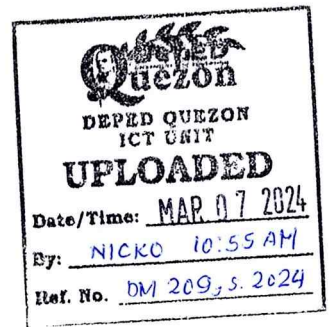




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 March 2024

DIVISION MEMORANDUM
DM No. 209, s. 2024

**SUBMISSION OF PERTINENT DOCUMENTS FOR 9TH CALABARZON
GAWAD PATNUGOT**

To: Assistant Schools Division Superintendents
Division Chiefs
Division PRAISE COMMITTEE
District/School PRAISE
All Others Concerned

1. With reference to the **Regional Memorandum No. 108, s. 2024** (9th CALABARZON GAWAD PATNUGOT), this Office through the Division PRAISE Committee advises all **2023 Gawad Gintong Binhi Winners** for each award category to submit their pertinent documents (hard copy) for 9th CALABARZON Gawad Patnugot to the School Governance and Operations Division (SGOD) Office not later than March 15, 2024. They are also advised to upload a soft copy of the said documents with proper labels through **tinyurl.com/24GPFiles**.
2. All 2023 Gawad Gintong Binhi Winners shall represent this Division in the said regional search and advised to prepare and complete the required nomination documents as provided in the attached Memorandum.
3. Technical assistance will be provided by the Division PRAISE validation team on March 12, 2024, 1:00 pm at the SDO Library Hub regarding the preparation of the required documents.
4. Nominees are also advised to bring with them during the technical assistance their pertinent documents (hard copy) containing the completely filled-out Gawad Patnugot Nomination form (Maximum of 10 pages) to serve as reference in the provision of technical support.
5. Please see Enclosure for the **list of nominees and members of the Division PRAISE Committee** who will provide the technical assistance.
6. Attached is the Regional Memorandum for reference.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon www.depedquezon.com.ph quezon@deped.gov.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

7. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

4-

hrdrum/03/05/2024

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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No ____, s.2024

List of 9th CALABARZON Gawad Patnugot Nominees

I- Individual Category

A. OUTSTANDING ELEMENTARY SCHOOL TEACHER

| No. | Name | Station/School | District |
|-----|----------------|----------------------------|-----------|
| 1 | Jeric P. Mutya | Bagupaye Elementary School | Mulanay I |

B. OUTSTANDING HIGH SCHOOL TEACHER

| No. | Name | Station/School | District |
|-----|-----------------------|----------------|--------------|
| 2 | Leonida B. De Rosales | Quezon NHS | Sariaya East |

C. OUTSTANDING ELEMENTARY SCHOOL MASTER TEACHER

| No. | Name | Station/School | District |
|-----|-------------------|----------------------------|-------------|
| 3 | Malou M. De Ramos | San Antonio Central School | San Antonio |

D. OUTSTANDING HIGH SCHOOL MASTER TEACHER

| No. | Name | Station/School | District |
|-----|----------------------|-------------------|----------|
| 4 | Elizabeth D. Lalunio | Recto Memorial HS | Tiaong I |

E. OUTSTANDING SPED TEACHER

| No. | Name | Station/School | District |
|-----|-----------------------|----------------|----------|
| 5 | Elizabeth A. Ursolino | Perez West ES | Perez |

F. OUTSTANDING MULTIGRADE TEACHER

| No. | Name | Station/School | District |
|-----|-------------------|----------------|----------|
| 6 | Cristina V. Alpay | Alupay ES | Sampaloc |

G. OUTSTANDING ALS TEACHER

| No. | Name | Station/School | District |
|-----|----------------------|----------------|-----------------|
| 7 | Don Kirby M. Alvarez | Candelaria ES | Candelaria West |

H. OUTSTANDING ELEMENTARY SCHOOL HEAD

| No. | Name | Station/School | District |
|-----|-----------------------|------------------------|----------|
| 8 | Maragarita A. Rodrigo | Dolores Central School | Dolores |

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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

