

Cordillera Administrative Region Schools Division of Benguet

DepEd-Renguet Division

MAY 13 2022

ELEASED

#### **DIVISION MEMORANDUM**

No. 135,52022

#### SELECTION OF DIVISION ENTRIES TO THE 2021-2022 REGIONAL DIRECTOR'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION

TO: Chief Education Program Supervisors-SGOD and CID **Education Program Supervisors Public Schools District Supervisors and Coordinating Principals** Public and Private Elementary School and Secondary School Heads All Others Concerned

- 1. Pursuant to RM 191s.2022 or the Regional Director's Award for Excellence in Curriculum and Instruction and DM No.066, s.2021 or the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI), the Division Office will accept nominations from the Districts until August 1, 2022.
- 2. All entries from the districts shall be evaluated/appraised for the selection of the Division entries to be submitted to the Regional Office through the Curriculum and Learning Management Division (CLMD) on or before August 19,2022.
- 3. This activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), DepED Order No.9,s.2002 entitled Establishing the PRAISE in the DepEd, and DepEd Order 83,s. 2012 or Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT)
- 4. The activity aims to recognize and reward the exemplary contributions of the schools in making authentic learning to happen in the lives of the public school learners.
- 5. The award categories are follows:

No.	Category	
1	Most Learning Focused Public Elementary School	
2	Most Learning Focused Public Junior High School	
3	Most Learning Focused Public Senior High School	
4	Most Learning Focused Schools Division Office	-

- 6. The District shall submit one official nominee with an Advanced Level in the School Based Management corresponding to each award category.
- 7. Following are the Enclosure for reference:

Address: Wangal, La Trinidad, Benguet Telephone Number: (074) 422-6570 Email: benguet@deped.gov.ph Facebook Page: DepEd Tayo Benguet





Cordillera Administrative Region Schools Division of Benguet

Enclosure 1: The Search Guidelines

Enclosure 2: Nomination Form

Enclosure 3: Nomination Write-Up

**Enclosure 4:** Certification

**Enclosure 5**: Timeline of Activities

8. Winners of the Division Level Search will be endorsed for the Regional Director's Award for Excellence in Curriculum & Instruction.

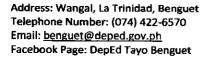
9. To provide technical assistance and monitor the conduct of this activity, the following Division Personnel are assigned to wit;

Name	Position/Designation	Category
Rizalyn A. Guznian	CES - CID	Overall Chairperson for all the
		Categories
Erlinda C. Quinuan	EPS	Most Learning Focused Public
Sonia D. Dupagan		Elementary School: K to 3
Warden A. Baltazar	EPS	Most Learning Focused Public
Norbert C. Lartec		Elementary School: Grade 4-6
Macarthy B. Malanes	EPS	Most Learning Focused Public Junior
Francis F. Peckley		High School: Grade 7-10
Merlyn Conchita O. de	EPS	Most Learning Focused Public Senior
Guzman		High School: Grade 11-12
Samuel S. Ayangdan		
Remy N. Dum-ao	EPS	Most Learning Focused ALS CLCs
Rodriguez Belino		
Rose N. Anapen		
Wilfred C. Bagsao	EPS	Most Learning Focused Schools
(to facilitate preparation of		Division Office
documents)		

- 10. Should there be any queries and/or clarifications, please feel free to contact the Curriculum Implementation Division at benguetcid@gmail.com or CES CID at <a href="mailto:rizalyn.guznian@deped.gov.ph">rizalyn.guznian@deped.gov.ph</a>
- 11. Immediate and widest dissemination of and compliance with this memorandum is directed.

GLORIA B. BUYA-AO Schools Division Superintendent

cid/rag/mcodg/wcb









## Cordillera Administrative Region

Schools Division of Benguet

#### Search Guidelines

#### I. Categories

- 1. Most Learning Focused Public Elementary School
  - K to 3
- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

#### Grades 4-6

- 1.1 Medium School
- 1.2 Large School
- 1.3 Very Large School
- 2. Most Learning Focused Public Junior High School

#### Grade 7-10

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School
- 3. Most Learning Focused Public Senior High School

#### Grade 11-12

- 3.1 **Small School**
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

The school typology is indicated in DO.19, s.2016 as follows

Type of Public School	Number of Learners	
Small	Less than 440	
Medium	441-840	
Large	841-1,240	
Very Large	1,241 and above	

4. Most Learning Focused ALS CLCs

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Cordillera Administrative Region Schools Division of Benguet

