



NORTHERN SAMAR DIVISION

& REWARDS RECOGNITION MANUAL



PREFACE

Give credit where credit is due.

However, for the DepEd Northern Samar Division, a Reward and Recognition Manual necessitates the process of giving due credits in order to capture the why and wherefore of its *raison d'être*.

Adherent to the Civil Service Commission PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management), the Schools Governance Operations Division Human Resource Development Section (SGOD HRDS) takes the initiative to leverage the program implementation by ensuring quality and excellent practice of assessing, assisting, and *awarding* a DepEd personnel who is exemplary, commendable, and outstanding. Hence, this Division-Based Reward and Recognition Manual.

Composed of teachers, school heads and division personnel as writer-developers, this RRM underwent the rigors of planning and workshop from its development, enhancement, field-testing, validation and finalization.

Pursuant to DepEd Order 9, s. 2002 as reinforced by DepEd Order 78, s. 2007 entitled Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, and guided by specific categories, criteria, scoring, and needed means of verifications (MOVs), this Manual shall serve as an easy reference in ensuring that the most outstanding DepEd Northern Samar Division Personnel is duly recognized and awarded.

This innovation is a harvest of excellence.

-Lex and Red-
HRD Specialists



SCHOOLS DIVISION OF NORTHERN SAMAR ORGANIZATIONAL STRUCTURE



LUPAD

(Lyrics: Sylvia D. Villanueva)

Musical Arrangement: Antonio P. Dugan Jr.)

Kita an tag-undong san pag-
aradman, ug suna sini nga
kalibungan.

Kun diin man may eskwelahan,
Kun nano man an agian
Bukid, bungto, sa dagat man,
Kabataan at pagsirbihan.

Repeat Chorus

An tuna nga at natawan, naugop
san mga kabataan.
Katirok kita, burublig kita, pagkab-
ot san aton mga tinguha
Sarayo kita, lupad kita, sugad san
nasirit nga agila

At paglaom mga kabataan,
Magturutdo sa serbisyo nagtutuman
DepEd Norte aton pasalamatan,
Ngan an Dyos aton pasidunggan

Chorus

Lupad kita mga Nortehanon
Abota an panganuron
Ungod nga pag-uswag
Aton hingyapon
Kadasig kita mga Nortehanon.

Repeat Chorus 2x

Bulig, uswag, lupad.... Nortehanon!

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RATIONALE

“Motivation is the art of getting people do what you want them to do because they want to do it.” – Dwight E. Eisenhower

A gratifying work community comprised of motivated employees engenders productivity and excellence. This is but the primordial and optimum reason that this document has come into fruition.

The Civil Service Commission, through Memorandum Circular No. 1, s. 2011, institutionalized the Program on Awards and Incentives for Service Excellence (PRAISE). This program promotes every department or agency to establish its own employee suggestions and incentives awards system. The established system shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extra-ordinary acts or services in the public interest.

In consonance with the aforementioned resolution, the Department of Education through its Department Order No. 9, s. 2002 established its own PRAISE system which aims to encourage, recognize, and reward employees for innovative ideas, discoveries, innovations, heroic deeds, exemplary behavior and extraordinary acts or services. Furthermore, DepEd Order No. 2, s. 2015 set forth the guidelines on the establishment and implementation of the Results-Based Performance Management System (RPMS) in the Department of Education. The guidelines stipulate the specific mechanisms, criteria and processes for the performance target setting, monitoring and evaluation and development planning for schools and employees covering all officials and employees.

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Proponents: Felix J. Ladeño and Redem D. Tingzon

8. OTHER GENERAL PROVISIONS

- 8.1** Program and Project implementers duly recognized, acknowledged, and awarded by DepEd Regional Office and Central Office shall automatically be included in the Pasidungog within one (1) year when the award was given and shall be recognized as Outstanding Program and Project Implementer.
- 8.2.** The Official Results of the Division Selection Process shall be posted at the Schools Division Office's bulletin board.
- 8.3** In case of protest, the aggrieved party may file his/her protest within five (5) calendar days after the official result has been posted in conspicuous places by the School/District/Division PRAISE Committee.

These are the legal bases which prompted the people behind this cumbersome task to work on the creation of contextualized guidelines on the Reward and Recognition System for the Division of Northern Samar. With the aim to elevate public sector HR to a level of excellence through a process of assessment, assistance and recognition, the Human Resource Management and Development personnel exhaust all means to be strategic HR implementers.

In order to realize this ambition, DepEd N. Samar through the School Governance and Operations Division (SGOD) Human Resource Development Section (HRDS) took the initiative to institutionalize the Reward and Recognition System, which will pave the way to realizing its dream to become PRIME HR in the Department of Education.

This reward and recognition system for employees is of paramount importance for it offers a myriad of benefits and positive effects not only to the employees but to the department or agency as a whole. This will further enable the employees to reflect and recognize that their work is valued and appreciated. It will boost their sense of ownership and belonging in the workplace, improve morale, enhance loyalty, help build supportive work environment, increase employee motivation and improve employee retention.

Ultimately, it shall contribute to the attainment of the department's vision and mission and consequently attain a quality and liberating education.

MESSAGE FROM THE SCHOOLS DIVISION SUPERINTENDENT

Excellence? Let it be defined by one’s competence and character.

