



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



DEPED - QUEZON  
ICT UNIT

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Ref. no. DM 768 s. 2022

12 September 2022

**DIVISION MEMORANDUM**

DM No. 768, s. 2022

**SUBMISSION OF REQUIRED NOMINATION DOCUMENTS FOR DEPED QUEZON SEARCH  
FOR GAWAD GINTONG BINHI**

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

1. With reference to **Division Memorandum No. 677, s. 2022** titled **Timeline of Activities for 2022 DepEd Quezon Gawad Gintong Binhi** issued last August 08, 2022, this Office through the Division PRAISE Committee advises all concerned regarding the submission of required nomination documents for the Search.
2. All districts shall submit to the Division Office through the Human Resource Development – Schools Governance and Operations Division (HRD-SGOD) the documents of their respective winners in the different categories not later than **September 18, 2022**.
3. There will be a shortlisting of nominees per Congressional level which will be held on **September 22 – 29, 2022**. Attached is the detailed schedule of Congressional shortlisting including the venue for the said activity and the list of Congressional PRAISE Committee members. (See Enclosure 1)
4. The Division Level Evaluation of documents and validation of Congressional Level winners shall be conducted by the Division PRAISE Committee following the timeline of the Search.
5. Attached is the *Guidelines* for the Search for Gawad Gintong Binhi 2022 for reference and guidance. (See Enclosure 2)
6. 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

hrdmgd09/12/2022

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Enclosure No. 1 to DM No. 703, s. 2022

**SCHEDULE OF SHORTLISTING AND LIST OF CONGRESSIONAL  
PRAISE COMMITTEE MEMBERS**  
**September 22 – 29, 2022**

CONGRESSIONAL LEVEL		
Category	Evaluators	Schedules/Venue
<ul style="list-style-type: none"><li>Outstanding Elementary School Teacher</li><li>Outstanding Elem. School Master Teacher</li><li>Outstanding Multigrade Teacher</li><li>Outstanding SPED Teacher</li><li>Outstanding ALS Teacher</li></ul>	Chairperson: PSDS Aurea J. Gandia Members: PSDS Catalino L. Porta PSDS Meilani Adan PSDS Luzviminda Buerano PSDS Alice Gonzales  Encoder: PDO Mark Angelo M. Tiusan AO Gloria F. Magtibay	September 22 – 23, 2022  Division Training Center
<ul style="list-style-type: none"><li>Outstanding High School Master Teacher</li><li>Outstanding High School Master Teacher</li></ul>	Chairperson: PSDS Ma. Lourdes C. Cabanag Members: PSDS Carmelo Altamira P-IV Calixto Blazo P-II Gerry Grimaldo  Encoder: PDO Mark Angelo M. Tiusan AO Gloria F. Magtibay	September 22 – 23, 2022  Division Training Center
<ul style="list-style-type: none"><li>Outstanding Elementary School Head</li><li>Outstanding Secondary School Head</li><li>Outstanding Non-teaching Personnel (Level 1 SG 1-9)</li><li>Outstanding Non-teaching Personnel (Level 2 SG 10-22 except EPS &amp; PSDS)</li></ul>	Chairperson: PSDS Raquel P. Marcuap Members: PSDS Rebie A. Marciano PSDS Marlon Raneses PSDS Elenar Opena Mr. Carlo Sanchez  Encoder: EPS II Mary Joyce P. Salamat AO Arlene M. Tolentino	September 26 - 27, 2022  Division Training Center
<ul style="list-style-type: none"><li>Outstanding Elementary Researcher</li><li>Outstanding Secondary Researcher</li><li>Outstanding Researcher Non-teaching</li></ul>	Chairperson: PSDS Rejulios M. Villenes Members: PSDS Sharon A. Villaverde PSDS Ma. Fatima U. Cañayag PSDS Carla Caraan  Encoder: EPS II Mary Joyce P. Salamat AO Arlene M. Tolentino	September 26 - 27, 2022  Division Training Center
<ul style="list-style-type: none"><li>Best Performing Elementary School</li></ul>	Chairperson: PSDS Marilyn N. Permejo Members: PSDS Mario Palo Umali	September 28 - 29, 2022

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<ul style="list-style-type: none"><li>▪ Best Performing Secondary School</li></ul>	PSDS Jaime F. Zara PSDS Jessie Quesea PSDS Helen Esternon P-IV Gregorio I. Racelis  Encoder: PDO Mark Angelo M. Tiusan AO Gloria F. Magtiay	Division Training Center
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Enclosure No. 2 to DM No. 763, 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 Gawad 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

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suits the aim of this service excellence award. It significantly describes an outstanding Quezonian educator.

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

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

**Innovator** - One prime characteristic of excellence is instituting innovations. Hence a "binhi" 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.

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**DIVISION PRAISE COMMITTEE**

A Division PRAISE Committee shall be constituted at the Division Office to evaluate and recommend eligible candidates and awardees for the Search. The Committee shall compose the following:

**Chairperson:** Dr. ELIAS A. ALICAYA, JR.

**Co-chairperson:** Mr. GREGORIO T. MUECO  
Mr. GREGORIO A. CO  
Dr. HERBERT D. PEREZ

**Members:**

Mrs. ELIZABETH M. DE VILLA	Mrs. MARIA DYLIN S. GARCIA
Dr. LORENA S. WALANGSUMBAT	Dr. JUANITO A. MERLE
Dr. FERNANDO T. SEÑO	Ms. RAQUEL P. MARCUAP
Dr. CELESTINA M. ALBA	Mr. CALIXTO T. BLAZO
Mr. ABNER L. PUREZA	Mr. RONALDO V. GARCIA
Dr. REGINA V. MARINO	Mr. GREGORIO I. RACELIS
Dr. MICHELLE G. DUMA	

**Technical Working Group**

Mrs. AUREA J. GANDIA	Dr. MARIA BERNADIT M. TUPAS
Ms. MA. LOURDES C. CABANAG	Ms. MARY JOYCE P. SALAMAT
Mrs. MARILYN N. PERMEJO	Mrs. MA. TERESITA M. ABELLA
Dr. REJULIOS M. VILLENES	Mr. MARK ANGELO M. TIUSAN
Dr. GILBERT C. ALVA	

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

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- ✓ 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 Dangkal 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 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 evaluation shall follow the Division Gawad Gintong Binhi criteria for shortlisting nominees who shall be recommended for the division level awards.

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Individual Category	
Award	Level
a. Outstanding Elementary School Teacher	K-Grade 6
b. Outstanding High School Teacher	Grade 7-12
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 School Head	Elementary School
i. Outstanding School Head	High School
j. Outstanding Education Program Supervisor	SDO
k. Outstanding Public School District Supervisor	SDO
l. Outstanding Non-teaching Personnel Level 1	SG 1-9
m. Outstanding Non-teaching Personnel Level 2	SG 10-22 (Except EPS & PSDS)
n. Outstanding Researcher	Elementary
o. Outstanding Researcher	High School
p. Outstanding Researcher	Non-Teaching Personnel

School Category	
Award	Level
Best Performing Public Elementary School	Elementary
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.

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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 teaching and non-teaching personnel who are in active service and serve continuously and very satisfactorily for at least 30 and above years.
5. **On-the-Spot (OTS) Award** – an award given to employees to recognize their exemplary performance and valuable contributions towards achieving the organizational goals and objectives in a real-time way.

#### 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, teaching, teaching-related, and non-teaching personnel in the individual and school categories shall be screened and evaluated based on the required basic qualifications and accomplishments.

