

Department of Education REGION I

SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 2024

CALL FOR NOMINATIONS FOR 2024 MOST OUTSTANDING SDO VIGAN CITY PERSONNEL

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Section/Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

- 1. Anchored on DepEd Order No. 78, s. 2007 re: Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE), the Schools Division of Vigan City is glad to announce the opening of nominations for the 2024 Most Outstanding SDO Vigan City Personnel.
- 2. The Search aims to recognize the meritorious achievements and contributions of SDO Vigan City Personnel teaching, non-teaching, school heads and supervisors in the attainment of DepEd vision, mission, goals and objectives.
- The Office shall accept nominations for the following categories:
 - Teaching Personnel
 - Category 1 Teacher I III (including Special Education Teacher and Special Science Teacher)
 - Category 2 Master Teacher I IV and Head Teacher with teaching loads
 - Non-Teaching Personnel
 - Category 1 (Salary Grade 1-9)
 - Category 2 (Salary Grade 10-23)
 - School Heads (including Head Teachers with appointment as School Heads)
 - Category 1 (Elementary School)
 - Category 2 (High School/Integrated School)
 - Supervisors

*For nominees who have won in the immediate award year for Most Outstanding SDO Vigan City Personnel, NEW nomination documents are required. This means that ALL documents to be submitted must be those that bear date after the conduct of the last 2023 Most Outstanding SDO Vigan City Personnel. Failure to comply with this results to outright disqualification.

4. Nominators are allowed to submit one (1) nominee per category. All nominations must be properly endorsed by the School Head or the duly-authorized representative.







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Department of Education region i

SCHOOLS DIVISION OF VIGAN CITY

- 5. The nomination form, write up form, evidentiary requirements, and rubrics for paper evaluation are attached in this memorandum for reference.
- 6. Nomination forms and supporting documents accompanied by a dulynotarized Omnibus Sworn Statement must be placed in A4-sized folders following the color codes:
 - a) TI-TIII blue folders
 - b) MTI-MTIV- yellow folders
 - c) Non-Teaching Personnel (Category 1) brown folders
 - d) Non-Teaching Personnel (Category 2) orange folders
 - e) School Heads green folders
 - f) Supervisors red folders
- 7. Nomination documents shall be addressed to:

VILMA D. EDA, CESO V

Schools Division Superintendent Schools Division of Vigan City

- 8. Only the nominees with properly accomplished forms and complete supporting documents will be subjected to paper evaluation.
- 9. All nominations must be stamped received by the Records Section on or before September 6, 2024, 5:00 pm.
- 10. Immediate and wide dissemination of this memorandum is desired.

VILMA D, EDA, CESO V
Schools Division Superintendent

Encls.:

Enclosure 1: 2023 Division Search for the Most Outstanding SDO Personnel Guidelines

Enclosure 2: Criteria for Evaluation

Enclosure 3: Feedback Form

Enclosure 4: BEI Tool

Enclosure 5: Nomination Form

Enclosure 6: Executive Nomination Write Up

Enclosure 7: Checklist of Requirements and Omnibus Sworn Statement

Reference: DepEd Regional Memorandum No. 637, s. 2023

To be indicated in the Perpetual Index Under the following subjects:

Nominations PRAISE Awards









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REGION I

SCHOOLS DIVISION OF VIGAN CITY

Enclosure 1, Division Memorandum 1, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL GUIDELINES

The 2024 Search for Most Outstanding SDO Vigan City Personnel shall apply to all SDO Vigan City employees who have demonstrated meritorious traits or qualities, regardless of employment status (permanent, contract of service, or job order), sexual orientation, gender identity and expression, age, civil status, disability, religion, ethnicity, or political affiliation. It strives to recognize the outstanding accomplishments and contributions of SDO Vigan City Personnel, including teachers, support staff, and school leaders in achieving DepEd's vision, purpose, goals, and objectives.

Category and Qualification Requirements:

SDO Vigan City personnel, to be able to join the search, must possess the following:

Teaching Personnel

- Category 1 Teacher I III (including Special Education Teacher and Special Science Teacher)
 - ✓ at least three years as permanent teacher or three years aggregate service as provisional/substitute teacher;
 - ✓ "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
 - no pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case.

Category 2 - Master Teacher I - IV and Head Teacher with teaching loads

- ✓ Master Teacher for at least three years;
- ✓ "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
- on pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case.

Non-Teaching Personnel

- Category 1 Salary Grade 1-9)
 - ✓ at least three years as permanent employee or three years aggregate service as casual/contract of service/job order employee;
 - ✓ "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
 - ✓ no pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case.

Non-Teaching Personnel (Category 2 – Salary Grade 10-23)

- ✓ at least three years as permanent employee;
- ✓ "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
- ✓ no pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case.







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REGION I SCHOOLS DIVISION OF VIGAN CITY

- School Heads (including Head Teachers with appointment as School Heads)
 - Category 1 Elementary and Category 2 High School/Integrated School
 - School Head for at least three years;
 - ✓ "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
 - no pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case.

Supervisors

- ✓ Supervisor for at least three years;
- "Outstanding" rating in the last three (3) performance rating periods prior to nomination; and
- no pending case or no case for factfinding/preliminary investigation or guilty of any administrative, criminal, or civil offense/case

Grounds for Disqualification:

SDO Vigan City personnel, however, are disqualified to participate in the search when they have:

- a. been a winner of any National Award given by duly recognized award-giving bodies (i.e., HAP Awards, Metro Bank Outstanding Filipinos);
- b. a record of Absence Without Official Leave (AWOL) prior to application; and
- c. submitted fabricated documents.

Who Can Nominate?

