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

DIVISION MEMORANDUM
No. **747**, s. 2026

08 SEP 2026

**EXTENSION ON THE SUBMISSION OF NOMINATIONS FOR THE
2026 MOST OUTSTANDING SDO VIGAN CITY PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum No. 643, s. 2026, this Division announces the **Extension on the Submission of Nominations for the 2026 Most Outstanding SDO Vigan City Personnel**.
2. The extension of submission is specific for the following categories only:
 - a) Teaching Personnel
 - Category 2 – Master Teacher I – IV and Head Teacher with teaching loads
 - b) School Heads (*including Head Teachers with appointment as School Heads and Assistant Principals*)
 - Category 2 (High School/Integrated School)
 - c) Supervisors
3. All schools are encouraged to submit their entries for the abovementioned categories. The deadline of submission is on **September 10, 2026, 12:00 noon**.
4. All other provisions stipulated in Division Memorandum No. 643, s. 2026 shall remain in effect.
5. Immediate and wide dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/EXTENSION OF THE SUBMISSION FOR THE CALL FOR NOMINATIONS
FOR THE 2026 MOST OUTSTANDING SDO VIGAN CITY PERSONNEL
2026-127/September 7, 2026





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

DIVISION MEMORANDUM

No. **043**, s. 2026

13 AUG 2026

**CALL FOR NOMINATIONS FOR THE 2026 MOST OUTSTANDING
 SDO VIGAN CITY PERSONNEL**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. Pursuant to **DepEd Order No. 78, s. 2007** titled, "*Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE)*", the Schools Division of Vigan City hereby announces the opening of nominations for the **2026 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. This Office shall accept nominations for the following categories:

- a. Teaching Personnel
 - Category 1 – Teacher I – VII (*including Special Education Teacher and Special Science Teacher*)
 - Category 2 – Master Teacher I – IV and Head Teacher with teaching loads
- b. Non-Teaching Personnel
 - Category 1 (Salary Grade 1-9)
 - Category 2 (Salary Grade 10-23)
- c. School Heads (*including Head Teachers with appointment as School Heads and Assistant Principals*)
 - Category 1 (Elementary School)
 - Category 2 (High School/Integrated School)
- d. Supervisors

4. 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 2026 Most Outstanding SDO Vigan City Personnel. Failure to comply with these guidelines results to outright disqualification.

5. Nominators are allowed to submit one (1) nominee per category. All nominations must be properly endorsed by the School Head, Immediate Superior/Supervisor or the duly authorized representative.

6. The guidelines, nomination form, write up form, documentary requirements, and rubrics for paper evaluation are attached in this memorandum for reference.

7. Nomination forms and supporting documents accompanied by a duly notarized Omnibus Sworn Statement must be placed in A4-sized folders following the color codes:



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- a. Teaching Personnel (Category 1) – blue folder
- b. Teaching Personnel (Category 2) – yellow folder
- c. Non-Teaching Personnel (Category 1) – brown folder
- d. Non-Teaching Personnel (Category 2) – orange folder
- e. School Heads – green folder
- f. Supervisors – red folder

8. Nomination documents shall be addressed to:

VILMA D. EDA, CESO V
Schools Division Superintendent

9. Only the nominees with properly accomplished forms and complete supporting documents will be subjected to paper evaluation.

10. To ensure timely and complete submission of nomination requirements and evaluation process, the Division PRAISE Committee and the nominees shall observe the following timeline:

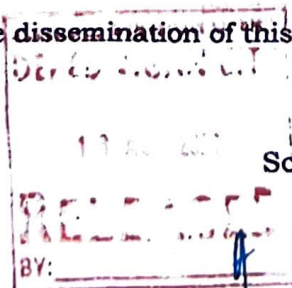
Date	Activity	Person/s Responsible
September 7, 2026	Deadline of Acceptance of Nomination Documents	Division PRAISE Committee
September 8-11, 2026	Paper Evaluation	Division PRAISE Committee
September 14, 2026 (9:00am-5:00pm)	Behavioral Events Interview and Deliberation and Finalization of Results	Board of Judges
To be announced	Awarding of Winners	SDO

11. The following documents are enclosed in this memorandum:

- a. Enclosure 1: Guidelines
- b. Enclosure 2: Nomination Form
- c. Enclosure 3: Criteria for Evaluation
- d. Enclosure 4: Feedback Form

12. The List of the Board of Judges shall be issued through a separate memorandum.

13. Immediate and wide dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent