



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

September 4, 2024

**DIVISION MEMORANDUM**

No. 243 s. 2024

**SEARCH FOR THE 2024 OUTSTANDING DEPED NORTHERN SAMAR  
PERSONNEL, SCHOOLS, AND PROGRAM IMPLEMENTERS**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum and Implementation Division Chief  
Education Program Supervisors  
Unit/Section Heads  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
All Others Concerned

1. This Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, announces the Search for the 2024 Outstanding DepEd Northern Samar Personnel, Schools, and Program Implementers.

2. The awards to be given (adopted from Regional Memorandum No. 1001, s. 2024), which guidelines can be accessed through [bit.ly/PRAISEGuidelines2024](https://bit.ly/PRAISEGuidelines2024), are as follows:

<b>Types of Awards</b>
<b>1. Best Employee Award</b>
<b>1.1. Most Outstanding Teacher (TI-III, MTs)</b>
a. Kindergarten
b. Elementary
c. Junior High School (JHS)
d. Senior High School (SHS)
e. Alternative Learning System (ALS)
f. Special Education (SPED)
g. Madrasah
h. Multigrade
<b>1.2. Most Outstanding School Head</b>





a. Elementary (Monograde School—Central Category)
b. Elementary (Monograde School—Non-Central Category)
c. Elementary (Multigrade)
d. Secondary School (Purely Junior High School)
e. Secondary School (JHS with SHS; Stand-Alone SHS)
f. Integrated School (Elem and JHS/SHS)
<b>1.3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 1)</b>
<b><i>For School/SDO Level</i></b>
a. Administrative Aide
b. Administrative Assistant or equivalent position
<b>1.4. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel (Level 2)</b>
<b><i>School Level</i></b>
a. Administrative Officer II
b. Registrar
c. Implementing Unit Bookkeeper/Accountant
d. Librarian
<b><i>Schools Division Office (SDO) Level</i></b>
a. Administrative Officer V
b. Human Resource Management Officer (HRMO)
c. Supply Officer
d. Cashier
e. Records Officer
f. Legal Officer
g. Accountant
h. Budget Officer
i. Division Librarian
j. Planning Officer
k. Information Technology Officer
l. Engineer
m. Project Development Officer II
m.1 Youth Formation
m.2 Disaster Risk Reduction
m.2 Learning Resource
n. Senior Education Program Specialist
n.1 Human Resource Development
n.2 School Management Monitoring and Evaluation
n.3 Planning and Research
n.4 Social Mobilization and Networking
o. Education Program Specialist II
p. Education Program Specialist II for ALS (EPSA)
q. Nurse
r. Medical Officer
s. Dentist
t. Dental Aide
u. Public Schools District Supervisor
v. Education Program Supervisor
v.1 Curriculum Implementation Division
v.2 Schools Governance and Operations Division
w. Assistant School Principal
x. JHS Head Teacher/Department



y. Administrative Officer II (HRMO I)
<b>1.5. Most Outstanding Coordinator/Coach/Trainer/Researcher School Level</b>
a. Literacy Coordinator (Elementary only)
b. Numeracy Coordinator (Elementary only)
c. ICT Coordinator
d. Sports Coach/Trainer
<b>Schools Division Office Level</b>
a. WinS Coordinator
e. School-Based Feeding Program Coordinator
f. GAD Coordinator
g. SBM Coordinator
h. TA Coordinator
i. Learners' Rights and Protection Coordinator
j. Sports Officer
k. Division Information Officer
<b>Open Category (School and SDO)</b>
a. Researcher
<b>1.6. Top 10 in National Examinations</b>
<b>2. Best Office/School Award</b>
<b>2.1. Most Outstanding School</b>
a. Elementary (Monograde School—Central Category)
b. Elementary (Monograde School—Non-Central Category)
c. Elementary (Multigrade School)
d. Secondary School (Purely Junior High School)
d.1 Non-Implementing Unit
d.2 Implementing Unit
e. Secondary School (with JHS and SHS & Stand-Alone SHS)
e.1 Non-Implementing Unit
e.2 Implementing Unit
f. Integrated School (Elem with JHS/SHS)

3. Moreover, in this year's search, to expand award opportunities to more teachers, the Division PRAISE Committee has decided to introduce Most Outstanding Teacher award categories that are grade-level specific. Nevertheless, consistent with the Most Outstanding Teacher award categories outlined in RM No. 1001, s. 2024, the nominees who obtain the highest points in the Elementary, Junior High School, and Senior High School categories will be the ones to be endorsed for the Regional Search.