I. OUTSTANDING SECONDARY SCHOOL HEAD

| No. | Name | Station/School | District |
|-----|--------------------|----------------------------|-----------|
| 9 | Ariel D. Del Mundo | Cabay National High School | Tiaong II |

J. OUTSTANDING EDUCATION PROGRAM SUPERVISOR

| No. | Name | Station/School | District |
|-----|--------------------|----------------|----------|
| 10 | Jee-Ann O. Borines | SDO | SDO |

K. OUTSTANDING PUBLIC SCHOOL DISTRICT SUPERVISOR

| No. | Name | Station/School | District |
|-----|------------------------|----------------|----------|
| 11 | Restituto M. Hernandez | Tiaong 1 | Tiaong 1 |

L. OUTSTANDING NON-TEACHING PERSONNEL LEVEL 1 (SG 1-9)

| No. | Name | Station/School | District |
|-----|-------------------|----------------|------------|
| 12 | Olibert A. Ritual | PSHN- | Gen. Nakar |

M. OUTSTANDING NON-TEACHING PERSONNEL LEVEL 2 (SG 10-22) Except EPS and PSDS

| No. | Name | Station/School | District |
|-----|------------------------|----------------|----------|
| 13 | Ma. Teresita M. Abella | SDO | SDO |

N. OUTSTANDING ELEMENTARY RESEARCHER

| No. | Name of School | Station/School | District |
|-----|-----------------|-----------------------------|----------|
| 14 | Ramil A. Borreo | Binulanan Integrated School | Infanta |

O. OUTSTANDING HIGH SCHOOL RESEARCHER

| No. | Name of School | Station/School | District |
|-----|--------------------------|---------------------------|----------|
| 15 | Charlene Joy G. Oliveros | Alabat Island National HS | Alabat |

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Republic of the Philippines
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 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

P.OUTSTANDING TEACHING- RELATED PERSONNEL

| No. | Name | Station/School | District |
|-----|--------------------|--------------------|----------|
| 16 | Odessa B. Manguiat | Recto Memorial NHS | Tiaong 1 |

II. SCHOOL AWARD CATEGORY

1. Best Performing Public Elementary School

| No. | Name of School | District | Principal |
|-----|----------------------------|-------------|----------------------|
| 17 | Gumaca West Central School | Gumaca West | Merlita M. Natividad |

2. Best Performing Public High School

| No. | Name of School | District | Principal |
|-----|---------------------------------------|-----------|---------------------|
| 18 | Paaralang Sekundarya ng Heneral Nakar | Gen Nakar | Gregorio I. Racelis |

List of Division PRAISE Committee Members (Technical Assistance Providers)

| Name | STATION |
|------------------------|---------------------|
| ROMMEL C. BAUTISTA | SDS |
| JOEPI . FALQUEZA | ASDS |
| VENUS T. BALMEDINA | ASDS |
| ROSELYN Q. GOLFO | ASDS |
| CARMELA EZCEL A. OROGO | Division Office-CID |
| WALTER F. GALAROSA | Division Office-CID |
| MARIA CARLA M. CARAAN | LUCBAN DISTRICT |
| REXTER J. ANDA | GUMACA WEST |
| RAYMAR C. FLANCIA | LOPEZ WEST |
| LEONARDO F. ZULUETA | Mulanay 2 |
| ALBERTO M. CANLAS | DOLORES |

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REGION IV-A CALABARZON



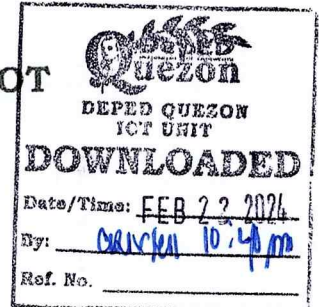
16 February 2024

Regional Memorandum

No. 108 s. 2024

9th DepEd CALABARZON GAWAD PATNUGOT

To **Regional PRAISE Committee**
Schools Division Superintendents
All Others Concerned



