



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office No. VIII (Eastern Visayas)
DIVISION OF CATBALOGAN CITY



DIVISION MEMORANDUM

No. 431 s. 2018

**TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools**

From: CARMELINO P. BERNADAS, Ph.D., CESO VI
OIC-School Division Superintendent *gab*

Subject: PAGDAYAW 2018

Date: November 27, 2018

1. Pursuant to DepEd Order No. 09, s. 2002 entitled "Establishing the Program on Awards and Incentives for "Service Excellence (PRAISE)", and DepEd Order No. 78, s. 2007 entitled "Strengthening the Program on Awards and Incentives for Service Excellence of the Department of education, this Division will conduct the **PAGDAYAW Search for the Most Outstanding Schools Division Employees.**
2. **PAGDAYAW** bestows honor and recognition to outstanding employees of the Division who demonstrated excellence through exemplary competence and manifested profound commitment and utmost dedication to their work. Furthermore, this Search is intended to motivate and inspire DepEd Catbalogan City Division personnel to continue and improve the quality of their performance towards excellence, and to document schools' best practices in the pursuit of academic excellence and effective school administration.
3. The Search covers the following categories, to wit:
Most Outstanding Teachers
Elementary Level:
Kindergarten Teacher
Grade I
Grade II
Grade III
Grade IV
Grade V
Grade VI
Multi-Grade Teacher
ALS Mobile Teacher
SPED Teacher
Master Teacher
Secondary Level:
English Teacher
Mathematics Teacher
Science Teacher
Filipino Teacher
Aralin Panlipunan



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MAPEH Teacher
TLE Teacher
ESP Teacher
Master Teacher

Most Outstanding School Head (Elementary)

Most Outstanding School Head (Secondary)

Most Outstanding Researcher

Most Outstanding School Paper Adviser (Elementary)

Most Outstanding School Paper Adviser (Secondary)

Best School Program Implementers

Best School Reading Implementer

Best Senior High School Implementer

Best OK sa DepEd Implementer

Best Gulayan sa Paaralan Implementer

Best GAD Implementer

Best YES-O Implementer

Most Functional School Library

Most Functional Home Economics Classroom

SBM Division/Regional Awardee

Most Outstanding Stakeholders (10 Awardees)

Special Awards

Civil Service Dangal ng Bayan Award Nominee

Metrobank Most Outstanding Teacher Nominee

Excellence in Educational Transformation Award Nominee

4. All nominating districts/schools must properly observe the Qualification Requirements of Nominees:
- Nominees must have rendered at least three (3) years of continuous government service of his/her current position as of the deadline of nominations' submission. Accomplishments for which the nominee is being recognized for, should also be made within the last three (3) School Year;
 - Have a performance rating of at least Very Satisfactory but with a corresponding numerical rating **not below 4.30** for the last three years rating period;
 - Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination;
 - Should have valid and unexpired PRC license for the teacher nominee.
 - For ALS, he/she must have served as ALS Mobile Teacher for at least three (3) years with full load from Monday-Friday.
 - For School Paper Adviser nominee, the school must have an existing school paper for the last three years where he/she is the adviser.
 - For Researcher nominee, he/she must have conducted and completed a school-based research whose results have been communicated and disseminated.
 - For School Heads (HT, Principal I and Principal II-For Elem, Principal I/II and Principal III/IV-For Secondary), he/she has:
 - been appointed and served as school head for at least three (3) years with the current position;
 - no Unliquidated Cash Advances in MOOE/SBM/Feeding/LGU Fund;
 - no case unsettled in the school/district/division level during the present school calendar year;
 - no MPS in any subject in NAT/LAPG lower than 60% based on previous school year results and recent available results.