<b>Types of Awards</b>
<b>1. Most Outstanding Teacher (Grade Level-specific)</b>
<b><i>Elementary (Teacher I-III, MTs)</i></b>
a. Grade 1 Teacher
b. Grade 2 Teacher
c. Grade 3 Teacher
d. Grade 4 Teacher
e. Grade 5 Teacher
f. Grade 6 Teacher
<b><i>Junior High School (Teacher I-III, MTs)</i></b>



a. Grade 7 Teacher
b. Grade 8 Teacher
c. Grade 9 Teacher
d. Grade 10 Teacher
<b>Senior High School (Teacher I-III, MTs)</b> <b>(Track/Strand-specific)</b>
a. Grade 11 Academic Track Teacher
a.1 ABM Teacher
a.2 GA Teacher
a.3 HUMSS Teacher
a.4 STEM Teacher
b. Grade 11 TVL Teacher
c. Grade 11 Sports Teacher
d. Grade 11 Arts & Design Teacher
e. Grade 12 Academic Track Teacher
e.1 ABM Teacher
e.2 GA Teacher
e.3 HUMSS Teacher
e.4 STEM Teacher
f. Grade 12 TVL Teacher
g. Grade 12 Sports Teacher
h. Grade 12 Arts & Design Teacher

4. In addition to the awards adopted from RM No. 1001, s. 2024, the following sets of Division localized awards, which guidelines can be accessed through <https://bit.ly/DivisionLocalPRAISEGuidelines2024>, are to be given:

<b>Types of Awards</b>
<b>1. Most Outstanding Coordinator/Adviser/Program Implementer</b>
a. Child Protection Coordinator
b. Gulayan sa Paaralan
c. District in Research Management
d. School in Research Management
e. SPTVE Implementer
<b>2. Other Awards</b>
a. District ALS Coordinator

5. Validity of the Outstanding/Meritorious Accomplishments and Trainings shall be within the last two (2) years from the cut-off date set by the Regional PRAISE Committee. The cut-off date for this year’s search is **September 30, 2024**.

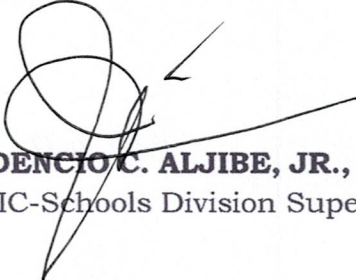
6. Services rendered on Saturdays and Sundays by all personnel involved in the entire screening process at the School, District, and Division levels are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, s. 2004.

7. All expenses relative to this activity such as meals, materials, and travel expenses for validation, shall be charged against the Division MOOE/Local

Fund/Special Education Fund subject to the usual accounting and auditing rules and regulations.

8. For queries/clarification, please contact Mr. Peter R. Bobiles, HRDS SEPS, or send an email to **hrd.northernsamar@deped.gov.ph**.

9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE, JR., PhD, CESO VI**  
OIC-Schools Division Superintendent

DepEd Northern Samar  
**RELEASED**

By:           JPS          

Date:           9-6-24



Enclosure 1 of DM No. 243, s. 2024

**Schedule of Activities**

<b>DATE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>	<b>EXPECTED OUTPUT</b>
<p><b>July-September 19, 2024</b></p>	<p>Conduct of the selection procedure for nominating, evaluating, and identifying Outstanding Personnel at the <b>School Level</b></p> <p>Conduct of <b>District PRAISE Committee screening</b> and awarding ceremony at the <b>District Level</b></p>	<p>The conduct of the selection for nominating, evaluation, and identifying Outstanding Personnel is based on the schedule set by the School and District within the allocated time frame provided by the Division PRAISE Committee</p>	<p>Identified the nominees per award category</p> <hr/> <p>List of Nominees from the schools</p>
<p><b>September 20, 2024 (until 5 PM only)</b></p>	<p>Deadline of Submission of District Nominees to the Schools Division Office corresponding to each award category</p>	<p>All 46 Districts are required to submit their endorsed nominees to the Schools Division</p> <p>In a folder, the Nomination Form, together with the required documents properly labeled, shall be submitted to the SDO Records Section.</p> <p>Check and ensure the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat</p>	<p>List of Nominees from the 46 Districts and SDO Functional Offices</p>

		(SGOD HRDS) Late documents will not be accepted.	
September 21-23, 2024	Stage 1 Sorting and shortlisting period <ul style="list-style-type: none"><li>Shortlisting of the nominees (<i>top 3 will be emailed</i>)</li></ul>	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
September 24-October 1, 2024	Stage 2 Face to face Screening of nominees (One-Stop Shop) and validation <ul style="list-style-type: none"><li>Evaluation of documents of nominees based on the set criteria</li></ul>	in-charge: Division PRAISE Committee	Screened qualified and shortlisted nominees
October 2-3, 2024	Preparation and finalization of results	PRAISE Committee convenes and deliberates the results	Final results of deliberation
October 4, 2024	Presentation of Results to the PRAISE Committee	PRAISE Committee prepares the results of winners	Results of Winners
October 7, 2024	Announcement of the Winners per award category	PRAISE Committee prepares logistics for the awarding  Production Team starts shooting	Fielded the Memorandum re Announcement of Winners
October 8, 2024	Endorsement of Division Nominees to the Regional PRAISE Committee for the 2023 Search for the Most Outstanding DepEd Region VIII Personnel, School		Submitted the Endorsed Division Nominees to the Regional PRAISE Committee
October 9- November 7, 2024	Preparation for the 2023 Pasidungog		
November 8, 2024	Conduct of Awarding Ceremony	Check technicalities for the awarding ceremony	TBA

December 1, 2024	Conduct of Evaluation of the Annual PRAISE Activities	PRAISE Committee	Submitted the Activity Completion Report
January 2025	Submission of the PRAISE Activity Completion Report	PRAISE Committee	Submitted the Activity Completion Report