



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

23 November 2022

DIVISION MEMORANDUM

No. 552, s. 2022

ONDRA CATANDUNGAN AWARDS 2022

TO : Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
All Employees
PRAISE Committee

1. Pursuant to Civil Service Commission Memorandum Circular No. 7, s. 2012 titled Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), CSC Memorandum Circular No. 01, s. 2001 titled Program on Awards and Incentives for Service Excellence (PRAISE), to strengthen the implementation of DepEd Order No. 9, s. 2012 on Establishing the Program on Awards and Incentive for Service Excellence (PRAISE) in the Department of Education and the issuance of SDO Catanduanes' Rewards and Recognition system contained in Division Memorandum No. 510, s. 2022, this office announces the 2022 ONDRA CATANDUNGAN AWARDS.

2. The search aims to:

- a. recognize the outstanding and meritorious achievement and accomplishments of education leaders, teachers, and non-teaching personnel of this division;
- b. recognize exemplary behavior, remarkable dedication to work, and effective leadership;
- c. strengthen the rewards and recognition system in this division.

3. The following are the scope and kinds of awards:

- a. Outstanding Department Heads/Head Teachers in Secondary Schools
- b. Outstanding Master Teachers in Elementary and Secondary levels
- c. Outstanding Community Alternative Learning System Implementers (CALSI)
- d. Outstanding Non-Teaching Personnel, SG 1-9 Category, in Schools and Schools Division Office (SDO) Proper
- e. Pinnacle (CARE) Award in SDO Proper

4. In view of this, the PRAISE Committee is hereby instructed to convene and conduct the Search following the process in the PRIME-HRM Rewards and Recognition system.





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5. The mechanics, nomination form, PRAISE Committee and guidelines for Pinnacle (CARE) award are attached.
6. Expenses to be incurred in this search shall be charged to the allocated 5% budget of the SDO taken from the HRTD and/or other division/local funds.
7. Winners shall receive monetary and non-monetary reward and/or incentive, whichever is feasible.
8. Widest dissemination of this Memorandum is desired.


SUSAN S. COLLANO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: CSC MC No. 7, s. 2012, CSC MC No. 01, DepEd Order No. 9, s. 2012,
Division Memorandum No. 510, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

AWARDS EMPLOYEES
OFFICIALS





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Enclosure No. 1 to DM No. 552

MECHANICS OF THE ONDRA CATANDUNGAN AWARDS 2022

1. The search shall be called the ONDRA CATANDUNGAN AWARDS 2022 in consonance with the policy on PRIME-HRM Rewards and Recognition system.
2. The categories of awards and the qualification requirements shall be as follows:

Category	Qualification Requirements
1. Outstanding Department Heads/Head Teachers	<ul style="list-style-type: none">• Has regular appointment• Has served for 3 years in the present position• Must not have been guilty of an administrative/criminal case.• Must have obtained a rating of at least Very Satisfactory for the last three years Note: For PINNACLE (CARE) AWARD, only the head of the office, section, unit shall submit the requirements
2. Outstanding Master Teachers (Elementary & Secondary Levels)	
3. Outstanding Community Alternative Learning System Implementers	
4. Nonteaching Personnel (SG 1-9) in Schools & SDO Proper	
5. Pinnacle (CARE) Award for SDO Proper's functional office, section or unit only	

Pinnacle (CARE) Award in SDO Proper shall be individually be taken to refer to C-OMMITMENT, A-COUNTABILITY, R-ESILIENCY, E-XCELLENCE

To explain, the following describes C.A.R.E under the Exemplary Behavior Award:

COMMITMENT – demonstrated the highest state of dedication to a cause, program and/or project that directly contributed to a specific output of the office/section/unit aligned to the KRA/s deliverables with quality and efficiency; such action may have extended beyond the call of time.

ACCOUNTABILITY – demonstrated responsibility, ownership, reliance, and answerability that greatly contributed to the individual or group performance or behavior worthy of emulation.

RESILIENCY – demonstrated the essential qualities such as honesty, humility, patience, and flexibility in getting things done and striving to reach the end-goal of the office, section, unit; solving problems, challenges, and recovering from mistakes and managed to keep back on track and deliver results with quality and efficiency.

EXCELLENCE – demonstration of efficiency, quality, and timeliness in the delivery of outputs and deliverables of the office, section, unit in terms of objectives as stated in the KRA and which outputs are beyond the targets.





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The specific guidelines are found in a separate enclosure.