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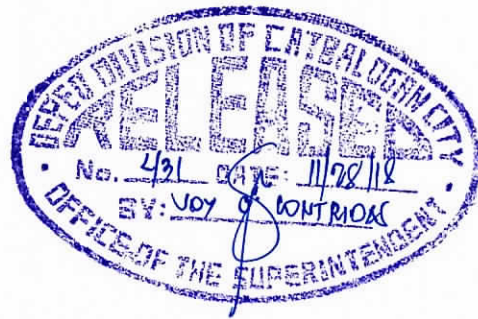
- i) For Elementary School Teacher Adviser nominee, there should be no non-readers and non-numerates in his /her advisory class.
 - j) For the **Special Awards** pertaining to the Civil Service Dangal ng Bayan Award Nominee, Metrobank Most Outstanding Teacher Nominee Nominee will be selected by the Division Search Committee from among the identified winners based on the results of the awards ranking in consonance with the criteria set by the said prestigious award giving institutions.
5. The procedure of the Search shall observe the following guidelines:
- a) The competition will start at the school level where potential candidates will be nominated by his/her peer/co-employee or his/her School Head. Documents of the School Level Awardees should be duly endorsed by the School Head to the District Office to compete in the District Level whose winners thereof will be attested by the Public School District Supervisor to compete for the final phase in the Division PAGDAYAW 2018.
 - b) The top three (3) nominees per category will be selected by the Division Screening Committee whose documentation on their respective accomplishments and performance will be validated through an on-site visit by the Division Awards Committee.
 - c) Division Screening Committee will only select one (1) winner as Division Awardee per category.
 - d) To qualify as a nominee in any award category, he/she should obtain a rating score not below 80 percent based on the criteria per category.
6. Required Nomination Documents for each nominee are the following, to wit:
- a) Submit 2 folders (1 original and 1 photocopy) of properly labeled and evidence-based documents containing the duly accomplished Nomination form, and other documentary requirements. The Nomination Form should be accompanied by a write-up using the Nomination write-up form (**to be accomplished by the Nominator**). Documents must be arranged and according to the set criteria per category.
 - b) The District Level Selection Committee shall see to it that the folder/s presented from the school level to the division level is/are the same with no alterations, insertions, and addendums were made.
 - c) Nominee's updated PDS with passport size (1 1/2" x 2") photo taken within the last six months prior to the nomination.
 - d) Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee for the year prior to nomination, certified true copy by the highest ranking Administrative officer (AO) or authorized officer of the employing agency.
 - e) Updated service record duly certified by the Human Resource Management Officer HRMO).
7. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search.
8. Nominations with incomplete required nomination documents shall no longer be processed.



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9. The declared winners shall be receiving a plaque - Certificate of Recognition from the Division Office during the awards ceremony on **December 27, 2018**.
10. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against certifying nominee/authority pursuant to applicable Civil Service laws and rules.
11. Public School District Supervisors are expected to submit their nominees' pertinent papers and video documentation requirement on or before **December 14, 2018** to the Division.
12. In addition to the aforementioned qualifications and requirements, attached herewith is the criteria for the Search of the Most Outstanding DepEd Employees based on **Regional Memorandum No. 416, s. 2018** which will serve as the basis in the selection of PAGDAYAW 2018 Awardees.
13. Immediate dissemination of this Memorandum is desired.





Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte



August 28, 2018

REGIONAL MEMORANDUMNo. **416**, s. 2018

**PROPOSED CRITERIA FOR THE SEARCH FOR OUTSTANDING DEPED R8 EMPLOYEES
 (SODRE)**

To: Schools Division Superintendents
 All Others Concerned

1. The search for Outstanding DepEd R8 Employees (SODRE) is a rewards and recognition activity for outstanding teaching, teaching-related and non-teaching personnel of the Department of Education Region VIII. It aims to encourage, recognize, and reward employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts and services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.
2. The Schools Division Offices are encouraged to write comments and suggestions in the attached template for the improvement of the criteria for SODRE. The deadline of submission for the said comments and suggestions is on September 14, 2018 via e-mail address hrdd.region8@deped.gov.ph.
3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO, Ed.D., CESO IV
 OIC-Regional Director

Enclosures: As stated

References: Criteria for SODRE

To be indicated in the Perpetual Index under the following subjects:

NON-TEACHING PERSONNEL TEACHING TEACHING-RELATED RECOGNITION
 REWARDS



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools

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CRITERIA FOR EVALUATION
SEARCH FOR OUTSTANDING DEPED R8 EMPLOYEES (SODRE)
(Teaching Personnel)