##### A. Individual Category

##### 1.1. Outstanding Teachers (Elementary and High School)

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	• PSA Birth Certificate

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Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal, or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence ✓ Nominee should have a descriptive rating of Outstanding	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>
B. Content Knowledge, Pedagogy and Curriculum Planning	
1. Curriculum and Learning Delivery ✓ Designed a BE-LCP-aligned special project or program in reading, literacy, numeracy and other relevant curricular strands that helped teachers and learners to cope with the demands of the new normal	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the project or program</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the project or program</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> </ul>

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	<ul style="list-style-type: none"><li>• Certificate of Corroboration of at least five teachers</li></ul>
2. Learning Resources ✓ a. Took part in the development of instructional materials (e.g. WHLP, LAS, LeaP, BOW, RBI or TVI episodes) adopted and used for the implementation of education in the new normal	<ul style="list-style-type: none"><li>• Approved Action Plan/Project Proposal signed by concerned official</li><li>• Copy of the materials developed</li><li>• Memorandum signed by concerned official</li><li>• Notarized authenticity of the materials developed</li><li>• Newsletter/Photo Documentation</li><li>• Status/Progress report (including executive summary)</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li><li>• Certificate of Corroboration of at least five teachers</li></ul>
✓ b. Took part in the development of self-learning materials (SLMs) as writer, editor or evaluator, illustrator or layout artist adopted, printed and used in schools	<ul style="list-style-type: none"><li>• Approved Action Plan/Project Proposal signed by concerned official</li><li>• Certificate of Recognition as writer, editor or evaluator, illustrator or layout artist</li><li>• Copy of the materials developed</li><li>• Memorandum signed by concerned official</li><li>• Notarized authenticity of the materials developed</li><li>• Newsletter/Photo Documentation</li><li>• Status/Progress report (including executive summary)</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li></ul>

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	<ul style="list-style-type: none"> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
<p>3. Assessment of Learning</p> <ul style="list-style-type: none"> <li>✓ Designed a relevant BE-LCP-aligned learning assessment and reporting mechanisms or program which have become very useful in the implementation of learning in the new normal</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the assessment developed</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the assessment developed</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<b>C. Outstanding Accomplishments</b>	
<p>1. Awards and Recognition</p> <ul style="list-style-type: none"> <li>✓ Received an award or recognition from any DepEd-organized, DepEd-recognized or DepEd-endorsed award-giving body</li> </ul> <p>Note: Must not show vanity and predatory practices</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>2. Coaching</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> </ul>

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<p>✓ Served as coach of a winning learner (first to third place) in a learning-oriented competition</p>	<ul style="list-style-type: none"><li>• Memorandum signed by concerned official</li><li>• Copy of Program of the Competition</li><li>• Certification as the designated coach signed by the School Head</li><li>• Certificate of Corroboration of at least five teachers</li></ul>
<p>3. Research</p> <p>✓ a. Wrote and finished a BE-LCP-aligned research or CI Project related to curriculum and instruction with findings adopted and implemented</p>	<ul style="list-style-type: none"><li>• Approved Research/Project Plan/Proposal signed by concerned official</li><li>• Copy of the research/ CI project</li><li>• Memorandum signed by concerned official</li><li>• Notarized authenticity of the research/ CI Project</li><li>• Newsletter/Photo Documentation</li><li>• Status/Progress report (including executive summary)</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li><li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ EPS for Research (if RO level) and at least five teachers</li></ul>
<p>✓ b. Presented or published a research/CI Project in a legitimate journal of wide circulation</p> <p>Note: Must not show vanity and predatory practices</p>	<ul style="list-style-type: none"><li>• Copy of the journal bearing its ISSN or DOI (if digital copy)</li><li>• Certificate of Publication</li><li>• Certification signed by the journal editor</li><li>• Notarized authenticity of the journal</li></ul>

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	<ul style="list-style-type: none"><li>• Letter of acceptance signed by the editor</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li><li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ CI Focal Person (if SDO Level) EPS for Research (if RO level)/ CI Focal Person (if Regional level) and at least five teachers</li></ul>
<p>D. Community Linkages</p> <ul style="list-style-type: none"><li>✓ Served as an officer or member of a non-government organization which implemented relevant and long-term (with a minimum of five months duration) projects</li></ul>	<ul style="list-style-type: none"><li>• Approved Action Plan/Project Proposals signed by concerned official</li><li>• Copy/ies of the project/s or program/s implemented</li><li>• Notarized authenticity of the project/s or program/s</li><li>• Newsletter/Photo Documentation</li><li>• Status/Progress report (including executive summary)</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li><li>• Certificate as Officer or Member</li><li>• Certificate of Registration of the non-government organization from the Municipal Planning and Development Council or other LGU counterparts in-charge of their registration</li><li>• Certificate of Corroboration of at least five teachers</li></ul>

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E. Professional Engagement and Growth	
<p>1. Academic Leadership</p> <ul style="list-style-type: none"><li>✓ Served as an officer of any DepEd-organized or DepEd-related groups</li></ul>	<ul style="list-style-type: none"><li>• Certificate as Officer from professional organizations and learned societies recognized by the Department of Education such as but not limited to NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies signed by concerned official.</li><li>• Certificate of Registration of the organization from SEC (if private in nature)</li><li>• Memorandum signed by the concerned official</li></ul>
<p>2. Training</p> <ul style="list-style-type: none"><li>✓ a. Served as Organizer, Speaker or Facilitator in at least three DepEd-organized, DepEd-recognized or DepEd-endorsed trainings or workshops (must be conducted for at least three days each)</li></ul>	<ul style="list-style-type: none"><li>• Approved Training Design signed by the concerned official</li><li>• Approved Training Matrix signed by the concerned official</li><li>• Memorandum signed by concerned official</li><li>• Newsletter/Photo Documentation</li><li>• Certificate of Recognition as Training Organizer/Speaker/Facilitator</li><li>• Certificate of Corroboration of at least five teachers</li></ul>

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✓ b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed specialized training or workshop (must be conducted for at least three days)	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
3. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>

**1.2. Outstanding Master Teachers (Elementary and High School)**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal, or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence Nominee must at least obtained Proficient to Distinguished Teachers based on PPST criteria	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>

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<p><b>B. Innovation</b>          Must be in a form of curriculum and instructional materials, learning delivery, assessment, learning resources, classroom interventions and simplification of work as in reporting system, record keeping, or in ways that resulted in cost reduction</p>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the innovation signed by the concerned official</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the innovation</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<b>C. Outstanding Accomplishments</b>	
<p><b>1. Coaching</b>          ✓ Served as coach of a winning learner (first to third place) in a learning-oriented competition</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Copy of Program of the Competition</li> <li>• Certification as the designated coach signed by the School Head</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p><b>2. Awards and Recognition</b>          ✓ Received an award or recognition from any DepEd-organized, DepEd-recognized or DepEd-endorsed award-giving body          ✓ It must be search-based awards and BSP/GSP service awards</p> <p>Note: Must not show vanity and predatory practices</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p><b>3. Research</b>          ✓ a. Wrote and finished a BE-LCP-aligned research or CI Project related to curriculum and instruction</p>	<ul style="list-style-type: none"> <li>• Approved Research/Project Plan/Proposal signed by concerned official</li> </ul>

