



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 263 s. 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.
3. 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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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 duly-notarized 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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Enclosure 1, Division Memorandum 263, 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
  - ✓ no 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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- **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):

- a. 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	Division PRAISE Committee	September 6, 2024
2. Verification of Authenticity of Documents and Gathering of Feedback	Division PRAISE Committee	September 9-11, 2024
3. Paper Evaluation	Board of Judges	September 16, 2024
4. Behavioral Events Interview	Board of Judges	September 16, 2024
5. Deliberation and Finalization of Results	Board of Judges	September 16, 2024
6. Announcement of Winners	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 |
|             | - | Plaque of Recognition       |
| Non-Winners | - | 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:

<b>TEACHING PERSONNEL – (Category 1 – Teacher I-III including Special Education Teacher and Special Science Teacher)</b>			
CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS
<b>I. COMMENDABLE ACCOMPLISHMENTS (65 POINTS)</b>			
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/commendation is specified  ➤ For Demonstration Teaching: Demonstration Lesson Plan approved by higher authorities	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 = 1.5 ▪ Regional Level = 1 ▪ Division = 0.5  Demonstration Teaching (3 pts) ▪ National Level = 3 ▪ Regional Level = 2



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		and Certificate of Recognition/Certification from Program/Training Manager	▪ Division = 1
<p>CURRICULAR INNOVATIONS AND INITIATIVES WITH IMPACT ON LEARNING OUTCOMES</p> <ul style="list-style-type: none"> <li>➤ Instructional Materials Developed</li> <li>➤ Application of ICT in the teaching-learning process</li> <li>➤ Application of learning from professional development activities</li> <li>➤ Active Involvement in Professional Learning Communities</li> <li>➤ Extension services in the community</li> </ul>	40	<ul style="list-style-type: none"> <li>➤ For Instructional Materials Developed:               <ul style="list-style-type: none"> <li>a. Must have passed through the LR development and QA process of the CID</li> <li>b. Issued with Specialty Clearance Certificate</li> <li>c. Testimonies of other teachers on the utilization of IMs Developed indicating improved learning outcomes</li> </ul> </li> <li>➤ Application of ICT in the teaching-learning process               <ul style="list-style-type: none"> <li>a. DLL/DLP reflecting the level of ICT integration in the teaching-learning process</li> <li>b. classroom assessment result; learning outcomes</li> </ul> </li> <li>➤ Application of learning from professional development activities               <ul style="list-style-type: none"> <li>a. Approved Action Plan/JEL</li> <li>b. Accomplishment Report</li> </ul> </li> </ul>	<p>Instructional Materials Developed (10 pts)</p> <ul style="list-style-type: none"> <li>▪ a, b and c are evident = 10</li> <li>▪ a and b are evident = 7</li> <li>▪ a only is evident = 4</li> </ul> <p>Application of ICT in the teaching-learning process (10 pts)</p> <ul style="list-style-type: none"> <li>▪ Redefinition = 10</li> <li>▪ Modification = 7</li> <li>▪ Augmentation = 4</li> <li>▪ Substitution = 1</li> </ul> <p>Application of learning from professional development activities (10 pts)</p> <ul style="list-style-type: none"> <li>▪ a, b and c are evident = 10</li> <li>▪ a and b are evident</li> </ul>



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		c. Testimonies on the adaptation of practice/process  ➤ Active Involvement in Professional Learning Communities a. Proof of Affiliation in PLCs b. Proof of active involvement such as discussions on a relevant professional topic; outputs  ➤ 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	= 7 ▪ a only is evident = 4  Active Involvement in Professional Learning Communities (5 pts) ▪ a and b = 5 ▪ b only = 3 ▪ a only = 1  Extension services in the community (5 pts) ▪ a and b = 5 ▪ a only = 2
LEARNING FACILITATION/ SPEAKERSHIP	10	a. Certificate issued to recognized LF (if applicable) b. Certificate/Certification as LF/Resource Speaker	▪ a, b, c, and d are evident = 10 ▪ b, c, and d are evident = 8 ▪ any 2 are evident



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		c. Session Guide/Training Matrix d. 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
<b>RESEARCH AND DEVELOPMENT (20 POINTS)</b>			
RESEARCHES CONDUCTED	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 Recommendations Adopted in the - ▪ Division Level = 10 ▪ Cluster Level = 8 ▪ School Level = 6 ▪ Department = 4 ▪ Classroom Level = 2
PUBLISHED WORK AND ARTICLES/ AUTHORSHIP	4	➤ Published articles on education (except news articles, literary pieces and the like) ➤ Authorship of educational book	Level of Coverage ▪ National = 4 ▪ Cluster of Regions= 3 ▪ Regional= 2



