



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



September 15, 2026

DIVISION MEMORANDUM

No. 408, s. 2026

**CORRIGENDUM TO THE CRITERIA AND GUIDELINES ON 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. Attached in this memorandum is the corrected copy of the criteria and timeline on the conduct of **DIVISION SEARCH FOR SERVICE EXCELLENCE AWARD "PASIDUNGOG 2026"**
2. 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/9/15/26



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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%
TOTAL	100%

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/10 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. Scoring: Compliant with all the required content: 10 pts 1-point deduction for every lacking required content		Utilization: 10 and above users – 5 pts 8-9 users – 4 pts 6-7 users – 3 pts 4-5 users – 2 pts 3 and below users – 1 pt. Sustainability: 3 years or more – 5 pts 2 years less than 3 years– 4pts 1 year less than 2 years– 3pts 6 months to 11 months – 2pts 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	10		Division	10		
Started but not completed	5		Cluster	5		
Signed Proposal	3		School	3		

Teaching Related Assignments (Score x 20%)

SCORE	5	4	3	2	1
Accomplishments	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
(Total Score x .20%)					



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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.
- Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.



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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
Rating from the Cluster Assessment	50%
Performance Rating	30%
Interview	20%
Total Rating	100%

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 Finalist 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
	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 (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 <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> <i>32 (total points)/ 10 (Number of Winnings) = 3.2</i>	LEVELS	RANK	Pts.
	National	1 st	10
		2 nd	9.5
		3 rd	9
		Participation	8
	Regional	1 st	7.5
		2 nd	7
		3 rd	6.5
		Participation	6
	Provincial Meet	1 st	5.5
		2 nd	5
		3 rd	4.5
		Participation	4
	City Meet	1 st	3.5
		2 nd	3
		3 rd	2

Child Friendly and Safe School	1. With signage and Disaster management plan. 2. Absence of hazardous objects in the school premises, clean, orderly and well-maintained areas and with proper waste disposal 3. With peripheral Fence 4. Presence of guard/tanod at the gate with shade as guard house 5. No bullying cases.	5 MOVs- 5 4 MOVs - 4 3 MOVs - 3 2 MOVs - 2 1 MOV - 1
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No. of SLAC sessions with approved I&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 1 late submission	5 3
Submission of Cash Advances	2 or more late submission	3
Number of partners with signed MOA/MOU within SY 2025-2026	10 & above partners 5-9 partners 1-4 partners	5 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 (From the Cluster Rating)	30%
Performance Rating	20%
Innovation/Research	10%
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related)	5%
Education	5%
Awards	10%
Authorship	5%
Interview	15%
Total Rating	100%

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)	
The Innovation Manuscript must be Reviewed and		Utilization: 10 and above users – 5 pts		Score (Total of Equivalents)



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Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid. Scoring: Compliant with all the required content: 5 pts 1-point deduction for every lacking required content		8-9 users – 4 pts 6-7 users – 3 pts 4-5 users – 2 pts 3 and below users – 1 pt. Sustainability: 3 years or more – 5 pts 2 years less than 3 years– 4pts 1 year less than 2 years– 3pts 6 months to 11 months – 2pts 5 months below- 1pt		
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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	0.5
Cluster/District	1
Division	2
Regional	3
National	4
International	5

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 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).



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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	3
Cluster/District	4
Division	5
Regional	6
National	7
International	10

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

Publication/Authorship (5%)

- 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.
- Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
- 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 pts.)	2
Authorship of Dep Ed-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

Interview (10%)

- 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, 1st Runner Up, and 2nd Runner Up respectively.



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III. MOST OUTSTANDING NON-TEACHING PERSONNEL (SCHOOL-BASED and NON-SCHOOL BASED)

Categories:

- Most Outstanding Non-Teaching Personnel (Level 1) (SDO & School-based)
- Most Outstanding Non-Teaching Personnel (Level 2) (SDO & School-based)

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.

School-based Non-Teaching Personnel shall be endorsed by the School to the Cluster Search Committee and the Top-one in rank will be endorsed by the Cluster Committee Chair to the Division Level Committee.