The finalized Reward and Recognition Guidelines encrypted in this Manual aims to recognize those who have sought the narrow path, paid the price, and delivered the goods. The requirements set herein are for those who are not fainthearted, ordinary, nor mediocre. Those who shall meet the demands of this tenuous yet weighty document are only those who have proven themselves to have set exceptional goals, worked hard, and gone beyond expectations. All these are imbued in the whole being-mind, body and soul-of those who can be distinctively called competent.


I admire the men and women of DepEd Northern Samar who have plowed the ground, watered the soil and planted the seeds so that we will have a harvest of extraordinary fruits. This manual is one of the many. When used with diligence and prudence, this will invite more members of our DepEd family to aim higher knowing that their labor will be paid off. Each recognition shall serve as a validation that what they do in their respective assignments is indeed rewarding.

But let us not be content of a man’s tangible produce. Let us raise the bar higher by digging into his character-the intention of the heart, integrity and attitude. For what shall profit a man who has collected all trophies but has allowed his heart to rot in darkness? No, not with DepEd. We shall help our men and women seek higher meaning of their existence. This can only be done when each is able to do the right things with the right intention, at the right time, and for the right purpose. But how do you integrate this criterion in such a stiff and objective manual as this? Maybe, a new challenge to the Human Resource Development Section specialists and to all those who have poured their philosophies, ideals and ingenuities into this innovative pursuit.

As I formally pen my name towards the institutionalization of this Reward and Recognition Manual, my sincerest appreciation and highest salute go to all who have braved the journey just so our personnel, both teaching and non-teaching will be prodded to dream more, do more, and reach more for the children. For at the end of the day, the victory belongs to these little ones who shall one day lead this land.

Congratulations!

*“Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it get a crown that will not last; **but we do it to get a crown that will last forever.**” – I Corinthians 9: 24-25*



BERNARDO A. ADINA, CESO VI
Schools Division Superintendent

7.6.d. Score sheet for the selection of Outstanding SGOD, CID and OSDS Personnel

Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
I. Performance Rating	50		Approved IPCRF
II. Outstanding Employee Award	5		Certificate of Recognition/ Appreciation
III. Research & Development	5		Indorsement Research Paper
IV. Innovations	5		Action plan, Project proposal
V. Publication/ Authorship	5		Book/ Paper/ Document Published or Authored
VI. Resource Speaker-ship/Learning Facilitator	5		Certificate of Recognition/ Appreciation
VII. Training	5		Certificate of Participation
VIII. Education	10		TOR
IX. Potential	5		Behavioral events in-terview
X. Psychosocial Attributes	5		Character Reference, Background investigation
TOTAL	100		

signature over printed name
PRAISE Committee Member

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PRAISE Committee Member

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PRAISE Committee Member

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Chair

IX	Potential	1.1 Communication skills 1.2 Ability to present ideas 1.3 Alertness 1.4 Judgment 1.5 Leadership Ability	5	Behavioral events interview
X	Psycho-social Attributes	1.1 Human Relations 1.2 Decisiveness 1.3 Stress Tolerance	5	Character reference, Background investigation
TOTAL POINTS			100	

DIVISION-BASED GUIDELINES ON THE SELECTION OF THE OUTSTANDING DEPED NORTHERN SAMAR PERSONNEL

1. COMPOSITION OF THE PRAISE COMMITTEES

School Level	District Level	Division Level
<p><u>Small Schools</u></p> <p>Chairman – School Head Members</p> <ol style="list-style-type: none"> 1. Master Teacher or Head Teacher or Most Senior Teacher (in terms of position) 2. GPTA President or his/her representative <p><u>Large Schools</u></p> <p>Chairman – School Head Members</p> <ol style="list-style-type: none"> 1. Master Teacher 2. Head Teacher or Grade Chairman 3. President of Teachers Association 4. PTA President or his/her representative 	<p>Chairman - District Head Members</p> <ol style="list-style-type: none"> 1. Most senior elementary principal in terms of position 2. Most senior secondary school principal in terms of position 3. A school head elected by all the school heads in the district to be a member of the Committee 4. President of the District Federated PTA or his/her representative 	<p>Chairman - SDS Co-Chair - ASDS Members</p> <ol style="list-style-type: none"> 1. CID Chief 2. SGOD Chief 3. HRMO/HRD Specialist 4. Educ. Program Supervisor 5. Division Federated PTA President or his/her representative

2. PROCEDURE FOR NOMINATING, EVALUATING AND IDENTIFYING OUTSTANDING TEACHER, KINDERGARTEN TEACHER, SPED TEACHER, MULTI-GRADE TEACHER, MASTER TEACHER, DEPARTMENT HEAD (Secondary) and GUIDANCE COUNSELOR

2.1 The School PRAISE committee shall conduct a selection procedure at the school level. The prescribed evaluation template shall be used in evaluating the document of the candidates.

2.2 The candidate with the highest score shall be nominated to the district level. A nomination form shall be duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the School PRAISE Committee Chairperson to the District PRAISE Committee. Attached to the nomination is a documentation (pictorials, ACR, etc.) of the actual conduct of the school selection procedure.

2.3 The District PRAISE Committee shall validate and evaluate the forwarded documents using the same evaluation template. The district nominee with the highest score shall be nominated to the Division PRAISE Committee as the district nominee. The District PRAISE Committee is likewise required to submit to the Division PRAISE Committee a documentation (pictorials, ACR, etc.) of the actual conduct of the district selection procedure.