1. Anchored on the Civil Service Commission **Program on Awards and Incentives for Service Excellence (PRAISE)** and DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the DepEd, the Department of Education Region IV-CALABARZON announces the **9th DepEd CALABARZON Gawad Patnugot**.
2. The **9th DepEd CALABARZON Gawad Patnugot** aims to acknowledge the outstanding and exemplary accomplishments and performance of DepEd CALABARZON teaching, teaching-related and non-teaching employees, schools, and schools division offices that have contributed to the improvement of the delivery of basic education services amidst the changing educational landscapes. Specifically, the **9th DepEd CALABARZON Gawad Patnugot** aims to:
 - a. recognize and reward the exemplary contributions of the region's human resources- instructional leaders, teachers, and non-teaching personnel who went beyond their call of duty to provide relevant, accessible, liberating and continuous education amidst the changing educational landscapes;
 - b. motivate teaching, teaching related, and non-teaching personnel to contribute to the organizational goals and objectives through increased productivity and performance; and
 - c. encourage creativity and innovation for an efficient, effective, and responsive delivery of quality basic education services.
3. As an advocate of Equal Opportunity Principle (EOP), the Regional PRAISE Committee welcomes all the SDOs official nominees to join the regional search irrespective of their religion or belief, physical condition, ethnicity, political affiliation, age, gender identity, sexual orientation, civil status, and disability.

06/ROH3-H2



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

5. The award categories for this 9th DepEd CALABARZON Gawad Patnugot are:

| No. | Individual Award Category | Level |
|-----|--|---------------------------------------|
| 1 | Outstanding Elementary School Teacher | K- Grade 6 |
| 2 | Outstanding High School Teacher | Grade 7-12 |
| 3 | Outstanding Elem. School Master Teacher | K- Grade 6 |
| 4 | Outstanding High School Master Teacher | Grade 7-12 |
| 5 | Outstanding SPED Teacher | K- Grade 12 |
| 6 | Outstanding Multigrade Teacher | K-Grade 6 |
| 7 | Outstanding ALS Teacher | K- Grade 12 |
| 8 | Outstanding Elementary School Principal | Elementary School |
| 9 | Outstanding High School Principal | High School |
| 10 | Outstanding Education Program Supervisor | SDO |
| 11 | Outstanding Public Schools District Supervisor | SDO |
| 12 | Outstanding Teaching-Related Personnel | SDO/ School (except school principal) |
| 13 | Outstanding Non-Teaching Personnel Level 1 | SG 1-9 |
| 14 | Outstanding Non-Teaching Personnel Level 2 | SG 10-22 (except EPS & PSDS) |
| 15 | Outstanding Researcher | Elementary |
| 16 | Outstanding Researcher | High School |
| 17 | Outstanding Researcher | Teaching-Related Personnel |
| 18 | Outstanding Researcher | Non-Teaching Personnel |

| No. | School Award Category | Level |
|-----|--|-------------------|
| 1 | Best Performing Public Elementary School | Elementary School |
| 2 | Best Performing Public High School | High School |

| No. | Division Category |
|-----|---|
| 1 | Best Performing Schools Division Office |

6. All Schools Division Offices are highly encouraged to participate in all categories and send **one official nominee** in each award category. The **SDO PRAISE Committee** is **expected to screen and evaluate** the **documents** of their official nominees before submission to the Regional Office.
7. Meals of the regional screening committee, travel expenses of the onsite validators, honorarium of the external validators and meals during the conduct of the stages of the search and expenses to be incurred during the conduct of the awarding ceremony such as meals of the attendees, trophies, certificates, supplies and materials, cash prizes, stage decoration and token of the invited keynote speaker shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. For further information and relevant queries regarding the conduct of the Search, please contact PRAISE Committee at email @

region4a.praise@deped.gov.ph attention PRAISE Secretariat or Nadina Gaton @ mobile no. 0966-364-4237 and Jonalyn Pattalitan @ jonalyn.pattalitan@deped.gov.ph .