The following are individuals who can nominate via duly accomplished nomination forms (Annexes A and B):

- Immediate superiors or supervisors.
- b. Teachers and employees in the division.
- c. Peers, stakeholders and partner agencies.

Timeline on the Conduct of the 2024 Search for Most Outstanding SDO Vigan City Personnel

	Activity	Person/s Responsible	Date
1. Deadline of Acceptance of Nomination Documents 2. Verification of Authenticity of Documents and Gathering of Feedback		Nomination Division PRAISE Committee	
			September 9-11, 2024
3.	Paper Evaluation	Board of Judges	September 16, 2024
4.	Behavioral Even Interview	Board of Judges	September 16, 2024
5.	Deliberation ar Finalization of Results	Board of Judges	September 16, 2024
6.	Announcement Winners	of Division PRAISE Committee	September 16, 2024
7.	Awarding of Winners	SDO	October 4, 2024







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Screening and Evaluation Procedure

Phase I. Acceptance of Nomination Documents

In this phase, the Division PRAISE Committee accepts nomination documents that are stamped received by the Records Section. Only nomination documents that meet the deadline of submission will be subjected to paper evaluation. It should be noted that nomination documents are arranged based on given criteria per category.

Phase II. Verification of Authenticity of Documents and Gathering of Feedback

This involves the Division PRAISE Committee verifying the information provided by each nominee regarding his/her credentials with original document copies and floating a feedback form to the nominee's supervisors, co-workers and other references to obtain information about the person's knowledge, skills, abilities and character. Nominees and nominators will also gather as many testimonies as they can to be attached in their nomination documents.

Phase III. Paper Evaluation

In this phase, the members of the board of judges evaluate the submitted documents vis-à-vis the criteria and rubrics for each category, including the result of Phase II. Documents acquired within the last five (5) years will be evaluated.

Phase IV. Behavioral Events Interview

Nominees for each category shall undergo a face-to-face panel interview by the Board of Judges. The behavioral events interview is aimed to determine the nominees' specific skills, abilities, behaviors and knowledge.

Phase V. Deliberation and Finalization of Results

The Board of Judges shall select the winners per category through careful deliberation. Qualifiers must meet the cut off score of 75 points. However, there shall only be one (1) winner for each category. Should there be more than one qualifier per category, the one with the highest points shall be declared as winner. The result of the deliberation shall be final and irrevocable.

Board of Judges

The members of the Board of Judges shall come from reputable institutions, to include but not limited to the Civil Service Commission, Higher Education Institutions, Non-Government Organizations, and Department of Education.

Prizes

Winners

Cash Prize of Php 5, 000.00

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Non-Winners

Plaque of Recognition Certificate of Appreciation







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Enclosure 2, Division Memorandum ____, s. 2024

CRITERIA FOR EVALUATION

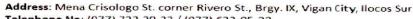
The following are the criteria, corresponding point allocation, evidentiary requirements and paper evaluation rubrics for the search categories, as proposed by the Division PRAISE Committee and approved by the Schools Division Superintendent:

TEACHING PERSONNEL - (Category 1 -	- Teacher	I-III including Special Education Tead	cher and Special Science Teacher		
CRITERIA	POINTS		RUBRICS		
I. COMMENDABLE ACCOMPLISHMENTS (65 POINTS)					
AWARDS AND RECOGNITIONS RECEIVED Outstanding Employee Awards; Winnings as Coach; Recognized Outputs/Commendations Received in the Division and Higher Governance Levels; Demonstration Teaching in the Division Level or Higher Level	10	For Outstanding Employee, Recognized Outputs and Coach (any of the 2): - Certificate of Recognition or Commendation - Memoranda in which award/recognition/commen dation is specified			
-		For Demonstration Teaching: Demonstration Lesson Plan approved by higher authorities	Demonstration Teaching (3 pts • National Level = 3 • Regional Level = 2		

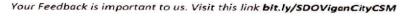








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		and Certificate of	Division = 1
		Recognition/Certification from	Division = 1
		Program/Training Manager	
CURRICULAR INNOVATIONS AND INITIATIVES WITH IMPACT ON LEARNING OUTCOMES Instructional Materials Developed Application of ICT in the teaching-learning process Application of learning from professional development activities Active Involvement in Professional Learning Communities	40	Frogram/ Training Manager For Instructional Materials Developed: a. Must have passed through the LR development and QA process of the CID b. Issued with Specialty Clearance Certificate c. Testimonies of other teachers on the utilization of IMs Developed indicating improved learning outcomes	Instructional Materials Developed (10 pts) a, b and c are evident = 10 a and b are evident = 7 a only is evident = 4
Extension services in the community		 ➢ Application of ICT in the teaching-learning process a. DLL/DLP reflecting the level of ICT integration in the teaching-learning process b. classroom assessment result; learning outcomes ➢ Application of learning from professional development activities a. Approved Action Plan/JEL 	Application of ICT in the teaching-learning process (10 pts) • Redefinition = 10 • Modification = 7 • Augmentation = 4 • Substitution = 1 Application of learning from professional development activities (10 pts)
		b. Accomplishment Report	 a, b and c are evident = 10 a and b are evident

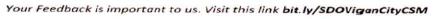








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	c. Testi adap	monies on the otation of	
	- I	tice/process	= 4
	b. Pro invol discu	nal Learning ties f of Affiliation in PLCs	Communities (5 pts) a and b = 5 b only = 3
	by the baran charg noted prior b. Progressindical learni	ty ct proposal approved e barangay captain or gay kagawad in- e of education and by the school head to the implementation ess/Terminal Report ating impact on	community (5 pts) a and b = 5 a only = 2
LEARNING FACILITATION/ SPEAKERSHIP	10 a. Certificate LF (if app	e issued to recognized licable)	a, b, c, and d are evident = 10
		e/Certification as arce Speaker	b, c, and d are evident = 8any 2 are evident