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		<ul style="list-style-type: none"> <li>▪ Division/Province/City = 1</li> </ul>
<b>VALIDATION AND FEEDBACK (to include testimonies from superiors, co-workers and learners)- 10 POINTS</b>		
<b>BEHAVIORAL EVENTS INTERVIEW (focused on pedagogies; classroom management and school fit) – 5 POINTS</b>		

TEACHING PERSONNEL – (Category 2 – Master Teacher I-II)			
CRITERIA	POINTS	EVIDENTIARY REQUIREMENTS	RUBRICS
<b>COMMENDABLE ACCOMPLISHMENTS (80 POINTS)</b>			
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) <ul style="list-style-type: none"> <li>▪ International Level = 3</li> <li>▪ National Level = 2</li> <li>▪ Regional Level = 1</li> <li>▪ Division = 0.5</li> </ul> Recognized Outputs (2 pts) <ul style="list-style-type: none"> <li>▪ National Level = 2</li> <li>▪ Regional Level = 1</li> <li>▪ Division = 0.5</li> </ul> Winnings as Coach (2 pts) <ul style="list-style-type: none"> <li>▪ International Level = 2</li> <li>▪ National Level = 1.5</li> <li>▪ Regional Level = 1</li> <li>▪ Division = 0.5</li> </ul> Demonstration Teaching (3 pts)
		➤ For Demonstration Teaching:	



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		a. Demonstration Lesson Plan approved by higher authorities; b. Certificate of Recognition/Certification from Program/ Training Manager	▪ National Level = 3 ▪ Regional Level = 2 ▪ Division = 1
<b>LEADERSHIP WITH IMPACT ON IMPROVED TEACHER COMPETENCE</b>  ➤ 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  ➤ Supervisory or TA Plan a. Approved Plan b. Accomplishment Report c. Evidence of Improved Teacher Competence  ➤ 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	Mentoring/Coaching Activities (7 pts) ▪ a, b, and c = 7 ▪ a and b = 4 ▪ a only = 2  Instructional Supervisory Activities (7 pts) ▪ a, b, and c = 7 ▪ a and b = 4 ▪ a only = 2  INSETs conducted (6 pts) ▪ a, b, and c = 6 ▪ a and b = 4 ▪ a only = 2



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<p>CURRICULAR INNOVATIONS AND INITIATIVES WITH IMPACT ON 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)</p> <ul style="list-style-type: none"> <li>➤ Instructional Materials Developed</li> <li>➤ Application of ICT in the teaching-learning process</li> <li>➤ Application of learning from professional development activities</li> <li>➤ Active Involvement in Professional Learning Communities</li> <li>➤ Extension services in the community</li> </ul>	40	<p>➤ For Instructional Materials Developed:</p> <p>a. Must have passed through the LR development and QA process of the CID</p> <p>b. Issued with Specialty Clearance Certificate</p> <p>➤ Application of ICT in the teaching-learning process</p> <p>a. DLL/DLP reflecting the application of ICT</p> <p>b. classroom assessment result; learning outcomes</p> <p>➤ Application of learning from professional development activities</p> <p>a. Approved Action Plan/JEL</p> <p>b. Accomplishment Report</p>	<p>Instructional Materials Developed (10 pts)</p> <ul style="list-style-type: none"> <li>▪ a, b, and c are evident = 10</li> <li>▪ a and b are evident = 7</li> <li>▪ a only is evident = 4</li> </ul> <p>Application of ICT in the teaching-learning process (10 pts)</p> <ul style="list-style-type: none"> <li>▪ Redefinition = 10</li> <li>▪ Modification = 7</li> <li>▪ Augmentation = 4</li> <li>▪ Substitution = 1</li> </ul> <p>Application of learning from professional development activities (10 pts)</p> <ul style="list-style-type: none"> <li>▪ a, b, and c are evident = 10</li> <li>▪ a and b are evident = 7</li> <li>▪ a only is evident = 4</li> </ul>
		<p>➤ Active Involvement in Professional Learning Communities</p> <p>a. Proof of Affiliation in PLCs</p>	<p>Active Involvement in Professional Learning Communities</p>