9. Attached are the search timelines and guidelines while the checklist of required documents and the nomination forms that can be downloaded through this link <https://bit.ly/9thGawadPatnugotNominationForms> .
10. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

cc: 06/ROH3-H10/H2

Enclosure No. 1

9th DepEd CALABARZON Gawad Patnugot Search Timeline

| Activity | Date | Remarks |
|---|---------------------------------|--|
| Meeting of the Regional and SDO PRAISE Focal Persons | February 19, 2024, at 2:00 p.m. | Meeting link will be shared with the SDO R&R focal person. |
| Meeting of the Regional PRAISE Sub-committee | March 12, 2024, at 2:00 p.m. | Meeting link will be shared with the Regional PRAISE Sub-committee |
| Deadline for submission of the electronic nomination folder to the Regional Office via @ https://bit.ly/9thDepEd-CALABARZONGawadPatnugot | March 19, 2024 @ 12: 00 noon | Late submission of documents will not be accepted |
| Screening and Shortlisting Period Stage 1- <ul style="list-style-type: none"> ● Evaluation of the Nomination Write-Up including required documents ● Shortlisting of nominees based on the set criteria for Stage 1 | March 25-26, 2024 | Documents that reach the 70 % cut off score will proceed to Stage 2. Qualified nominees shall be notified through email and memorandum. |
| Announcement of GP Stage 2 Qualifiers and Call for Feedback from the General Public | April 2, 2024 | PRAISE Committee will accept the feedback until April 19, 2024, at 5:00 p.m. through this link bit.ly/9thGPStage2FQ |
| Stage 2 <ul style="list-style-type: none"> ● Onsite Validation of Qualified Nominees from Stage 1 | April 8-30, 2024 | Only nominees in the individual category that have reached the 85% cut off score based on the criteria will proceed to Stage 3. For the Teachers Awards, the teacher-nominees will deliver their demo teaching in their respective schools. |
| Stage 3 <ul style="list-style-type: none"> ● Virtual Panel Interview of Qualified Nominees from Stage 2 | May 15-17, 2024 | The awardees for the 9 th DepEd CALABARZON Gawad Patnugot will be notified through a Memorandum |
| Preparation, Deliberation and PRAISE Meetings | May 20-21, 2024 | |
| Awarding Ceremony | July 15, 2024 | Venue: To Be Determined |

Enclosure No. 2

The 9th DepEd CALABARZON Gawad Patnugot Guidelines

I. Scope of the Program

The CALABARZON Gawad Patnugot, a regional program on rewards and recognition is aligned with the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE) and the DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the DepEd.

This year, **CALABARZON Gawad Patnugot** Search shall focus on the outstanding and exemplary contributions or innovations of individuals who have gone beyond their call of duty, created breakthroughs, and become trailblazers in their path amidst a pandemic. In the same manner to schools and schools division offices in the delivery of their functions in providing relevant, accessible, liberating and continuous education amidst the changing educational landscape through their effective and innovative implementation of PPAs.

As an Equal Opportunity Principle (EOP) advocate, the Regional PRAISE Committee welcomes all DepEd CALABARZON nominees irrespective of their age, race, sex, gender, religion, ethnic origin, or any other individual or group. These nominees include the teaching, teaching-related and non-teaching personnel holding permanent positions that brought honor and recognition to the region.

However, nominees whose nature of employment fall either under job order or contract of services, as defined in *Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions*, and those employed under extension of service are excluded from the coverage of the program.

II. Categories of Award

A. The awards for the individual category are the following:

1. Outstanding Elementary School Teacher
2. Outstanding High School Teacher
3. Outstanding Elementary School Master Teacher
4. Outstanding High School Master Teacher
5. Outstanding SPED Teacher
6. Outstanding Multigrade Teacher
7. Outstanding ALS Teacher
8. Outstanding Elementary School Principal
9. Outstanding High School Principal
10. Outstanding Education Program Supervisor
11. Outstanding Public Schools District Supervisor
12. Outstanding Teaching-Related Personnel *
13. Outstanding Non-Teaching Personnel - Level 1**
14. Outstanding Non-Teaching Personnel -Level 2
15. Outstanding Researcher- Elementary Level
16. Outstanding Researcher - High School Level
17. Outstanding Researcher -Teaching-Related***
18. Outstanding Researcher -Non-Teaching Personnel

B. The awards for the school category are the following:

1. Best Performing Public Elementary School
2. Best Performing Public High School

C. Below is the sole award for the division category:

1. Best Performing Schools Division Office

Reference:

**Outstanding Teaching-Related Personnel*

Qualified nominees for this award are the head teachers whether from the elementary or high school and the guidance counselors.

