




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


DEPED - QUEZON
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23 May 2022

DIVISION MEMORANDUM
DM No. 422, s. 2022

2022 SEARCH FOR DEPED QUEZON GAWAD GINTONG BINHI

To: Assistant Schools Division Superintendents
Division Chiefs
Division PRAISE Committee Members
All Others Concerned

1. To continuously recognize the outstanding contribution and performance of employees, the DepEd-Schools Division of Quezon in its 7th year of implementation announces the **2022 Search for DepEd Quezon Gawad Gintong Binhi**.
2. The said program is anchored on the **Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001** regarding the **Program on Awards and Incentives for Service Excellence (PRAISE)**.
3. Specifically, 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 and other extraordinary acts or services for the improvement of Division of Quezon's operation in particular and public service, in general.
4. Relative to the conduct of the aforesaid activity, all DepEd Quezon employees regardless of their age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, are encouraged to submit their pertinent papers on or before **June 30, 2022**.
5. Please be informed that there will be three stages of evaluation such as **document evaluation, on-site validation, and panel interview**. Those who will qualify in the initial stage of evaluation shall be informed through a separate Memorandum including other details of the evaluation and/or validation.

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6. All submissions shall be sent to the SGOD-HRD Office through the Records Section. Please be advised that **documents submitted beyond the specified deadline and incomplete required nomination documents will not be entertained and/or accepted** by the Division PRAISE Committee.
7. Please be informed that **those who submitted their nomination entries last year [2021]** shall automatically and officially be part of the nominees this year [2022]. However, they are advised to **update their submitted documents** based on the **revised DepEd Quezon Gawad Gintong Binhi Guidelines**.
8. For the awards category, checklist of the required nomination documents, criteria for evaluation, required forms, and specific nomination guidelines, please see attached Enclosure.
9. Awarding ceremony is expected to be held on **October 05, 2022**. Details regarding the said event shall be communicated through a separate Memorandum.
10. Widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

hrdmgd05/23/2022

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Enclosure to DM No. 422, s. 2022

2022 GUIDELINES ON THE SEARCH FOR DepEd QUEZON GINTONG BINHI
Program on Awards and Incentives for Service Excellence (PRAISE)

INTRODUCTION:

In line with the revised policies on Employees 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.

As an advocate of Equal Opportunity Principle (EOP), the Division PRAISE Committee welcomes all Schools/Districts official nominees to join the division search irrespective of their religion or belief, physical condition, ethnicity, political affiliation, age, sex, gender, civil status, and social 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:

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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" possess the quality of being an innovative educator. Whether as a teaching or non-teaching 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 and 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.

Inspire - Lastly, above all the identified characteristics, a "binhi" is an inspirer. This characteristics 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:

Chairperson: DR. ELIAS A. ALICAYA, JR.
Co-chairpersons: MR. GREGORIO T. MUECO
MR. GREGORIO A. CO
DR. HERBERT D. PEREZ

Members: Ms. ELIZABETH M. DE VILLA
Dr. LORENA S. WALANGSUMBAT Ms. RAQUEL P. MARCUAP
Dr. FERNANDO SEÑO Mr. CALIXTO T. BLAZO
Dr. REGINA V. MARINO Mr. RONALD GARCIA
Ms. MICHELLE G. DUMA Mr. GREGORIO I. RACELIS

Technical Working Group: Ms. AUREA J. GANDIA
Ms. MALOU C. CABANAG
Ms. MARILYN PERMEJO
Ms. REJULIOS M. VILLENES

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

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 entity 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

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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:

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

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

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. **Service Award** - an award given to all retired teaching and non-teaching personnel who had rendered 25 years and above in service to DepEd Quezon.
4. **Loyalty Award**-an award given to all active in-service teaching and non-teaching personnel who has served continuously and satisfactorily for at least 36 and above years in service.

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5. **On the Spot Award** - an award given to an individual, group or office for doing extraordinary deeds for the benefit of humanity as recommended by the DepEd Quezon PRAISE Committee or as determined by the Schools Division Superintendent.

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 saving but not exceed 20% of the savings generated.
4. Extra Points
5. Other Incentives that may be recommended by DepEd Quezon PRAISE Committee.

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 (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 rating for the last (3) years.
- ✓ Copy of the rating forms (IPCRF/OPCRF) 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.

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Schools and District Category

- ✓ Certification signed by the SDS that school nominee is at least SBM Level 2 implementer by the time of the Search.
- ✓ 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 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

Criteria for Stage 1 Evaluation

A. INDIVIDUAL CATEGORY

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

- | | |
|---|------------------|
| 1. <u>Performance Rating (IPCRF/OPCRF)</u> Duly signed IPCRF/OPCRF | 30 points |
| 2. Significant Accomplishment/s | 60 points |

Description of the Contribution/s or Innovation/s done that have significantly impacted the performance of the learner/ school/ school community/district/schools. Indicate problems addressed, people/school/district/office benefited, and transactions facilitated. 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.

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- Scope of Outstanding Contribution or Innovation - 15points
Discuss the coverage of the contribution or innovation. 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.
- Beneficiaries - 15points
Discuss how many benefited from the contribution or innovation.
- Impact of Contribution/Innovation - 20points
Percentage of increase of performance of beneficiaries
- Reliability of Contribution/Innovation – 10 points
Descriptions, explanations, 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

3. Awards and Membership – 10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization.

- Awards and Membership 10 points
Major awards/citations received relevant to the category and active membership in a reputable professional organization.