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<p>with findings adopted and implemented</p>	<ul style="list-style-type: none"> <li>• Copy of the research/ CI project</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the research/ CI Project</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ CI Focal Person (if SDO Level)/ EPS for Research (if RO level)/ CI Focal Person (if RO level) and at least five teachers</li> </ul>
<p>✓ b. Presented or published a research/CI Project in a legitimate journal of wide circulation</p> <p>Note: Must not show vanity and predatory practices</p>	<ul style="list-style-type: none"> <li>• Copy of the journal bearing its ISSN or DOI (if digital copy)</li> <li>• Certificate of Publication</li> <li>• Certification signed by the journal editor</li> <li>• Notarized authenticity of the journal</li> <li>• Letter of acceptance signed by the editor</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ CI Focal Person (if SDO level)/ EPS for Research (if RO level)/ CI Focal Person (if RO level) and at least five teachers</li> </ul>
<p>4. Publication/Authorship</p> <p>✓ Articles published in a journal/ newspaper/magazine of general circulation</p>	<ul style="list-style-type: none"> <li>• Copy of full book/publication/journal</li> <li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Certificate of Adoption in General Circulation signed by concerned official</li> <li>• Notarized authenticity of the book/publication/journal</li> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
5. Consultancy/Speakership/Facilitatorship	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Letter of Invitation</li> <li>• Copy of Program</li> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<b>D. Professional Growth</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
2. Training Organization/Management in Curriculum Implementation	<ul style="list-style-type: none"> <li>• Approved Training Design signed by the concerned official</li> <li>• Approved Training Matrix signed by the concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Completion Report</li> <li>• Certificate of Recognition as Training Organizer</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
3. Community/Professional/Religious Involvement	<ul style="list-style-type: none"> <li>• Certificates of active engagements or affiliations from reputable professional or socio-civic or religious organizations</li> <li>• Certification of eligibility of the socio-civic organizations from Municipal Planning and</li> </ul>

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	<p>Development Council or other LGU counterparts in-charge of their registration (applicable for engagements or affiliations with socio-civic organizations)</p> <ul style="list-style-type: none"> <li>• Certification of active membership from professional organizations and learned societies recognized by the Department of Education such as but not limited to NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies.</li> <li>• Narrative testimonials or recommendations from reputable, professional, socio-civic or religious organizations (if applicable)</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p><b>E. Monitoring and Provision of Technical Assistance</b></p>	
<p>1. Mentorship</p>	<ul style="list-style-type: none"> <li>• Needs assessment report as basis for TA provision duly signed by the concerned official</li> <li>• Certificate of Mentorship duly signed by concerned official</li> <li>• Approved TA Plan signed by the concerned official</li> <li>• TA report (e.g. JEL, COT) including impact to the mentee</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>2. Demonstration Teaching</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition as Demonstration Teacher duly signed by the concerned official</li> <li>• Approved Lesson Plan signed by the concerned official</li> <li>• Approved Matrix of Activities signed by the concerned official</li> </ul>

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	<ul style="list-style-type: none"> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
F. Subject/Grade Chairmanship and Coordinatorship	<ul style="list-style-type: none"> <li>• Designation Order duly signed by the concerned official with dates covered and terms of reference</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>

**1.3. Outstanding SPED Teacher**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> <li>• Service Record</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence ✓ Nominee must at least obtained Proficient to Distinguished Teachers based on PPST criteria	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>
B. Instructional Competence	

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<p>1. Demonstration Teaching</p> <ul style="list-style-type: none"> <li>✓ Served as demonstration teacher in any activity related to Special Education conducted by the CO, RO, SDO, the district or the school (only the highest level will be acknowledged)</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Recognition as Demonstration Teacher duly signed by the concerned official</li> <li>• Approved Lesson Plan signed by the concerned official</li> <li>• Approved Matrix of Activities signed by the concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>2. Innovation</p> <ul style="list-style-type: none"> <li>✓ Must be in a form of curriculum and instructional materials, learning delivery, assessment, learning resources, class interventions and simplification of work as in reporting system, record keeping, or in ways that resulted in cost reduction</li> </ul>	<p>Approved Action Plan/Project Proposal signed by concerned official</p> <ul style="list-style-type: none"> <li>• Copy of the innovation signed by the concerned official</li> <li>• Individual Education Plans</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the innovation</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>3. Outstanding Accomplishments</p>	
<p>a. Awards and Recognition</p> <ul style="list-style-type: none"> <li>✓ Received an award or recognition from any DepEd-organized, DepEd-recognized or DepEd-endorsed award-giving body</li> <li>✓ It must be search-based awards and BSP/GSP service awards</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> </ul>

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<i>Note: Must not show vanity and predatory practices</i>	<ul style="list-style-type: none"> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<b>C. Professional and Personal Competence</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
2. Seminars, Workshops or Trainings ✓ a. Served as Organizer, Speaker or Facilitator in at least three DepEd-organized, DepEd-recognized or DepEd-endorsed trainings or workshops (must be conducted for at least three days each)	<ul style="list-style-type: none"> <li>• Approved Training Design signed by the concerned official</li> <li>• Approved Training Matrix signed by the concerned official</li> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Completion Report (for organizer only)</li> <li>• Certificate of Recognition as Training Organizer/Speaker/Facilitator</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
✓ b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed specialized training or workshop (must be conducted for at least three days)	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
3. Publication/Authorship ✓ Articles published in a journal/newspaper/magazine of general circulation	<ul style="list-style-type: none"> <li>• Copy of full book/publication/journal</li> <li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li> <li>• Certificate of Adoption in General Circulation signed by concerned official</li> </ul>

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	<ul style="list-style-type: none"> <li>• Notarized authenticity of the book/publication/journal</li> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
<b>D. Community Involvement</b>	
<p>1. Outreach Activity</p> <ul style="list-style-type: none"> <li>✓ Conducted outreach program for LSEN that addresses their current needs and situations</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposals signed by concerned official</li> <li>• Copy/ies of the project/s or program/s implemented</li> <li>• Notarized authenticity of the project/s or program/s</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>
<p>2. Network Linkages</p> <ul style="list-style-type: none"> <li>✓ Conducted income generating project for the implementation and sustainability of the project or program related to the learning delivery of SPED Curriculum and welfare of LSEN</li> </ul>	<ul style="list-style-type: none"> <li>• Approved IGP Proposal signed by concerned official</li> <li>• Financial report signed by concerned official</li> <li>• Notarized authenticity of the IGP</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> </ul>

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	<ul style="list-style-type: none"> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>
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**1.4. Outstanding Multigrade Teacher**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence ✓ Nominee must at least obtained Proficient to Distinguished Teachers based on PPST criteria	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>
B. Instructional Competence 1. Demonstration Teaching ✓ Served as demonstration teacher in any activity related to Multigrade Teaching conducted by the CO, RO, SDO, the district or the school (only	<ul style="list-style-type: none"> <li>• Certificate of Recognition as Demonstration Teacher duly signed by the concerned official</li> <li>• Approved Lesson Plan signed by the concerned official</li> <li>• Approved Matrix of Activities signed by the concerned official</li> </ul>

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the highest level will be acknowledged)	<ul style="list-style-type: none"> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>2. Innovation</p> <p>✓ Must be in a form of curriculum and instructional materials, learning delivery, assessment, learning resources, class interventions and simplification of work as in reporting system, record keeping, or in ways that resulted in cost reduction</p>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the innovation signed by the concerned official</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the innovation</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<b>C. Professional Growth</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
<p>2. Training</p> <p>✓ a. Recipient of a specialized training, short courses, scholarships or study grants by DepEd/other agencies</p>	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the recipient of the specialized training, short courses, scholarship or study grants</li> <li>• Certificate of Recognition/Completion signed by concerned official</li> <li>• Authority to Travel</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>✓ b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed specialized training or workshop (must be</p>	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>