2.4 The Division PRAISE Committee shall review the documents of the district nominees vis-à-vis their score sheets. Only the TOP FIVE District Nominees shall be called for the division interview. The district nominee with the highest final score after the Division Interview shall be named as the Division Awardee.

2.5 In case of a tie at any level, the Division PRAISE Committee shall examine the IPCRFs of the nominees. The nominee with the highest IPCRF numerical rating gets the nomination/award. In case all nominees display the same IPCRF numerical rating, all nominees shall be recognized.

2.6 Any member of the PRAISE Committee who is related to a candidate/nominee up to fourth degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing a particular candidate/nominee.

V	Publication/ Authorship	<ul style="list-style-type: none"> National Level (5) Regional Level (4) Division Level (3) 	5	Book/ Paper/ Document Published or Authored
VI	Resource Speaker-ship/ Learning Facilitator	Speakership in trainings/ seminars at: <ul style="list-style-type: none"> National Level (5) Regional Level (4) Division Level (3) 	5	Certificate of Recognition/ Appreciation
VII	Education	<ul style="list-style-type: none"> Doctoral Degree (5) CAR for Doctoral Degree (4) Master's Degree (3) CAR for Master's Degree (2) 	10	TOR
VIII	Training	1.1 Participant in DepEd accredited trainings conducted at: <ul style="list-style-type: none"> International Level (1) National Level (0.75) Regional Level (0.5) Division Level (0.25) 1.4 Chair/Co-Chair in technical planning in any training, orientation or workshop conducted at: <ul style="list-style-type: none"> International Level (1) National Level (0.75) Regional Level (0.5) Division Level (0.25) 	5	Certificate of Recognition/ Appreciation

7.6.c. Evaluation guide for the selection of Outstanding SGOD, CID and OSDS Personnel

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
I.	Performance rating of at least VS for the last three (3) rating periods	<p>Formula:</p> $\text{TWS} / 5 \times 100 \times 0.5$ <p><i>Example:</i></p> <p><i>The nominee with an IPCRF of Total Weighted Score (TWS) of 4.60 shall get 46</i></p> $4.60 / 5 \times 100 \times 0.5 = \mathbf{55.2}$	50	Approved IPCRF with corresponding MOVs
II.	Outstanding Employee Award	<ul style="list-style-type: none"> • National Award (5) • Regional Award (4) • Division/LGU Award (3) 	5	Certificate of Rating COR
III	Research & Development (Note: for Group Research, divide the points to number of proponents)	<p>Conducted within the last three (3) years:</p> <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) 	5	Endorsement, Research paper
IV	Innovations	<p>Approved at the:</p> <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) 	5	Action plan, Project Proposal

3. PROCEDURE FOR NOMINATING, EVALUATING AND IDENTIFYING OUTSTANDING TEACHER IN-CHARGE, HEAD TEACHER, PRINCIPAL and PRINCIPAL IN-CHARGE

3.1 The District PRAISE committee shall conduct a selection procedure at the district level. The prescribed evaluation template shall be used in evaluating the documents of the candidates. The candidate with the highest score shall be nominated to the division level. A nomination form, duly accomplished and all the other requirements, as reflected in the list, shall be submitted by the District PRAISE Committee Chairperson to the Division PRAISE Committee.

3.2 The Division PRAISE Committee shall review and validate the documents of the district nominees vis-à-vis their score sheets. After which, each nominee shall be interviewed. The district nominee with the highest score shall be named as the division awardee.

3.3 In case of a tie at any level, the PRAISE Committee shall examine the IPCRFs of the nominees. The nominee with the highest IPCRF numerical rating gets the nomination/award. In case all nominees display the same IPCRF numerical rating, all nominees shall be recognized.

3.4 Any member of the PRAISE Committee who is related to a candidate/nominee up to third degree of consanguinity and affinity shall inhibit himself/herself from evaluating the documents and interviewing a particular candidate/nominee.

4. BASIC QUALIFICATIONS

- 4.1** Minimum relative experience of one (1) complete school year
- 4.2** With a performance numerical rating of at least 4.5
- 4.3** No pending criminal or administrative case
- 4.4** No record of misbehavior in the school, district, division grievance committee, within the year

5. LIST OF REQUIREMENTS

The Nomination Folder shall contain the following items:

- 5.1** Completely filled out nomination form
- 5.2** Nominee’s updated CS Form 212 Revised 2017
- 5.3** Certification from the Chairperson that the nomination has undergone deliberation by the Committee
- 5.4** Letter from the district head indorsing the nomination to the Schools Division Superintendent

- 5.5 Detailed information on dismissed/decided case/s of the nominee, if any
- 5.6 Current Performance Rating
- 5.7 Updated service record duly certified by the Human Resource Management Officer (HRMO)
- 5.8 Means of verification (MOVs) for the I/OPCRF and outstanding accomplishments
- 5.9 Certification of No Unliquidated Cash Advances

6. DEFINITION OF TERMS

The following terms are operationally defined to facilitate understanding.