***Outstanding Non-Teaching Personnel-Level 1*

Qualified nominees for this award are the Non-Teaching personnel such as the Administrative Aide IV (driver), Administrative Aide I (Utility) and the Administrative Staff (ADA, ADAS).

****Outstanding Researcher- Teaching-Related*

Qualified nominees to this award are the Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Head Teachers, Guidance Counselors, School Principals, Education Program Specialists II, Senior Education Program Specialists.

III. Eligibility Requirements of Nominees

Nominated teaching, teaching-related, non-teaching personnel, schools and schools division offices shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions. They must meet the following qualifications:

Individual Category

1. Filipino Citizen, active in the service and have rendered for not less than three (3) years of continuous service in DepEd as of deadline of submission of the nomination documents. Nominee's accomplishments which he/she is being recognized should also be made within **SY 2022-2023** for school-based personnel and **CY 2023** for division office and division-based personnel.
2. Outstanding accomplishments of the nominees for Outstanding Principal shall be based on the school where they are assigned within SY 2022-2023 prior to the nomination. If the nominees are transferred to another school during the Search, they shall be validated in the school where they implemented their PPAs.
3. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for SY 2022-2023/CY 2023.
4. Has not been subjected to any form of disciplinary actions.
5. No Notice of Disallowance from COA (for principals, supervisors, and non-teaching personnel level 2)

School Category

1. Certification signed by the SDS that school nominee is at least SBM Level 2 implementer for SY 2022-2023 or by the time of the Search.

2. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the School nominee has obtained at least Very Satisfactory (VS) OPCRf for SY 2022-2023.
3. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant. If COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS.
4. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Division Category

1. OPCRf Rating of at least Very Satisfactory for CY 2023.
2. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant. If COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS.
3. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

IV. Criteria for Stage 1 Evaluation

A. Individual Category:

Nominees under this category shall be subjected to the Stage 1 Criteria. The criteria are:

1. **Performance Rating (IPCRf/OPCRf) – 30 points**
Duly signed IPCRF/OPCRf on the specified year
2. **Exemplary Behavior/Conduct Displayed- 10 points**
Using the STAR (Situation, Task, Action, Results) Approach, describe the nominee's adherence to at least 5 of the following norms:
Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved, and problems encountered. Attach the narrative/s given by clients.
3. **Significant Accomplishment/s within the year (SY 2022-2023/ CY 2023) - 50 points**
STAR Approach: Discuss the innovation that have significantly impacted the performance of the learner/school /school community/ district/schools division or region with relevance to the current situation.

Indicate problems addressed, people/office benefited, and transactions facilitated. Discuss the results or impact. Proofs will be checked during the onsite validation. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- **Scope of Outstanding Contribution or Innovation** - 10 points
Using the STAR Approach, discuss the extent of the innovation that something deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation that has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation
- **Beneficiaries** - 10 points
Discuss how the beneficiaries were identified. How many have benefited from the contribution or innovation.
- **Impact of Contribution/Innovation** - 20 points
Discuss the results of the innovation and its impact on the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation
- **Reliability of Contribution/Innovation** - 10 points
Descriptions, and explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
 - a. replicability of the innovation or contribution;
 - b. support contributed by internal and external stakeholders to the innovation or contribution;
 - c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
 - d. clear and concise purpose of innovation;
 - e. responsive to the needs of the stakeholders/beneficiaries

4. Awards and Membership -10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization. MOVs shall be checked during the Stage 2 validation.

