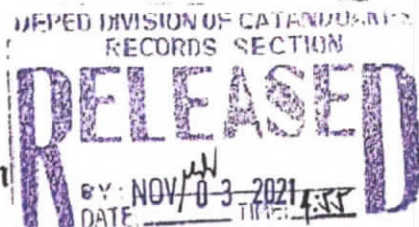




Republic of the Philippines
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Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



October 28, 2021

DIVISION MEMORANDUM
OSDS-DM-411 S. 2021

SEARCH FOR OUTSTANDING EDUCATION LEADERS AND NON-TEACHING PERSONNEL, ONDRA CATANDUNGAN 2021

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Non-Teaching Personnel
All others concerned

1. Pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 7 s. 2012 entitled Program to Institutionalized 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 Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and in SDO Catanduanes announce the Search for Outstanding Education Leaders and Non-Teaching Personnel.
2. The search aims to commend and reward education leaders and employees who demonstrate excellent performance, profound commitment and remarkable dedication to work and effective educational leadership.
3. The search is open to all school leaders and non-teaching personnel of SDO Catanduanes. The details are found in the contest mechanics.
4. The search committee shall be composed of the following:

Chairperson: Ma. Luisa T. Dela Rosa
Asst. Schools Division Superintendent

Co-Chairperson: Romel G. Petajen
Chief, Curriculum Implementation Division
Mary Jean S. Romero
Chief, School Governance Operations Division



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Members:

1. Marichelle B. Llave – HRMO
2. Elizabeth Urbano – Education Program Specialist II
3. Ruben Jose Tria – Representative, Elementary School Heads Association
4. Fidel A. Vegim – Representative, Secondary School Heads Association
5. Elias Abundo – Representative, Public Schools District Supervisors Association
6. Cynthia Soneja – Representative, Education Program Supervisors Association
7. Eva S. Tolentino – Administrative Officer V
8. Ma. Cielo C. Tubale – Representative, National Employees Union
9. External Judge
10. External Judge
11. External Judge

Secretariat:

Aroline Borja
Amelia Cabrera
Gina Custodio

Support Staff:

Jennifer B. Metica
Anjo Tugay
Alexa May Abundo
Jake Tablo

5. Winners shall be awarded with both monetary and non-monetary rewards to be taken from available local funds subject to the usual accounting rules and regulation.
6. Wins in this search shall be credited for promotion, upgrading and other selection and evaluation process in this division. All Division nominees shall be considered as school winners. All 20 Finalists (5 per category in the elementary and secondary levels) and 10 Finalists (5 per category for non-teaching personnel) shall earn points as division nominees with the corresponding points as stipulated in DepEd Order No. 42 and 66, s. 2007.
7. The mechanics and nomination form of the search is enclosed.
8. Other expenses related to this search shall be charged to Division/local funds subject to accounting and auditing rules and regulation.



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9. For further inquiries, you may contact the Search Committee at CP No. 09476099689 or send an email to alexamay.abundo@deped.gov.ph
10. Immediate and wide dissemination of this Memorandum is desired.

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

Encl:

References:

To be indicated in the Perpetual Index
Under the following subjects:

ONDRA CATANDUNGAN 2021

AMBA/0008/ October 28, 2021/ SEARCH FOR OUTSTANDING EDUCATION LEADERS ONDRA CATANDUNGAN 2021



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Enclosure No. 1 to Division Memorandum No. 477 s. 2021

**MECHANICS OF THE DIVISION SEARCH FOR OUTSTANDING
EDUCATION LEADERS AND NON-TEACHING PERSONNEL, ONDRA CATANDUNGAN
2021**

I. Rationale and Purpose

The Schools Division Office of Catanduanes shall conduct a division-wide Search for Outstanding Education Leaders and Non-Teaching Personnel. Motivated and inspired human resources are essential to organizational productivity and contribute to an improved access, quality and governance in basic education.