Academic Competition	any academic or non-academic DepEd-mandated competitions where the nominee receives an award as champion coach
Action Research	a systematic inquiry conducted by a nominee to diagnose a problem, plan and implement remedial action and monitor its effect
Author	a writer of a DepEd-related offline or online publication, a published book, magazine or journal, or an approved DepEd-related curriculum, resource package, manual
Awards & Recognition	pertains to the awards and recognitions received by the nominee apart from being a champion coach or trainer; could be from any recognized award-giving body or entity
Basic Research	a full-blown document which addresses issues on a larger sense relative to academic and educational practice
Coordinator	service afforded as coordinator of a DepEd program or project
Facilitator	a trainer or resource person in a DepEd-recognized seminar, workshop, or <i>writeshop</i>

5. Resource Speaker, Training Facilitator	5		<ul style="list-style-type: none"> • Letter or Invitation or Memorandum where the name of the nominee appears • Certificate of Recognition / Appreciation
6. Percentage of BLP Learners promoted to A & E Elementary	10		<ul style="list-style-type: none"> • Enrolment (LIS Generated)
III. Interview	5		
TOTAL	100		

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PRAISE Committee Member

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PRAISE Committee Member

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PRAISE Committee Member

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Chair

7.6.b. Score sheet for the selection of Outstanding District Alternative System Coordinator (DALSC) and Mobile Teacher

Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
I. Performance Rating	50		Approved IPCRF with its corresponding MOVs
II. Outstanding Accomplishments / Exemplary Performances			
1. Percentage of A & E Passers	10		<ul style="list-style-type: none"> • Rating Report Card • List of test takers
2. Innovation (Process Simplification)	5		<ul style="list-style-type: none"> • Concept Paper or Approved Proposal ACR • Pictures • Program Report (indicating improved performance)
3. Resource Generation Advocacy Campaigns of ALS Programs and Projects.	10		<ul style="list-style-type: none"> • Program/Matrix where the name of the nominee appears • Activity Completion Report • Pictures • Copy of Deed of Donation • Certificate of Acceptance • Pictures of donations
4. Outstanding Recognition / Awards Received	5		<ul style="list-style-type: none"> • Certificate of Recognition

Head Teacher – Designate	holding a permanent position of Teacher I, II, or III in a secondary school and is taking the role of a full-fledged Department Head under the leadership of a full-fledged school principal
Instructional Materials	any novel teaching materials that enhance the quality of classroom instruction
Intervention	refers to guidance and counseling practice as a program or an activity that aids the emotional, social, intellectual and spiritual needs of learners
Involvement in Civic Outreach or Extension Programs	a civic outreach or extension program which creates an impact to the community where the nominee spearheads, initiates or serves as a committee chair or member
Learning Modules	these are instructional aids which are crafted and developed to address the least learned competencies
Outstanding CID Personnel	A CID personnel who holds a permanent position
Outstanding Department Head	holding a permanent position as Head Teacher I, II, III, IV, V, or VI in a secondary school under the leadership of a full-fledged school principal
Outstanding Guidance Counselor	holding a special order as a full-fledged or designate guidance counselor.
Outstanding Head Teacher	holding a permanent position as HT I, II or III in an elementary school and at the same time designated as school head of a particular school
Outstanding Kindergarten	a permanent teacher handling kindergarten classes
Outstanding Master Teacher	holding a permanent position as Master Teacher I or II
Outstanding Multi-grade Teacher	holding a permanent position handling two or more grade levels in a class
Outstanding OSDS Personnel	An OSDS personnel who holds a permanent position
Outstanding Principal	holding a permanent position as Principal I, II, III or IV
Outstanding Principal in-charge	holding an item with special order as principal and designated as district in-charge

Outstanding SGOD Personnel	An SGOD personnel who holds a permanent position
Outstanding Teacher	holding a permanent position as Teacher I, II, or III.
Outstanding SPED Teacher	a permanent teacher holding a SPED-item position
Outstanding Teacher	holding a permanent position as Teacher I, II, or III.
Outstanding Teacher in-charge	holding a position of Teacher I, II, III in an elementary school and is designated with special order as in-charge of a particular school
Partnership / Linkages	this refers to partnerships and/or linkages established by the nominee with the external stakeholders that resulted in generating resources or its peso equivalent
Process Simplification	Specific for ALS, it is the creation or development of District innovative intervention which eases the difficulty of implementing the ALS programs and projects, properly backed up by a Concept Paper
Training Design	a training proposal geared at capacitating teachers and/or employees; includes the rationale, key understandings, learning objectives, training matrix and budget specifications
Training Manager	a DepEd employee who assists in the conduct of a DepEd-recognized seminar or training

	4. Outstanding Recognition / Awards Received	5 – National Level 4 – Regional Level 3 – Division Level 2 – District Level	5	Certificate of Recognition
	5. Resource Speaker, Training Facilitator	5 – National Level 4 – Regional Level 3 – Division Level 2 – District Level	5	Certificate of Recognition
	6. Percentage of BLP Learners promoted to A & E Elementary	10 = 80% - 100% 8 = 60% - 79% 6 = 40% - 59% 4 = 20% - 39% 2 = 19% and below	10	Enrolment (LIS Generated)
III.	Interview		5	
TOTAL POINTS			100	