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conducted for at least three days)	<ul style="list-style-type: none"> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
3. Publication/Authorship ✓ Articles published in a journal/newspaper/magazine of general circulation	<ul style="list-style-type: none"> <li>• Copy of full book/publication/journal</li> <li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li> <li>• Certificate of Adoption in General Circulation signed by concerned official</li> <li>• Notarized authenticity of the book/publication/journal</li> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
<b>D. Community Involvement</b>	
1. Outreach Activity ✓ Conducted outreach program for Multigrade learners that addresses their current needs and situations	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposals signed by concerned official</li> <li>• Copy/ies of the project/s or program/s implemented</li> <li>• Notarized authenticity of the project/s or program/s</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>
2. Network Linkages ✓ Conducted income generating project for the implementation and sustainability of the	<ul style="list-style-type: none"> <li>• Approved IGP Proposal signed by concerned official</li> <li>• Financial report signed by concerned official</li> <li>• Notarized authenticity of the IGP</li> </ul>

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project or program related to the learning delivery of Multigrade Curriculum and welfare of Multigrade learners	<ul style="list-style-type: none"> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>
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**1.5. Outstanding ALS Teacher**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence ✓ Nominee must at least obtained Proficient to Distinguished Teachers based on PPST criteria	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>
B. Instructional Competence 1. Demonstration Teaching ✓ Served as demonstration teacher in any activity	<ul style="list-style-type: none"> <li>• Certificate of Recognition as Demonstration Teacher duly signed by the concerned official</li> </ul>

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<p>related to ALS teaching conducted by the CO, RO, SDO, the district or the school (only the highest level will be acknowledged)</p>	<ul style="list-style-type: none"> <li>• Approved Lesson Plan signed by the concerned official</li> <li>• Approved Matrix of Activities signed by the concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>2. Innovation        ✓ Must be in a form of curriculum and instructional materials, learning delivery, assessment, learning resources, class interventions and simplification of work as in reporting system, record keeping, or in ways that resulted in cost reduction</p>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the innovation signed by the concerned official</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the innovation</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>C. Outstanding Accomplishments</p>	
<p>b. Awards and Recognition        ✓ Received an award or recognition from any DepEd-organized, DepEd-recognized or DepEd-endorsed award-giving body        ✓ It must be search-based awards and BSP/GSP service awards</p> <p><i>Note: Must not show vanity and predatory practices</i></p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>D. Professional Growth</p>	
<p>1. Educational Attainment</p>	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
<p>2. Seminars, Workshops or Trainings</p>	<ul style="list-style-type: none"> <li>• Approved Training Design signed by the concerned official</li> </ul>

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<p>✓ a. Served as Organizer, Speaker or Facilitator in at least three DepEd-organized, DepEd-recognized or DepEd-endorsed trainings or workshops (must be conducted for at least three days each)</p>	<ul style="list-style-type: none"> <li>• Approved Training Matrix signed by the concerned official</li> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Completion Report (if organizer)</li> <li>• Certificate of Recognition as Training Organizer/Speaker/Facilitator</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>✓ b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed specialized training or workshop (must be conducted for at least three days)</p>	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Corroboration of at least five teachers</li> </ul>
<p>3. Publication/Authorship          ✓ Articles published in a journal/newspaper/magazine of general circulation</p>	<ul style="list-style-type: none"> <li>• Copy of full book/publication/journal</li> <li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li> <li>• Certificate of Adoption in General Circulation signed by concerned official</li> <li>• Notarized authenticity of the book/publication/journal</li> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
<b>E. Community Involvement</b>	
<p>1. Outreach Activity          ✓ Conducted outreach program for ALS learners that addresses their current needs and situations</p>	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposals signed by concerned official</li> <li>• Copy/ies of the project/s or program/s implemented</li> <li>• Notarized authenticity of the project/s or program/s</li> </ul>

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	<ul style="list-style-type: none"> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>
<p>2. Network Linkages</p> <ul style="list-style-type: none"> <li>✓ Conducted income generating project for the implementation and sustainability of the project or program related to the learning delivery of ALS Curriculum and welfare of ALS learners</li> </ul>	<ul style="list-style-type: none"> <li>• Approved IGP Proposal signed by concerned official</li> <li>• Financial report signed by concerned official</li> <li>• Notarized authenticity of the IGP</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> <li>• Certificate of Corroboration signed by School Head, representatives of parents, beneficiaries, barangay officials and other stakeholders involved</li> </ul>

**1.6. Outstanding School Heads (Elementary and High School)**

Documentary Requirements	
Basic Qualifications	MOVs
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.	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory</li> </ul>

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	(VS) performance rating for the last (3) years. <ul style="list-style-type: none"> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
<b>A. Leading Strategically</b>	
1. Served as a role model in the school and the wider school community in embodying the DepEd vision, mission and core values to sustain shared understanding and alignment of school policies, programs, projects and activities	<ul style="list-style-type: none"> <li>• Copy of the State of the School Address</li> <li>• Feedback form from teachers, parents, learners, stakeholders and other members of the community</li> </ul>
2. Shared with fellow school heads best practice in the development and implementation of school plans aligned with institutional goals and policies	<ul style="list-style-type: none"> <li>• Copy of the project or program</li> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Recognition signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
3. Recommended to higher authorities the enhancement of policies relevant to school operations based on implementation and review	<ul style="list-style-type: none"> <li>• Indorsement Letter signed by concerned official</li> <li>• Copy of proposal</li> <li>• Copy of documented implementation reviews</li> </ul>
4. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Recognition signed by concerned official</li> </ul>

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	<ul style="list-style-type: none"> <li>• Copy of research proposals</li> <li>• Copy of actual researches</li> <li>• Summary of findings</li> <li>• Certificate of Approval of the researches</li> <li>• Implementation Plan</li> <li>• Data/Progress Report (including executive summary)</li> </ul>
5. Lead and empowered school personnel in designing and implementing needs-based programs in the school that support learners' development	<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• School Improvement Plan</li> <li>• Annual Implementation Plan</li> <li>• School Learning Continuity Plan</li> <li>• Copy of VOC Data</li> </ul>
6. Systematized processes in utilizing learners' voice and/or opinions to inform policy development and decision-making towards school improvement	<ul style="list-style-type: none"> <li>• Copy of the process for this purpose</li> <li>• Newsletter/Photo Documentation of implementation of the process</li> </ul>
7. Lead in the institutionalization of effective monitoring and evaluation processes and tools to promote learner achievement	<ul style="list-style-type: none"> <li>• PMRF</li> <li>• Contextualized monitoring and evaluation tools</li> </ul>
<b>B. Managing School Operations and Resources</b>	
1. Exhibited best practice in managing schools data and information using technology, including ICT, to ensure efficient and effective school operations	<ul style="list-style-type: none"> <li>• Copy of the Data Management process</li> <li>• CI Project on Data Management, Records Management</li> <li>• Copy of approved EBEIS, LIS</li> </ul>
2. Created and implemented a checking mechanism to sustain efficient and effective management of finances while adhering consistently to policies, guidelines and issuances in allocation, procurement,	<ul style="list-style-type: none"> <li>• Photo Documentation with short narrative of the up-to-date Transparency Board</li> </ul>