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		c. Session Guide/Training Matrixd. Session slide decks	= 5 • a or b only = 2
ACCOMPLISHMENTS AS CHAIRMAN OR COORDINATOR OF PROGRAMS AND PROJECTS	5	 ➢ Approved action plan ➢ Accomplishment report indicating impact of the program/project ➢ Designation as chairman/coordinator 	 All 3 indicators are met = 5 2 indicators met = 3 1 indicator met = 1
RESEARCH AND DEVELOPMENT (20 POINT RESEARCHES CONDUCTED	rs) 6	 Approved research proposal Abstract of research Certificate of completion of research 	 a, b, and c are evident = 6 a and b are evident 4 a only = 2
APPLICATION/ UTILIZATION OF RESEARCH FINDINGS AND RECOMMENDATIONS	10	 Testimonies from other teachers on the utilization of research findings/recommendations indicating improved learning outcomes Sample outputs applying research findings/recommendations 	Research Findings and
PUBLISHED WORK AND	4	> Published articles on education	Level of Coverage
ARTICLES/AUTHORSHIP	•	(except news articles, literary pieces and the like) ➤ Authorship of educational book	 National = 4 Cluster of Regions= 3 Regional= 2









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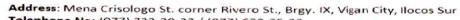
	Division/Province/City = 1
VALIDATION AND FEEDBACK (to include testimonies from sup-	eriors, co-workers and learners)- 10 POINTS
BEHAVIORAL EVENTS INTERVIEW (focused on pedagogies; class	sroom management and school fit) – 5 POINTS

TEACHING I	PERSONNE	EL – (Category 2 – Master Teacher	I-II)
CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS
COMMENDABLE ACCOMPLISHMENTS (80	O POINTS)		
AWARDS AND RECOGNITIONS RECEIVED Outstanding Employee Awards; Winnings as Coach; Recognized Outputs/Commendations Received in the Division and Higher Governance Levels; Demonstration Teaching in the Division Level or Higher Level	10	 For Outstanding Employee, Recognized Outputs and Coach: a. Certificate of Recognition or Commendation b. Memoranda in which award/ recognition/commendation is specified 	Outstanding Employee (3 pts) International Level = 3 National Level = 2 Regional Level = 1 Division = 0.5 Recognized Outputs (2 pts) National Level = 2 Regional Level = 1 Division = 0.5 Winnings as Coach (2 pts) International Level = 2 National Level = 1 Regional Level = 1 Division = 0.5
		> For Demonstration Teaching:	Demonstration Teaching (3 pt









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		 a. Demonstration Lesson Plan approved by higher authorities; b. Certificate of Recognition/Certification from Program/ Training Manager 	Regional Level = 2 Division = 1
LEADERSHIP WITH IMPACT ON IMPROVED TEACHER COMPETENCE Mentoring/Coaching Activities Instructional Supervisory Activities INSETs conducted	20	 Mentoring/Coaching/LAC with: a. Approved Plan b. Accomplishment Report c. Evidence of Improved Teacher Competence 	(7 pts) a, b, and c = 7 a and b = 4 a only = 2
		 Supervisory or TA Plan a. Approved Plan b. Accomplishment Report c. Evidence of Improved Teacher Competence 	Instructional Supervisory Activities (7 pts) a, b, and c = 7 a and b = 4 a only = 2
		 INSET Proposal (must have a duration of at least 3 days) a. approved by higher authorities b. terminal report c. Evidence of Improved Teacher Competence 	INSETs conducted









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CURRICULAR INNOVATIONS AND INITIATIVES WITH IMPACT ON	40	For Instructional Materials Developed:	Instructional Materials Developed
LEARNING OUTCOMES (PPST 1.1, 1.4, 1.5; 2.5; 3.1; 4.1, 4.3 TO 4.5; 5.1 TO 5.5) Instructional Materials Developed Application of ICT in the teaching-learning process Application of learning from professional development activities Active Involvement in Professional Learning Communities Extension services in the community		 a. Must have passed through the LR development and QA process of the CID b. Issued with Specialty Clearance Certificate Application of ICT in the teaching-learning process a. DLL/DLP reflecting the application of ICT b. classroom assessment result; learning outcomes Application of learning from professional development activities a. Approved Action Plan/JEL b. Accomplishment Report 	(10 pts) a, b, and c are evident = 10 a and b are evident = 7 a only is evident = 4 Application of ICT in the teaching-learning process (10 pts) Redefinition = 10 Modification = 7 Augmentation = 4 Substitution = 1 Application of learning from professional development activities (10 pts) a, b, and c are evident = 10 a and b are evident = 7 a only is evident = 4
		> Active Involvement in Professional Learning Communities	Active Involvement in
		a. Proof of Affiliation in PLCs	Professional Learning Communities









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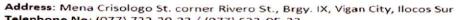
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		b. Proof of active involvement such as discussions on a relevant professional topic; outputs	• a and b = 5
		 Extension Services in the Community a. Project proposal approved by the barangay captain or barangay kagawad in-charge of education and noted by the school head prior to the implementation b. Progress/Terminal Report indicating impact on learning outcomes or community development 	community (5 pts) • a and b = 5
LEARNING FACILITATION/SPEAKERSHIP (PPST 4.4, 4.5; 5.5; 6.1; 7.1 TO 7.5)	5	 a. Certificate issued to recognized LF (if applicable) b. Certificate/Certification as LF/Resource Speaker c. Session Guide/Training Matrix d. Session slide decks 	 a, b, c, and d are evident 5 b, c, and d are evident any 2 are evident 3 a or b only 2
ACCOMPLISHMENTS AS CHAIRMAN OR COORDINATOR OF PROGRAMS AND PROJECTS RESEARCH AND DEVELOPMENT (10 POIN	5	➤ Approved action plan ➤ Accomplishment report indicating impact of the program/project	• All 3 indicators are met = 5









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RESEARCHES CONDUCTED	3	a. Approved research proposal b. Certificate of completion of	• All requirements are evident =
		research c. Abstract of research	a and b are evident = 2 a only = 1
APPLICATION/ UTILIZATION OF RESEARCH FINDINGS AND RECOMMENDATIONS	4	 Testimonies from other teachers on the utilization of research findings/recommendations indicating improved learning outcomes Sample outputs applying research findings/recommendations 	Findings and Recommendations Adopted in the – Division Level = 4 Cluster Level = 3 School Level = 2 Department/
PUBLISHED WORK AND ARTICLES/AUTHORSHIP	3	 Published articles on education (except news articles, literary pieces and the like) Authorship of educational book 	National = 3Regional = 2

NON-TEACHING PERSONNEL - (Category 1 - Salary Grade 1-9)				
CRITERIA		EVIDENTIARY REQUIREMENT/S		
Professional and Personal Growth and Development	10	 Certificates of Participation in Professional Development 	Certificate of Participation	









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		Programs (at least 3-day duration)	 Regional = 8 Division = 6 District/School = 4
Work performance Executes accurate, consistent and detailed performance of daily tasks	25	a. IPCRF for the last three years	Average of the 3 performance ratings (25 pts) Average of ratings for the last 3 years multiplied to 5.
Work Ethics and Behavior Be able to interact and build good relationships with superiors, coworkers, stakeholders, learners and other client	20	Commendation from a. Superior b. clubs and organizations (e.g., SELG, SSLG, PTA) c. community	 at least 3 commendations from any of the list = 20 at least 2 commendations from any of the list = 15 1 commendation from any of the list = 10
Outstanding Work Contributions and Accomplishments	25	a. Certification from superior on additional tasks / workload performed aside from their regular functions (e. g. served as member of TWG and/or working committees, printing of learning resources)	Regional level = 20Division= 15

VALIDATION AND FEEDBACK (to include testimonies from superiors, co-workers and learners)10 POINTS BEHAVIORAL EVENTS INTERVIEW 10 POINTS

NON-TEACHING PERSONNEL - (Category 2 - Salary Grade 10-23)









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CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS
Professional Growth and Development and Application of Learning	45	a. Certificate of Training b. Approved Proposal/Action Plan c. Training matrix/memorandum d. Accomplishment Report Sample Output	 All the Evidentiary requirements present = 45 three (3) ERs = 35 two (2) ERs = 25 one (1) ER = 15
Quality and Consistency and Behavioral performance Executes accurate, consistent and detailed performance of daily tasks	15	> IPCRF for the last three years	Average of the 3 performance ratings (15 pts) - Average of ratings for the last 3 years multiplied to 3.
Work Ethics and Behavior Be able to interact and build good relationships with superiors ,co-workers, stakeholders, learners and other clients	10	Commendation from a. Superior b. clubs and organizations (e.g., SELG, SSLG, PTA) c. community	 at least 3 commendations from any of the list = 10 at least 2 commendations from any of the list = 8 1 commendation from any of the list = 6
Research and Innovations	10	 a. Approved research proposal b. Certificate of completion of research c. Abstract of research d. Certificate of utilization of findings and recommendations 	 All requirements are evident = 10 a, b, and c are evident = 8 a and b are evident = 6 a only is evident = 4
Social and Community Involvement Able to participate and extend services/assistance to the community	10	Memorandum of Agreement/Resolution	All the Evidentiary Requirements (ERs) present = 10 points







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	 Certification from the Brgy. Captain/organization head of his community involvement Accomplishment Report Certificate of Commendation from the community folks. Attendance sheet and pictorials (if applicable) 4 ERs present = 8 points 2 ERs present = 4 points 1 ER present = 2 points
ALIDATION AND FEEDBACK (to BEHAVIORAL EVENTS INTERVIE	include testimonies from superiors, co-workers and learners) 5 POINTS

SCHOOL HEADS (ELEMENTARY and HIGH SCHOOL/INTEGRATED)				
CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS	
INSTRUCTIONAL LEADERSHIP	30	Review, Contextualization and Implementation of Learning Standards Any proof of technical assistance given to teachers on the review, contextualization and implementation of learning standards a. Supervisory accomplishment report on the review, contextualization and implementation of learning standards	Review, Contextualization and Implementation of Learning Standards (10 points) All requirements are evident = 10	









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 b. Corrected output of the teacher or the developed material itself c. Proof of improved learning outcomes Conduct of LAC/INSET for Professional Development: a. Approved Plan b. Accomplishment Report c. Evidence of Improved Teacher Competence d. Evidence of utilization of classroom observation notes for PDP development 	Conduct of LAC/INSET (5 points) All requirements are evident = 5 a, b and c are evident = 4 a and b are evident = 3 a only is evident = 2
 Completed Innovative Project/Program along Curriculum Approved Innovation Project Proposal Copy of completed Innovative Project Accomplishment Report on the implementation Evidence of utilization in the 	Completed Innovative Project/Program along Curriculum (10 points) All requirements are evident = 10 a, b and c are evident = 8 a and b are evident = 6 a only is evident = 4
school and other agencies.	Learning Facilitation (5 points)









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			r
		Learning Resource Facilitator	National Level = 5
		on Instructional/Pedagogical	
		advancement of teachers	Division Level = 3
			• School Level = 2
STRATEGIC LEADERSHIP	20		
Quality School Management Practices	5	School Improvement Plan (SIP)	• All requirements are evident = 5
		a. Approved SIP /AIP	• At least 2 ERs are evident = 3
		b. Implementation or Accomplishment Report	• Only 1 ER is evident = 2
9		c. Monitoring and Evaluation	
		Report (based on BEMEF)	
Research and Development Initiatives	10	Copy of SDO approved policy developed based on the result of research conducted	10
		a. SDO approved research	 a, b, c and d are evident = 8 a, b and c are evident = 6
		proposal	a and b are evident = 4
		b. Copy of completed research	• only 1 requirement is evident
		c. Certificate of Utilization	= 2
		d. Accomplishment Report	
		e. Copy of the policy developed	
		based on the research conducted.	
School Program Implementation	5	➤ Initiated a School Program along Governance and	All requirements are evident =
		Operations (e. g. mental	
		health, feeding, sports, etc.)	 a and b are evident = 2 Only a is evident = 1









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		 a. Personnel/learner needs analysis reports b. Approved project/program proposal c. Accomplishment Report d. Report on Monitoring and Evaluation of Implementation 	
MANAGING SCHOOL OPERATIONS & RESOURCES	20		
Financial Management	5	 Disbursement and Utilization Rate (Report from the Division Budget Officer – First Semester 2023) Additional resource generation Income generating project/s conducted SIP reflecting the activity approved permit financial statement report project accomplished 	 Average of Disbursement and Utilization rates divided by 100 multiplied to 3 (3 pts) Additional resource generated (2 pts) Income generating project/s conducted with an average gross amount of: All indicators are evident = 2 3 indicators are evident = 1.5 2 indicators are evident = 1
Records Management	5	 Evidence that school data and information are managed effectively using technology, including ICT 	Records Management using technology, including ICT (3points)









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REGION I SCHOOLS DIVISION OF VIGAN CITY

		 a. screenshots of the use of google drives, databases and virtual directories b. inventory of records /hardcopies 	 All the evidentiary requirements are present = 3 At least 1 ER is present = 2
		 School Process on utilization and safekeeping of the school data and information Policy on records management Process flowchart on the utilization and safekeeping of records 	(2points) - All the evidentiary
School Safety Management	5	 Disaster Preparedness and School Safety a. Presence of Contingency Plan b. Functional/ Organized SDRRC c. List of school personnel/learners trained on DPRP d. Proof of institutionalization of the effective management of 	5 a, b and c are evident = 3
		the effective management of school safety for disaster	
		preparedness, mitigation and resiliency.	









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Human Resource Management	5	Evidences of Personnel Personnel Development Development (3 points)
		 a. Summary of Individual Professional Development Plan (IPDP) b. Copy of Approved Faculty Development Plan based on IPDP of staff c. Monitoring/progress report of the approved faculty development plan d. Intervention Plan e. Implementation Report for the Intervention Plan
		 Effective management of staff a. Proof of equitable teaching load distribution b. Proof of grade level and subject area assignment Management of Staff (2 points) All requirements are evident = 2 Any of the 2 evidentiary requirements is present = 1
DEVELOPING SELF AND OTHERS	10	Conduct of training programs for fellow School Heads: • All requirements are evident = 10
		 a. Evidence of continuous professional development initiatives/activities a and b are evident = 8 only a is evident = 6









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		b. Copy and evidence of rewards and recognition policies introduced in the school c. Evidence of professional development participation
COMMUNITY INVOLVEMENT AND LINKAGES	10	Extension Services in the Community a. Project proposal approved by the barangay captain or barangay kagawad in-charge of education and noted by the school head prior to the implementation b. Progress Report on the Project implementation c. Terminal Report indicating impact on learning outcomes or community development - 3 or more extension services with complete evidentiary requirements = 10 - 2 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 3 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7 - 1 extension services with complete evidentiary requirements = 7

SUPERVISORS				
CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS	
STRENGTHENING SHARED ACCOUNTABILITY	30	 Technical Assistance / Coaching and Mentoring 	All requirements are evident = 30	
		a. Copy of approved	At least 2 ERs are evident = 20 Only 1 ER is evident = 10	
		b. Proof of provision of		









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		1	·
		Technical Assistance/	
		Coaching and Mentoring	
		conducted/ Technical	
		Assistance Plan/Coaching	
		and Mentoring Plan	
		c. Technical Assistance Plan	
		Implementation Report	
		> Program Implementation	
		- Program Implementation	
		Report/ Accomplishment	
		Report of Program under	
		the Portfolio	
FOSTERING CULTURE OF CONTINUOUS	30	Research and Innovation	All requirements are evident =
IMPROVEMENT	00	a. List of solo Action Researches	30
		conducted	a, b, c and d are evident = 25
		b. Certificate of Research	
		Implementation	a and b are evident = 15
		c. Certificate of Research	• only 1 requirement is evident =
		Involvements	10
		d. Proof of innovative outputs	
		e. Certificate of	
		Implementation of the	
DEVELOPING SELF AND OTHERS	25	Innovative Outputs	
	25	* • • • • • • • • • • • • • • • • • • •	
Learning and Development Initiatives	10	List of	All requirements are evident = 10
		approved/certified/accredited	
		learning and development	Only 1 ER is evident = 2
			Only I Divis evident 2

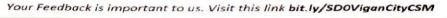








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SCHOOLS DIVISION OF VIGAN CITY

		initiatives for both the teaching and non-teaching personnel
		 Sample training designs and matrixes approved by NEAP-R1 Sample of submitted/approved Accomplishment Reports Accomplishment reports on the implemented needs-based
Personal and Professional Development Initiatives	10	a. Certificate/List of trainings conducted. • All requirements are evident = 10
		 b. Certificate of recognition as resource speaker/learning facilitator/content expert. c. Certificate of Attendance a and b are evident = 5 only 1 requirement is evident = 2
		in professional development activities
Membership to Technical Working Groups/ Professional Organizations	5	a. Certificate of membership to DepEdrecognized technical working • All requirements are present = 5 • only 1 requirement is
		groups present = 2 b. Certificate of
		membership to recognized professional organizations