	2. Innovation (Process Simplification)	5 – adapted by other districts within the division 3 – implemented by the schools / school heads within the district handled by the nominee	5	Concept Paper or Approved Proposal, ACR, Pictures, Program Report (indicating improved performance)
	3. Networking / Linkages 3.a. Advocacy Campaigns of ALS Programs and Projects. 3.b. Resource Generation (Obtain the average points for both indicators)	5 – Division Level 4 – District Level 3 – School Level 2 – Community/Barangay Level 5 – 50,000 & above 4 – 40,000 – 49,999 3 – 10,000 – 39,999 2 – below 10,000 (SEF excluded)	5	Certificate of Appearance, Project Proposal duly approved by the ALS -EPS or SDS, Advocacy Materials ACR Copy of Deed of Donation, Certificate of Acceptance, Pictures of donations

7. EVALUATION GUIDELINES AND SCORE SHEETS

7.1.a. Evaluation guide for the selection of Outstanding Teacher, Kindergarten Teacher, SpEd Teacher & Multi-grade Teacher

Part	Criteria	Scoring System	Points Allotted	Means of Verification (MOVs) to be required from the candidate/nominee
I.	Performance Rating (with a minimum rating of 4.50)	Formula: TWS / 5 x 100 x 0.6 <i>Example:</i> The nominee has an IPCRF total weighted score of 4.60. The point that he/she will get is 55.2. $4.60 / 5 \times 100 \times 0.6 = 55.2$	60	Approved IPCRF with its corresponding MOVs
II.	Outstanding Accomplishments / Exemplary Performances 1. Innovation or Completed Research or Instructional Materials or Teaching Strategies	10 – National 9 – Regional 8 – Division 7 – District 6 – School 5 – Classroom	10	For Research: <ul style="list-style-type: none"> Approved by the Division Research Coordinator (DRC) & SDS Certification from the Head of concerned Office that the research was presented, recognized & implemented

Part	Criteria	Scoring System	Points Allotted	Means of Verification (MOVs) to be required from the candidate/ nominee
				<p>For Teaching Strategies:</p> <ul style="list-style-type: none"> • Approved by the CID Chief • Lesson Plan • Certification from the Head of concerned Office that the teaching strategies presented, recognized & implemented <p>For Instructional Materials:</p> <ul style="list-style-type: none"> • Description and Methodology of innovation/s made • Lesson Plan • Certification from the Head of concerned Office that the teaching strategies are presented, recognized & implemented

7.6.a. Evaluation guide for the selection of Outstanding District Alternative Learning System Coordinator (DALSC) and Mobile Teacher (MT)

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
I.	Performance Rating (with a minimum rating of 4.50)	<p>Formula: $TWS / 5 \times 100 \times 0.5$</p> <p><i>Example:</i> The nominee with an IPCRF of Total Weighted Score (TWS) of 4.60 shall get 55.2.</p> $4.60 / 5 \times 100 \times 0.5 = \mathbf{55.2}$	50	Approved IPCRF with corresponding MOVs
II.	Outstanding Accomplishments / Exemplary Performance	<p>10 = 80% - 100% 8 = 60% - 79% 6 = 40% - 59% 4 = 20% - 39% 2 = 19% and below</p> <p>1. Percentage of A & E Passers (enrolment vs. completers vs. takers vs. passers)</p>	10	Certificate of Rating (COR) List of test takers Report of Completers

Criteria	Allotted Points	Obtained Score	Means of Verification
5. Resource Speaker, Training Facilitator	5		<ul style="list-style-type: none"> Letter or Invitation or Memorandum where the name of the nominee appears Certificate of Recognition / Appreciation
6. Publication / Authorship	5		<ul style="list-style-type: none"> Copy of published / institutionalized material where the name of the nominee appears
III. Interview	10		
TOTAL	100		

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Member

signature over printed name
PRAISE Committee Chair

Part	Criteria	Scoring System	Points Allotted	Means of Verification (MOVs) to be required from the candidate/nominee
	2. As Coordinator/Facilitator/Author	5 – National 4 – Regional 3 – Division 2 – District 1 – School	5	<p>As Coordinator:</p> <ul style="list-style-type: none"> Special Order Activity Completion Report <p>As Facilitator:</p> <ul style="list-style-type: none"> Memorandum/ Training Matrix Certificate of Recognition <p>As Author:</p> <ul style="list-style-type: none"> Memorandum / Special Order Certificate of Recognition Copy of the Write-up
	3. Champion Coach (academic and non-academic competitions)	5 – National 4 – Regional 3 – Division 2 – District 1 – School	5	<ul style="list-style-type: none"> Certificate of Recognition Pictorials
	4. Involvement in Civic Outreach / Extension Programs where the teacher is a committee member or chairperson	Number of times participated: 5 – 5 or more 4 – 4 3 – 3 2 – 2 1 – 1	5	<ul style="list-style-type: none"> Letter of invitation from the community Certification issued by the concerned organization or LGU Program Pictorials

Part	Criteria	Scoring System	Points Allotted	Means of Verification (MOVs) to be required from the candidate/nominee
	5. Awards and Recognitions received	5—National 4—Regional 3—Division 2—District 1—School	5	<ul style="list-style-type: none"> • Certificates of Recognition • Pictorials
	6. Partnerships / Linkages	5 – more than Php 3,000 4 – Php 2,251 – 3,000 3 – Php 1,501 – 2,250 2 – Php 751 – 1,500 1 – below Php 750	5	<ul style="list-style-type: none"> • Financial Report • Deed of Donation • Certificate of Acceptance • Pictorials
III	Interview		5	
TOTAL SCORE			100	

7.5.b. Score sheet for the selection of Outstanding Public Schools
District Supervisor/Principal in-Charge (without school)

Criteria	Allotted Points	Obtained Score	Means of Verification
I. Performance Rating	60		<ul style="list-style-type: none"> • Approved IPCRF with corresponding MOVs
II. Outstanding Accomplishments / Exemplary Performances			
1. Basic or Action Research	5		<ul style="list-style-type: none"> • Copy of Action/Basic Research approved by the DRC/SDS
2. Innovation (Process Simplification)	5		<ul style="list-style-type: none"> • Concept Paper or Approved Proposal ACR • Pictures
3. Community & Civic Involvement and Resource Generation	5		<ul style="list-style-type: none"> • Program/Matrix where the name of the nominee appears • Activity Completion Report • Pictures • Copy of Deed of Donation • Certificate of Acceptance • Pictures of donations
4. Outstanding Recognition / Awards Received	5		Certificate of Recognition

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
	3. Networking / Linkages Community & Civic Involvement	5 – Chairman of community / civic activity 3 – Membership of a committee	5	Program/Matrix where the name of the nominee appears, Activity Completion Report, Pictures
	4. Outstanding Recognition / Awards Received	5 – National Level 4 – Regional Level 3 – Division Level 2 – District Level	5	Certificate of Recognition
	5. Resource Speaker, Training Facilitator	5 – Regional Level 4 – Division Level 3 – District Level 2 – School Level	5	Letter or Invitation or Memorandum, Certificate of Recognition / Appreciation
	6. Publication / Authorship	5 – Regional Level 4 – Division Level 3 – District Level 2 – School Level	5	Copy of published / institutionalized material where the name of the nominee appears
III.	Interview		10	
TOTAL POINTS			100	

7.1.b. Score Sheet for evaluating candidates/nominees for Outstanding Teacher, Kindergarten Teacher, SpEd Teacher and Multi-Grade Teacher

Name of Candidate/Nominee: _____

Position: _____ School: _____

District: _____ Signature of Nominee: _____

Level of Evaluation: () School () District () Division

Criteria	Allotted Points	Obtained Score	Means of Verification
I. Performance Rating	60		Approved IPCRF with corresponding MOVs
II. Outstanding Accomplishments / Exemplary Performances			
1. Innovation/ Completed Research/Instructional Materials/Teaching Strategies	10		For Research: <ul style="list-style-type: none"> • Approved by the DRC & SDS • Certification from the Head of concerned Office that the research was presented, recognized & implemented For Teaching Strategies: <ul style="list-style-type: none"> • Approved by the CID Chief • Lesson Plan • Certification from the Head of concerned Office that the teaching strategies are presented, recognized & implemented

Criteria	Allotted Points	Obtained Score	Means of Verification
			For Instructional Materials: <ul style="list-style-type: none"> • Description and Methodology of innovations made • Lesson Plan • Certification from the Head of concerned Office that the teaching strategies are presented, recognized & implemented
2. As Coordinator / Facilitator/ Author	5		As Coordinator: <ul style="list-style-type: none"> • Special Order • Activity Completion Report As Facilitator: <ul style="list-style-type: none"> • Memorandum/ Training Matrix • Certificate of Recognition As Author <ul style="list-style-type: none"> • Memorandum / Special Order • Certificate of Recognition • Copy of the Write-up
3. Champion Coach (academic and non-academic competitions)	5		<ul style="list-style-type: none"> • Certificate of Recognition • Pictorials

7.5.a. Evaluation guide for the selection of Outstanding Public Schools District Supervisor/Principal in-Charge (without School)

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
I.	Performance Rating (with a minimum rating of 4.50)	Formula: $TWS / 5 \times 100 \times 0.6$ <i>Example:</i> <i>The nominee with an IPCRF of Total Weighted Score (TWS) of 4.60 shall get 55.2.</i> $4.60 / 5 \times 100 \times 0.6 = \mathbf{55.2}$	60	Approved IPCRF with corresponding MOVs and AAR
II.	Outstanding Accomplishments / Exemplary Performance 1. Basic or Action Research	5 – adapted in other districts within the division 3 – implemented within the district handled by the nominee	5	Copy of Basic or Action Research approved by the DRC/ SDS
	2. Innovation (Process Simplification)	5 – adapted by other districts within the division 3 – implemented by the schools / school heads within the district handled by the nominee	5	Concept Paper or Approved Proposal ACR Pictures

6. Linkages / Networking / Community Partnership	5		<ul style="list-style-type: none"> Deed of Donation, Certificate of Acceptance, Pictorial, ACR of projects donated
III. Interview	5		
TOTAL	100		

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PRAISE Committee Member

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PRAISE Committee Member

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PRAISE Committee Member

signature over printed name
PRAISE Committee Chair

4. Involvement in Civic Outreach / Extension Programs where the teacher is a committee member or chairperson	5		<ul style="list-style-type: none"> Letter of invitation from the community Certification issued by the concerned organization or LGU <ul style="list-style-type: none"> Program Pictorials
5. Awards and Recognitions received	5		<ul style="list-style-type: none"> Certificates Pictorials
6. Partnerships / Linkages			<ul style="list-style-type: none"> Financial Report Deed of Donation Certificate of Acceptance Pictorials
III. Interview	5		
TOTAL	100		

