



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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"Creating Possibilities, Inspiring Innovations"



Page 1 of 16

GUIDELINES ON THE SEARCH FOR DepEd QUEZON GAWAD GINTONG BINHI Program on Awards and Incentives for Service Excellence (PRAISE)

INTRODUCTION:

In line with the revised policies on Employee Suggestions and Incentive Awards System, as provided under CSC Memorandum Circular No. 01, s. 2001, the Program on Awards and Incentives for Service Excellence is hereby established in the Division of Quezon, to be known as DepEd Quezon "Gawad Gintong Binhi".

The program is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, outstanding accomplishments or for other extraordinary acts or services for the improvement of Division of Quezon's operation in particular and public service, in general.

The System shall apply to all employees of DepEd Division of Quezon, in the Division, Districts and Schools, both in the teaching and non-teaching personnel with permanent status.

DepEd Quezon Gintong Binhi is a division program anchored on the Civil Service Commission (CSC) Program on Awards and Incentives for Service Excellence (PRAISE). It aims to recognize outstanding employees of DepEd Quezon in the delivery of basic education services in the division.

The title signifies excellence in education service. It can be described as a "ginto" in terms of its prestige. The awardees are the "binhi" of the division. They sprout for excellence, grow towards service, and bear quality, excellence and success as their fruits. Hence, "Gintong Binhi" is a noteworthy award to be given to DepEd Quezon employees.

This prestigious award is named after Quezon's identity. To further magnify the significance of the award, DepEd Quezon has adapted the province's unique character being one of the leading agricultural provinces in the country and the food basket of CALABARZON. Thus, the title "binhi" best suits the aim of this service excellence award. It significantly describes an outstanding Quezonian educator.

"Gintong Binhi" is an excellence service award. It is anchored on the core values of "binhi" which describes its awardees. Excellence simply means the quality of being outstanding. It is a valuable quality harnessing greatness. Hence, excellence in education service in DepEd Quezon is characterized by "Gintong Binhi". The core values of being a "binhi" are as follows:

Builder – To achieve excellence, one must be a builder. It can be in various forms: knowledge-builder, community-builder, and leadership builder among others.

Innovator – One prime characteristic of excellence is instituting innovations. Hence a "binhi" possesses the quality of being an innovative educator. Whether as a teaching or non-teaching

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Page 2 of 16

personnel, he/she always comes with new ideas and distinctive ways of delivering and implementing basic education services. An innovator contextually addresses the needs of the school and academic community through his/her profound actions.

Nurturer – What makes a Quezonian unique is their passion towards nurturing learners with love and care. A "binhi" is a nurturer that holistically develops their learners, as well as the community towards making them productive and sound. They influence greatness, develop morale, and help progress learners and community.

Humble – Despite of recognitions and citations, a true "binhi" is a humble person. Working hard in the shadows, a "binhi" possesses dignity, shows modest acts, and spearheads humility. Both teachers and leaders who will be graced as "Gintong Binhi" awardee knows how to bow down and does not know how to brag things up. A humble DepEd Quezon employee levels up his/her actions by recognizing all persons behind his/her success and achievement and ultimately returns the prestige through quality education service.

Inspirer – Lastly, above all the identified characteristics, a "binhi" is an inspirer. This characteristic stimulates and excites people to do great actions. Teachers and leaders inspiring excellence is a true meaning of a "binhi" which reiterates the award's critical cycles – sprouts, grows, and bears.

In the most prime sense, these characteristics make up a "Gintong Binhi" awardee. A "binhi" is not only after the award, rather, towards continuing the cycle of excellence. A life cycle of a "binhi" constitutes sprouting, growing and bearing. They sprout for excellence, grow towards service, and bear quality education services and productive community.

