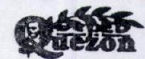




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**UPLOADED**

Date/Time: 8/15/22 3:48 pm  
By: Rommel  
Ref. no. DM 477-22

11 August 2022

**DIVISION MEMORANDUM**  
DM No. 477, s. 2022

**TIMELINE OF ACTIVITIES FOR 2022 DEPED QUEZON GAWAD GINTONG BINHI**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division PRAISE Committee Members  
Secondary and Elementary School Heads  
Secondary and Elementary School Teachers  
All Others Concerned

1. This Office through the Division PRAISE Committee informs all concerned regarding the timeline of activities for 2022 DepEd Quezon Gawad Gintong Binhi. Please see Enclosure No. 1 for reference.
2. Please be informed also that there will be a district and congressional-based screening and shortlisting of nominees prior to the submission to the Division level.
3. Attached also is the checklist of required nomination documents per category. See Enclosure No. 2.
4. Immediate dissemination of this Memorandum is highly desired.

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

hrdmgd08/11/2022

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Enclosure No. 1 to DM No. 611, s. 2022

**TIMELINE OF ACTIVITIES FOR 2022 DEPED QUEZON GAWAD GINTONG BINHI**

Month/Day	Activity	In-Charge	Target Participants
<b>August 2022</b>			
2-3	Division Planning Meeting of PRAISE Committee	Division PRAISE Committee	SGOD-HRD TWG, Members of the Division Praise Committee (31)
20	Call for Nomination to the Gawad Gintong Binhi (District)	District PRAISE Committee	PSDS, Public Secondary & Elementary Schools, School Heads, Teaching & Non-Teaching Staff
30-31	Creation of Rubrics for Gawad Gintong Binhi	Division PRAISE Committee	SGOD-HRD TWG, Members of the Division Praise Committee (31)
<b>September 2022</b>			
5	Deadline in the Submission of Documentary Requirements (District)	District PRAISE Committee	TWG, Members of the District Praise Committee
12-15	District Screening	District PRAISE Committee	TWG, Members of the District Praise Committee
19-23	Congressional Screening/Shortlisting	Congressional PRAISE Committee	TWG, Members of the Congressional Praise Committee
27	Submission of Documents to the DPC	Division PRAISE Committee	SGOD-HRD TWG, Members of the Division Praise Committee
28-October 7	Division Screening	Division PRAISE Committee	SGOD-HRD TWG, Members of the Division Praise Committee
<b>October 2022</b>			
28	Awarding of Gawad Gintong Binhi (Division Level)	Division PRAISE Committee	SGOD-HRD TWG, Members of the Division Praise Committee

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Enclosure No. 2 to DM No. 677, s. 2022

**CHECKLIST OF REQUIRED NOMINATION DOCUMENTS**

1. Completely filled-out Gawad Gintong Binhi Nomination Form 1 for individual category and Nomination Form 2 for school/district category.
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 (2) 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 up 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.

**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.

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<b>Individual Category:</b>	
<b>THE NOMINEE</b>	
<b>Name:</b>	<b>Signature:</b>
<b>Sex:</b>	<b>Place of Birth:</b>
<b>Home Address:</b>	
<b>Mobile Number:</b>	<b>Civil Status:</b>
<b>School /Office Address:</b>	
<b>SDO:</b>	
<b>Phone Number:</b>	<b>DepED Email Address</b>
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone/Mobile No.:</b>
<b>Office Address:</b>	<b>Email Address:</b>
<b>ADDITIONAL INFORMATION ABOUT THE NOMINEE</b>	
Were you a previous Gintong Binhi Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	
Were you a previous Gintong Binhi Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	
Were you a previous Gintong Binhi Winner? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category _____	

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**NOMINATION WRITE-UP**

*(Maximum of 10 pages, A4 size bond paper, Arial #11 font, including executive summary)*

Name of Nominee: \_\_\_\_\_ SDO: \_\_\_\_\_

School/Office: \_\_\_\_\_ Position/Designation: \_\_\_\_\_

Length of Service in the Position: \_\_\_\_\_ Length of Service in the Government: \_\_\_\_\_

**I. Executive Summary** (Description of why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies.)

**II. Significant Accomplishment/s within the last Two Years (SY 2020-SY 2022)** (Description of the Project/Work Accomplished, Strategies/Activities Done that have significantly impacted the performance of the school / school community)

**III. Impact of the Accomplishments** (Indicate problems 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.)

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<b>School Category:</b>	
<b>THE NOMINEE</b>	
<b>School:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>SDO:</b>
<b>Telephone Number:</b>	<b>DepEd Email Address:</b>
<b>SCHOOL HEAD</b>	
<b>Name:</b>	<b>Sex:</b>
<b>Designation:</b>	
<b>Telephone/Mobile No.:</b>	
<b>DepEd Email Address:</b>	
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone/Mobile No.:</b>
<b>Office Address:</b>	<b>Email Address:</b>
<b>ADDITIONAL INFORMATION ABOUT THE NOMINEE</b>	
Was your school a previous Gintong Binhi Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	
Was your school a previous Gintong Binhi Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	
What award category? _____	

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**NOMINATION WRITE-UP**

(Maximum of 10 pages, A4 size bond paper, Arial 11 font, including executive summary)

Name of School: \_\_\_\_\_

Schools Division Office: \_\_\_\_\_

Category: \_\_\_\_\_

**I. 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.)

**II. Significant Accomplishment/s within the last two years (SY 2020-2022)** (Description of the Project/Work Accomplished, Strategies/Activities Done that have significantly impacted the performance of the learners and the school as well.)

**III. Impact of the Accomplishments** (Indicate problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)

**IV. Innovations** (If any. Original, creative programs, projects, activities made in the last three (3) years in connection to the award category) 1 page abstract.







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**V. Other Information** (List or mention Major Awards/Citations Received by the school in connection to the award. No need to attach photocopies of certificates.)

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Categories of Award

No.	Individual Category	Level
1	Outstanding Elementary School Teacher	K-Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elementary 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 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

	School Award Category	
1	Best Performing Public Elementary School	Elementary
2	Best Performing Public High School	High School

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