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<p>disbursement and liquidation aligned with the school plans</p>	<ul style="list-style-type: none"> <li>• Photo Documentation with short narrative of "No Collection Policy"</li> <li>• Copy of Budgetary and Accounting Reports</li> <li>• Copy of Composition of School BAC and Inspectorate Team</li> <li>• Designation Orders of School BAC and Inspectorate Team with covered dates and terms of reference</li> </ul>
<p>3. Systematized processes in managing school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal</p>	<ul style="list-style-type: none"> <li>• Copy of Physical Plant and Equipment Data</li> <li>• Updated School Inventory Report</li> <li>• Other updated reports on procurement, distribution, storage and disposal</li> </ul>
<p>4. Empowered school personnel in sustaining effective management of staff in adherence to laws, policies, guidelines, and issuances based in the needs of the school</p>	<ul style="list-style-type: none"> <li>• Copy of the Composition of the School Selection Committee</li> <li>• School Form 7</li> <li>• Consolidation of Teachers' Profiles</li> </ul>
<p>5. Institutionalized the effective management of school safety for disaster preparedness, mitigation and resiliency to sustain continuous delivery of instruction</p>	<ul style="list-style-type: none"> <li>• Copy of the Composition of the SDRRMC</li> <li>• School DRRM Plan</li> <li>• Newsletter Reports/Photo Documentation</li> <li>• Photo Documentation of School DRRM signages with short narrative</li> </ul>

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	<ul style="list-style-type: none"> <li>• Copy of RADAR</li> <li>• NSED Reports</li> <li>• Designation Orders of SDRRMC members with covered dates and terms of reference</li> </ul>
6. Empowered school personnel in managing emerging opportunities and challenges to ensure equality and equity in addressing the needs of learners, school personnel and other stakeholders	<ul style="list-style-type: none"> <li>• Copy of ESAT result</li> <li>• Copy of learners' monitoring tools</li> <li>• Learning and Development Plan</li> <li>• Copy of communication mechanism</li> </ul>
<b>C. Focusing on Teaching and Learning</b>	
1. Shared exemplary practice in the review, contextualization and implementation of learning standards to effectively assist teachers in making the curriculum relevant for learners	<ul style="list-style-type: none"> <li>• Report on curriculum review</li> <li>• LAC session reports</li> <li>• Copies of contextualized SLMs or instructional materials</li> <li>• Record of monitoring of implementation</li> </ul>
2. Exhibited best practice in providing technical assistance to teachers for them to develop exemplary practices consistent with teaching standards and pedagogies within and across learning areas	<ul style="list-style-type: none"> <li>• Copy of ESAT result</li> <li>• Technical Assistance Plan</li> <li>• Technical Assistance Report</li> <li>• Instructional Supervision Plan</li> <li>• Classroom Observation Report</li> <li>• Monitoring and Mentoring Report</li> </ul>
3. Exhibited exemplary skills in effectively using validated feedback obtained from learners, parents and other stakeholders to help teachers improve their performance	<ul style="list-style-type: none"> <li>• Copy of Feedback Mechanism</li> <li>• Photo Documentation of Suggestion Box with short narrative</li> <li>• Copy of Feedback Form</li> </ul>

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	<ul style="list-style-type: none"><li>• Consolidated feedback results</li><li>• Report on Action Taken</li></ul>
4. Mentored fellow school heads in sustaining learner achievement and in attaining other performance indicators to promote accountability within and beyond school contexts	<ul style="list-style-type: none"><li>• Request letter of school heads concerned</li><li>• Certificate of Recognition</li><li>• Mentoring Plan</li><li>• Record of benchmarking</li></ul>
5. Lead initiatives on the innovative use of learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes	<ul style="list-style-type: none"><li>• Validated learning assessment tools</li><li>• Copy of shared strategies</li><li>• Memorandum signed by concerned officials</li><li>• Certificate of Recognition</li><li>• Newsletter/Photo Documentation</li></ul>
6. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment	<ul style="list-style-type: none"><li>• CFSS Certification</li><li>• Copy of projects or programs on promoting healthy learning environment and support to learners</li><li>• MOA/MOU</li><li>• Deed of Donation and Acceptance</li></ul>
7. Institutionalized integration of career and awareness and opportunities into the school curriculum and all other learning experiences	<ul style="list-style-type: none"><li>• Copy of Student Manual</li><li>• Copy of Approved School Handbook</li><li>• Copy of localized Child Protection Policy</li></ul>
8. Lead concerted efforts among stakeholders to develop and implement effective learner discipline policies to support student growth and whole school improvements	<ul style="list-style-type: none"><li>• Copy of Student Manual</li><li>• Copy of Approved School Handbook</li></ul>

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	<ul style="list-style-type: none"> <li>• Copy of localized Child Protection Policy</li> </ul>
<b>D. Developing Self and Others</b>	
1. Served as a learning resource to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Letter of Invitation</li> <li>• Copy of Program</li> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
2. Modeled exemplary leadership practices within and beyond school contexts in critically evaluating practice and setting clearly defined targets for professional development	<ul style="list-style-type: none"> <li>• Certificates of Recognition on leadership</li> </ul>
3. Led in organizing professional networks to provide colleagues opportunities to maximize their potential and enhance their practice	<ul style="list-style-type: none"> <li>• Certificate as Officer</li> <li>• Copy of the Constitution and By-Laws of the organization</li> </ul>
4. Exhibited exemplary practice in the efficient and effective implementation of the performance management system to ensure career advancement for individual school personnel and to sustain improved office performance	<ul style="list-style-type: none"> <li>• OPCR</li> <li>• Copy of Performance Management process, review and results</li> </ul>
5. Modeled exemplary practice in the implementation of professional development initiatives to enhance strengths and address performance gaps among school personnel	<ul style="list-style-type: none"> <li>• Copy of training proposal</li> <li>• Indorsement Letter</li> <li>• Newsletter/Photo Documentation</li> </ul>
6. Empowered individuals and teams to consistently and effectively perform leadership roles and responsibilities in achieving school goals in shared governance and accountability	<ul style="list-style-type: none"> <li>• Learning and Development Plan</li> <li>• Newsletter/Photo Documentation</li> <li>• Copy of Evaluation Results</li> </ul>
7. Advocated the general welfare of school personnel by gaining support from the wider school community in strengthening the implementation of relevant local and national policies	<ul style="list-style-type: none"> <li>• Pertinent papers of partnership support on teacher and learner benefits such as scholarships, study grants or aids</li> </ul>

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	for teaching and non-teaching personnel
8. Institutionalized the implementation of the school rewards system with support from the wider school community in recognizing and motivating learners, school personnel and other stakeholders for sustained exemplary performance and/or continued support	<ul style="list-style-type: none"><li>• Copy of the Rewards and Recognition program, mechanics and guidelines</li><li>• Memorandum signed by concerned official</li><li>• Copy of results</li></ul>
<b>E. Building Connections</b>	
1. Exhibited exemplary skills in strengthening relationships with authorities, colleagues, parents and other stakeholders to sustain an enabling and supportive environment for learners	<ul style="list-style-type: none"><li>• MOA/MOU</li><li>• Deed of Donation and Acceptance</li><li>• Deed of Usufruct</li><li>• Newsletter/Photo Documentation</li></ul>
2. Exhibited exemplary practice in managing school organizations, such as learner organizations, faculty clubs, and parent-teacher associations, to support the attainment of institutional goals	<ul style="list-style-type: none"><li>• Terms of Reference of Key Players</li><li>• Memorandum signed by concerned officials</li><li>• Newsletter/Photo Documentation</li><li>• Constitution and By-Laws</li><li>• Action Plans</li><li>• Accomplishment Reports</li></ul>
3. Created a culture of inclusivity in the school and the community through practices, such as gender sensitivity, physical and mental health awareness and culture responsibility, to promote and strengthen awareness, acceptance and respect.	<ul style="list-style-type: none"><li>• GAD Plan</li><li>• Newsletter/Photo Documentation</li><li>• Memorandum signed by concerned official</li><li>• Other GAD-related accomplishment reports</li></ul>
4. Exhibited exemplary skills in communicating effectively in speaking and in writing to teacher, learners, parents and other stakeholders to facilitate information sharing, collaboration and support, and to ensure positive use of communication platforms within and beyond the school	<ul style="list-style-type: none"><li>• Copy of the SOSA</li><li>• Copy of updated School Report Card</li><li>• Copy of Social Media Platforms</li><li>• Memorandum signed by concerned official</li></ul>