The Division PRAISE Committee is composed of the following:

Chairman:	Dr. MERTHEL M. EVARDOME	
Co-Chairman:	Dr. GERLIE M. ILAGAN	
	Dr. JUAN M. ARAOJO JR.	
	Ms. NADINE C. CELINDRO	
Members:	Dr. ELIZABETH M. DE VILLA	Dr. FERNANDO SENO
	Dr. REGINA MARINO	Mr. GREGORIO RACELIS
	Dr. CARLA MARIE CARANDANG	Mr. EMMANUEL E. SANTIAGO
	Dr. LORENA S. WALANGSUMBAT	Dr. FELIPE MALABAGUIO
	Mr. CARLO SANCHEZ	
Technical Working Group:	Mrs. LUZVIMINDA T. BUERANO	
	Ms. MALOU CABANAG	
	Mr. ELENAR M. OPENA	
	Mr. CARMELO EUSEBIO ALTAMIRA	

Other members can be designated by the members of the TWG with the approval of the chairman of the committee.

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Page 3 of 16

OBJECTIVES

- ✓ Recognize schools and districts including its teaching and non-teaching personnel for their suggestions, outstanding accomplishments, innovations, extraordinary acts or services, good deeds and exemplary behavior for the improvement of their students and community as well.
- ✓ Motivate and inspire DepEd Quezon personnel to continue improve the quality of their performance toward excellence.
- ✓ Develop and encourage employees to be a role model and an inspiration to every Quezonian.
- ✓ Recognize employees who had spent their lives serving the Department of Education.
- ✓ Select from among the teaching and non-teaching personnel one who will exemplify the virtues and characteristics of a true "binhing" Quezonian.

Types of Awards:

A. National Awards

DepEd Division of Quezon shall participate in the search for deserving employees who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGOs, and other award giving bodies such as, but not limited to the following:

1. Presidential or Lingkod Bayan Award
2. Outstanding Public Official/Employee or Dangal ng Bayan Award
3. Civil Service Commission or the PAGASA Award
4. Quezon Medalya ng Karangalan
5. Metrobank Outstanding Teacher
6. CALABARZON Gawad Patnugot
7. Other Awards

B. Division Level Awards

The Division also develop criteria and initiate the search for deserving employees who may be included in the screening of candidates for Department Level Awards to be given such as:

Individual Category:

1. Hermano Pule Makabayang Tagamasid Award
 - Education Program Supervisors
 - Public Schools District Supervisors
2. Tanglaw Manuel L. Quezon School Leadership Award
 - Elementary School Heads
 - Secondary School Heads
3. Teodora Alonzo Realonda Rizal Gabay Mag-aaral Award
 - Elementary School Teacher (K – Grade 6)
 - Secondary School Teacher (Grade 7 – 12)
4. Andres Bonifacio Marangal na Kawani Award (Non-Teaching Personnel)
 - Non-teaching Personnel Level 1 (Salary Grade 1 – 9)
 - Non-teaching Personnel Level 2 (Salary Grade 10-22 except EPS and PSDS)

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Page 4 of 16

5. Outstanding Researcher (Elementary and Secondary)
6. Outstanding ALS Implementer (Elementary)
7. Claro M. Recto Galing Mag-aaral Award (Elementary and Secondary)
(Note: Search for Claro M. Recto Galing Mag-aaral will start on January 2019.)

School Category:

1. Best School-Based Management Implementer (Elementary and Secondary)
2. Most Effective School Reading Program Implementer (Elementary and Secondary)
3. Most Effective ELLN Implementer (Elementary)
4. Outstanding Campus Journalism Program Implementer (Elementary and secondary)
5. Outstanding Brigada Eskuwela Implementer (Elementary and Secondary)
6. Most Effective School ICT Intervention Program/Practice (Elementary and Secondary)
7. Best Performing Public Elementary School
8. Best Performing Public Secondary School
9. Best Performing Schools District

Special Category

1. Other Awards – an award given to an individual, group or office for specific exemplary contribution of an idea, innovation or performance as recommended by the DepEd Quezon PRAISE Committee or as determined by the Schools Division Superintendent.
2. Barangay with Zero Out-of-School Youth - An awardee of any of the Division Level Awards maybe considered as candidate for any of the regional and national awards as may be deemed appropriate by the PRAISE Committee.
3. Loyalty Award – an award given to all retired teaching and non-teaching personnel who had rendered 25, 30, 35, 40 and 45 years in service to DepEd Quezon.