II. Category and Qualification Requirement

A. Education Leaders

CATEGORY	QUALIFICATION REQUIREMENTS
Outstanding Elementary School Head Teacher (HT/TIC)	<ul style="list-style-type: none">• Has Regular Permanent Appointment as HT or designation as TIC.• Has served for 3 years as HT or TIC in managing a school.• Must not have been found guilty of an administrative/criminal case nor a subject of administrative complaint.• Must be of good moral character• Performance Rating is at least VS for the last 3 years.• Should have the utilization of allocated funds and liquidation of their MOOE/Government/School Funds covering October-December 2020 and January-July 2021
Outstanding Secondary School Head Teacher (HT/TIC)	



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Outstanding School Principal – P-I to P-III (Elementary Level)	<ul style="list-style-type: none">• Has Regular Permanent Appointment as P-I, P-II or P-III.• Has served for 3 years as P-I, P-II or P-III.• Must not have been found guilty of an administrative/criminal case nor a subject of administrative complaint.• Must be of good moral character• Performance Rating is at least VS for the last 3 years.• Should have the utilization of allocated funds and liquidation of their MOOE/Government/School Funds for the months covering October-December 2020 and January-July 2021
Outstanding School Principal – P-I to P-III (Secondary Level)	

B. Non-teaching Personnel

Non-Teaching Personnel SG 1-9 (Level I)	<ul style="list-style-type: none">• Regular Permanent Appointment• Has served for 3 years in the position• Must not have been found guilty of an administrative/criminal case nor a subject of administrative complaint.• Must be of good moral character• Performance Rating of at least VS for the last 3 years.
Non-Teaching Personnel SG 10-16 (Level II)	

III. Search and Selection Timeline

The following timeline shall be observed:

November 8-19, 2021	-	Nomination Period
November 22-26, 2021	-	Evaluation, Deliberation and Validation
November 29-December 3, 2021	-	Finalization of Results
2 nd Week of December 2021	-	Awarding of Winners



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IV. Criteria for Judging

A. Education Leaders

CATEGORY	Selection Criteria and Rating	Indicative Rubrics	MOV
Outstanding Education Leader HT/TIC Principal I-III (Elementary and Secondary Levels)	a. OPCRf (20 pts.) At least VS for the last 3 years	Average Rating x.20	-Copy of OPCRf SY 2018-2019 SY 2019-2020 SY 2020-2021
	b. Education (10 pts) <ul style="list-style-type: none">• Graduate of Ed.D/Ph.D• CAR in Ed.D/Ph.D• Graduate of MA• CAR in MA	10 8 6 4	-Copy of Diploma or Transcript of Records -Certification from the Graduate Schools
	c. Innovations (30%) (in time of pandemic) (October 5, 2020-July 10, 2021) <ul style="list-style-type: none">• Accomplishment of Targets/Objectives 10%• Impact and Significance of the Accomplishments 20%	Accomplishment in any of the following: -Innovation along Curriculum -Conducted and Implemented an Action Research	-Copy of approved and completed Innovation/Action Research
	d. Leadership, Management and Operation (20%) <ul style="list-style-type: none">• Human Resource Development (10%)	-Conducted LAC/INSET seminars/training for Teaching and Non-Teaching Personnel	-Proposal -Memorandum -INSET Plan/Training Matrix -Accomplishment Report



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			-Other related documents
	<ul style="list-style-type: none"> Management/Utilization of School MOOE based on Priority Needs (5%) (October 5, 2020-July 10, 2021) 	-100% utilization and liquidation of MOOE and other funds	-Certification from Accounting Office
	<ul style="list-style-type: none"> Engagement with Stakeholders (5%) 	-Implemented priority projects and acquired financial support/donation through his/her own initiative (October 5, 2020-July 10, 2021)	-Copy of Proposal -Letter to Benefactors -Accomplishment Report -Certificate of Appreciation to Donors/Benefactors
	<p>e. Participation of School in Co-Curricular Activities (10%)</p> <ul style="list-style-type: none"> Participant in District/Division contests District winner in contest (1st Place) Division Winner (1st Place) Regional Winner (1st to 3rd Place) National Winner (1st to 5th Place) 	<p>2</p> <p>4</p> <p>5</p> <p>8</p> <p>10</p>	<p>-Certificate of Participation</p> <p>-Certificate of Recognition</p>
	f. Other Meritorious Accomplishments (10%) (October 5, 2021-July 10,		



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2021)	Trainer, Resource Speaker, Facilitator, Writer, Member of Committee like Recruitment and Selection of Teacher I Applicant, etc.		-Certificate of Participation -Certificate of Recognition
	• District/Municipal Level	4	
	• Zonal/Division Level	5	
	• Regional Level	8	
	• National Level	10	

B. Non-Teaching Personnel

- Level I – Administrative Aide, Messenger, Driver, Security Guard, Administrative Aide III, Administrative Aide IV, Administrative Assistant III, Senior Bookkeeper.
- Level II – Administrative Officer II, Administrative Officer IV, Planning Officer, Project Development Officer, Education Program Specialist II.

