



Republic of the Philippines  
Department of Education  
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

June 24, 2026

**DIVISION MEMORANDUM**

No. **0221** s. 2026

**62426314**

**CALL FOR APPLICATIONS FOR THE BAYNTE KWATRONG BITUUN KAN ALBAY AND  
TOLONG SINAG KAN ALBAY**

To: Asst. Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with Albay Kadunong Award 2026 of the Provincial Education Department (PED), this Office is calling for applications to the **Baynte Kwatrong Bituun Kan Albay** and **Tolong Sinag Kan Albay Awards** to recognize teachers and school heads, respectively, who have demonstrated outstanding performance, innovation, and commitment to quality education and continuous improvement.
2. The search is open to **all qualified public and private teachers and school principals/school heads** of SDO Ligao City.
3. All potential candidates shall be identified by the **PSDSs (for school heads)** and **school heads (for teachers)**. All required documents of the candidates shall be submitted to the Office of the ASDS on or before **July 1, 2026**.
4. To ensure a systematic and objective selection process, all Public Schools District Supervisors (PSDSs) of the ten (10) sub-districts shall conduct **pre-assessment** of potential applicants within their respective areas of jurisdiction from **July 2-6, 2026**.
5. The pre-assessment shall be conducted to:
  - a. Evaluate applicants based on the prescribed criteria and requirements of the Albay Kadunong Award 2026;
  - b. Identify qualified and deserving teachers and school heads for nomination;
  - c. Validate submitted documents and supporting evidences.
6. After the pre-assessment, the PSDSs shall nominate one candidate per district (East, West, and South) to the Schools Division Office. They shall submit the pre-assessment results and supporting documents on **July 7, 2026, 5:00 p.m.** Only nominated participants by the PSDSs shall be endorsed by the Division Office to the PED.
7. Enclosed in this memorandum are the members of the Executive and Selection Committees and the mechanics, criteria, timeline, and nomination form, which can be accessed through this link [https://bit.ly/PED\\_2026](https://bit.ly/PED_2026).
8. To ensure a common understanding of the guidelines, criteria, and assessment procedures for the said activities, all Public Schools District Supervisors (PSDSs) are enjoined to attend an **orientation conference** to be conducted by the Assistant Schools Division Superintendent (ASDS) at **ASDS Office on June 25, 2026, 9:00 a.m.**
9. For information and immediate dissemination.

**NYMPHA D. GUENO**  
Schools Division Superintendent



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### **TOLONG SINAG KAN ALBAY**

(Shining Inspiration and Noble Achievements in Education Governance)

Search for Three Outstanding Principals of Albay 2026

### **Mechanics, Guidelines, and Criteria**

#### **I. RATIONALE**

The Provincial Government of Albay, through the Provincial Education Department, recognizes the critical role of school principals in leading learning institutions, improving learner outcomes, strengthening teacher performance, and building school-community partnerships. The **Tolong Sinag kan Albay** search seeks to honor three (3) outstanding principals who exemplify visionary leadership, instructional excellence, operational efficiency, and commitment to public service.

#### **II. OBJECTIVES**

The search aims to:

- Recognize three (3) outstanding principals in Albay for their exemplary leadership and service.
- Promote effective school leadership aligned with educational quality, equity, and accountability.
- Showcase best practices that can be replicated across schools in the province.
- Encourage continuous improvement among school heads in both academic and administrative leadership.

#### **III. COVERAGE**

The search is open to all qualified public and private school principals/school heads in the province of Albay, subject to the eligibility standards set forth in these guidelines.

#### **IV. ELIGIBILITY CRITERIA**

Each nominee must:

- Regular or permanent principals/school heads in a public/private schools in Albay.
- Have rendered at least three (3) years of service as principal/school head.
- Have an Outstanding performance ratings for the last three (3) years.
- Have no pending administrative or criminal case.



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- Demonstrate strong performance in instructional leadership, administrative management, learner achievement, and community involvement.

### **V. NOMINATION MECHANICS**

1. Nominations shall be submitted by the district office, or authorized recommending body.
2. Each nominee shall submit complete documentary requirements within the prescribed deadline.
3. Incomplete or late submissions shall not be accepted.
4. All applications shall be screened for eligibility and completeness before judging.

### **VI. DOCUMENTARY REQUIREMENTS**

Each nominee shall submit:

- Duly accomplished nomination form.
- Service record / certificate of employment.
- Performance ratings for the last three (3) years.
- Portfolio of accomplishments with supporting evidence.
- Certificates of awards, citations, and recognitions.
- School performance data, if available.
- Community partnership documentation and testimonials.
- Clearance that there is no pending administrative case.
- Research, innovations and best practices.
- Learner achievement and school performance data.
- Omnibus Certification of Authenticity and Veracity of Documents.

### **VII. COMPETITION MECHANICS**

The search shall be conducted in three stages:

#### **Stage 1: Documentary Screening and Initial Judging**



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- All nomination documents shall be submitted to the Office of the Provincial Education Department.
- The screening committee shall verify eligibility and document completeness.
- The first-level panel of judges shall evaluate the documents based on the approved criteria.
- The panel shall identify the top 3 nominees by each of the three districts of the province.

### **Stage 2: Site Visit and Validation**

- Finalists proceed to unannounced validation visit.