3. The candidates shall undergo the process following the process flow in the R&R policy.
4. Each district shall nominate one (1) nominee per category which shall also undergo the process. The PSDS and the school heads shall follow the process of selection/nomination which are in place in their jurisdiction.
5. The following shall be the Search and Selection Schedule:
November 25 to December 9, 2022 – Nomination Period (Division level)
December 12 to December 19, 2022 –Evaluation, Deliberation and Validation
December 20-23, 2022 –Finalization of Results
January 2023 – Awarding of Winners
6. In the interest of time and to properly observe the process of nomination, selection and evaluation, the awarding date shall be adjusted to January 2023.
7. Winners shall be awarded with monetary and/or non-monetary rewards at an amount to be determined out of the 5% allocation.
8. Winners in this search shall be credited for points for future promotion, upgrading, and other selection process in this division.
9. Decision of the PRAISE Committee shall be final.
10. The Schools Division Superintendent shall have the final and irrevocable decision on complaints, if any.

CRITERIA FOR JUDGING

Category	Selection Criteria Rating	Indicative Rubrics	MOVs
a. Outstanding Department Heads/Head Teachers	a. IPCRF (20%)	Average Rating x.20	Copy of IPCRF SY 2021-2022 SY 2020-2021 SY 2019-2020
	b. Education (10%) Graduate of Ed.D/Ph.D	10	Copy of Diploma or Transcript of Records
b. Outstanding Master Teachers (Elementary & Secondary)	CAR in Ed.D/Ph.D	8	Certification from the graduate school/s
	Graduate of MA CAR in MA	6 4	
c. Outstanding CALSI	c. Innovations/ Program Initiated (30%) Initiated innovations/programs for quality	1 Innovation presented – 20 pts	Copy of approved and completed innovation/ program/ projects
		2 Innovation – 20 pts	





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	outputs/efficiency in the delivery of service		
	<p>d. Leadership & Management (20%)</p> <ul style="list-style-type: none"> - Human Resource Development - Engagement with stakeholders 	<p>Conducted LAC/INSET in school/district levels</p> <p>Implemented priority project and acquired support/donation through his/her own initiative</p>	<p>Copies of -proposal -memo -training matrix -accomplishment report</p> <p>- copy of proposal to benefactors/donors</p> <p>Accomplishment report</p> <p>Certificate of appreciation to benefactors/donors</p>
	<p>e. Participation in contests (10%)</p> <ul style="list-style-type: none"> - As participant in district/division level - District/municipal winner - Division winner (1st place) - Regional winner (1st to 3rd place) - National winner (1st to 5th place) 	<p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	<p>Certificate of Participation</p> <p>Certificate of Recognition</p>
	<p>f. Other Meritorious Accomplishments (10%)</p> <p>Trainer/Resource Speaker/Facilitator/Writer/Member of Committee such as Recruitment and Selection of Teacher Applicants, etc.</p>		<p>Certificate of Participation</p> <p>Certificate of Recognition</p>



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	- District/Municipal level	4	
	- Zonal/Division level	6	
	- Regional level	8	
	- National level	10	
Total		100%	

d. Outstanding Non-Teaching Personnel (SG 1-9)	a. IPCRF (30%)	Average Rating x .30	Copy of IPCRF For SDO Personnel CY 2021 CY 2020 CY 2019 For School-Based Personnel SY 2021-2022 SY 2020-2021 SY 2019-2020
	b. Length of dedicated service (20%)	1 point for every year	Service Record
	c. Innovation (20%) Program Initiated - Initiated innovation/program for quality outputs, efficiency in the delivery of service	Accomplishment of targets & objectives (10%) Impact & significance of the accomplishment (10%)	Copy of approved proposal/completed innovation
	d. Other meritorious accomplishments (10%) Acted as Trainer, Resource Speaker, Membership in any division, district, school committee, community organizations - School level	4	Certificate of Participation Certificate of Recognition





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	- District/municipal level - Division level - Regional/national level	6 8 10	
	e. Personal and Professional attributes (20%) -Attitude towards work, commitment and dedication to service	Essay of the nominator/ Interview and/or validation of immediate head/peer and others	Essay and Validation Result
Total		100%	
e. Pinnacle (CARE) Award	See Enclosure No. 4		

Nomination and Submission Procedure

1. The Department Head/Head Teacher, Master Teacher, Community Alternative System Implementers, and Non-Teaching Personnel must be nominated by any of the following: Public Schools District Supervisor, School Head, Section or Unit Head, colleague, education-related organization or stakeholders.
2. The nominator shall accomplish the prescribed form attached to the Memorandum and an essay about the nominees considering his/her competencies and attitude towards work.
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.
4. The nomination shall be directly submitted to the **Office of the Schools Division Superintendent on or before December 9, 2022 from 8:00 a.m. to 5:00 p.m. 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 interview, background investigation, and other similar scheme.
7. The decision of the committee is final. However, any aggrieved party may send a written inquiry to the Office of the Schools Division Superintendent, a day after the final information of the committee to the respective finalists. The decision of the Schools Division Superintendent shall be irrevocable.
8. Submitted documents/pertinent papers shall be at the disposal of the committee and shall not be made accessible to any candidate.





