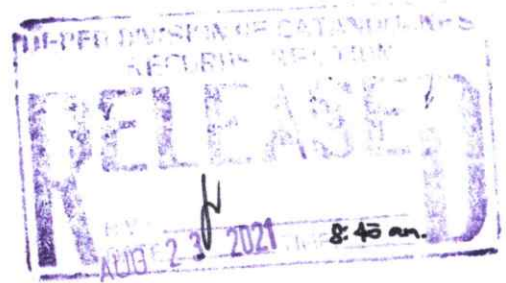




Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 12, 2021

**DIVISION MEMORANDUM**

No. 345 s, 2021

**SEARCH FOR MOST INNOVATIVE TEACHERS 'ONRA CATANDUNGAN  
TEACHER' AWARDS 2021**

TO : Assistant Schools Division Superintendent  
Chief, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to **Civil Service Commission Memorandum Circular (CSC MC) No. 3, s. 2012** entitled **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)**, **CSC Memorandum Circular No. 01, s. 2001** entitled Program on Awards and Incentives for Service Excellence (PRAISE), strengthen the implementation of DepEd Order No. 9, s. 2002 on Establishing the Programs on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, and in celebration of the National and World Teacher's Day, SDO Catanduanes announces the **Search for Most Innovative Teacher in time of pandemic dubbed 'ONRA CATANDUNGAN TEACHER AWARDS 2021, 'ONRA', in short'**.
2. The search aims to encourage, recognize and reward teachers who have done exemplary accomplishments through their innovative programs for learners especially during this time of pandemic.
3. The search is open to all teachers of SDO Catanduanes. Details of this are in the contest mechanics.
4. The following are the Division Level Awards:
  - Most Innovative Teacher 2021, ONRA 2021
  - 2<sup>nd</sup> Most Innovative Teacher 2021
  - 3<sup>rd</sup> Most Innovative Teacher 2021
  - 4<sup>th</sup> Most Innovative Teacher 2021
  - 5<sup>th</sup> Most Innovative Teacher 2021
5. The following is the timeline of activities:





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<b>Date</b>	<b>Activity</b>
<b>August 23-September 3, 2021</b>	Nomination period
<b>September 6-20, 2021</b>	Evaluation, deliberation and validation
<b>September 21-24, 2021</b>	Finalization of results
<b>September 25 – October 4, 2021</b>	Preparation of awards and incentives
<b>October 5, 2021</b>	Awarding of winners

6. The Search Committee shall be composed of the following:

Chairperson – Ma. Luisa T. Dela Rosa

Assistant Schools Division Superintendent

Co-Chairpersons – Romel G. Petajen

Chief, Curriculum Implementation Division

Mary Jean S. Romero

Chief, School Governance and Operations Division

**Members:**

1. Marichelle B. Llave, HRMO
2. Elizabeth Urbano, Education Program Specialist II
3. Ruen Jose V. Tria, Representative, Elementary School Heads Association
4. Fidel A. Vegim, Representative, Secondary School Heads Association
5. Jose V. Bonifacio, Representative, Alliance of Concerned Teachers
6. Edna D. Marquez, Representative, Elementary Teachers' Association
7. Elias Abundo, Representative, PSDS Association
8. Cynthia Soneja, Representative, Education Program Supervisors Asso.
9. Joel G. Aznar – Representative, Secondary Teacher's Association
10. External Judge
11. External Judge
12. External Judge

Secretariat: Aroline Borja

Amelia Cabrera

Jennifer Metica

7. Winners shall be awarded with both monetary and non-monetary rewards and incentives to be taken from the Human Resource Development (HRD) Fund and/or Special Education Fund (SEF), subject to the usual accounting and auditing rules and regulations.'
8. Wins in this search shall be credited for purposes of promotion, upgrading and other similar selection and evaluation processes in this division. All division nominees shall be considered as school winners. All 10 division finalists (5 elementary, 5 secondary) shall earn points as division nominees with the corresponding points as stipulated in DepEd Order No. 66, s. 2007.
9. The Mechanics and the Nomination Form of the search are enclosed.





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10. Other expenses related to this Search shall be charged against the division funds, subject to the usual accounting and auditing rules and regulations.
11. Inquiries may be directed to the Search Secretariat at cell phone number 09398914617 or at email address: [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).
12. Immediate and wide dissemination of this Memorandum is directed.

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent







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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_

**MECHANICS OF THE SEARCH FOR MOST INNOVATIVE TEACHER, ONRA  
CATANDUNGAN TEACHER 2021**

**A. Purpose**

SDO Catanduanes believes that teachers who exemplify character, learning and learner-focused work outputs and accomplishments, especially amid pandemic worthy of emulation deserve to be recognized and incentivized.

In keeping with this mantra and in line with the new SDO tagline i-CARE for ISLA, this division launches its continuing search and recognition of teachers' innovations, exemplary and dedicated service even beyond the call of time, and commendable behavior.

This will be materialized during the World and National Teachers Day celebration.