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	<ul style="list-style-type: none"> <li>• Accomplishment Report</li> </ul>
5. Led the community, including parents, alumni, authorities, industries and other stakeholders, in creating collaborative actions in solving complex issues in learner development, as well as school and community improvement	<ul style="list-style-type: none"> <li>• Minutes of the Meeting of the GPTA</li> <li>• Minutes of the Meeting of the Stakeholders' Forum</li> <li>• Minutes of the Meeting/Resolutions of the School Governing Council</li> <li>• Memorandum signed by concerned official</li> <li>• Copy of the projects/programs (if applicable)</li> </ul>
<b>G. Outstanding Accomplishments</b>	
1. Awards and Recognition within DepEd ✓ First Placer only	<ul style="list-style-type: none"> <li>• Certificate of Recognition (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
2. Awards and Recognition outside DepEd ✓ First Placer only  Note: Must not show vanity and predatory practices	<ul style="list-style-type: none"> <li>• Certificate of Recognition (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
3. Research	<ul style="list-style-type: none"> <li>• Approved Research/Project</li> </ul>

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	<p>Plan/Proposal signed by concerned official</p> <ul style="list-style-type: none"><li>• Copy of the research/ CI project</li><li>• Memorandum signed by concerned official</li><li>• Notarized authenticity of the research/ CI Project</li><li>• Newsletter/Photo Documentation</li><li>• Status/Progress report (including executive summary)</li><li>• Certificate of Full Implementation/Adoption signed by concerned official</li><li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ CI Focal Person (if SDO level) EPS for Research (if RO level)/ CI Focal Person (if RO level)</li></ul>
<p>4. Publication/Authorship</p> <ul style="list-style-type: none"><li>✓ Articles published in a journal/newspaper/magazine of general circulation</li></ul>	<ul style="list-style-type: none"><li>• Copy of full book/publication/journal</li><li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li><li>• Certificate of Adoption in General Circulation signed by concerned official</li><li>• Notarized authenticity of the</li></ul>

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	book/publication/journal <ul style="list-style-type: none"> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Corroboration of at least five teachers</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
5. Consultancy/Speakership/Facilitatorship/Trainer	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Letter of Invitation</li> <li>• Copy of Program</li> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
<b>H. Professional Growth</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
2. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed trainings or workshops (must be conducted for at least three days)	<ul style="list-style-type: none"> <li>• Approved Training Design signed by the concerned official</li> <li>• Approved Training Matrix signed by the concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Participation</li> </ul>
3. Professional Organization	<ul style="list-style-type: none"> <li>• Certificates of active membership from professional</li> </ul>

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	<p>organizations and learned societies recognized by the Department of Education such as but not limited to NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies.</p> <ul style="list-style-type: none"><li>• Certification of eligibility of the socio-civic organizations from Municipal Planning and Development Council or other LGU counterparts in-charge of their registration (applicable for engagements or affiliations with socio-civic organizations)</li></ul>
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**1.7. Outstanding Education Program Supervisor**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"><li>• PSA Birth Certificate</li></ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"><li>• Service Record</li></ul>

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Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>

**Evaluation Requirements**

Criteria	MOVs
<b>A. Instructional Leadership</b>	
1. Supporting Curriculum Management and Implementation a. Show exemplary leadership skills in applying a wide learning outcomes assessment in developing intervention strategies to support SDO/District/School/Learning Center	<ul style="list-style-type: none"> <li>• Learning outcomes assessment results</li> <li>• Intervention Design</li> <li>• Approved appropriate intervention proposal for teachers/school heads</li> </ul>
b. Lead in designing and managing responsive support for curriculum implementation through efficient and effective programs, projects and activities aligned with curriculum standards	<ul style="list-style-type: none"> <li>• Needs assessment results</li> <li>• Approved training design and matrix</li> <li>• Implementation Plan</li> <li>• Accomplishment Report</li> <li>• Monitoring and Evaluation Plan</li> </ul>
c. Lead colleagues in innovating strategies to support curriculum contextualization	<ul style="list-style-type: none"> <li>• Minutes of the Meeting on the conduct of the Curriculum Review</li> <li>• Certification of the contextualized materials developed</li> <li>• Approved training proposal (in case of trainings)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Implementation Plan</li> <li>• Monitoring/Completion Report</li> </ul>
2. Strengthening Shared Accountability a. Model exemplary skills in the provision of technical assistance by designing and implementing responsive interventions based on quality assurance, and monitoring and evaluation results	<ul style="list-style-type: none"> <li>• Needs assessment result</li> <li>• Copy of Technical Assistance Mechanism</li> <li>• TA Findings signed by immediate superior</li> <li>• Recommendation letter</li> <li>• Newsletter/Photo Documentation</li> </ul>
b. Exhibit best practice in applying technology-based innovations including ICT to strengthen shared accountability and foster a culture of continuous improvement	<ul style="list-style-type: none"> <li>• Certification of the technology-based innovations</li> <li>• CI Plan and Implementation</li> <li>• Report on the results or impact of the innovation</li> <li>• Certificate of Full Adoption/Implementation of the innovation</li> </ul>
c. Exhibit exemplary skills in institutionalizing communities of practice for continuous improvement in the delivery of basic education services	<ul style="list-style-type: none"> <li>• Minutes of the Meeting on the collaboration with EPSs and PSDSs</li> <li>• Certificate of Full Adoption/Implementation</li> <li>• Newsletter/Photo Documentation</li> </ul>
d. Lead colleagues in developing a compendium of effective and efficient instructional leadership to address the identified priority needs of SDO/District/School/Learning Center	<ul style="list-style-type: none"> <li>• Instructional Supervisory Plan</li> <li>• Accomplishment Report</li> <li>• CI Plan and Report</li> <li>• Report on the results and impact</li> <li>• Certification of Full Adoption/Implementation</li> </ul>
3. Fostering a Culture of Continuous Improvement ✓ Model exemplary skills in conducting, analyzing and communicating research findings to improve practice	<ul style="list-style-type: none"> <li>• Certificate of approved action research</li> <li>• Documentation of the research conducted</li> </ul>

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	<ul style="list-style-type: none"> <li>• Copy of the results and findings</li> </ul>
<b>B. Outstanding Accomplishments</b>	
<b>1. Awards and Recognition</b>  Note: Must not show vanity and predatory practices	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
<b>2. Publication/Authorship</b> ✓ Articles published in a journal/newspaper/magazine of general circulation	<ul style="list-style-type: none"> <li>• Copy of full book/publication/journal</li> <li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li> <li>• Certificate of Adoption in General Circulation signed by concerned official</li> <li>• Notarized authenticity of the book/publication/journal</li> <li>• Copy of Publication Process and Editorial Board</li> <li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li> </ul>
<b>3. Consultancy/Speakership/Facilitatorship/Trainer</b>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Letter of Invitation</li> <li>• Copy of Program</li> </ul>