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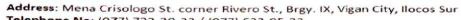
SCHOOLS DIVISION OF VIGAN CITY

COMMUNITY LEADERSHIP AND SOCIAL RESPONSIBILITY	5	a. Certificate of Attendance/ Participation	 All requirements are evident = 15
		 b. Proof of community engagement and engagement with stakeholders c. Recognition in various community involvement program/activity d. Testimonials from community partners e. Proof of participation to a collaborative work in and out of DepEd 	 a, b, c and d are evident 12 a, b and c are evident = a and b are evident = 6 only 1 requirement is evident = 3









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Enclosure 3, Division Memorandum _____, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL FEEDBACK FORM

A scale from 1 to 5 is provided for each item where:

- 5 Always Manifest
- 4 Often Manifest
- 3 Generally/Normally Manifest
- 2 Sometimes;
- 1 Occasionally Manifest

TEACHING PERSONNEL - Category 1	Single-Cont.				
FACTORS 1. HUMAN RELATIONS		2	_3	4	
 1.1. Adjusts to variety of personalities, rank and informal groups present in the organization. 					
1.2. Responds well to requests, demands and expectations of his superior.					
1.3. Helps his/her peers in clarifying points they are trying to resolve.					
1.4. Always approachable and supportive in his/her colleagues.					
1.5. Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
1.6 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).					
1.7 Willingly does his/her share of responsibility.					
1.8 Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
. RESULT -FOCUS					
2.1 Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently? Is he/she able to produce very satisfactory quality of work in terms of usefulness/ acceptability and completeness with no supervision required.					
2.2 Expresses a desire to do better and may express frustration at waste or inefficiency.					
2.3 Achieves results with optimal use of time and resources most of the time.					
2.4 Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.					
3. PERSONAL QUALITIES AND ATTRIBUTES					
3.1. Performs and discharges his/her duties with utmost dedication					
3.2 Needs to make decision immediately, is he/she able to act quickly and make the best decision possible.					
 Willing to extend his/her office time to finish matters needing urgent attention. 					
 Have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc 					
3.5. Controls and handles his/her anger and negative emotions.					







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- Countries					
FEACHING PERSONNEL – Category 2					
FACTORS		2	3	4	
1. HUMAN RELATIONS					
1.1. Adjusts to variety of personalities, rank and informal groups present in the organization	n	T	T	_	200
1.2. Responds well to requests, demands and expectations of his superior.	1.	-	-	-	
1.3. Helps his/her peers in clarifying points they are trying to resolve.		-			
1.4. Always approachable and supportive in his/her colleagues.					_
1.5. Shows enthusiasm in providing the clients/public the necessary advice and assistant					
they sought for.					
1.6 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethic Standards for public officials and employees (RA 6713).	al .				
1.7 Willingly does his/her share of responsibility.	-				-
1.8 Acts with a sense of urgency and responsibility to meet the organization's needs, impro-	7.0	-			-
systems and help others improve their effectiveness.	9				
2. LEADERSHIP (FOR MANAGERIAL & SUPERVISORY POSITIONS)					resi.
2.1. Takes the initiative to organize or develop programs, systems and procedures ar	d		DESCRIPTION OF THE PERSON OF T		
standards that will benefit the organization	٦				
2.2. Encourages the team to participate when it comes to problem-solving and decision	1-	-			_
making and try to implement their ideas and suggestions					
2.3. Handles well the whole team and helps move towards the target or goal	-				
2.4. Assumes responsibility for the work of the other members when assigned to be a	1				
leader/chairperson of a working group?					
3. RESULT -FOCUS					
2.1 Delivers error-free outputs most of the time by conforming to standard operatir	g				
procedures correctly and consistently? Is he/she able to produce very satisfactor quality of work in terms of usefulness/ acceptability and completeness with r supervision required.	У				
2.2 Expresses a desire to do better and may express frustration at waste or inefficiency.					
2.3 Achieves results with optimal use of time and resources most of the time.					
2.4 Avoids rework, mistakes and wastage through effective work methods by placing	Ø	+			_
organizational needs before personal needs.	9				
3. PERSONAL QUALITIES AND ATTRIBUTES					
3.1. Performs and discharges his/her duties with utmost dedication	T	T		Acad Democratic	
3.2 Needs to make decision immediately, is he/she able to act quickly and make the be decision possible.	st				
3.3. Willing to extend his/her office time to finish matters needing urgent attention.	+	-	-		-
3.4. Have a high degree of tolerance for tension resulting from increasing volume of work,	-	+			_
organization change, environmental conflict, etc					
3.5. Controls and handles his/her anger and negative emotions.					