Forms of Awards and Incentives:

1. Ring;
2. Plaques, Certificates, Scholarships;
3. Monetary Award – shall be granted only for suggestions, inventions, innovations, superior accomplishments and other personal efforts resulting in monetary savings but not exceed 20% of the savings generated.
4. Extra Points
5. Other Incentives that may be recommended by DepEd Quezon PRAISE Committee.

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Page 5 of 16

Eligibility Requirements of Nominees

Nominated schools, districts, instructional leaders, teaching and non-teaching employees in the individual, schools and district categories will be evaluated based on their outstanding accomplishments. They must meet the following qualifications:

Individual Category

- ✓ Filipino citizen, active in the service and have rendered not less than three (3) years of continuous government service as of deadline of nomination's submission. Nominee's accomplishments which he/she is being recognized should also be made within the last three years immediately prior to the nomination and have been continuously carried out by the nominee during the said period.
- ✓ Must not be on leave at the time of the Search.
- ✓ Certification signed by the school head (for Outstanding Teacher) and by the ASDS (for outstanding school head, schools) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for the last three (3) years.
- ✓ Copy of the rating forms (IPCR/OPCR) should be attached to the nomination folder.
- ✓ Has not been subjected to any form of disciplinary actions.
- ✓ No pending administrative, criminal and civil case filed.
- ✓ No unliquidated cash advances as certified by the Division accountant for three consecutive years prior to nomination.

Schools and District Category

- ✓ Certification signed by the ASDS that the schools, districts nominee has obtained at least Very Satisfactory (VS) performance ratings for the last two (2) years (OPCRF).
- ✓ No unliquidated cash advances as certified by the Division accountant from January 2017 up to the time of nomination.

An employee or official should be nominated to only one award category. Gawad Gintong Binhi awardees or those who have been previously conferred with any of the awards mentioned above can still be nominated to the same or to a different award category after three years from the conferment of his/her award provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

Disqualification

- ✓ Previous Gawad Gintong Binhi awardee
- ✓ Awardee of Regional and National Search
- ✓ Lone nominee in the specific category

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Page 6 of 16

INDIVIDUAL CATEGORY

- A. CRITERIA FOR STAGE 1 EVALUATION** - 70%
- Performance Rating (IPCRF/OPCRF) - 30 points
 - Significant Accomplishments - 25 points
Project/Work Accomplished, innovative teaching approaches/ strategies/ practices/ materials, strategies/activities done in the last three years that have significantly impacted the performance of the school/district and the community.
 - Impact of Accomplishments/Research - 15 points
Scope/replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified performance indicator.
 - Accomplishment/research conducted in the school level - 5pts
 - Accomplishment/research conducted in the district level - 10pts
 - Accomplishment/research conducted in the division level - 15 pts
 - Innovation - 20 points
Original, creative programs, projects, activities made in the last three (3) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator.
 - Awards and Membership - 10 points
Major awards/citations received relevant to the category and active membership in a reputable professional organization.
- B. CRITERIA FOR STAGE 2 EVALUATION – On Site** - 15%
Validation of Accomplishments included in the Portfolio
Personal Qualities and Character
✓ Good Human Relations in school and Community
Write-ups about the nominee on his/her personal qualities from the school head, from co-teachers, from socio-civic or religious organizations, from community officials and PTA.
- C. CRITERIA FOR STAGE 3A EVALUATION (Teacher Only)** - 15%