Criteria	Points	MOV's	Score
I. INSTRUCTIONAL COMPETENCE	40		
<i>A. Teaching Competence</i>	<i>15</i>		
1.1 Served as Demonstration Teacher <ul style="list-style-type: none"> • National (5) • Region (4) • Division (3) • District (2) • School (1) 	5	Memorandum, Observation Rating, Certificate of Recognition/ Appreciation as Demonstration Teacher, Approved lesson plan	
1.2 Lead the conduct of LAC Sessions regarding improvement of teaching competence	5	SLAC, Training Matrix, Activity Completion Report, Certificate of Recognition	
1.3 Total MPS on the subject taught for the last two (2) school years. <ul style="list-style-type: none"> • At least 65 MPS (5) • 60 to 64.99 (4) • 55 to 59.99 (3) • 50 to 54.99 (2) • Below 50 (1) 	5	SMEA Result, Quarterly Examination	
<i>B. Outstanding Accomplishments</i>	<i>15</i>		
2.1 Award as Outstanding Teacher <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) • District Level (2) • School Level (1) 	5	Certificate of Recognition/ Appreciation	

Criteria				Points	MOV's	Score
2.2 Winning Coach in:				5	Memorandum, Certificate of Recognition/ Appreciation	
Level	1 st	2 nd	3 rd			
National	5	4	3			
Regional	3	2	1			
Division	1	0.75	0.5			
2.3 Developed with Strategic Intervention Materials (SIM) with approval from the SDOs and adopted in the:				5	SIM	
<ul style="list-style-type: none"> • Regional Level (5) • Division Level (4) • District Level (3) • School Level (2) 						
2.4 Research completed at the:				5	Indorsement	
<ul style="list-style-type: none"> • International (5) • National (4) • Region (3) • Division Level (2) • School Level (1) 						
C. Actual Demonstration Teaching						
II. PROFESSIONAL AND PERSONAL COMPETENCE						
1.1 Performance Rating (At least VS for the last three (3) rating period)						
1.2 Education:				10	TOR	
<ul style="list-style-type: none"> • Doctoral Degree (10) • CAR for Doctoral Degree (8) • Master's Degree (6) • CAR for Master's Degree (4) 						
1.3 Learning Facilitator (DepEd and DepEd Accredited Agencies)				5	Certificate of Recognition/ Appreciation	
<ul style="list-style-type: none"> • National Level (5) • Regional Level (4) 						

	Criteria	Points	MOV's	Score
	<ul style="list-style-type: none"> • Division Level (3) • District Level (2) • School Level (1) 			
1.4	Publication/ Authorship <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) • District Level (2) • School Level (1) 	5	Book/ Document Published Authored Paper/ or	
II. COMMUNITY DEVELOPMENT		10		
1.1	Outreach Activity sponsored/ conducted feeding program/ tree planting/ home visitation program and other similar activities (properly documented): <ul style="list-style-type: none"> • Proponent/ Organizer (5) • Member (2.5) 	5	Action plan/ project proposal, ACR, Certificates	
1.2	Networking/ Linkages Sponsored/ conducted Income Generating Programs and Projects for School Founding Anniversary, Brigada Eskwela, and other similar school activities (properly documented) <ul style="list-style-type: none"> • Proponent/ Organizer (5) • Member (2.5) 	5	MOA, Project Proposal, Deed of Donation	
III. PERSONAL CHARACTERISTICS AND ATTRIBUTES		20		
1.1	Demonstrates positive traits both in private and public life.	4	Character reference,	

Criteria	Points	MOV's	Score
1.2 Friendly, compassionate and tactful.	2	Background investigation	
1.3 Team-player and has good working rapport with colleagues.	2		
1.4 Initiates, facilitates and builds inter-community stakeholders and local partners.	2		
1.5 Demonstrates transparency, honesty, accountability and personal integrity.	2		
1.6 Projects well-groomed and neat personality.	2		
1.7 No record of tardiness and absence without official leave.	2		
1.8 Exercise high degree of tolerance to tension resulting from increasing volume of work.	2		
1.9 No pending administrative/criminal case.	2		
TOTAL	100		

CRITERIA FOR EVALUATION
SEARCH FOR OUTSTANDING DEPED R8 EMPLOYEES (SODRE)
(Non-Teaching Personnel)