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		b. Proof of active involvement such as discussions on a relevant professional topic; outputs  ➤ 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	(5 pts) ▪ a and b = 5 ▪ b only = 3 ▪ a only = 1  Extension services in the community (5 pts) ▪ a and b = 5 ▪ a only = 2
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 = 4 ▪ any 2 are evident = 3 ▪ 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	▪ All 3 indicators are met = 5 ▪ 2 indicators met = 3 ▪ 1 indicator met = 1
<b>RESEARCH AND DEVELOPMENT (10 POINTS)</b>			



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RESEARCHES CONDUCTED	3	<ul style="list-style-type: none"> <li>a. Approved research proposal</li> <li>b. Certificate of completion of research</li> <li>c. Abstract of research</li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 3</li> <li>▪ a and b are evident = 2</li> <li>▪ a only = 1</li> </ul>
APPLICATION/ UTILIZATION OF RESEARCH FINDINGS AND RECOMMENDATIONS	4	<ul style="list-style-type: none"> <li>➤ Testimonies from other teachers on the utilization of research findings/recommendations indicating improved learning outcomes</li> <li>➤ Sample outputs applying research findings/recommendations</li> </ul>	Findings and Recommendations Adopted in the – <ul style="list-style-type: none"> <li>▪ Division Level = 4</li> <li>▪ Cluster Level = 3</li> <li>▪ School Level = 2</li> <li>▪ Department/ Classroom Level = 1</li> </ul>
PUBLISHED WORK AND ARTICLES/AUTHORSHIP	3	<ul style="list-style-type: none"> <li>➤ Published articles on education (except news articles, literary pieces and the like)</li> <li>➤ Authorship of educational book</li> </ul>	Level of Coverage <ul style="list-style-type: none"> <li>▪ National = 3</li> <li>▪ Regional = 2</li> <li>▪ Division/Province/ City = 1</li> </ul>
<b>VALIDATION AND FEEDBACK (to include testimonies from superiors, co-workers and learners)- 5 POINTS</b>			
<b>BEHAVIORAL EVENTS INTERVIEW - (focused on pedagogies; classroom management and school fit) 5 POINTS</b>			

<b>NON-TEACHING PERSONNEL - (Category 1 - Salary Grade 1-9)</b>			
<i>CRITERIA</i>	<i>POINTS</i>	<i>EVIDENTIARY REQUIREMENT/S</i>	<i>RUBRICS</i>
Professional and Personal Growth and Development	10	<ul style="list-style-type: none"> <li>➤ Certificates of Participation in Professional Development</li> </ul>	Certificate of Participation (10 pts) <ul style="list-style-type: none"> <li>▪ National = 10</li> </ul>



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		Programs (at least 3-day duration)	<ul style="list-style-type: none"> <li>▪ Regional = 8</li> <li>▪ Division = 6</li> <li>▪ District/School = 4</li> </ul>
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, co-workers, stakeholders, learners and other client	20	Commendation from a. Superior b. clubs and organizations (e.g., SELG, SSLG, PTA) c. community	<ul style="list-style-type: none"> <li>▪ at least 3 commendations from any of the list = 20</li> <li>▪ at least 2 commendations from any of the list = 15</li> <li>▪ 1 commendation from any of the list = 10</li> </ul>
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)	<ul style="list-style-type: none"> <li>▪ National level = 25</li> <li>▪ Regional level = 20</li> <li>▪ Division= 15</li> <li>▪ Cluster Level = 10</li> <li>▪ School Level = 5</li> </ul>
<b>VALIDATION AND FEEDBACK (to include testimonies from superiors, co-workers and learners) 10 POINTS</b>			
<b>BEHAVIORAL EVENTS INTERVIEW 10 POINTS</b>			

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



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<b>CRITERIA</b>	<b>POINTS</b>	<b>EVIDENTIARY REQUIREMENTS</b>	<b>RUBRICS</b>
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	<ul style="list-style-type: none"> <li>▪ All the Evidentiary requirements present = 45</li> <li>▪ three (3) ERs = 35</li> <li>▪ two (2) ERs = 25</li> <li>▪ one (1) ER = 15</li> </ul>
Quality and Consistency and Behavioral performance Executes accurate, consistent and detailed performance of daily tasks	15	<ul style="list-style-type: none"> <li>➢ IPCRF for the last three years</li> </ul>	Average of the 3 performance ratings (15 pts) <ul style="list-style-type: none"> <li>- Average of ratings for the last 3 years multiplied to 3.</li> </ul>
Work Ethics and Behavior Be able to interact and build good relationships with superiors ,co-workers, stakeholders, learners and other clients	10	Commendation from <ul style="list-style-type: none"> <li>a. Superior</li> <li>b. clubs and organizations (e.g., SELG, SSLG, PTA)</li> <li>c. community</li> </ul>	<ul style="list-style-type: none"> <li>▪ at least 3 commendations from any of the list = 10</li> <li>▪ at least 2 commendations from any of the list = 8</li> <li>▪ 1 commendation from any of the list = 6</li> </ul>
Research and Innovations	10	<ul style="list-style-type: none"> <li>a. Approved research proposal</li> <li>b. Certificate of completion of research</li> <li>c. Abstract of research</li> <li>d. Certificate of utilization of findings and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ a, b, and c are evident = 8</li> <li>▪ a and b are evident = 6</li> <li>▪ a only is evident = 4</li> </ul>
Social and Community Involvement Able to participate and extend services/assistance to the community	10	<ul style="list-style-type: none"> <li>➢ Memorandum of Agreement/Resolution</li> </ul>	All the Evidentiary Requirements (ERs) present = 10 points



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		<ul style="list-style-type: none"> <li>➤ Certification from the Brgy. Captain/organization head of his community involvement</li> <li>➤ Accomplishment Report</li> <li>➤ Certificate of Commendation from the community folks.</li> <li>➤ Attendance sheet and pictorials ( if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 ERs present = 8 points</li> <li>▪ 3 ERs present= 6 points</li> <li>▪ 2 ERs present = 4 points</li> <li>▪ 1 ER present= 2 points</li> </ul>
<b>VALIDATION AND FEEDBACK (to include testimonies from superiors, co-workers and learners) 5 POINTS</b>			
<b>BEHAVIORAL EVENTS INTERVIEW 5 POINTS</b>			

<b>SCHOOL HEADS (ELEMENTARY and HIGH SCHOOL/INTEGRATED)</b>			
<b>CRITERIA</b>	<b>POINTS</b>	<b>EVIDENTIARY REQUIREMENTS</b>	<b>RUBRICS</b>
INSTRUCTIONAL LEADERSHIP	30	<ul style="list-style-type: none"> <li>➤ Review, Contextualization and Implementation of Learning Standards</li> <li>Any proof of technical assistance given to teachers on the review, contextualization and implementation of learning standards</li> <li>a. Supervisory accomplishment report on the review, contextualization and implementation of learning standards</li> </ul>	Review, Contextualization and Implementation of Learning Standards (10 points) <ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ a and b are evident = 8</li> <li>▪ a only is evident = 6</li> </ul>



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		<p>b. Corrected output of the teacher or the developed material itself</p> <p>c. Proof of improved learning outcomes</p> <p>➤ Conduct of LAC/INSET for Professional Development:</p> <p>a. Approved Plan</p> <p>b. Accomplishment Report</p> <p>c. Evidence of Improved Teacher Competence</p> <p>d. Evidence of utilization of classroom observation notes for PDP development</p> <p>➤ Completed Innovative Project/Program along Curriculum</p> <p>a. Approved Innovation Project Proposal</p> <p>b. Copy of completed Innovative Project</p> <p>c. Accomplishment Report on the implementation</p> <p>d. Evidence of utilization in the school and other agencies.</p>	<p>Conduct of LAC/INSET (5 points)</p> <ul style="list-style-type: none"> <li>▪ All requirements are evident = 5</li> <li>▪ a, b and c are evident = 4</li> <li>▪ a and b are evident = 3</li> <li>▪ a only is evident = 2</li> </ul> <p>Completed Innovative Project/Program along Curriculum (10 points)</p> <ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ a, b and c are evident = 8</li> <li>▪ a and b are evident = 6</li> <li>▪ a only is evident = 4</li> </ul>
			<p>Learning Facilitation (5 points)</p>