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	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
4. Share best practice in providing enhanced support in the implementation of rewards and recognition mechanisms to acknowledge performance of personnel in SDO/District/School/Learning Center	<ul style="list-style-type: none"> <li>• Document to show sharing of best practice in providing enhanced support in the implementation of rewards and recognition mechanisms of SDO/District/School/Learning Center</li> <li>• Newsletter/Photo Documentation</li> <li>• Minutes of the Meeting</li> <li>• Document to show a nomination or recommendation to an award-giving body</li> </ul>
<b>C. Professional Growth</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
2. Training ✓ a. Recipient of a specialized training, short courses, scholarships or study grants by DepEd/other agencies	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the recipient of the specialized training, short courses, scholarship or study grants</li> <li>• Certificate of Recognition/Completion signed by concerned official</li> <li>• Authority to Travel</li> <li>• Newsletter/Photo Documentation</li> </ul>
b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> </ul>

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specialized training or workshop (must be conducted for at least three days)	<ul style="list-style-type: none"> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
c. Led colleagues in designing strategies such as creating a review committee, conducting FGD, AND round table discussions for efficient and effective review and recommendation of national, regional and/or division policies to ensure their relevance to the improvement of SDO/District/School/Learning Center	<ul style="list-style-type: none"> <li>• Certificate of Recognition as Discussant</li> <li>• Certificate of Chairmanship</li> <li>• Supervisory Plan</li> </ul>
3. Professional Organization ✓ Model exemplary practice in leading and engaging colleagues through professional networks to maximize potential and enhance practice	<ul style="list-style-type: none"> <li>• Certificates of active membership from professional organizations and learned societies recognized by the Department of Education such as but not limited to NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies.</li> <li>• Certification of eligibility of the socio-civic organizations from Municipal Planning and Development Council or other LGU counterparts in-charge of their registration (applicable for engagements or</li> </ul>

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	affiliations with socio-civic organizations) <ul style="list-style-type: none"> <li>• Copy of SEC Registration of the organization</li> </ul>
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**1.8. Outstanding Public Schools District Supervisor**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> <li>• Service Record</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Occupational Competence	
1. Instructional Leadership <ol style="list-style-type: none"> <li>a. Show exemplary leadership skills in applying a wide learning outcomes assessment in developing intervention strategies based on analyses of results of learning outcomes assessment to support SDO/District/School/Learning Center</li> </ol>	<ul style="list-style-type: none"> <li>• Learning outcomes assessment results</li> <li>• Intervention Design</li> <li>• Approved appropriate intervention proposal for teachers/school heads</li> <li>• Accomplishment Report</li> </ul>

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b. Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with educational development plan	<ul style="list-style-type: none"><li>• Approved responsive PPAs aligned with educational development plan</li><li>• Accomplishment report</li></ul>
c. Exhibit and share research-based exemplary practice in intensifying support for curriculum innovation and contextualization within and across Regions or Divisions	<ul style="list-style-type: none"><li>• Copy of the strategies to support curriculum innovation</li><li>• Needs analysis results</li></ul>
d. Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of SDO/District/School/Learning Center	<ul style="list-style-type: none"><li>• Approved instructional leadership support strategic plan</li><li>• Accomplishment report</li></ul>
e. Lead colleagues in designing and implementing activities that support learning resource development in SDO/District/School/Learning Center	<ul style="list-style-type: none"><li>• Approved activity proposal</li><li>• Accomplishment report</li></ul>
f. Model exemplary skills in the provision of appropriate technical assistance modalities by designing and implementing responsive interventions based on quality assurance and monitoring and evaluation results	<ul style="list-style-type: none"><li>• Approved Intervention Plan</li><li>• Accomplishment report</li></ul>
g. Share best practice in the provision of enhanced support in management of disaster preparedness, mitigation and resiliency in SDO/District/School/Learning Center to ensure delivery of basic education	<ul style="list-style-type: none"><li>• Approved best practices implementation plan</li><li>• Accomplishment report</li></ul>
h. Exhibit exemplary skills in using a wide range of efficient and effective use of communication platforms including print and non-print media to support SDO/District/School/Learning Center in improving basic education services	<ul style="list-style-type: none"><li>• Approved PPAs/Courses/ Trainings</li><li>• Accomplishment Report</li><li>• Monitoring and Evaluation reports</li></ul>

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B. Curriculum Innovation and Creativity ✓ Innovative work plan properly documented, approved by immediate chief and attested by authorized official	<ul style="list-style-type: none"> <li>• Innovative work plan</li> <li>• Documentation of testimonials</li> </ul>
<b>C. Outstanding Accomplishments</b>	
1. Awards and Recognition within DepEd ✓ First Placer only	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
2. Awards and Recognition outside DepEd ✓ First Placer only  Note: Must not show vanity and predatory practices	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
3. Research	<ul style="list-style-type: none"> <li>• Approved Research Plan/Proposal signed by concerned official</li> <li>• Copy of the research</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the research</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including</li> </ul>

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	<ul style="list-style-type: none"><li>executive summary)</li><li>• Certificate of Full Implementation/Ad option signed by concerned official</li><li>• Certificate of Corroboration signed by SEPS for Research (if SDO level)/ EPS for Research (if RO level) and at least five teachers</li></ul>
4. Publication/Authorship ✓ Articles published in a journal/ newspaper/magazine of general circulation	<ul style="list-style-type: none"><li>• Copy of full book/publication/journal</li><li>• Certificate of Authorship and/or Publication (must not show vanity and predatory practices)</li><li>• Certificate of Adoption in General Circulation signed by concerned official</li><li>• Notarized authenticity of the book/publication/journal</li><li>• Copy of Publication Process and Editorial Board</li><li>• Certificate of Registration from the National Library bearing the ISBN (applicable only to privately published materials)</li></ul>
5. Consultancy/Speakership/Facilitatorship/Trainer	<ul style="list-style-type: none"><li>• Certificate of Recognition</li><li>• Letter of Invitation</li><li>• Copy of Program</li></ul>

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	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
<b>D. Professional Growth</b>	
1. Educational Attainment	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
2. Training	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the recipient of the specialized training, short courses, scholarship or study grants</li> <li>• Certificate of Recognition/Completion signed by concerned official</li> <li>• Authority to Travel</li> <li>• Newsletter/Photo Documentation</li> </ul>
<ul style="list-style-type: none"> <li>✓ a. Recipient of a specialized training, short courses, scholarships or study grants by DepEd/other agencies</li> </ul>	
<ul style="list-style-type: none"> <li>b. Participated in a DepEd-organized, DepEd-recognized or DepEd-endorsed specialized training or workshop (must be conducted for at least three days)</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Certificate of Participation signed by concerned official</li> <li>• Newsletter/Photo Documentation</li> </ul>
<ul style="list-style-type: none"> <li>c. Training Chairmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Chairmanship</li> <li>• Accomplishment report</li> </ul>
3. Professional Organization	<ul style="list-style-type: none"> <li>• Certificates of active membership from professional organizations and learned societies recognized by the Department of Education such as but not limited to</li> </ul>
<ul style="list-style-type: none"> <li>✓ Model exemplary practice in leading and engaging colleagues through professional networks to maximize potential and enhance practice</li> </ul>	

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	<p>NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies.</p> <ul style="list-style-type: none"> <li>• Certification of eligibility of the socio-civic organizations from Municipal Planning and Development Council or other LGU counterparts in-charge of their registration (applicable for engagements or affiliations with socio-civic organizations)</li> <li>• Copy of SEC Registration of the organization</li> </ul>
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**1.9. Outstanding Non-Teaching Personnel (Levels 1 and 2)**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> <li>• Service Record</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS)</li> </ul>