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PRAISE Committee Member

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PRAISE Committee Member

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PRAISE Committee Member

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PRAISE Committee Chair

7.2.a. Evaluation guide for the selection of Outstanding Master Teacher

Part	Criteria	Scoring System	Weight	Means of Verification (MOVs) To be required from the candidate / nominee
I.	Performance Rating (with a minimum rating of 4.50)	<p>Formula: TWS / 5 x 100 x 0.6</p> <p><i>Example:</i> The nominee with an IPCRF of Total Weighted Score (TWS) of 4.60 shall get 55.2.</p> <p>$4.60 / 5 \times 100 \times 0.6 = 55.2$</p>	60	Approved IPCRF with corresponding MOVs
II.	Outstanding Accomplishments / Exemplary Performance	<p>10 – developed 4 items or more</p> <p>8 – developed 3 items</p> <p>6 – developed 2 items</p> <p>4 – developed 1 item</p>	10	Actual IM or LM, Lesson Plan used in the implementation of the IM / LM / TD, Certification from the Head of concerned Office that the teaching IM / LM was used
	1. Development of Innovative Instructional Materials, Learning Modules, or Training Design			
	2. Basic or Action Research	<p>10 – National</p> <p>9 – Regional</p> <p>8 – Division</p> <p>7 – District</p> <p>6 – School</p> <p>5 - Classroom</p>	10	Approved Basic or Action Research by DRC & SDS and Certification from the Head of concerned Office that the research was presented, recognized & implemented

7.4.b. Score sheet for the selection of Outstanding Principal (full-fledged), Teacher In-Charge, Head Teacher, Department Head, Head Teacher -Designate, PIC with School

Criteria	Allotted Points	Obtained Score	Means of Verification
I. Performance Rating	60		Approved IPCRF with corresponding MOVs, AAR
II. Outstanding Accomplishments / Exemplary Performances			
1. Awards Received	5		<ul style="list-style-type: none"> Original/Authenticated copies of Certificates of Awards /Recognition
2. Research Development/ Innovations	5		<ul style="list-style-type: none"> Copy of Action/Basic Research approved by the DRC/SDS Copy of innovation/ ACR of implementation
3. Publication/ Authorship/Co-Authorship	5		<ul style="list-style-type: none"> Copy of published material where the name of the candidate / nominee
4. Resource Speaker/ Facilitator/ Curriculum Writer OR Organizer/ Chairmanship/ Membership in a working committee/ TWG in trainings/ seminars/work shops/writeshops/ symposia	5		<ul style="list-style-type: none"> Original/Authenticated copy of certificates ACR of trainings / seminars conducted (if organizer)
5. School-based Management	10		<ul style="list-style-type: none"> Copy of validated SBM level of Practice (The SBM level of the school handled by the nominee within the rating period/school year)

F. Linkages / Networking / Community Partnership	Resources Generated 5 – 50,000-above 4 – 40,000-49,000 3 – 30,000-39,000 2 – 20,000-29,000 1 – 10,000-19,000	5	Deed of Donation, Certificate of Acceptance, Pictorial, ACR of projects donated
III. Interview		5	
TOTAL SCORE		100	

3. Academic Competitions (as Champion Coach)	5 – National Level 4 – Regional Level 3 – Division Level 2 – District Level 1 – School Level	5	Certificate of Recognition, Pictures
4. Coordinator / Writer / Training Facilitator / Training Manager / Author	10 – Regional Level 8 – Division Level 6 – District Level 4 – School Level	10	Certificate of Appreciation / Recognition, Page of the book, journal, article where the name of the nominee appears
Interview		5	
TOTAL POINTS		100%	

7.2.b. Score sheet for evaluating candidates/nominees for Outstanding Master Teacher

Name of Candidate/Nominee: _____

Position: _____ **School:** _____

District: _____ **Signature of Nominee:** _____

Level of Evaluation: () School () District () Division

Criteria	Allotted Points	Obtained Score	Means of Verification
I. Performance Rating	60		Approved IPCRF with its corresponding MOVs
II. Outstanding Accomplishments / Exemplary Performances			
1. Development of Innovative Instructional Materials, Learning Modules, Training Design)	10		For Innovative Instructional Materials/Learning Modules/ Training Design: <ul style="list-style-type: none"> • Actual IM, LM, or TD • Lesson Plan used in the implementation of the IM / LM; ACR in the implementation of TD • Certification from the Head of concerned Office that the teaching IM, LM, or TD was utilized/ implemented
2. Basic or Action Research	10		<ul style="list-style-type: none"> • Approved Research paper • Certification from the Head of concerned Office that the research was conducted

	C. Publication/ Authorship / co-authorship	5 - National level 4 - Regional level 3 - Division level 2 - District	5	Copy of published material where the name of the candidate/nominee appears
	D. Resource Speaker/ Facilitator/ Curriculum Writer/ OR Organizer/ Chairmanship/ Membership in a working committee/TWG in trainings/ seminars/ workshops/ write-shops/ symposia	5 - National 4 - Regional level 3 - Division 2 - District	5	Original/ Authenticated copy of certificates ACR of trainings / seminars conducted (if organizer)
	E. School-based Management	10 - Level 3 8 - Level 2 6 - Level 1	10	Copy of validated SBM level of Practice (The SBM level of the school handled by the nominee within the rating period/school year)