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		<ul style="list-style-type: none"> <li>➤ Learning Resource Facilitator on Instructional/Pedagogical advancement of teachers</li> </ul>	<ul style="list-style-type: none"> <li>▪ National Level = 5</li> <li>▪ Regional Level = 4</li> <li>▪ Division Level = 3</li> <li>▪ School Level = 2</li> </ul>
<b>STRATEGIC LEADERSHIP</b>	<b>20</b>		
Quality School Management Practices	5	<ul style="list-style-type: none"> <li>➤ School Improvement Plan (SIP)                             <ul style="list-style-type: none"> <li>a. Approved SIP /AIP</li> <li>b. Implementation or Accomplishment Report</li> <li>c. Monitoring and Evaluation Report ( based on BEMEF)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 5</li> <li>▪ At least 2 ERs are evident = 3</li> <li>▪ Only 1 ER is evident = 2</li> </ul>
Research and Development Initiatives	10	<ul style="list-style-type: none"> <li>➤ Copy of SDO approved policy developed based on the result of research conducted                             <ul style="list-style-type: none"> <li>a. SDO approved research proposal</li> <li>b. Copy of completed research</li> <li>c. Certificate of Utilization</li> <li>d. Accomplishment Report</li> <li>e. Copy of the policy developed based on the research conducted.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ a, b, c and d are evident = 8</li> <li>▪ a, b and c are evident = 6</li> <li>▪ a and b are evident = 4</li> <li>▪ only 1 requirement is evident = 2</li> </ul>
School Program Implementation	5	<ul style="list-style-type: none"> <li>➤ Initiated a School Program along Governance and Operations (e. g. mental health, feeding, sports, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 5</li> <li>▪ a, b and c are evident = 3</li> <li>▪ a and b are evident = 2</li> <li>▪ Only a is evident = 1</li> </ul>



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		<ul style="list-style-type: none"> <li>a. Personnel/learner needs analysis reports</li> <li>b. Approved project/program proposal</li> <li>c. Accomplishment Report</li> <li>d. Report on Monitoring and Evaluation of Implementation</li> </ul>	
MANAGING SCHOOL OPERATIONS & RESOURCES	20		
Financial Management	5	<ul style="list-style-type: none"> <li>- Disbursement and Utilization Rate (Report from the Division Budget Officer – First Semester 2023)</li> <li>- Additional resource generation Income generating project/s conducted               <ul style="list-style-type: none"> <li>a. SIP reflecting the activity</li> <li>b. approved permit</li> <li>c. financial statement report</li> <li>d. project accomplished</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Average of Disbursement and Utilization rates divided by 100 multiplied to 3 (3 pts)</li> <li>▪ Additional resource generated (2 pts)</li> </ul> <p>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</p>
Records Management	5	<ul style="list-style-type: none"> <li>➤ Evidence that school data and information are managed effectively using technology, including ICT</li> </ul>	Records Management using technology, including ICT (3points)



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		<ul style="list-style-type: none"> <li>a. screenshots of the use of google drives, databases and virtual directories</li> <li>b. inventory of records /hardcopies</li> </ul> <p>➤ School Process on utilization and safekeeping of the school data and information</p> <ul style="list-style-type: none"> <li>a. Policy on records management</li> <li>b. Process flowchart on the utilization and safekeeping of records</li> </ul>	<ul style="list-style-type: none"> <li>▪ All the evidentiary requirements are present = 3</li> <li>▪ At least 1 ER is present = 2</li> </ul> <p>School Process on Utilization and Safekeeping of records (2points)</p> <ul style="list-style-type: none"> <li>▪ All the evidentiary requirements are present = 2</li> <li>▪ At least 1 ER is present = 1</li> </ul>
School Safety Management	5	<p>➤ Disaster Preparedness and School Safety</p> <ul style="list-style-type: none"> <li>a. Presence of Contingency Plan</li> <li>b. Functional/ Organized SDRRC</li> <li>c. List of school personnel/learners trained on DPRP</li> <li>d. Proof of institutionalization of the effective management of school safety for disaster preparedness, mitigation and resiliency.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 5</li> <li>▪ a, b and c are evident = 3</li> <li>▪ a and b are evident = 2</li> <li>▪ a only is evident = 1</li> </ul>