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)	10%
Awards	10%
Interview	25%
Total Rating	100%

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. Scoring: Compliant with all the required content: 5 pts 1-point deduction for every		Utilization: 10 and above users – 5 pts 8-9 users – 4 pts 6-7 users – 3 pts 4-5 users – 2 pts 3 and below users – 1 pt. Sustainability:		Score (Total of Equivalents)



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lacking required content		3 years or more – 5 pts 2 years less than 3 years– 4pts 1 year less than 2 years– 3pts 6 months to 11 months – 2pts 5 months below- 1pt		
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Research (15%)

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) (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
Total Rating	100%

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

Interview (25%)

- 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 -1 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	35%
Interview	20%
Innovation/ Research	15%
Resource Speakership/ Consultant/ Facilitator	10%
Education	5%
Awards and Recognition	10%
Publication/ Authorship	5%
Total Rating	100%

Determine the ranks of the nominees using the enclosed worksheets.

Performance Rating (35%)

- Multiply the Rating by 30%.

Interview (20%)

- 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.

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.



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Research (15%)

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		

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. Scoring: Compliant with all the required content: 5 pts 1-point deduction for every lacking required content		Utilization: 10 and above users – 5 pts 8-9 users – 4 pts 6-7 users – 3 pts 4-5 users – 2 pts 3 and below users – 1 pt. Sustainability: 3 years or more – 5 pts Less than 3 years to 2 years – 4pts Less than 2 years to 1 year– 3pts 6 months to 11 months – 2pts 5 months below– 1pt		Score (Total of 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. 468, s. 2026

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

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

PANELIST FOR INTERVIEW

Activities	Selection Committee
Interview School Heads and Non Teaching Personnel	Peter J. Galimba Marites C. Capilitan PhD Ivy Joy A. Torres PhD Alicia A. Olid, PhD Bren B. Dolar Kathy S. Cinco Peter Julius B. Pellotas
Teachers	Education Program Supervisors
Secretariat	Ederick Miano Antonio Rebutada Mark Andrew Cena



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Enclosure No. 3 to the Division Memorandum No. 408, s. 2026

INDICATIVE TIMELINES

FOR THE 2026 DIVISION SEARCH FOR SERVICE EXCELLENCE AWARD

ACTIVITY	INDICATIVE SCHEDULE
Release of Division Memorandum for the Division Search for Service Excellence Award	September 10, 2026 Corrigendum (September 15, 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 15, 2026 3:pm @ ASDS Office
School Level Assessment	September 17- 18, 2026
Cluster Level Validation	September 21- 23, 2026
Submission of CLUSTER Nominees to the Division PRAISE Committee	September 24-25, 2026
Interview for School Heads and Non Teaching Personnel	September 28, 2026
Interview for Teachers (Virtual)	September 28, 2026
Finalization of the Results	September 29, 2026
Finalization of Program and Production Design	October 1, 2026
Printing of Certificates and Plaques	October 2-5, 2026
Technical Rehearsal	October 8, 2026 (1:00 pm.)
Awarding Ceremony	October 9, 2026 (9:00 a.m. – 12:00 nn.)
Program Evaluation and Debriefing	October 12, 2026



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Enclosure No. 4 to the Division Memorandum No. 408, s. 2026

SCORE SHEETS FOR THE SCREENING PROCESS

II. MOST OUTSTANDING TEACHER

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	Rating from the Cluster Assessment	Performance Rating	Interview	TOTAL
	50%	30%	20%	100%
Teacher A				
Teacher B				
Teacher C				
Teacher D				
Teacher E				

II. MOST OUTSTANDING ELEMENTARY SCHOOL HEAD AND SECONDARY SCHOOL

DIVISION 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	Author ship	Interview	TOTAL
	30%	20%	10%	5%	5%	10%	5%	15%	100%
SH A									
SH B									
SH C									

III. MOST OUTSTANDING NON- TEACHING PERSONNEL

DIVISION LEVEL SCREENING

Name of Nominee	Performance Rating	Innovation/ Research	Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (Dep Ed-related)	Awards	Interview	TOTAL
	40%	15%	10%	10%	25%	100%
RT A						
RT B						
RT C						



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IV. MOST OUTSTANDING RELATED-TEACHING PERSONNEL

DIVISION LEVEL SCREENING

Name of Nominee	Performance Rating	Interview	Innovation/ Research	Resource Speakership/ Consultant/ Facilitator	Education	Awards and Recognition	Publication/ Authorship	TOTAL
	35%	20%	15%	10%	5%	10%	5%	100%
NT A								
NT B								
NT C								