Criteria	Points	MOV's	Score
I. PERFORMANCE RATING	25		
Performance ratings of at least VS for the last three (3) rating periods	Average of the numerical ratings multiplied by 25%	IPCRF	
II. EXPERIENCE	10		
Experience must be relevant to the duties and functions of the position. <ul style="list-style-type: none"> • 20 years-above (10) • 15 years-19 years (8) • 10 years-14 years (6) • 5 years-9 years (4) • 1 year- 4 years (2) 	Service records		
III. OUTSTANDING EMPLOYEE AWARD	5		
<ul style="list-style-type: none"> • National Award (5) • Regional Award (4) • Division/ LGU Award (3) • District/School Award (2) • School Award (1) 	Certificate of Recognition/ Appreciation		
IV. INNOVATIONS	5		
Approved at the: <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) • District Level (2) • School Level (1) 	Action plan, Project proposal		
V. PUBLICATION/ AUTHORSHIP	5		
<ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) • District Level (2) 	Book/ Paper/ Document Published or Authored		

Criteria	Points	MOV's	Score
<ul style="list-style-type: none"> School Level (1) 			
VI. RESOURCE SPEAKERSHIP/ LEARNING FACILITATOR	5		
Speakership in trainings/ seminars at: <ul style="list-style-type: none"> National Level (5) Regional Level (4) Division Level (3) District Level (2) School Level (1) 		Certificate of Recognition/ Appreciation	
VII. EDUCATION	5		
<ul style="list-style-type: none"> Master's Degree or its equivalent (e.g. LIB graduate) (5) CAR for Master's Degree or units in its equivalent (LIB units)(3) 		TOR	
VIII. TRAINING	20		
1.1 Participant in DepEd accredited trainings conducted at: <ul style="list-style-type: none"> International Level (1) National Level (0.75) Regional Level (0.5) Division Level (0.25) 	Corresponding points shall be given per training but shall not exceed 10 points.	Certificate of Participation	
1.3 Chair/Co-Chair in technical planning in any training, orientation or workshop conducted at: <ul style="list-style-type: none"> International Level (1) 	Corresponding points shall be given per chairmanship/ co-chairmanship but shall not exceed 10 points.	Certificate of Recognition/ Appreciation	

Criteria	Points	MOV's	Score
<ul style="list-style-type: none"> • National Level (0.75) • Regional Level (0.5) • Division Level (0.25) 			
IX. POTENTIAL	10		
1.1 Communication skills	2	Behavioral events interview	
1.2 Ability to present ideas	2		
1.3 Alertness	2		
1.4 Judgment	2		
1.5 Leadership ability	2		
X. PSYCHOSOCIAL ATTRIBUTES	10		
1.1 Human relations	4	Character reference, Background investigation	
1.2 Decisiveness	3		
1.3 Stress tolerance	3		
TOTAL	100		

CRITERIA FOR EVALUATION
SEARCH FOR OUTSTANDING DEPED R8 EMPLOYEES (SODRE)
(Teaching-Related Personnel)

Criteria	Points	MOV's	Score
I. PERFORMANCE RATING	25		
Performance ratings of at least VS for the last three (3) rating periods	Average of the numerical ratings multiplied by 25%	IPCRF	
II. EXPERIENCE	10		
Experience must be relevant to the duties and functions of the position. <ul style="list-style-type: none"> • 20 years-above (10) • 15 years-19 years (8) • 10 years-14 years (6) • 5 years-9 years (4) • 1 year- 4 years (2) 		Service record	
III. OUTSTANDING EMPLOYEE AWARD	5		
<ul style="list-style-type: none"> • National Award (5) • Regional Award (4) • Division/ LGU Award (3) • District/School Award (2) • School Award (1) 		Certificate of Recognition/ Appreciation	
IV. RESEARCH AND DEVELOPMENT	5		
Conducted at: <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) • District Level (2) • School Level (1) 		Indorsement, Research paper	
V. INNOVATIONS	5		
Approved at the: <ul style="list-style-type: none"> • National Level (5) • Regional Level (4) • Division Level (3) 		Action plan, Project proposal	