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	<ul style="list-style-type: none"> <li>performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Performance Competence	
<ul style="list-style-type: none"> <li>✓ IPCRF must be at least Very Satisfactory for the current fiscal year</li> </ul>	<ul style="list-style-type: none"> <li>• Duly signed IPCRF</li> </ul>
B. Outstanding Accomplishments	
1. Innovation/Continuous Improvement/Applied Research/Streamlining of Processes	<ul style="list-style-type: none"> <li>• Approved Action Plan/Project Proposal signed by concerned official</li> <li>• Copy of the project or program</li> <li>• Memorandum signed by concerned official</li> <li>• Notarized authenticity of the project or program</li> <li>• Newsletter/Photo Documentation</li> <li>• Status/Progress report (including executive summary)</li> <li>• Certificate of Full Implementation/Adoption signed by concerned official</li> </ul>
2. Continuous Professional Advancement <ul style="list-style-type: none"> <li>✓ Further studies from entry level education</li> </ul>	<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> <li>• Diploma</li> <li>• CAV/Certification of CAR</li> </ul>
3. Skills Advancement/ Relevant Specialized Training	<ul style="list-style-type: none"> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the recipient of the specialized training, short courses, scholarship or study grants</li> <li>• Certificate of Recognition/Completion signed by concerned official</li> </ul>

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	<ul style="list-style-type: none"> <li>• Authority to Travel</li> <li>• Newsletter/Photo Documentation</li> </ul>
<p>4. Professional and Community Service Awards</p> <ul style="list-style-type: none"> <li>✓ Received an award or recognition from any DepEd-organized, DepEd-recognized or DepEd-endorsed award-giving body</li> <li>✓ It must be search-based awards</li> </ul> <p>Note: Must not show vanity and predatory practices</p>	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> <li>• Plaque (if applicable)</li> <li>• Memorandum signed by concerned official</li> <li>• Letter addressed to the awardee</li> <li>• Copy of Program of Awarding Ceremony</li> <li>• Copy of Search Guidelines</li> </ul>
<b>C. Professional Involvement</b>	
<p>1. Participation to Career-related Activities</p>	<ul style="list-style-type: none"> <li>• Approved Activity Design signed by the concerned official</li> <li>• Approved Activity Matrix signed by the concerned official</li> <li>• Newsletter/Photo Documentation</li> <li>• Certificate of Recognition as Organizer/Proponent or TWG Member</li> <li>• Certificate of Attestation</li> </ul>
<p>2. Leadership in Professional Organizations</p>	<ul style="list-style-type: none"> <li>• Certificates as officer and/or active member from professional organizations and learned societies recognized by the Department of Education such as but not limited to NAPSSHI, PESPA, QueDSA, etc., Civil Service Commission, Professional Regulation Commission, Commission on Higher Education, Department of Science and Technology and other government agencies.</li> <li>• Certification of eligibility of the socio-civic organizations from Municipal Planning and Development Council or</li> </ul>

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	other LGU counterparts in-charge of their registration (applicable for engagements or affiliations with socio-civic organizations) <ul style="list-style-type: none"> <li>• Copy of SEC Registration of the organization</li> </ul>
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**1.10. Outstanding Researchers (Elementary/Secondary/Non-Teaching)**

Documentary Requirements	
Basic Qualifications	MOVs
Filipino Citizen	<ul style="list-style-type: none"> <li>• PSA Birth Certificate</li> </ul>
Active in the service and have rendered not less than (3) years of continuous government service as of deadline of nomination's submission.	<ul style="list-style-type: none"> <li>• Service Record</li> </ul>
Must not be on leave at the time of the Search.	<ul style="list-style-type: none"> <li>• Certification of active service issued by the personnel section</li> </ul>
At least Very Satisfactory (VS) performance rating for the last (3) years.	<ul style="list-style-type: none"> <li>• Certification signed by the school head that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last (3) years.</li> <li>• Copy of the rating forms (IPCRF/OPCRF)</li> </ul>
No pending administrative, criminal or civil case filed	<ul style="list-style-type: none"> <li>• Certification of no pending case by the legal unit or other authorities concerned</li> </ul>
Evaluation Requirements	
Criteria	MOVs
A. Significant Accomplishments	
1. Number of research studies completed, implemented, and utilized within three years.  Note: It should be sustained and should be based on the KRAs.	<ul style="list-style-type: none"> <li>• Certification from the implementing institution</li> <li>• Completion Report</li> <li>• Accomplishment Report</li> <li>• Memorandum signed by concerned official</li> <li>• Copy of the research paper</li> </ul>

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2. Number of published research studies in peer-reviewed journals/other professional journals, research implemented and utilized within three years and published in a reputable journal  <i>Note: online verification through Harzing.com</i>	<ul style="list-style-type: none"> <li>• Certification from the implementing institution</li> <li>• Completion Report</li> <li>• Accomplishment Report</li> <li>• Memorandum signed by concerned official</li> <li>• Copy of the research paper</li> <li>• Copy of the journal</li> </ul>
3. Number of research presented in conference or fora	<ul style="list-style-type: none"> <li>• Copy of the slide decks/poster/video recording</li> </ul>
4. Number of researcher's replicated studies	<ul style="list-style-type: none"> <li>• Proofs of citations</li> </ul>
<b>B. Impact of the Accomplishments</b>	
1. Scope of research projects completed (at least 1)	<ul style="list-style-type: none"> <li>• Copy of the research paper</li> </ul>
2. Number of beneficiaries (learners, teachers, employees, community) from the research conducted	<ul style="list-style-type: none"> <li>• Certification of the beneficiaries</li> </ul>
3. Increase in the performance of learners and other stakeholders, aligned to the RBEP/DEDP/SIP/BE-LCP (Improvement in the access, quality and governance)	<ul style="list-style-type: none"> <li>• Copy of the research paper</li> <li>• Comparative analysis of target vs actual accomplishments</li> <li>• Newsletter/Photo Documentation</li> <li>• Certification of Alignment to RBEP/DEDP/SIP/BE-LCP</li> </ul>
<b>C. Innovation</b>	
1. Number of contributions to the body of knowledge in terms of theory, concept, strategies, approaches, framework, output, programs used/utilized/adapted in the locality	<ul style="list-style-type: none"> <li>• Certification as proof of adoption and implementation</li> </ul>
2. Scope of utilization of program or project aligned to the introduced body of knowledge	<ul style="list-style-type: none"> <li>• Certification from the Head of Office</li> </ul>
<b>D. Awards and Membership</b>	
1. Number of research-related awards  Note: Must not show vanity and predatory practices	<ul style="list-style-type: none"> <li>• Certificate of Recognition</li> </ul>

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2. Scope of research-related awards	
3. Number of research-related affiliations	• Proof of Membership (ID/Certificate/Plaque)
4. Scope of research-related affiliations	

**B. School Category**

Criteria	Mov's
Certification signed by the SDS that school nominee is at least SBM Level 2 implementer by the time of the Search	Etool (APAT)
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)	Certification from ASDS with OPCRf
No unliquidated cash advances as certified by the Division accountant from up to the time of nomination.	Certification from the Accountant.

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

**REQUIRED NOMINATION DOCUMENTS**

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

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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 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 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, Arial11 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.)

### CRITERIA FOR STAGE 1 EVALUATION

#### A. Individual Category

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

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

*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;

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- 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.*

**B. 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. The criteria include 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

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

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- d. clear and concise purpose of innovation;
- e. responsive to the needs of the stakeholders/beneficiaries

**3. Awards and Membership**

**10 points**

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