B. School and Division Categories:

Nominees under these categories shall be subjected to the Stage 1 Criteria. The criteria are:

1. **Performance Rating (OPCRF)** – 30 points
(Duly signed OPCRf on the specified year)
2. **Significant Accomplishment/s within the year (CY 2023)** - 60 points
STAR Approach: Describe in coming up with the innovation that have significantly impacted the performance of the learner/ school / school community/district/schools division or region with relevance to the current situation. Indicate problems addressed, people/office benefited,

and transactions facilitated. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of the initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- **Scope of Outstanding Contribution or Innovation- 15 points**
Using the STAR Approach, discuss the extent of the innovation that something deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation that has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation)
- **Beneficiaries - 10 points**
Discuss how the beneficiaries were identified.
- **Impact of Contribution or Innovation - 15 points**
Discuss the results of the innovation, and its impact to the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation.
- **Provision of safe, gender-sensitive and happy working environment- 10 points**
Cite PPAs that exhibit that the school/school division is safe, gender-sensitive and happy working environment.(MOVs will be checked
- **Reliability of Contribution/Innovation - 10 points**
Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
 - a. replicability of the innovation or contribution
 - b. support contributed by internal and external stakeholders to the innovation or contribution;
 - c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
 - d. clear and concise purpose of innovation; and
 - e. responsive to the needs of the stakeholders/beneficiaries

3. Awards -10 points

Major awards/citations received in connection to the awards.

V. Required Nomination Documents

Each nomination requires the submission of a **certified true copy** of the following:

- A. Completely Filled-out Gawad Patnugot Nomination Form *(Maximum of 10 pages including Executive Summary and Nomination Write-Up)*
 - Gawad Patnugot (GP)Nomination Form 1- Nomination for the individual category
 - Gawad Patnugot (GP) Nomination Form 2- Nomination Form for the school category

- Gawad Patnugot (GP) Nomination Form 3- Nomination Form for the SDO category
- B. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination *(For Individual Category only)*.
 - C. Certification from the Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee *(For individual and school nominees only)*
 - D. Letter from the head of office endorsing the nomination to the Regional PRAISE Committee
 - E. Certificate of No Pending Case (for Teaching and Related-Teaching c/o RO Legal Unit and for Non-Teaching Personnel c/o SDO Legal Officer) *(For Individual Category only)*.
 - F. Self-certification of No Pending Administrative, Civil and Criminal Case *(For Individual Category only)*
 - G. Certified True Copy of IPCRF/OPCRF (SY 2022-2023/CY 2023). Copy of the rating forms should be attached to the nomination folder.
 - H. Updated Service Record *(For Individual Category only)*
 - I. Updated PRC License *(For Individual Category only)*
 - J. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. *In the event that COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS. (For Principal, Supervisors, Non-Teaching Personnel Level 2, School and SDO Categories)*.
 - K. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
 - L. Notarized certification that all information and documents submitted are true and correct (Please refer to the attached template)

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

Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition, and other Means of Verification mentioned in the filled-out Nomination Form **should NOT be included** in the e-nomination folder, only the required nomination documents. The

nominees must ensure that information written in the Nomination Folder has/have corresponding MOVs during the onsite validation.

VI. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary contributions, or innovations manifested within specified School Year or Fiscal Year. Presentation of accomplishments or contributions or innovations manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “innovated”;
- State outstanding accomplishments or contributions or innovations of exemplary performance displayed and impact in brief, factual and in bullet form;
- Present impact of the significant accomplishments by responding to the indicators presented in criterion 2.

B. The following information must be adequately provided:

- For outstanding contributions or innovations, state that the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. Cite justifications on why the contributions or innovations are considered exceptional or extraordinary.

Limitation on Nomination

- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Bookman Old Style #11font) to include the summary of accomplishments, impact, and other information.
- While there are 21 awards under the Search, a nominee should be nominated to only **one** award category.

VII. Procedure for Nomination

This year’s conduct of the Gawad Patnugot Search is open to all qualified nominees. Previous Gawad Patnugot awardees from the schools and SDO categories can still join and be nominated to the same awards. While Gawad Patnugot individual awardees can be nominated to other individual awards. There shall be a hall of famer for those who maintain their standing for three consecutive years.

