J. Dela Torre   |
| Cluster 2 | Chairperson: Ivy Joy A. Torres, PhD<br>Alma A. Sinining<br>Clint S. Cinco<br>Nerielyn Faith P. Lopez                            | Engr. Analie R. Mahilum<br>Norielyn Faith Z. Paubaya<br>Rodrigo Selisa<br>Rizalina P. Maxilom   |
| Cluster 3 | Chairperson: Perly M. Mapa<br>Members: Cyrus Yonel Lao<br>Desiree Miano<br>Antonio Rebutada                                     | Loueen Lou S. Alcansado<br>Rhea April C. Caralde<br>Floyd Cabus<br>Glen Gabriel                 |
| Cluster 4 | Chairperson: Ma. Theresa L. Tabotabo, PhD<br>Members: Chona M. Prietos, PhD<br>Kathy S. Cinco<br>Ibn M. Dumdum<br>Ethel S. Gali | Dr. Mishael Kate B. Abella<br>Jesus V. Tabelino<br>Anjeannette Calumpita<br>Mishael Kate Abella |
| Cluster 5 | Chairperson: Prilyn Albarico, EdD<br>Marivic S. Portunes<br>Gil C. Castro<br>Roselyn N. Bongaitan                               | Ederick C. Miano<br>Glicerio C. Aligato<br>Sheila M. Carambacan                                 |

**DEMONSTRATION TEACHING, WRITTEN TEST AND INTERVIEW**

| Activities                                                              | Selection Committee                                                                                                                                         |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Demonstration Teaching – Kinder & Inclusive Education (SpED & ALS)      | Jason R. Alpay, Chona M. Prietos<br>Ibn Dumdum                                                                                                              |
| Demonstration Teaching – Elementary                                     | Alma C. Sinining<br>Perly M. Mapa<br>Jesus Tabelino<br>Glen Gabriel<br>Rizalina P. Maxilom                                                                  |
| Demonstration Teaching – JHS                                            | Ivy Joy A. Torres PhD<br>Rodrigo Selisa<br>Anjeannette Calumpita<br>LV Cepe                                                                                 |
| Demonstration Teaching – SHS                                            | Mae Joy M. Tan<br>Prilyn S. Albarico EdD<br>Marivic S. Portunes<br>Dr. Ma. Theresa Tabotabo                                                                 |
| Written Assessment in all Categories                                    | Marites C. Capilitan PhD<br>Mae Joy M. Tan PhD<br>Theresa L. Tabotabo, PhD                                                                                  |
| Assessment of School Heads Portfolio & Related Teaching & Non- Teaching | Marites C. Capilitan PhD<br>Ivy Joy A. Torres PhD<br>Alicia A. Olid, PhD<br>Cyrus Yonel Lao<br>Bren B. Dolar<br>Kathy S. Cinco<br>Peter Julius B. Pellotas  |
| Interview (All Categories)                                              | Peter J. Galimba<br>Marites C. Capilitan PhD<br>Ivy Joy A. Torres PhD<br>Alicia A. Olid, PhD<br>Bren B. Dolar<br>Kathy S. Cinco<br>Peter Julius B. Pellotas |
| Secretariat                                                             | Ederick Miano<br>Antonio Rebutada                                                                                                                           |



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**SCHOOLS DIVISION OF ESCALANTE CITY**

Enclosure No. 3 to the Division Memorandum No. 399, s. 2026

**INDICATIVE TIMELINES**

**FOR THE 2026 DIVISION SEARCH FOR SERVICE EXCELLENCE AWARD**

| <b>ACTIVITY</b>                                                                                                                                                        | <b>INDICATIVE SCHEDULE</b>                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Release of Division Memorandum for the Division Search for Service Excellence Award                                                                                    | September 10, 2026                          |
| Orientation of the Guidelines, Mechanics, and Criteria for the Division Search for Service Excellence Award (School PRAISE Committee, School Heads, and SDO Personnel) | September 14, 2026<br>3:pm @ ASDS Office    |
| School Level Assessment                                                                                                                                                | September 17- 25, 2026                      |
| Cluster Level Validation                                                                                                                                               | September 28- October 9, 2026               |
| Submission of CLUSTER Nominees to the Division PRAISE Committee                                                                                                        | October 12-13, 2026                         |
| Demonstration Teaching                                                                                                                                                 | October 14-15, 2026                         |
| Written Assessment for Teachers                                                                                                                                        | October 17, 2026                            |
| Written Assessment for Non-Teaching Personnel, Related Teaching & In-basket for School Heads                                                                           | October 19, 2026                            |
| Interview of the Finalists                                                                                                                                             | October 20, 2026                            |
| Finalization of the Results                                                                                                                                            | October 21, 2026                            |
| Finalization of Program and Production Design                                                                                                                          | October 26, 2026                            |
| Printing of Certificates and Plaques                                                                                                                                   | October 22-26, 2026                         |
| Technical Rehearsal                                                                                                                                                    | October 29, 2026 (1:00 pm.)                 |
| Awarding Ceremony                                                                                                                                                      | October 30, 2026<br>(9:00 a.m. – 12:00 nn.) |
| Program Evaluation and Debriefing                                                                                                                                      | November 3, 2026                            |