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Required Documents for Submission

1. Service Record (1 copy)
2. Certified IPCRF Rating for the last three (3) years secured from the Division Office c/o Records Section
3. Authorization on the use of data submitted by the SDO for documentation, advocacy, publication, and reporting purposes (1 copy)
4. Self-certification on the compliance to Anti-Plagiarism Act (1 copy)
5. Certification of Not Guilty of an Administrative Case to be secured from the Legal Unit (1 copy)
6. Nomination Form and essay of Nominator





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Enclosure No. 2 to DM No. 552

NOMINATION FORM

For the Nominator:

Please accomplish the nomination form and attach a two-page (letter-size) essay set in Tahoma font, 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/or community.

Recent 2x2 picture of
the Nominee

The PRAISE Committee
SDO Catanduanes

After reviewing the mechanics and criteria for the Division ONDRA CATANDUNGAN AWARDS 2022, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

School/Office/Section/Unit: _____

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: _____

Position: _____

Date Signed: _____





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Enclosure No. 3 to DM No. 552

PRAISE COMMITTEE

- Chairperson - Ma. Luisa T. Dela Rosa
Assistant Schools Division Superintendent
- Vice-Chairpersons - Romel G. Petajen, Chief, CID
Mary Jean S. Romero, Chief, SGOD
- Members -
1. Marichelle B. Llave - HRMO
 2. Carol P. Gil – SEPS, HRD
 3. Fidel A. Vegim – Representative, Catanduanes Association of Secondary School Heads
 4. Ruben Jose V. Tria, Representative, PESPA
 5. Elias V. Abundo – Representative, PSDS Association
 6. Cynthia Soneja – Representative, EPS Group
 7. Eva S. Tolentino – Administrative Officer V
 8. Ma. Cielo C. Tubale – Representative, NEU
 9. Angelo James O. Aguinalde – Accountant III
 10. Ma. Gina M. Templonuevo – Education Program Supervisor
- Secretariat - Elizabeth S. Urbano – EPS II, HRD
Korina Carla H. Basco – Administrative Officer II
Roma Angelee Soleybar – Administrative Officer II
Linda A. Icaranom – Administrative Assistant III
Nimfa Arcilla – Administrative Assistant III
- Support Staff - Jennifer Metica - Division ITO
Anjo J. Tugay – SEPS, Planning and Research
Alexa May Abundo – Administrative Aide VI
Jake M. Tablo – Administrative Aide VI
Jade Concepcion – Administrative Aide VI
Jean Flor Cestina – Administrative Aide VI





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Enclosure No. 4 to DM No. 552

**GUIDELINES OF THE TOP PERFORMING FUNCTIONAL DIVISION/UNIT UNDER
PINNACLE (CARE) AWARD**

1. All functional offices, section, units shall be automatically included in the selection. In no instance shall a functional office, section, unit not ready for the search.
2. The criteria for this award are as follows:
 1. **Financial Resource Management - (30%)**
 - Utilization of budget allocation reflected in the WFP that were uploaded in the PMIS. All targeted budget allocation for activities indicated in the WFP for the quarter were utilized as planned. (10%)
 - Client Satisfaction Survey (10%)
 - o Prompt action of complaints/request
 - There are evidences that complaints of stakeholders were acted upon immediately within the day. (10%)
 2. **Cleanliness and Orderliness of the work area/assigned area - (15%)**
 - Observance of 5s in random visits
 - The office consistently observes the guidelines on 5S (**Sort, Systematize/Stabilize/Straighten, Sweep/Shine, Standardize/Sanitize, Sustain/Self-discipline**) observed in 5 random visits (15%)
 3. **Courtesy of staff and knowledge or processes (10%)**
 - Behavior and application of Quality Management System processes
 - The staff are consistently approachable, courteous, and likeable, facilitating the needs of the clients who need services of the office and have shown mastery of the processes asked during the 5 random visits. (10%)
 4. **Reports Management (25%)**
 - Timeliness of submission of reports of the FD/Unit
 - Complete and 100% DMEA report and other due reports for the quarter were delivered/reported on time
 5. **Innovations/Programs Initiated (20%)**
 - Initiated program/innovations for quality outputs, efficiency in the delivery of services and timeliness of target deliverables
 - With 2 completed innovations with positive result against the target
3. The functional office/section/unit shall submit a portfolio of their documents/accomplishments based on the criteria set to the PRAISE Committee in accordance with the deadline set.
4. Member of the PRAISE Committee which office/section/unit is the candidate shall abstain from being a member when their office/section/unit is the one being evaluated.





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Enclosure No. 5 to DM No. 552

NOMINATION FORM FOR PINNACLE (CARE) AWARD

Name of Functional Office/Section/Unit: _____

Head of Office/Section/Unit: _____

Members/Personnel:

I hereby certify to the correctness of the submitted documents and portfolio and provide consent to the contents thereof for the purpose of the search.

SIGNED:

DATE:

Head of Office/Section/Unit



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