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Human Resource Management	5	<ul style="list-style-type: none"> <li>➤ Evidences of Personnel Development               <ul style="list-style-type: none"> <li>a. Summary of Individual Professional Development Plan ( IPDP)</li> <li>b. Copy of Approved Faculty Development Plan based on IPDP of staff</li> <li>c. Monitoring/progress report of the approved faculty development plan</li> <li>d. Intervention Plan</li> <li>e. Implementation Report for the Intervention Plan</li> </ul> </li> <li>➤ Effective management of staff               <ul style="list-style-type: none"> <li>a. Proof of equitable teaching load distribution</li> <li>b. Proof of grade level and subject area assignment</li> </ul> </li> </ul>	<p>Personnel Development (3 points)</p> <ul style="list-style-type: none"> <li>▪ All requirements are evident = 3</li> <li>▪ a, b, c and d are evident = 2</li> <li>▪ a, b, and c are evident = 1</li> </ul> <p>Management of Staff (2 points)</p> <ul style="list-style-type: none"> <li>▪ All requirements are evident = 2</li> <li>▪ Any of the 2 evidentiary requirements is present = 1</li> </ul>
DEVELOPING SELF AND OTHERS	10	<ul style="list-style-type: none"> <li>➤ Conduct of training programs for fellow School Heads:               <ul style="list-style-type: none"> <li>a. Evidence of continuous professional development initiatives/activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ a and b are evident = 8</li> <li>▪ only a is evident = 6</li> </ul>



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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 service with complete evidentiary requirements = 3
<b>Validation and Feedback (to include testimonies from superiors, peers, co-workers and learners) – 5 POINTS</b>			
<b>BEHAVIORAL INTERVIEW - 5 POINTS</b>			

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



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		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 IMPROVEMENT	30	➤ Research and Innovation a. List of <b>solo</b> Action Researches conducted b. Certificate of Research Implementation c. Certificate of Research Involvements d. Proof of innovative outputs e. Certificate of Implementation of the Innovative Outputs	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 30</li> <li>▪ a, b, c and d are evident = 25</li> <li>▪ a, b and c are evident = 20</li> <li>▪ a and b are evident = 15</li> <li>▪ only 1 requirement is evident = 10</li> </ul>
DEVELOPING SELF AND OTHERS	25		
Learning and Development Initiatives	10	➤ List of approved/certified/accredited learning and development	<ul style="list-style-type: none"> <li>▪ All requirements are evident = 10</li> <li>▪ At least 2 ERs are evident = 5</li> <li>▪ Only 1 ER is evident = 2</li> </ul>



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		<p>initiatives for both the teaching and non-teaching personnel</p> <ul style="list-style-type: none"> <li>➤ Sample training designs and matrixes approved by NEAP-R1</li> <li>➤ Sample of submitted/approved Accomplishment Reports</li> <li>➤ Accomplishment reports on the implemented needs-based programs implemented</li> </ul>	
Personal and Professional Development Initiatives	10	<p>a. Certificate/List of trainings conducted.</p> <p>b. Certificate of recognition as speaker/learning facilitator/content expert.</p> <p>c. Certificate of Attendance in professional development activities</p>	<ul style="list-style-type: none"> <li>• All requirements are evident = 10</li> <li>• a and b are evident = 5</li> <li>• only 1 requirement is evident = 2</li> </ul>
Membership to Technical Working Groups/ Professional Organizations	5	<p>a. Certificate of membership to DepEd-recognized technical working groups</p> <p>b. Certificate of membership to recognized professional organizations</p>	<ul style="list-style-type: none"> <li>• All requirements are present = 5</li> <li>• only 1 requirement is present = 2</li> </ul>



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COMMUNITY LEADERSHIP AND SOCIAL RESPONSIBILITY	5	a. Certificate of Attendance/ Participation 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	<ul style="list-style-type: none"><li>▪ All requirements are evident = 15</li><li>▪ a, b, c and d are evident = 12</li><li>▪ a, b and c are evident = 9</li><li>▪ a and b are evident = 6</li><li>▪ only 1 requirement is evident = 3</li></ul>
<b>Validation and Feedback (to include testimonies from superiors, peers, co-workers and learners) - 5 POINTS</b>			
<b>BEHAVIORAL INTERVIEW - 5 POINTS</b>			



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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

<b>TEACHING PERSONNEL - Category 1</b>					
<b>FACTORS</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. HUMAN RELATIONS</b>					
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.					
<b>2. RESULT -FOCUS</b>					
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.					
<b>3. PERSONAL QUALITIES AND ATTRIBUTES</b>					
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.					
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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Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**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 2					
FACTORS	1	2	3	4	5
<b>1. HUMAN RELATIONS</b>					
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.					
<b>2. LEADERSHIP (FOR MANAGERIAL &amp; SUPERVISORY POSITIONS)</b>					
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?					
<b>3. RESULT -FOCUS</b>					
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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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					
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 FEEDBACK FORM**