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Enclosure No. 4 to the Division Memorandum No. 399, s. 2026

**SCORE SHEETS FOR THE SCHOOL SCREENING PROCESS  
 FOR THE TEACHER CATEGORY**

**SCHOOL LEVEL SCREENING**

| Name of Nominee | Innovation | Research | Teaching Related Assignments | Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related) | Education | Awards | Authorship | TOTAL |
|-----------------|------------|----------|------------------------------|-----------------------------------------------------------------------------------------|-----------|--------|------------|-------|
|                 | 20%        | 20%      | 20%                          | 10%                                                                                     | 5%        | 15%    | 10%        | 100%  |
| Teacher A       |            |          |                              |                                                                                         |           |        |            |       |
| Teacher B       |            |          |                              |                                                                                         |           |        |            |       |
| Teacher C       |            |          |                              |                                                                                         |           |        |            |       |

**DIVISION LEVEL SCREENING**

| Name of Nominee | Demonstration Teaching | Written Test | Interview | TOTAL |
|-----------------|------------------------|--------------|-----------|-------|
|                 | 40%                    | 30%          | 30%       | 100%  |
| Teacher A       |                        |              |           |       |
| Teacher B       |                        |              |           |       |
| Teacher C       |                        |              |           |       |
| Teacher D       |                        |              |           |       |
| Teacher E       |                        |              |           |       |

**II. MOST OUTSTANDING ELEMENTARY SCHOOL HEAD AND SECONDARY SCHOOL**

**FIRST LEVEL SCREENING**

| Name of Nominee | School Over-all Rating | Performance Rating | Innovation /Research | Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related) | Education | Awards | Authorship | Written Assessment | Interview | TOTAL |
|-----------------|------------------------|--------------------|----------------------|-----------------------------------------------------------------------------------------|-----------|--------|------------|--------------------|-----------|-------|
|                 | 35%                    | 20%                | 10%                  | 5%                                                                                      | 5%        | 10%    | 5%         | 5%                 | 5%        | 100%  |
| SH A            |                        |                    |                      |                                                                                         |           |        |            |                    |           |       |
| SH B            |                        |                    |                      |                                                                                         |           |        |            |                    |           |       |
| SH C            |                        |                    |                      |                                                                                         |           |        |            |                    |           |       |

**SECOND LEVEL SCREENING**

| Name of Nominee | Performance Validation | Interview | TOTAL |
|-----------------|------------------------|-----------|-------|
|                 | 70%                    | 30%       | 100%  |
| SH A            |                        |           |       |
| SH B            |                        |           |       |
| SH C            |                        |           |       |



Barangay Hacienda Fe, Escalante City, Negros Occidental  
 Telephone Nos. (034) 445-9704/445-2686  
 Email Add: [escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)



DepEd Tayo Escalante City [deped.escalantecity.weebly.com](http://deped.escalantecity.weebly.com)



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### III. MOST OUTSTANDING RELATED-TEACHING PERSONNEL

#### FIRST LEVEL SCREENING

| Name of Nominee | Performance Rating | Innovation/Research | Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related) | Awards | TOTAL |
|-----------------|--------------------|---------------------|-----------------------------------------------------------------------------------------|--------|-------|
|                 | 50%                | 20%                 | 15%                                                                                     | 15%    | 100%  |
| RT A            |                    |                     |                                                                                         |        |       |
| RT B            |                    |                     |                                                                                         |        |       |
| RT C            |                    |                     |                                                                                         |        |       |

#### SECOND LEVEL SCREENING

| Name of Nominee | Performance Validation | Interview | TOTAL |
|-----------------|------------------------|-----------|-------|
|                 | 50%                    | 50%       | 100%  |
| RT A            |                        |           |       |
| RT B            |                        |           |       |
| RT C            |                        |           |       |

### IV. MOST OUTSTANDING NON- TEACHING PERSONNEL

#### FIRST LEVEL SCREENING

| Name of Nominee | Performance Rating | Interview | Written Assessment | Innovation/ Research | Resource Speakership/ Consultant/ Facilitator | Education | Awards and Recognition | Publication/ Authorship | TOTAL |
|-----------------|--------------------|-----------|--------------------|----------------------|-----------------------------------------------|-----------|------------------------|-------------------------|-------|
|                 | 30%                | 10%       | 10%                | 15%                  | 10%                                           | 10%       | 10%                    | 5%                      | 100%  |
| NT A            |                    |           |                    |                      |                                               |           |                        |                         |       |
| NT B            |                    |           |                    |                      |                                               |           |                        |                         |       |
| NT C            |                    |           |                    |                      |                                               |           |                        |                         |       |

#### SECOND LEVEL SCREENING

| Name of Nominee | Performance Validation | Interview | TOTAL |
|-----------------|------------------------|-----------|-------|
|                 | 50%                    | 50%       | 100%  |
| NT A            |                        |           |       |
| NT B            |                        |           |       |
| NT C            |                        |           |       |



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DepEd Tayo Escalante City [deped.escalantecity.weebly.com](http://deped.escalantecity.weebly.com)