Demonstration Teaching

- Mastery of the subject matter - 35pts
- Classroom Management and discipline - 25pts
- Congruency of evaluation with the lesson objectives - 20pts
- Effective utilization of Instructional Materials - 20 pts

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Page 7 of 16

D. CRITERIA FOR STAGE 3B EVALUATION - 15%

Panel Interview

- Communicative Competence - 30 pts
- Ability to present ideas - 25pts
- Smartness and Alertness - 10pts
- Knowledge on the Issue/question - 25pts
- Emotional Stability - 10 pts

SCHOOL/DISTRICT CATEGORY

A. CRITERIA FOR STAGE 1 EVALUATION - 70%

- Performance Rating (OPCRF) - 30 points
- Significant Accomplishments - 25 points
Project/Work Accomplished, innovative teaching approaches/ strategies/ practices/ materials, strategies/activities done in the last three years that have significantly impacted the performance of the school/district and the community.
- Impact of Accomplishments/Research - 15 points
Scope/replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified performance indicator.
 - Accomplishment/research conducted in the school level - 5pts
 - Accomplishment/research conducted in the district level - 10pts
 - Accomplishment/research conducted in the division level - 15 pts
- Innovation - 20 points
Original, creative programs, projects, activities made in the last three (3) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator.
- Awards and Membership - 10 points
Major awards/citations received in connection to the award.

B. CRITERIA FOR STAGE 2A EVALUATION – On Site - 20%

- Validation of Accomplishments included in the Portfolio
- Impact of the School in the Community

The committee will interview internal stakeholders (pupils, teachers, parents) and external stakeholders (LGUs, PTA representative and other civic organizations).

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Page 8 of 16

C. CRITERIA FOR STAGE 3 EVALUATION

- 10%

Panel Interview

- Communicative Competence - 30 pts
- Ability to present ideas - 25pts
- Smartness and Alertness - 10pts
- Knowledge on the Issue/question - 25pts
- Emotional Stability - 10 pts

SPECIAL CATEGORY

- ✓ Other Awards – an award given to an individual, group of individual or office for specific exemplary contribution of an idea, innovation or performance as recommended by the DepEd Quezon PRAISE Committee or as determined by the Schools Division Superintendent.
 1. Impact to Organization - 50 points
Description of the Project/Work Accomplished, Activities Done that have significant impact on the performance of the organization as well. The activities/events or service should not be part of the nominee's job description or duties and the members cannot receive any monetary or personal benefits from their involvement. The organization should have also demonstrated how it embodies and instills the TEA governance principle.
 2. Impact to Community - 50 points
Problems addressed, people/office benefited, and its impact to the community.
- ✓ Barangay with Zero Out-of-School Youth
- ✓ Loyalty Award - for all retired teaching and non-teaching personnel who had rendered 25, 30, 35, and 45 years in service to DepEd Quezon.

REQUIRED NOMINATION DOCUMENTS

Each nomination requires the submission of one (1) original nomination folder containing the fully accomplished Gawad Gintong Binhi nomination form and other documentary requirements.

1. Completely filled-out Gawad Gintong Binhi Nomination Form 1 for individual category and Nomination Form 2 for school/district category and Nomination Form 3 for organization
2. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with nametag taken during the last six (6) months prior to the nomination (*For individual category only*).
3. Certification from the Chairperson of the District PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
4. Certification of no pending Administrative, Civil and Criminal Case (*For individual category only*).
5. Certification signed by the PSDS (for teachers) and ASDS (for school heads) that the nominee has obtained at least Very Satisfactory (VS) performance ratings (IPCRF) for the last three (3) years for the individual category and Very Satisfactory (VS) performance rating (OPCR) for the

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Page 9 of 16

last two (2) years for the school and districts categories. Copy of the rating forms should be attached to the nomination folder.