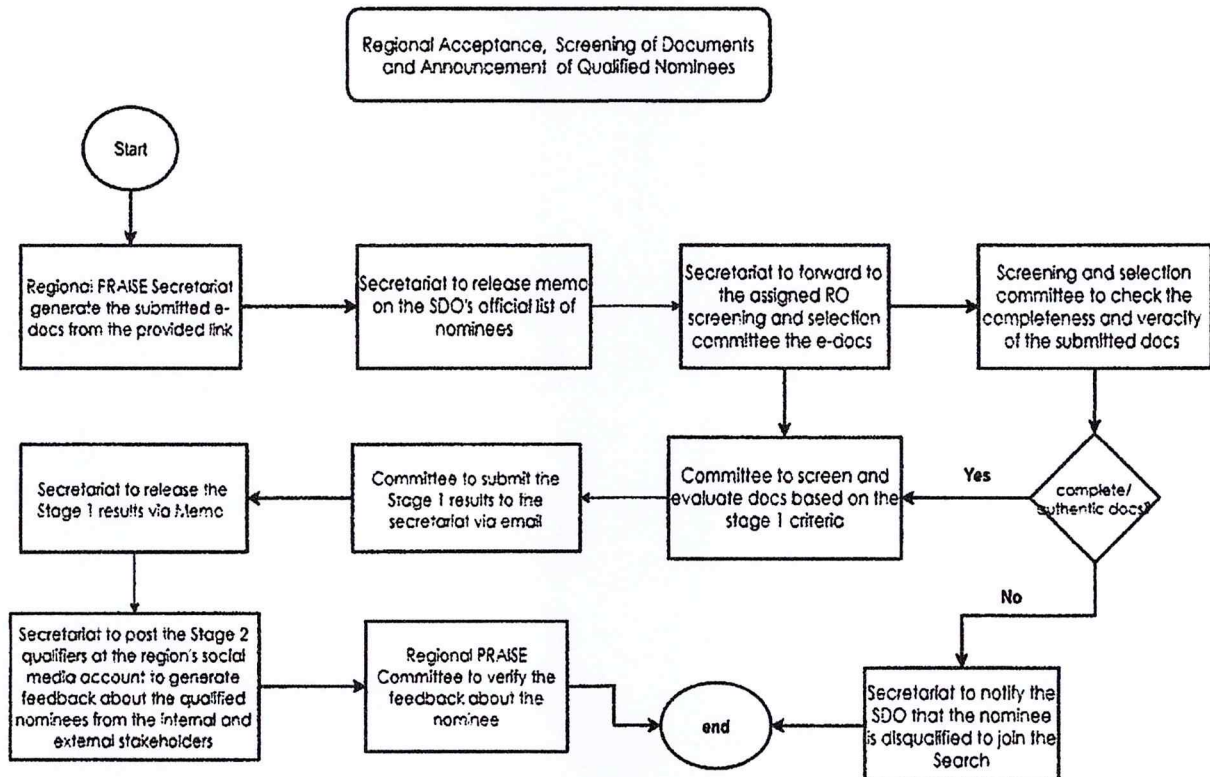
Nomination to the Search may be done by officials, schools, or schools division offices within the DepEd CALABARZON.

VIII. Procedure for Acceptance, Screening and Evaluation of Documents and Announcement of Qualified Nominees

The 9th DepEd CALABARZON Gawad Patnugot Search is open to all qualified nominees. Nomination to the Search may be done by officials, schools, or schools division offices within DepEd CALABARZON region. Previous GP individual awardees can be nominated for other individual awards. On the other hand, GP school and

SDO awardees can still join and be nominated to the same awards. Hall of famers may be schools or SDOs which have been awarded for three consecutive years.

DepEd CALABARZON through the Regional PRAISE Committee shall spearhead in the acceptance, screening and evaluation of the submitted electronic nomination documents of the schools division offices. **Only those who pass the Stage 1 evaluation shall be subjected to onsite validation.** A list of Stage 2 qualifiers shall be posted at the Regional website depedcalabarzon.ph and the official regional Facebook page **DepEd R4A CALABARZON** to gather feedback about the qualified nominees from the internal and external stakeholders. Please refer to the process flow chart.