CRITERIA FOR JUDGING

CATEGORY	Selection Criteria and Rating	Indicative Rubrics	MOV
Outstanding Employee Award (Level I and Level II)	a. IPCRF (30 pts) At least VS for the last 3 years	Average rating X . 30	Copy of IPCRF -For division-based personnel CY 2018,2019 and 2020 -For school-based personnel SY 2018-2019, 2019-2020 and 2020-2021
	b. Length of Service (20 pts.)	1 pt. for every year of service	-Service Record



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	<p>c. Innovation in time of pandemic (October 5, 2020-July 10, 2021) (20%)</p>	<p>-Accomplishment of targets</p> <p>-Impact and significance of Accomplishments</p>	<p>-Copy of approved and completed innovation</p>
	<p>d. Personal Attributes</p> <p>-Attitude towards work, commitment and dedication to service (20%)</p>	<p>Based on the essay of the nominator</p>	<p>Essay</p>
	<p>e. Other meritorious accomplishment (10 pts.)</p> <p>-Acted as trainer, Resource Speaker, membership in any division/school committee, community organizations</p> <ul style="list-style-type: none"> • School Level • District/Municipal Level • Division Level • Regional/National Level 	<p style="text-align: center;">4</p> <p style="text-align: center;">6</p> <p style="text-align: center;">8</p> <p style="text-align: center;">10</p>	<p>-Certificate of Participation</p> <p>-Certificate of Recognition</p>

V. Nomination and Submission Procedure

1. The TIC, Head Teacher, Principal and Non-Teaching Personnel must be nominated by any of the following: Public Schools District Supervisor, school head, section chief or unit head, Colleague, Education-related organization or stakeholders.
2. The nominator shall accomplish the prescribed form attached to this Memorandum.
3. The nominee is responsible for securing the needed consent of the people involved in the video documentation (if required by the committee) which he or she will acknowledge in compliance to Data Privacy Act form.



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4. The nomination form shall be directly submitted to the Office of the Schools Division Superintendent on or before **November 19, 2021 from 8:00 AM to 5:00 PM only. Late submission shall not be accepted.**
5. 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.
6. The candidate may be subjected to a deep selection process which may take the form of an interview, background investigation, and other similar scheme.
7. 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.

VI. Required documents for submission

1. Service Record (1 copy)
2. Division Office c/o Records Section Certified OPCRf (for school heads) and IPCRF for non-teaching personnel for the last 3 years.
3. Authorization on the use of data submitted by the SDO for documentation and reporting purposes (1 copy).
4. Self-certification on the compliance for the Anti-Plagiarism Act (1 copy).
5. Certification of No pending Administrative complaint/ Not guilty of an Administrative case to be secured from the Legal Unit or Administrative Officer V (1 copy).
6. Nomination form and Essay of Nominator

All submitted documents shall be at the disposition of the Division Office to include use of the documents for publication and advocacy purposes.

VII. Awards and Incentives

- A. Title (For Education Leaders)
- 2021 Outstanding Head Teacher/TIC, ONDRA Award – Elementary Level (5 Awardees)
 - 2021 Outstanding Principal, ONDRA Award - Elementary Level (5 Awardees)
 - 2021 Outstanding Head Teacher/TIC, ONDRA Award – Secondary Level (5 Awardees)



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- 2021 Outstanding Principal, ONDRA Award – Secondary Level (5 Awardees)
- B. Title (For Non-Teaching Personnel)
- 2021 Outstanding Employee, ONDRA Award - Level 1 (5 Awardees)
 - 2021 Outstanding Employee, ONDRA Award - Level 2 (5 Awardees)
- C. Monetary Award
- Cash Award to be announced during the Education Week Celebration.
- D. Non-Monetary Award
- Plaque for winners
 - Certificate of Recognition for Finalists



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Enclosure No. 2 to Division Memorandum No. 493 s. 2021

For Nominator:

Please accomplish the nomination form and attach a two-page (letter-size) essay (Tahoma, Size 11, 1.5 spacing) about the nominee with emphasis on his/her character, accomplishments and impact to service delivery and contribution to the organization and community.

NOMINATION FORM

Search for Outstanding Head Teacher/TIC/Principal/Non-Teaching Personnel

Recent 2x2 picture
of the Nominee

The Screening and Selection Committee
SDO Catanduanes

After reviewing the mechanics and criteria for the Division Search for Outstanding Education Leaders and Non-Teaching Personnel, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

School/Office: _____

School/Office Address: _____

I hereby certify that to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

Name of Nominator: _____

Signature of Nominator: _____

Position: _____

Date signed: _____



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