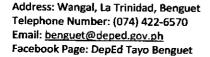
### 5. Most Learning Focused Schools Division Offices

#### II. Criteria for Evaluation

Indicator	Points
1. Performance rating (OPCRF) of the Head of Office	15
2. Significant Accomplishment/s in Fostering Learning	20
2.1. Project /Work Accomplishment; and	5
2.2. Number of strategies/activities done that have	
significantly influenced/provided greater impact in the	15
performance of the school, districts, SDO and Regional Office.	
(Curriculum Implementation)	
3. Impact of Accomplishments in making learning happen	25
3.1 Scope;	5
3.2 Replicability of the program/project/activity;	10
3.3 Number of people, office benefited, and transaction	
facilitated;	5
3.4 Level of Attainment per identified Performance	
Indicator (School Level, District Level, SDO (Curriculum	5
Implementation)	Ĭ
4. Innovation in enhancing Learner's Achievement	30
4.1 Originality;	5
4.2. Creative programs, projects, activities made in the last	
two years in connection to the award category and the extent to	10
which it/they/is/are being used and the results, number of persons	
who benefited;	
4.3 Scope/replicability of innovation; and	5
4.4 Level of attainment per identified Performance Indicator	-
(School Level, District Level, SDO (Curriculum Implementation)	5
5. Awards	10
Major Awards/citations received by the school/SDO. Major	
award or recognition received by the schools, SDO, that gives	
greater impact in the organization.	
TOTAL	100%

#### Note:

- For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2,3,4 and 5.
- The nominee who obtained the HIGHEST TOTAL POINTS (Indicators 1-5) shall be recognized as the Most Learning Focused Elementary School (K to Grade 3 and Grade 4-6); JHS (Grade 7-10); SHS (Grade 11-12) and ALS.









## Department of Education

Cordillera Administrative Region Schools Division of Benguet

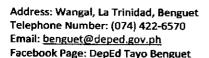
#### **III. Required Nomination Forms**

Each Nomination requires the submission of three original nomination folders containing the following fully accomplished requirements;

- 1. Completely filled-out SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-up.)
  - 1.1 Nomination Form
  - 1.2 Nomination Write-Up
  - 1.3 Certification (School, District)
- 2. Certification from Chairperson of the District PRAISE Committee or its equivalent that the nomination had undergone deliberation by the Committee.
- 3. Certification from the Chairperson of the District PRAISE Committee or its equivalent that the nominee is at "Advanced" level in the SBM for SY 2021.
- 4. Letter from the District head endorsing the nomination to the Division Office PRAISE Committee.
  - \*Entry to the regional level will have certification from the SDO
- 5. Certification signed by the Administrative Officer IV/V (Personnel) that the head of school has obtained at least Very Satisfactory (VS) performance rating (OPCRF) for the last two years for the school.
- 6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2021 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Should be signed by the agency's COA Resident Auditor and not by the agency's Financial Officer/Accountant (for School, and SDOs).
- 7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such obligation shall be issued by the COA Resident Auditor,

Each completely filled up nomination form be accompanied by a write-up using the Nomination Write-up Form. The maximum allowable number of pages is ten (10) in an A4 sized bond paper, using Bookman Old Style, and 11 font size. The templates for requirement 1-5 are enclosed in this memorandum.

The nomination form and documentary requirements should be placed in legal size folder (ordinary white color). Hard-bound and creative covers are discouraged. Copies of annual reports, recommendation and recognition should not be included in the nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required document.









Cordillera Administrative Region Schools Division of Benguet

#### IV. Write-Up Accomplishment

- 1. The write-up must highlight outstanding accomplishment/s of the school nominees for the past two years. Presentations of accomplishment should be in order of significance complete with descriptions, justifications and should adhere to the following pointers:
- a. Use specific terms. Define/ Clarify terms such as "assisted", "contributed", or "facilitated".
  - b. State outstanding accomplishments and impact in brief, factual, and in bullet form.
- c. Present impact of accomplishments by indicating problems addressed, people/office benefited and/or transaction facilitated
- 2. The nomination write-up should only be for a maximum of ten pages, A4 size bond paper, Bookman Old Style, 11 font size, to include the summary of accomplishments, impact, and other information.

#### V. Procedure of Nomination

- 1. Districts are expected to nominate their exemplars. Each district shall have one nominee for every award category.
  - 2. The districts may adapt their own strategies for determining their nominees.

#### VI. Procedure for Screening and Evaluation

All schools shall submit the nominee to the district PRAISE Committee. The district PRAISE Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented.