6. Copy of the recent CSC appointment (*For individual category only*)
7. Authenticated and updated PRC License (*For individual category only*)
8. Certification of no unliquidated cash advances signed by the Division Accountant

Each completely filled up nomination form should be accompanied by a write-up using Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial Regular font # 11.

The nomination form and documentary requirements should be placed in legal size folders (white color). Only required documents must be submitted.

Nomination Write-up

The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years and should be in order of significance, complete with descriptions and justifications.

For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.

The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial font # 11) to include the summary of accomplishment, impact and other information.

Procedure for Nomination, Screening and Evaluation

Nomination to the Search may be done by officials, schools or district offices within DepEd Division of Quezon. The following are the steps on how to nominate outstanding instructional leaders, teaching and non-teaching employees, schools and districts:

- Each districts are expected to nominate one nominee in every award category.
- The district PRAISE shall be responsible for preparing and reviewing the nomination folder of the official/employee/organization/school/district being nominated before submission to the SDO.
- The Division PRAISE Committee shall create a three to five-member Division Selection Committee on Awards for each award category preferably composed of the Assistant Schools Division Superintendent, Division Chiefs, Section Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialist and PRAISE Committee members.
- The Selection Committee shall also screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishments presented.

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Page 10 of 16

- It shall shortlist qualified nominees based on the guidelines. Only those who pass the Stage 1 evaluation shall be subjected to onsite validation. They shall receive email on the further details of the next stage of the Search. Please refer to the Search Timeline.

Grounds for Disqualification of Nominations

Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.

Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.

Submission of Nomination

Nominations for the annual Gawad Gintong Binhi must be submitted to the Schools Division Office, attention Human Resource Training and Development Section c/o Dr. Regina Marino and/or Dr. Carla Marie Carandang not later than July 13, 2018.

2018 GAWAD GINTONG BINHI Checklist of Required Nomination Documents

Nomination Folder

- One (1) original nomination with accomplished nomination form and other documentary requirements
- Completely filled-out Gawad Gintong Binhi Nomination Form 1 for individual category and Nomination Form 2 for school/district category and Nomination Form 3 for organization
- Nomination Write-up (*Maximum of 10 pages Arial font #11*)
- Nominee's updated Form 212 or Personal Data Sheet with passport size photo with nametag taken during the last six (6) months prior to the nomination (*For individual category only*).
- Certification from the Chairperson of the District PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- Certification of no pending Administrative, Civil and Criminal Case (*For individual category only*).
- Certification signed by the PSDS (for teachers) and ASDS (for school heads) that the nominee has obtained at least Very Satisfactory (VS) performance ratings (IPCRF) for the last three (3) years for the individual category and Very Satisfactory (VS) performance rating (OPCR) for the last two (2) years for the school and districts categories. Copy of the rating forms should be attached to the nomination folder.
- Copy of the recent CSC appointment (*For individual category only*)
- Authenticated and updated PRC License (*For individual category only*)
- Certification of no unliquidated cash advances signed by the Division Accountant

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Page 11 of 16

NOMINATION FORM 1 (FOR INDIVIDUAL CATEGORY)

Individual Category	
THE NOMINEE	
Name:	Signature:
Sex:	Place of Birth:
Home Address:	
Mobile Number:	Civil Status:
DepEd Email Address:	
School/Office Address:	
OFFICE/IMMEDIATE HEAD	
Name:	
Position:	
Mobile Number:	
DepEd Email Address:	
School/Office Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile Number:
School/Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Were you a previous Gintong Binhi nominee? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Were you a previous Gintong Binhi semi-finalist? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Were you a previous winner in national or regional search? ___ Yes ___ No If Yes, what year? _____ What category? _____	

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Page 12 of 16



NOMINATION WRITE-UP (Individual Category)

(Maximum of 10 pages A4 size bond paper, Arial font # 11, including the Executive Summary)