Criteria	Points	MOV's	Score
<ul style="list-style-type: none"> District Level (2) School Level (1) 			
VI. PUBLICATION/ AUTHORSHIP	5		
<ul style="list-style-type: none"> National Level (5) Regional Level (4) Division Level (3) District Level (2) School Level (1) 		Book/ Paper/ Document Published or Authored	
VII. RESOURCE SPEAKERSHIP/ LEARNING FACILITATOR	5		
Speakership in trainings/ seminars at: <ul style="list-style-type: none"> National Level (5) Regional Level (4) Division Level (3) District Level (2) School Level (1) 		Certificate of Recognition/ Appreciation	
VIII. EDUCATION	10		
<ul style="list-style-type: none"> Doctoral Degree (10) CAR for Doctoral Degree (8) Master's Degree (6) CAR for Master's Degree (4) 		TOR	
IX. TRAINING	10		
1.1 Participant in DepEd accredited trainings conducted at: <ul style="list-style-type: none"> International Level (1) National Level (0.75) Regional Level (0.5) Division Level (0.25) 	Corresponding points shall be given per training but shall not exceed 5 points.	Certificate of Participation	
1.4 Chair/Co-Chair in technical planning in any training,	Corresponding points shall be given per chairmanship/	Certificate of Recognition/ Appreciation	

Criteria	Points	MOV's	Score
orientation or workshop conducted at: <ul style="list-style-type: none"> • International Level (1) • National Level (0.75) • Regional Level (0.5) • Division Level (0.25) 	co-chairmanship but shall not exceed 5 points.		
X. POTENTIAL	10		
1.1 Communication skills	2	Behavioral events interview	
1.2 Ability to present ideas	2		
1.3 Alertness	2		
1.4 Judgment	2		
1.5 Leadership ability	2		
XI. PSYCHOSOCIAL ATTRIBUTES	10		
1.1 Human relations	4	Character reference, Background investigation	
1.2 Decisiveness	3		
1.3 Stress tolerance	3		
TOTAL	100		



PAGDAYAW 2018 NOMINATION FORM

- I. **AWARD CATEGORY** (Please check the box that corresponds to the chosen award category)

Elementary

- Kindergarten Teacher
- Grade I
- Grade II
- Grade III
- Grade IV
- Grade V
- Grade VI
- Multi-Grade Teacher
- ALS Mobile Teacher
- Master Teacher
- Outstanding Researcher
- School Paper Adviser
- School Head

Secondary

- English Teacher
- Mathematics Teacher
- Science Teacher
- Filipino Teacher
- Aralin Panlipunan
- MAPEH Teacher
- TLE Teacher
- ESP Teacher
- Master Teacher
- Outstanding Researcher
- School Paper Adviser
- School Head

- II. **ATTACHED REQUIREMENTS** (Please indicate the documentary requirements attached based on the required MOVs per specific award category)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. CERTIFICATION

I hereby certify to the best of my knowledge that all information contained in this form are true and correct.

Nominator's Name & Signature

Date signed_____

VI. ENDORSEMENT

I hereby endorse the aforementioned School Awardee as our Official Nominee for the District Level on this category.

School Head's Name & Signature

Date signed_____

VII. RECOMMENDATION

I hereby recommend _____ as our District Level nominee for the Division PAGDAYAW 2018 _____ Category.

Public Schools District Supervisor's Name & Signature

Date signed_____

PAGDAYAW 2018 NOMINATION FORM

For School Program Implementation Category

I. **NAME OF SCHOOL:** _____

II. **PROGRAM CATEGORY** (Please Check the corresponding box)

- Best School Reading Implementer
- Best Senior High School Implementer
- Best MEA Implementer
- Best OK sa DepEd Implementer
- Best Gulayan sa Paaralan Implementer
- Best GAD Implementer
- Best YES-O Implementer
- Most Functional School Library
- Most Functional Home Economics Classroom
- Best BRIGADA ESKWELA Implementer
- SBM Division/Regional Awardee

III. **ATTACHED REQUIRMENTS** (Please attach MOVs based on specific criteria per contest category/award)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

IV. CERTIFICATION

I hereby certify to the best of my knowledge that all information contained in this form are true and correct.

School Program Coordinator's Name & Signature

Date signed _____

V. ENDORSEMENT

I hereby endorse the aforementioned School as our Official Nominee for the Division PAGDAYAW 2018 on this category _____.

Public Schools District Supervisor Name & Signature Date signed _____

VII. RECOMMENDATION

I hereby recommend _____ as the District Level nominee for the Division PAGDAYAW 2018 _____ Category.

Division Program Coordinator Name & Signature Date signed _____