There shall be two (2) categories of awards. Category 1 shall be for Teachers I, II, III and Category 2 shall be for Master Teachers from Grades 1 to 12, since a separate search for Kindergarten teachers has been conducted already. Winners shall be awarded during the National Teachers' Month and World Teachers Day celebrations.

**B. Qualifications**

1. Regular Permanent teacher who has rendered at least three (3) years in service as a classroom teacher in this division.
2. Must have a maximum of six (6) teaching loads, inclusive of the aggregate designations.
3. Must not have been found guilty of an administrative case nor a subject of an administrative complaint.
4. Must be of good moral character.
5. Must have a rating of at least Very Satisfactory in the latest school year (2020-2021).
6. Must have an approved innovative proposal, implemented and completed within the time of pandemic, that is, from **October 5, 2019 to July 10, 2021**.

**C. Criteria for Judging**

1. Write- up (75%)
  - a. Executive Summary – 5 points
  - b. Accomplishment of target/objective– 20 points





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- c. Impact and Significance of the Accomplishment – 40 points
  - d. Co-curricular activity engagements (school to national levels) – 10 points
2. Performance Rating – (15%)
  3. Client Satisfaction Result – (10%)

**D. Nomination and submission procedure**

1. The teacher must be nominated by any of the following: school head, co-teacher, education-related organization or groups/stakeholders.
2. The nominator shall accomplish the prescribed form (Form 1) provided and attached to this Memorandum. Only the official nomination form shall be used by the nominator.
3. The nomination shall be in narrative form which shall be composed of not more than 1000 words, minimum of 5 pages but not to exceed 10 pages, single-spaced, using Aerial 12 points font in A4 size bond paper. Very specific action words or statements are highly encouraged in the narrative. Pictures are discouraged; however, a 5-minute video documentation is required.
4. The nominee is responsible for securing the needed consent of the people involved in the video documentation, which he/she will acknowledge in the compliance to the Data Privacy Act form.
5. Plain white folder should be used in the submission of nomination.
7. Any supporting documents to the narrative shall be prepared in a folder but these should be made available **only upon the request of the committee.**
8. The nomination form shall be submitted directly to the Office of the Schools Division Superintendent on or before **September 3, 2021 from 8:00 to 5:00 p.m only.**
9. Late submission shall not be accepted.
10. Any adverse findings and complaints, such as plagiarism and other similar acts that the Search Committee may receive and validate will be a ground for disqualification or revocation of award.
11. The candidate may be subjected to a deep selection process which may take the form of an interview, background investigation, and other similar scheme.
12. The decision of the committee is final. However, any aggrieved party may send inquiries to the Office of the Schools Division Superintendent, a day after the final information of the Committee to the respective nominees. The decision of the Schools Division Superintendent shall be irrevocable.







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**E. Required documents for submission**

1. Service record (1 copy)
2. Division Office c/o Records Section Certified Performance Rating (SY 2020-2021) (1 copy)
3. Authorization on the use of data submitted by the SDO for documentation and reporting purposes (1 copy)
4. Self-certification on the compliance to the Anti-Plagiarism Act (1 copy)
5. Certification of No Pending Administrative Complaint/Not Guilty of an Administrative Case (1 copy) (to be secured from the Legal Unit)
6. Original Copy of the Approved Proposal (1 copy)
7. Nomination Form with copy of the 5-minute video documentation.

All submitted documents in hard and soft copies shall be at the disposition of the division office to include use of the documents for publication and advocacy purposes.

**F. Awards and Incentives (for both categories)**

**a. Title**

- 2021 Most Innovative Teacher, Grand **ONRA** Award
- 2<sup>nd</sup> Most Innovative Teacher, ONRA Award
- 3<sup>rd</sup> Most innovative Teacher, ONRA Award
- 4<sup>th</sup> Most Innovative Teacher, ONRA Award
- 5<sup>th</sup> Most Innovative Teacher, ONRA Award

**b. Monetary Award**

- Cash award (to be announced during the NTM/WTD celebrations)
- 10 Finalists Awards (5 Elementary, 5 Secondary)

**c. Non-Monetary Incentive**

- Plaque for Winners
- Certificate of Recognition for Finalists





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Enclosure No. 2 to Division Memorandum No. \_\_\_\_ s. 2021

**NOMINATION FORM 1**

**I. Executive Summary**

**II. Exemplary work/project/program/activities undertaken based on the proposal**  
*(Describe the specific program, implementation activities, problems/situation addressed, No. of beneficiaries and their contexts, interventions made, if any, and the like)*

**III. Impact of Accomplishment to the learners and other target participants**  
*(State/Describe specific objective per target learner/s, output produced, problems addressed, and result/effect/accomplishment to the learners)*

**IV. Co-curricular activities**  
*(Describe engagement in co-curricular activities and outputs produced, students who benefited and results accomplished)*

**V. Performance Rating (SY 2020-2021)**

Signed:

\_\_\_\_\_  
Nominee

\_\_\_\_\_  
Nominator

Noted:

\_\_\_\_\_  
School Head



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