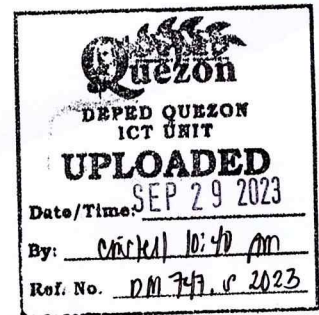




Republic of the Philippines  
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Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 September 2023

**DIVISION MEMORANDUM**  
DM No. 747, s. 2023

**2023 SEARCH FOR DEPED QUEZON GAWAD GINTONG BINHI**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division PRAISE Committee Members  
District 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 8<sup>th</sup> year of implementation announces the **2023 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 **October 20, 2023**.

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5. All districts shall recommend one nominee in each category. The District PRAISE Committee is advised to screen and evaluate the documents of their nominees before submission to the Division Office.
6. 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 the initial stage of evaluation shall be informed through a separate Memorandum including other details of the evaluation and/or validation.
7. 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.
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 **December 2023**. Details regarding the said event shall be communicated through a separate Memorandum.
10. Widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

hrdmgd09/25/2022

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

**I. 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:

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

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**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 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:

**Chairperson:** SDS ROMMEL C. BAUTISTA  
**Co-chairperson:** ASDS HERBERT D. PEREZ  
ASDS GREGORIO T. MUECO  
ASDS EDWARD D. GARCIA

**Members:**

Ms. ELIZABETH M. DE VILLA	Ms. MARIA DYLIN S. GARCIA
Ms. LORENA S. WALANGSUMBAT	Mr. JUANITO A. MERLE
Mr. FERNANDO T. SEÑO	Ms. RAQUEL P. MARCUAP
Ms. Ma. LOURDES C. CABANAG	Ms. AUREA J. GANDIA
Mr. ABNER L. PUREZA	Mr. JOSEPH HINANAY
Ms. REGINA V. MARINO	Mr. RONALDO V. GARCIA
Ms. MARY JOYCE S. MONTANA	Mr. GREGORIO I. RACELIS
Mr. RAUL R. AGARAN	Mr. PAUL CLIFORD N. MARQUEZ

**Technical Working Group:**

Mr. REJULIOS M. VILLENES	Ms. MARIA BERNADIT M. TUPAS
Ms. MARILYN N. PERMEJO	Ms. MICHELLE G. DUMA
Mr. GILBERT C. ALVA	Ms. MA. TERESITA M. ABELLA
Ms. MARK ANGELO M. TIUSAN	Mr. ARVIN P. REPASO

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

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**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

**B. Division Level Awards**

The Division Gawad Gintong Binhi adopts criteria and guidelines from the Regional Gawad Patnugot and initiates the search for deserving employees in the Division. The first place winner in each category shall automatically be nominated to the Regional Gawad Patnugot.

**C. Congressional and District Level Awards**

The Congressional and District Level shall follow the Division Gawad Gintong Binhi criteria for shortlisting nominees who shall be recommended for the Division Level Awards.

**II. Categories of Award**

Individual Category	
Award	Level
a. Outstanding Elementary School Teacher	K-Grade 6
b. Outstanding High School Teacher	Grade 7-12

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c. Outstanding Elementary School Master Teacher	K-Grade 6
d. Outstanding High School Master Teacher	Grade 7-12
e. Outstanding SPED Teacher	K-Grade 12
f. Outstanding Multigrade Teacher	K-Grade 6
g. Outstanding ALS Teacher	K-Grade 12
h. Outstanding Elementary School Principal	Elementary School
i. Outstanding High School Principal	High School
j. Outstanding Education Program Supervisor	SDO
k. Outstanding Public School District Supervisor	SDO
l. Outstanding Teaching-Related Personnel	SDO/School (except school principal)
m. Outstanding Non-teaching Personnel Level 1	SG 1-9
n. Outstanding Non-teaching Personnel Level 2	SG 10-22 (except EPS & PSDS)
o. Outstanding Researcher	Elementary
p. Outstanding Researcher	High School
q. Outstanding Researcher	Non-Teaching Personnel
r. Outstanding Researcher	Teaching-Related Personnel

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

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

**Special Category**

1. **Exemplary Character Award** - 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.
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.

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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 teaching and non-teaching personnel who are in active service and serve continuously and very satisfactorily for at least 30 and above years.

Forms of Awards and Incentives:

1. Ring (specification: 10-14k, gold or silver, with DepEd logo);
2. Plaque
3. Certificate
4. Extra Points (to be considered in the ranking of applicants for promotion supported by Division Memorandum)
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**

1. 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.
2. Must not be on leave at the time of the Search.
3. 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.
4. Copy of the rating forms (IPCRF/OPCRF) should be attached to the nomination folder.
5. Has not been subjected to any form of disciplinary actions.
6. No pending administrative, criminal and civil case filed.

**School Category**

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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**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. Updated Service Record *(For Individual Category only)*
6. 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.
7. Copy of the recent CSC appointment *(For individual category only)*
8. Authenticated and updated PRC License *(For individual category only)*
9. Certification of no unliquidated cash advances signed by the Division Accountant may certify and be noted by the SDS. *(For Principal, Supervisors, Non-Teaching Personnel Level 2 and School)*

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 Bookman Old Style 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, Bookman Old Style 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?    Yes    No <input type="checkbox"/> If yes, w <input type="checkbox"/> t year? _____ What award category? _____	
Were you a previous Gintong Binhi Semi-finalist?    Yes    No <input type="checkbox"/> If yes, w <input type="checkbox"/> t year? _____ What award category? _____	
Were you a previous Gintong Binhi Winner?    Yes    No <input type="checkbox"/> If yes, w <input type="checkbox"/> t year? _____ What award category? _____	

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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?    Yes    No <input type="checkbox"/> es, wha <input type="checkbox"/> ear? _____	
What award category? _____	
Was your school a previous Gintong Binhi Semi-finalist?    Yes    No    If <input type="checkbox"/> , what <input type="checkbox"/> ar? _____	
What award category? _____	

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**NOMINATION WRITE-UP**

*(Maximum of 10 pages, A4 size bond paper, Bookman Old Style 11 font, including executive summary)*

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

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

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

<p><b>I. Executive Summary</b>(Description of why the school is deserving of the award in not more than 150 words which includes DepEd Matatag implementation, Financial management, DepED Programs and Projects Implementation.)</p>
<p><b>II. Significant Accomplishment/s within the last two years (SY 2021- SY 2022)</b>(Description of the Project/Work Accomplished, Strategies/Activities Done that have significantly impacted the performance of the learners and the school as well.)</p>
<p><b>III. Impact of the Accomplishments</b> (Indicate problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.</p>
<p><b>IV. Innovations</b> (If any. Original, creative programs, projects, activities made in the last three (3) years in connection to the award category)1 page abstract.</p>



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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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**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

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.

- 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.

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**C. School Category**

1. Performance Rating (IPCRF/OPCRF) **30 points**  
Duly signed IPCRF/OPCRF

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.

- 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.

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*"Creating Possibilities, Inspiring Innovations"*

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