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- 1 Occasionally Manifest

NON-TEACHING PERSONNEL - Category 1	SAVE.				
FACTORS		2	3	4	5
1. HUMAN RELATIONS			Stiffs (I)		
1.1. Adjusts to variety of personalities, rank and informal groups present in the organization.					
1.2. Responds well to requests, demands and expectations of his superior.					
1.3. Helps his/her peers in clarifying points they are trying to resolve.					
1.4. Always approachable and supportive in his/her colleagues.					
1.5. Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
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1.7 Willingly does his/her share of responsibility.					
1.8 Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
2. PERSONAL QUALITIES AND ATTRIBUTES					
2.1. Performs and discharges his/her duties with utmost dedication			T		
2.2 Needs to make decision immediately, is he/she able to act quickly and make the best decision possible.					
2.3. Willing to extend his/her office time to finish matters needing urgent attention.					
2.4. Have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc					
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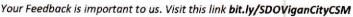




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NON-TEACHING PERSONNEL - Category 2					
FACTORS	1	2	3	4	
1. HUMAN RELATIONS					
1.1. Adjusts to variety of personalities, rank and informal groups present in the organization		Г	est suite		-
1.2. Responds well to requests, demands and expectations of his superior.					-
1.3. Helps his/her peers in clarifying points they are trying to resolve.		-		-	
1.4. Always approachable and supportive in his/her colleagues.		-			_
1.5. Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
1.6 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethica Standards for public officials and employees (RA 6713).					
1.7 Willingly does his/her share of responsibility.					CO.
1.8 Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
2. LEADERSHIP (FOR MANAGERIAL & SUPERVISORY POSITIONS)		e de la constante de la consta			
2.1. Takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization					
2.2. Encourages the team to participate when it comes to problem-solving and decision-making and try to implement their ideas and suggestions					
2.3. Handles well the whole team and helps move towards the target or goal`					
2.4. Assumes responsibility for the work of the other members when assigned to be a leader/chairperson of a working group?					
3. RESULT -FOCUS					
2.1 Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently? Is he/she able to produce very satisfactory quality of work in terms of usefulness/ acceptability and completeness with no supervision required.					
2.2 Expresses a desire to do better and may express frustration at waste or inefficiency.					
2.3 Achieves results with optimal use of time and resources most of the time.					
2.4 Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.					
3. PERSONAL QUALITIES AND ATTRIBUTES					
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CHO	DL HEADS – Category 1 and 2					
	FACTORS		2	3	4	
L. HU	MAN RELATIONS	To a listing				
	Adjusts to variety of personalities, rank and informal groups present in the organization.					10000
	Responds well to requests, demands and expectations of his superior.					
1.3.	Helps his/her peers in clarifying points they are trying to resolve.					
1.4.	Always approachable and supportive in his/her colleagues.					
	Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).					
	Willingly does his/her share of responsibility.					
1.8	Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
LEA	DERSHIP (FOR MANAGERIAL & SUPERVISORY POSITIONS)					
	Takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization					
2.2.	Encourages the team to participate when it comes to problem- solving and decision-making and try to implement their ideas and suggestions					
2.3.	Handles well the whole team/division and helps move towards the target or goal`?					
2.4.	Assumes responsibility for the work of the other members when assigned to be a leader/chairperson of a working group?					
2.5.	Exercises proper delegation of duties and responsibilities among his/her subordinates?					
RES	ULT -FOCUS					
2.1	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently? Is he/she able to produce very satisfactory quality of work in terms of usefulness/ acceptability and completeness with no supervision required.					







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REGION I SCHOOLS DIVISION OF VIGAN CITY

2.2 Expresses a desire to do better and may express frustration at or inefficiency.	t waste
2.3 Achieves results with optimal use of time and resources n the time.	nost of
2.4 Avoids rework, mistakes and wastage through effective methods by placing organizational needs before personal needs	e work
3. PERSONAL QUALITIES AND ATTRIBUTES	
3.1. Performs and discharges his/her duties with utmost dedication	
3.2 Needs to make decision immediately, is he/she able to act of and make the best decision possible.	quickly
 3.3. Willing to extend his/her office time to finish matters needin urgent attention. 	ng
3.4. Have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmen conflict, etc	ntal
3.5. Controls and handles his/her anger and negative emotions.	







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- 2 Sometimes;
- 1 Occasionally Manifest

JPEE	RVISOR					
	FACTORS	-1	2	3	4	
Promote delication	MAN RELATIONS	12,000				
	. Adjusts to variety of personalities, rank and informal groups present in the organization.					
	. Responds well to requests, demands and expectations of his superior.					
1.3	. Helps his/her peers in clarifying points they are trying to resolve.					
1.4	. Always approachable and supportive in his/her colleagues.					
	. Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).					
1.7	Willingly does his/her share of responsibility.					
1.8	Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
. LE	ADERSHIP (FOR MANAGERIAL & SUPERVISORY POSITIONS)					
	. Takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization					
2.2	. Encourages the team to participate when it comes to problem- solving and decision-making and try to implement their ideas and suggestions					
	. Handles well the whole team/division and helps move towards the target or goal?					
	Assumes responsibility for the work of the other members when assigned to be a leader/chairperson of a working group?					
2.5	Exercises proper delegation of duties and responsibilities among his/her subordinates?					
RES	OULT -FOCUS					
2.1	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently? Is he/she able to produce very satisfactory quality of work in terms of usefulness/ acceptability and completeness with no supervision required.					







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SCHOOL HEADS – Category 1 and 2					
FACTORS	1	2	3	4	5
1. HUMAN RELATIONS					
1.1. Adjusts to variety of personalities, rank and informal groups present in the organization.					
1.2. Responds well to requests, demands and expectations of his superior.					
1.3. Helps his/her peers in clarifying points they are trying to resolve.					
1.4. Always approachable and supportive in his/her colleagues.					
1.5. Shows enthusiasm in providing the clients/public the necessary advice and assistance they sought for.					
1.6 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).					