Name of Nominee: _____ District: _____

School/Office: _____

Position/Designation: _____

Length of Service in the Present Position: _____ In Government: _____

1. Executive Summary (Description of why the nominee is deserving of the award in not more than 150 words which included personal and professional traits and competencies)
2. Significant accomplishments within the last three (3) years from June 2015 – March 2018 (Description of the project/work accomplished, strategies/activities done that have significant effect on the performance of the school/district/community)
3. Impact of the Accomplishments (Indicate problem addressed, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. If parts of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
4. Innovations (Original, creative programs, projects, activities made in the last three (3) years in connection to the award category – one (1) page abstract)
5. Awards and Membership (List/mention major awards/citations received relevant to the category and active membership in a reputable professional organization. No need to attach photocopies of certificates.)

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Page 13 of 16

NOMINATION FORM 1 (FOR SCHOOL/DISTRICT CATEGORY)

School/District Category	
THE NOMINEE	
School:	
School/Office Address:	
Telephone Number:	District:
DepEd Email Address:	
SCHOOL HEAD	
Name:	
Position/Designation:	
Mobile Number:	
DepEd Email Address:	
School/Office Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile Number:
School/Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Was your school a previous Gintong Binhi nominee? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Was your school a previous Gintong Binhi semi-finalist? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Was your school a previous winner in national or regional search? ___ Yes ___ No If Yes, what year? _____ What category? _____	

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Page 14 of 16

NOMINATION WRITE-UP (School/District Category)

(Maximum of 10 pages A4 size bond paper, Arial font # 11, including the Executive Summary)

Name of Nominee: _____ District: _____

School/Office: _____

Position/Designation: _____

Length of Service in the Present Position: _____ In Government: _____

1. Executive Summary (Description of why the school is deserving of the award in not more than 150 words which includes TEA Governance Implementation, Financial Management, DepEd Programs and Projects Implementation)

2. Significant accomplishments within the last two (2) years from January 2016 – December 2017 (Description of the project/work accomplished, strategies/activities done that have significant effect on the performance of the learners and the school/district/community as well)

3. Impact of the Accomplishments (Indicate problem addressed, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. If parts of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)

4. Innovations (Original, creative programs, projects, activities made in the last three (3) years in connection to the award category – one (1) page abstract)

5. Awards and Membership (List/mention major awards/citations received relevant to the category and active membership in a reputable professional organization. No need to attach photocopies of certificates.)

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Page 15 of 16

NOMINATION FORM 1 (ORGANIZATION)

Other Awards (Organization)	
THE NOMINEE	
Name of Group:	Name of Team Leader:
	Position:
DepEd Email Address:	Mobile Number:
Organization/School Address: (Name – Position/Title based on Plantilla)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
SCHOOL HEAD	
Name:	
Position/Designation:	
Mobile Number:	
DepEd Email Address:	
School/Office Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile Number:
School/Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
Was your organization a previous Gintong Binhi nominee? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Was your organization a previous Gintong Binhi semi-finalist? ___ Yes ___ No If Yes, what year? _____ What category? _____	
Was your organization a previous winner in national or regional search? ___ Yes ___ No If Yes, what year? _____ What category? _____	

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Page 16 of 16



NOMINATION WRITE-UP (Organization)

(Maximum of 10 pages A4 size bond paper, Arial font # 11, including the Executive Summary)

Name of the Group: _____ Team Leader: _____

Office Address: _____

Length of Existence: _____

1. Executive Summary (Description of the organization and why the organization is deserving of the award in not more than 150 words.

2. Impact to the Learners, Teacher, School (June 2016 – June 2018) Description of the project/work accomplished, activities done that have significantly impacted the performance of the organization as well. The activities/events or service should not be part of the nominee's job description or duties and the members cannot receive any monetary or personal benefits from their involvement. The organization should have also demonstrated how it embodies and instills the TEA Governance principle.

3. Impact to the Community (Indicate problems addressed; people/office benefited, and its impact to the community)

sdsme05/28/2018

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