7.4.a. Evaluation guide for the selection of Outstanding Principal (full-fledged), Teacher In-Charge, Head Teacher, Department Head, Head Teacher–Designate, PIC (with School)

Part	Criteria	Scoring System	Allotted Points	Means of Verification (MOVs) To be required from the candidate / nominee
I	Performance Rating (with a minimum rating of 4.50)	<p>Formula: $TWS / 5 \times 100 \times 0.6$</p> <p><i>Example:</i> The nominee has an IPCRF total weighted score of 4.60. The point that he/she will get is 55.2.</p> <p>$4.60 / 5 \times 100 \times 0.6 = 55.2$</p>	60	Approved OPCRF with corresponding MOVs, AAR
II	Outstanding Accomplishments and Exemplary Performance			
	<p>A. Awards received</p> <p>B. Research Development/ Innovations</p>	<p>5 – National 4 – Region 3 – Division 2 – District</p> <p>5 – region 4 – division 3 – district 2 – implemented/ adopted in school</p>	<p>5</p> <p>5</p>	<p>Original/ Authenticated copies of Certificates of Awards / Recognition</p> <p>Copy of Action/ Basic Research approved by the DRC/SDS Copy of innovation/ACR of implementation</p>

Criteria	Allotted Points	Obtained Score	Means of Verification
3. Academic Competitions (as Champion Coach)	5		<ul style="list-style-type: none"> • Certificates of Recognition • Pictures
4. Coordinator / Writer / Training Facilitator / Training Manager / Author	10		<ul style="list-style-type: none"> • Special Order and Accomplishment Report (for being a coordinator) • Page of the book, journal, article where the name of the nominee appears (for being a writer) • Certificate of Appreciation/ Recognition (for training facilitation) • Memorandum & Training Matrix where name of the nominee appears (for Training Management)
III. Interview	5		
TOTAL	100		

signature over printed name
PRAISE Committee Member

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PRAISE Committee Chair

7.3.a. Evaluation guide for the selection of Outstanding Guidance Counselor (Full-fledged or Designate)

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOV) To be required from the candidate / nominee
I.	Performance Rating (with a minimum rating of 4.50)	<p>Formula: TWS / 5 x 100 x 0.6</p> <p><i>Example:</i> The nominee with an IPCRF of Total Weighted Score (TWS) of 4.60 shall get 55.2.</p> <p>$4.60 / 5 \times 100 \times 0.6 = 55.2$</p>	60	Approved IPCRF with corresponding MOVs
II.	Outstanding Accomplishments / Exemplary Performance	10 – conducted 5 or more 8 – conducted 4 6 – conducted 3 4 – conducted 2 2 – conducted 1	10	Copy/ies of Case Studies, Certification from the School Head that the case study was conducted
	1. Conducted Case Study/ies			
	2. Initiated Intervention	10 – initiated 5 interventions 8 – initiated 4 6 – initiated 3 4 – initiated 2 2 – initiated 1	10	Approved Proposal ACR Pictures Certification from the School Head that the intervention was effected
	3. Relevant Fora / Orientation conducted to parents, students, teachers, community	10 – conducted 5 fora or orientations in a S.Y. 8 – conducted 4 6 – conducted 3 4 – conducted 2 2 – Conducted 1	10	Activity Completion Reports (ACRs) duly noted by the School Head or District Head, Attendance Sheets, Pictures

4. Involvement in Civic Outreach / Extension Program(s) where s/he is a Chairperson or a Committee Member	5		<ul style="list-style-type: none"> • Documentation / pictorials • Letter of Invitation from the community • Certification issued by the concerned organization • Program
III. Interview	5		
TOTAL	100		

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PRAISE Committee Member

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PRAISE Committee Chair

7.3.b. Score sheet for evaluating candidates/nominees for Outstanding Guidance Counselor

Name of Candidate/Nominee: _____

Position: _____ **School:** _____

District: _____ **Signature of Nominee:** _____

Level of Evaluation: () School () District () Division

Criteria	Allotted Points	Obtained Score	Means of Verification
I. Performance Rating	60		Approved IPCRF with corresponding MOVs
II. Outstanding Accomplishments / Exemplary Performances			
1. Case Study/ies	10		<ul style="list-style-type: none"> • Copy/ies of Case Studies • Certification from the School Head that the case study was conducted
2. Initiated Intervention	10		<ul style="list-style-type: none"> • Approved Proposal • ACR(s) • Pictures • Certification from the School Head that the intervention was effected
3. Relevant Fora / Orientation conducted to parents, students, teachers, community	10		<ul style="list-style-type: none"> • Activity Completion Reports (ACRs) duly noted by the School Head or District Head • Attendance Sheet • Pictures • Program

Part	Criteria	Scoring System	Allotted Score	Means of Verification (MOVs) To be required from the candidate / nominee
	4. Involvement in Civic Outreach / Extension Program (s) where s/he is a Chairperson or a Committee Member		5	Letter of Invitation from the community Certification issued by the concerned organization Program Documentation / pictorials
III.	Interview		5	
TOTAL POINTS			100%	