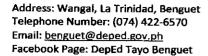
The district shall submit the nomination of the winners to the Division PRAISE Committee using the attached Nomination Form (Enclosure no. ).

Attach a certification from the Principal and the PRAISE committee using the template (Enclosure no. 4). The SDO will utilize the PRAISE Committee and CID personnel to screen all nominees.

The top three (3) shortlisted semifinalists in every category in the Division shall be subjected to onsite validation. In case travel is restricted, validation will be conducted via online platform.

### VII. Grounds for Disqualification of Nominations

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination for maximum number of pages for









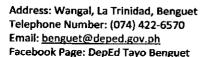
Cordillera Administrative Region Schools Division of Benguet

the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and disciplinary action, pursuant to applicable CSC laws and rules.

#### VIII. Submission of Nomination

Nomination in the 2021-2022 Superintendent's Award for Excellence in Curriculum and Instruction (SAFE CI) must be submitted to the Division Office through the Records Section on or before August 1,2022 at 5 o'clock in the afternoon.









Cordillera Administrative Region
Schools Division of Benguet

Enclosure	2 to	DM	No.	
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#### **NOMINATION FORM**

**DATA PRIVACY NOTICE:** The data and information in this form are intended for the conducting the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction. The data will be kept by the process owner for the purpose of verifying and authenticating identify of the nominee. The use of data indicated here for purpose not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

Category		
	THE NOMINEE	-
School:		
School/Office Address:		· ·
District:	SDO:	<del></del>
Telephone Number	DepEd Email Address:	
	SCHOOL HEAD/S	
Name:		
Designation:		<del></del>
Telephone/Mobile No:		
DepEd Email Address:		
	NOMINATOR	
Name:	Position:	
Office:	Telephone No:	
Office Address:		
0.1.1		

- Schools need to fill up spaces. SDOs and RO shall disregard spaces that do not apply to them.
- \*\*Please indicate the name of the head of the organizational unit nominated.

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Schools Division of Benguet

Enclosure 3 to DM No.

#### NOMINATION WRITE-UP

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

- I. Executive Summary: (Description in not more than 150 words, as to why the school deserves the award.)
- II. Significant Accomplishment/s in Fostering Learning within the last three years (June 2020-2022): Description of the Project/ Work Accomplished. Strategies done that have significantly influenced the performance of the school.)
- III. Impact of the Accomplishments in Making Learning Happens: (Indicate national Achievement Test Results, problems addressed, people/office benefited, and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)
- IV. Innovation in Enhancing Learner's Achievement: (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category.)
- V. Other Information: (List or mention Major Awards/Citations Received by the school SDO/RO including student/teachers national winners in co-curricular competition: 2019-2021 SBM Level of Practice. No need to attached photocopies of certificates.

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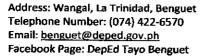






Cordillera Administrative Region Schools Division of Benguet

Enclosure 4 to DM No				
CERTIFICA	ATION			
We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Regional Office PRAISE Committee will validate for accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.				
PRINTED NAME AND SIGNATURE				
School Principal	District PRAISE Committee Chair			









Cordillera Administrative Region Schools Division of Benguet

Enclosure 5 to DM No.\_\_\_\_

#### TIMELINE OF ACTIVITIES

DATE	ACTIVITIES	REMARKS
August 1,2022	Deadline of submission of	Late and incomplete
	the nomination folder to DO	documents will not be
		accepted
		PDF copies of the
		documents shall be
		submitted to make it easier
		for the committee to send e-
		copies to the reviewers.
		Send the file to this link:
10.5.000		benguetcid@gmail.com
August 2-5,2022	Screening and shortlisting	Qualified nominees shall be
	period:	notified through email.
	Evaluation of the	
	nomination write-up	
	including required	
	documents	
	Shortlisting of nominees based on the set criteria	
August 8-12, 2022	Onsite validation of	0.1
714gust 0-12, 2022	qualified nominees	Only top 3 shortlisted
	quarried dominees	semifinalists in every
		category shall undergo the validation process. In case
		travel is restricted.
		validation will be conducted
		via online platform.
August 13-18, 2022	The members of the	c/o PRAISE Committee.
	PRAISE Committee with	CID Personnel and
	the assistance of CID	Secretariat.
	Personnel shall conduct	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
	meeting, prepare and	
	finalize the winning entries	
	to the Regional office.	
August 19, 2022	Submission of Entries to the	
	Regional Office	
September 30, 2022	Regional Awarding	Online
	Ceremony	