IX. Determination of Awardees

There shall be three stages of the Search.

| Search Stage | Activity and Description | In-charge |
|--------------|--|--|
| Stage 1 | <ul style="list-style-type: none"> Screening and Table Evaluation <p>The following will be screened and evaluated based on the Stage 1 criteria:</p> <ul style="list-style-type: none"> ✓ Submitted e-copy of the filled-out Nomination Form ✓ required documents | PRAISE Secretariat PRAISE Sub-committee |
| Stage 2 | <ul style="list-style-type: none"> Onsite Validation, Interview and Demo-Teaching <p>The PRAISE sub-committee will:</p> <ul style="list-style-type: none"> ✓ validate the submitted MOVs and the MOVs based on the Stage 2 criteria; and | PRAISE Committee PRAISE Sub-committee |

| | | |
|---------------------------|--|------------------|
| | <p>✓ conduct interview with the nominees and with the internal and external stakeholders.</p> <p>The Stage 2 Qualifiers for the Teachers Awards shall proceed to the demonstration teaching in the same school where they are teaching and will deliver the lesson to their own learners. The sub-committee assigned will provide the topic/lesson to be delivered by the qualifier.</p> | |
| Stage 3 | <p>Interview with the External Stakeholders</p> <p>Stage 3 qualifiers will undergo interview with the external stakeholders.</p> | PRAISE Committee |
| Determination of Awardees | Nominees that have a final score of 85 and above will be recognized during the awarding ceremonies. | PRAISE Committee |

The deep-selection process will help the sub-committees determine the Gawad Patnugot awardees per award-category. Once the qualifiers in each award-category pass the cut off score, they shall be considered as GP awardee. The GP awardees with the highest rating per category will receive special recognition.

X. Definition of Terms

Beneficiaries. These are learners, teachers, learning leaders, parents, schools, community stakeholders that receive help or benefits from innovations or contributions of nominee/s.

Innovation. This refers to something new or to a change made to an existing product, idea, or field. (reference: <https://www.merriam-webster.com/dictionary/innovation>)

Contribution. This refers to the giving or supplying of something that plays a significant part in making something happen. (reference: <https://www.merriam-webster.com/dictionary/contribution>)

Non-Teaching Personnel-Level 1. These are personnel who are either Administrative Aide IV (driver), Administrative Aide I (Utility) and the Administrative Staff (ADA, ADAS).

Non-Teaching Personnel Level 2. These include Librarian I, Senior Bookkeeper and Disbursing Officer II, Administrative Officer, Information Technology Officer (ITO), Project Development Officer, Planning Officer, Medical Officer, Dentist, Engineer, nurse, (Source: DepEd Order No. 77, s. 2010)

Teaching Personnel. These include Teacher I for pre-elementary, elementary and secondary education, alternative learning system, Madrasah, technical-vocational education and Special Education Teacher I for special education classes.

(source: DepEd Order No. 77, s. 2010)

Teaching-Related Personnel. These are personnel who are either Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Head Teachers, Guidance Counselors, school principals, Education Program Specialists II, Senior Education Program Specialists.

(sources: DepEd Order No. 77, s. 2010, DepEd Order. 66, s. 2007)

XI. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, 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 and the nominee shall receive a letter of disqualification form the PRAISE Committee.

B. 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.

XII. A Grounds for Stripping of Award

The Regional PRAISE Committee has the right to revoke the award of a Gawad Patnugot awardee of the current year if found to display an unbecoming behavior as a public servant and proven based on evidence. He/She is disqualified to join the search within 3 years upon revocation of the title.

XIII. Submission of Nomination

Nominations to the 9th DepEd CALABARZON GAWAD PATNUGOT must be submitted in electronic copy following this format SDO_name_award (e.g. laguna_jcruz_multigrade) through this link @ <https://bit.ly/9thDepEd-CALABARZONGawadPatnugot> **not later than March 19, 2024.**