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1.7 Willingl	does his/her share of responsibility.	
1.8 Acts wit	h a sense of urgency and responsibility to meet the	
organiza	tion's needs, improve systems and help others improve	
their effe	ctiveness.	
2. LEADERSHI	P (FOR MANAGERIAL & SUPERVISORY POSITIONS)	
2.1. Takes th	e initiative to organize or develop programs, systems and	
procedur	es and standards that will benefit the organization	
2.2. Encoura	ges the team to participate when it comes to problem-	
solving a	nd decision-making and try to implement their ideas and	
suggestic	ns	
2.3. Handles	well the whole team/division and helps move towards the	
target or	goal?	
2.4. Assumes	responsibility for the work of the other members when	
assigned	to be a leader/chairperson of a working group?	
2.5. Exercise	s proper delegation of duties and responsibilities among	
	ubordinates?	
RESULT -FOO		Mark Company and C
2.1 Delivers	error-free outputs most of the time by conforming to	
standard	operating procedures correctly and consistently? Is	
ne/sne a	ble to produce very satisfactory quality of work in terms of	
required.	ss/ acceptability and completeness with no supervision	
	e a desire to do bettor and may avenue of	
or ineffici		
2.3 Achieve	s results with optimal use of time and resources most of	
the time.		
2.4 Avoids	rework, mistakes and wastage through effective work	
methods	by placing organizational needs before personal needs.	
	QUALITIES AND ATTRIBUTES	
3.1. Performs	and discharges his/her duties with utmost	
dedicatio		
3.2 Needs to	make decision immediately, is he/she able to act quickly	
and make	the best decision possible.	
	extend his/her office time to finish matters needing	
urgent at		
3.4. Have a h	gh degree of tolerance for tension resulting from	
ıncreasin	volume of work, organization change, environmental	
conflict, e		
3.5. Controls	and handles his/her anger and negative emotions.	







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Enclosure 4, Division Memorandum _____, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL BEHAVIORAL EVENTS INTERVIEW (BEI) TOOL

Behavioral Indicator			r	Situation	Task	Action	Result
ING SC							
	Scor	re	The car	De ndidate did not	escriptio		ATT 7
	o	Absent	The car	idaac did 110t	appear	or intervie	w.
	1	Somewhat Effective	The exa	ample was rela with coaching, r	tively ac neet the	cceptable. desired co	Candida mpetenc
	2	Proficient	The ex employ assistar				uccessfu minimu
	3	Advanced		ample indicates s with moderate			ng on mo
	4	Excellent		ndidate describe that exceeds e			uation ii
	5	Leader	The exa	ample provided /she would be	by the	candidate ered a role	e indica model







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Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

SDO VIGAN CITY PRAISE COMMITTEE:

ANNIE D. PAGDILAO, EdD, CESO VI

Assistant Schools Division Superintendent Chair, Division PRAISE Committee Committee

MARIE CHRISTINE L. NATIVIDAD

Chief Education Supervisor, CID Co-Chair, Division PRAISE

RODRIGO Q. REYES JR.

Chief Education Supervisor, SGOD Member, Division PRAISE Committee

MARY JOY P. SUERO

Budget Officer III Member, Division PRAISE Committee

GREATEST YENG C. MOLINA

Administrative Officer IV Secretariat, Division PRAISE Committee

PRINCESS G. TORRICER

Senior Education Program Specialist Secretariat, Division PRAISE Committee

Approved:

VILMA D. EDA, CESO V

Schools Division Superintendent







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Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

Enclosure 5, Division Memorandum _____, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL NOMINATION FORM

1. Please write legibly. 2. Ensure that all essential information is provided. Search Category: Supervisor School Head	Please insert passport size formal picture
High School/Integrated Elementary Teaching Personnel Master Teacher I-IV Teacher I-III Non- Teaching Personnel Level I (SG 1-9) Level II (SG 10-23)	
Name of Nominee: Current Position: School/ Unit Assigned: Years in Service:	***************************************
It is with great pleasure and privilege to nominate to the 2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY I To the best of my knowledge, shows exemple innovative ideas, superior accomplishments, heroic deeds, genuine p and meritorious personal advocacies that greatly contribute to quality public service, making him/her qualified to the Search.	ary behavior, ublic service.
Signature over Printed Name of Nominator Position Date	e Signed
I hereby certify that all information contained in my nomination folders correct, and of my personal knowledge and belief, and the document herewith are original and/or certified true copies thereof. Furtherm grant the Department of Education, through the Division PRAISE Coright to collect and process my personal information as stated above, relevant to my nomination in 2024 SEARCH FOR MOST OUTSTAVIGAN CITY PERSONNEL and for purposes of compliance with the law regulations being implemented by the Republic of the Philippines	ore, I hereby ommittee, the for purposes INDING SDO vs, rules, and







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Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

Enclosure 6, Division Memorandum _____, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL EXECUTIVE NOMINATION WRITE-UP

m 1.1	
Position:	
School / Office:	
Search Category:	

The three-page write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be data-driven, in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or
- "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in
- brief, factual and in bullet form; and
- Present impact of accomplishments by indicating problems addressed, savings
- generated, people/office benefited and/or transactions facilitated
- Use the criteria as sub-headings, if needed

Prepared by:

<<SIGNATURE OVER PRINTED NAME OF NOMINATOR>>>
<<Position>>
<<Date>>







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Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

Enclosure 7, Division Memorandum _____, s. 2024

2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL CHECKLIST OF REQUIREMENTS

Name of Nominee:
Search Category Applied For:
Contact Number:
Religion:
Ethnicity:
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Page Page 1	Status of Submission (To be filled out by the applicant; Check if	Verification (To be filled out by the HRMO/ HR Office/ Sub/Committee		
Documentary Requirement	submitted)	Status of Submission (Check if complied)	Remarks	
19				

Attested:

DIVISION PRAISE COMMITTEE

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel in the Department of Education and for the purposes of compliance with the laws, rules, and regulation being implemented by the Civil Service Commission.

Name	and	Signature	of	Applicant
------	-----	-----------	----	-----------

Subscribe and sworn to before me this _day of _____, year 2024.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have legal effect, the validity or enforceability as any other documents or legal writing, and a) (w)here the law requires a document to be in writing, that requirements is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.







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