C. School Category

- | | |
|---|------------------|
| 1. <u>Performance Rating (IPCRF/OPCRF)</u> Duly signed IPCRF/OPCRF | 30 points |
| 2. Significant Accomplishment/s | 60 points |

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Description of the Contribution/s or Innovation/s done that have significantly impacted the performance of the learner/ school/ school community/district/schools. Indicate problems addressed, people/school/district/office benefited, and transactions facilitated. 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 - 15points

Discuss the coverage of the contribution or innovation. 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.

➤ Beneficiaries - 15points

Discuss how many benefited from the contribution or innovation.

➤ Impact of Contribution/Innovation - 20points

Percentage of increase of performance of beneficiaries

➤ Reliability of Contribution/Innovation – 10 points

Descriptions, explanations, 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

3. Awards and Membership – 10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization.

A. Criteria For Stage 2 Evaluation - On Site

15%

Validation of Accomplishments included in the Portfolio

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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.

B. 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 20pts

C. Criteria For Stage 3b Evaluation 15%

Panel Interview

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

A. 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).

B. Criteria For Stage 3 Evaluation 10%

Panel Interview

- Communicative Competence 30pts

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| | |
|-----------------------------------|-------|
| ➤ Ability to present ideas | 25pts |
| ➤ Smartness and Alertness | 10pts |
| ➤ Knowledge on the Issue/question | 25pts |
| ➤ Emotional Stability | 10pts |

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 (OPCRF) for the 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-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 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.

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Nomination Write-up

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

For outstanding work accomplishments, 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 district is 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 Division Selection Committee on Awards for each 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 Specialists and PRAISE Committee members.
- The Selection Committee shall also screen all nominations with complete documentary requirements and determine the correctness of the category vis-a-vis the accomplishments presented.

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- 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, 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 **Ms. Regina V. Marino and Ms. Michelle G. Duma** not later than **June 30, 2022**.

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2022 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 name tag 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 head 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 advance signed by the Division Accountant.

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

Annex

NOMINATION FORM 1 (FOR INDIVIDUAL CATEGORY)

| | |
|--|--------------------------|
| Award Name: | |
| THE NOMINEE | |
| Name: | Signature: |
| Sex: | Place of Birth: |
| Home Address: | |
| Mobile Number: | Civil Status: |
| DepEd E-mail Address: | |
| School/ Office Address: | |
| OFFICE/IMMEDIATE HEAD | |
| Name: | |
| Position: | |
| Mobile Number: | |
| DepEd E-mail Address: | |
| School/ Office Address: | |
| NOMINATOR | |
| Name: | Position: |
| Office: | Telephone/Mobile Number: |
| School/ Office Address: | E-mail Address: |
| ADDITIONAL INFORMATION ABOUT THE NOMINEE | |
| Were you a previous Gintong Binhi nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what year? _____ What category? _____ | |
| Were you a previous Gintong Binhi semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what year? _____ What category? _____ | |
| Were you a previous winner in national or regional search? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what year? _____ What category? _____ | |

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NOMINATION WRITE-UP (FOR INDIVIDUAL CATEGORY)

(Maximum of 10 pages A4 size bond paper, Arial font, size 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 [Fiscal Year]. (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/mandate or the product of his/her initiative. If part of the nominee's regular duties or mandate, justify why the accomplishments are considered exemplary or extraordinary.) |
| 4. Innovations (Original, creative programs, projects, activities made in the last three (3) years [Fiscal Year] in connection to the award category - one (1) page abstract) |
| 5. Awards and membership (List/mention 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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NOMINATION FORM 1 (FOR SCHOOL CATEGORY)

| | |
|--|--------------------------|
| Award Name: | |
| THE NOMINEE | |
| School: | |
| School/Office Address: | |
| Telephone/Mobile Number: | District: |
| DepEd E-mail Address: | |
| SCHOOL HEAD | |
| Name: | |
| Position/Designation | |
| Mobile Number: | |
| DepEd E-mail Address: | |
| School/ Office Address: | |
| NOMINATOR | |
| Name: | Position: |
| Office: | Telephone/Mobile Number: |
| School/ Office Address: | E-mail Address: |
| ADDITIONAL INFORMATION ABOUT THE NOMINEE | |
| Was you a previous Gintong Binhi nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, what year? _____ What category? _____ | |
| Was you a previous Gintong Binhi semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, what year? _____ What category? _____ | |
| Was you a previous winner in national or regional search? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, what year? _____ What category? _____ | |

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NOMINATION WRITE-UP (FOR SCHOOL CATEGORY)

(Maximum of 10 pages A4 size bond paper, Arial font, size 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 [Fiscal Year]. (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/mandate or the product of his/her initiative. If part of the nominee's regular duties or mandate, justify why the accomplishments are considered exemplary or extraordinary.)
4. Innovations (Original, creative programs, projects, activities made in the last three (3) years [Fiscal Year] in connection to the award category - one (1) page abstract)
5. Awards and membership (List/mention 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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