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- 2 – Sometimes;
- 1 - Occasionally Manifest

<b>NON-TEACHING PERSONNEL – Category 1</b>					
<b>FACTORS</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. HUMAN RELATIONS</b>					
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.					
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<b>2. PERSONAL QUALITIES AND ATTRIBUTES</b>					
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**2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL  
 FEEDBACK FORM**

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- 1 - Occasionally Manifest

NON-TEACHING PERSONNEL – Category 2					
FACTORS					
	1	2	3	4	5
<b>1. HUMAN RELATIONS</b>					
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.					
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<b>2. LEADERSHIP (FOR MANAGERIAL &amp; SUPERVISORY POSITIONS)</b>					
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?					
<b>3. RESULT -FOCUS</b>					
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.					
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SCHOOL HEADS - Category 1 and 2					
FACTORS					
	1	2	3	4	5
<b>1. HUMAN RELATIONS</b>					
1.1. Adjusts to variety of personalities, rank and informal groups present in the organization.					
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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?					
<b>3. RESULT -FOCUS</b>					
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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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.					
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- 2 – Sometimes;
- 1 - Occasionally Manifest

SUPERVISOR					
	FACTORS				
	1	2	3	4	5
<b>1. HUMAN RELATIONS</b>					
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.					
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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?					
<b>3. RESULT - FOCUS</b>					
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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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.					
<b>3. PERSONAL QUALITIES AND ATTRIBUTES</b>					
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.					
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.					

**2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL  
 FEEDBACK FORM**

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

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SCHOOL HEADS – Category 1 and 2					
FACTORS					
	1	2	3	4	5
<b>1. HUMAN RELATIONS</b>					
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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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 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

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.					
<b>2. LEADERSHIP (FOR MANAGERIAL &amp; SUPERVISORY POSITIONS)</b>					
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<b>3. RESULT - FOCUS</b>					
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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Enclosure 4, Division Memorandum \_\_\_\_\_, s. 2024

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

**Name of Nominee :** \_\_\_\_\_

**Search Category Applied For:** \_\_\_\_\_

**Name & Signature of Interviewer:** \_\_\_\_\_

Behavioral Indicator	Situation	Task	Action	Result

**RATING SCALE**

Score	Description
<input type="checkbox"/> 0 Absent	The candidate did not appear for interview.
<input type="checkbox"/> 1 Somewhat Effective	The example was relatively acceptable. Candidate could, with coaching, meet the desired competencies
<input type="checkbox"/> 2 Proficient	The example indicates an ability to successfully employ the KSAs required with minimum assistance.
<input type="checkbox"/> 3 Advanced	The example indicates capability of working on most projects with moderate assistance
<input type="checkbox"/> 4 Excellent	The candidate described handling the situation in a manner that exceeds expectations.
<input type="checkbox"/> 5 Leader	The example provided by the candidate indicates that he/she would be considered a role model for others

Other Rating Notes



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**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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Enclosure 5, Division Memorandum \_\_\_\_\_, s. 2024

**2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL  
 NOMINATION FORM**

**INSTRUCTIONS:**

1. Please write legibly.
2. Ensure that all essential information is provided.

Please insert  
 passport size  
 formal  
 picture

**Search Category:**

\_\_\_\_\_ Supervisor  
 School Head  
 \_\_\_\_\_ 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: \_\_\_\_\_ Salary Grade: \_\_\_\_\_  
 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 PERSONNEL**.

To the best of my knowledge, \_\_\_\_\_ shows exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service, and meritorious personal advocacies that greatly contribute to quality and efficient public service, making him/her qualified to the Search.

Signature over Printed Name of Nominator	Position	Date Signed
--	----------	-------------

I hereby certify that all information contained in my nomination folders are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof. Furthermore, I hereby grant the Department of Education, through the Division PRAISE Committee, the right to collect and process my personal information as stated above, for purposes relevant to my nomination in **2024 SEARCH FOR MOST OUTSTANDING SDO VIGAN CITY PERSONNEL** and for purposes of compliance with the laws, rules, and regulations being implemented by the Republic of the Philippines

\_\_\_\_\_  
 Name and Signature of Nominee



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Enclosure 6, Division Memorandum \_\_\_\_\_, s. 2024

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

Name of Nominee: \_\_\_\_\_  
 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 ( )

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

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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 Website: www.depedvigan.city.com

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)