### **Stage 3: Final Judging**

- The final panel of judges shall assess leadership practice, impact, and evidence of excellence.
- The final ranking shall determine the three awardees of **Tolong Sinag kan Albay**.

## **VIII. CRITERIA FOR JUDGING**

A **100-point rubric** shall be used.

### **A. Instructional Leadership – 40 points**

Demonstrates strong instructional supervision; improves teaching-learning processes; supports curriculum implementation; utilizes data-driven decision-making; strengthens learner achievement outcomes

- Promotes quality teaching and learning.
- Supports teacher supervision and mentoring.
- Uses data to improve learner performance.
- Ensures effective curriculum implementation.
- Utilizes data-driven decision-making.

### **Required Evidences**

- Approved School Improvement Plan (SIP)
- Annual Implementation Plan (AIP)
- School Report Card (SRC)
- Learning Recovery or Academic Intervention Programs



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- Classroom Observation Monitoring Reports
- Instructional Supervision Plans and Accomplishment Reports
- Minutes of Learning Action Cell (LAC) sessions
- Curriculum innovation initiatives implemented
- Comparative learner performance data:
  1. NAT/NCAE/Phil-IRI results
  2. Quarterly achievement data
  3. Completion and promotion rates
  4. Evidence of inclusive education initiatives
  5. Program implementation reports

### **Additional Supporting Evidences**

- Recognition for instructional leadership
- Best practices documentation
- Research-based intervention programs
- Published or presented educational innovations

### **B. Administrative and Operational Management – 25 points**

Efficiently manages school operations, fiscal resources, personnel, policies, and school systems

- Maintains efficient school systems and records.
- Ensures safe, orderly, and productive school operations.
- Manages resources responsibly.
- Demonstrates transparency, accountability and sound decision-making.

### **Required Evidences**

- Updated school organizational structure
- Faculty development plans and staff performance monitoring records
- Wellness and psychosocial support programs for personnel
- Teacher promotion and succession planning initiatives
- School governance council documentation
- Transparency Board documentation
- Stakeholder consultation reports
- Records of policy implementation
- Risk management and disaster preparedness plans
- Internal communication systems and memoranda
- Compliance reports submitted to higher offices



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### **Additional Supporting Evidences**

- ISO-related compliance initiatives
- Governance innovations
- Evidence of decentralized participatory management
- Awards for effective school governance

### **C. Learner Achievement and School Improvement – 20 points**

Promotes learner welfare, inclusive education, child protection, mental health, well-being, and holistic learner development

- Utilizes research-based practices for improved learner performance.
- Leads school improvement programs.
- Implements contextualized interventions for at-risk learners.
- Shows measurable gains in school outcomes.

### **Required Evidences**

- Child protection implementation records
- Guidance and counseling referral systems
- Anti-bullying program reports
- School-based feeding and health program reports
- Learner support interventions
- Student discipline management records
- Inclusive education programs for: IP learners, Learners with disabilities, At-risk learners, GIDA learners

### **Additional Supporting Evidences**

- Student achievement recognitions
- Reduction in dropout or absenteeism rates
- Evidence of positive school climate initiatives

### **D. Community Engagement and Public Service – 10 points**

Establishes strong partnerships with parents, LGUs, NGOs, alumni, and community stakeholders; mobilizes support and promotes shared governance

- Builds strong partnerships with parents and stakeholders.
- Leads transformative community-based programs and outreach.



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- Promotes trust and participation in school initiatives.

### **Required Evidences**

- Memoranda of Agreement (MOAs) or partnerships
- PTA accomplishment reports
- Stakeholder engagement documentation
- Community extension initiatives
- LGU collaboration reports
- Private sector partnership documentation
- Brigada Eskwela accomplishments
- Resource mobilization reports

### **Additional Supporting Evidences**

- External funding/resource generation
- Sustainable community partnership programs
- Multi-sectoral collaborative initiatives

### **E. Innovation, Integrity, and Professional Growth – 5 points**

Demonstrates professionalism, ethical leadership, and continuing professional development.

- Demonstrates innovative leadership practices.
- Upholds ethical standards, professionalism and adherence to public service values.
- Engages in continuous learning and leadership development.

### **Required Evidences**

- Action research conducted or supervised
- Innovation proposals and implementation reports
- Data analytics utilization reports
- Monitoring and evaluation frameworks
- School-based improvement studies
- Documentation of evidence-based decision-making
- Certified true copy of latest IPCRF rating
- Statement of no pending administrative case
- Certificates of commendation
- Attendance in ethics and leadership trainings
- Documentation of transparency and accountability mechanisms
- Stakeholder feedback or satisfaction survey results



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### Additional Supporting Evidences

- Research presentations/publications
- Patented or institutionalized innovations
- Regional/national recognition for innovation

### Additional Evidences

- Testimonials from stakeholders
- Awards for integrity and public service
- Evidence of ethical conflict resolution practices

| Scale | Descriptive Rating | Operational Definition                                                                                                                        |
|-------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 5     | Outstanding        | Performance far exceeds established standards; consistently demonstrates exemplary leadership impact with substantial and verifiable evidence |
| 4     | Very Satisfactory  | Performance exceeds standards in most areas with strong and consistent evidence of effectiveness                                              |
| 3     | Satisfactory       | Performance meets established standards and expectations with adequate supporting evidence                                                    |
| 2     | Fair               | Performance partially meets standards; evidence reflects limited effectiveness or inconsistency                                               |
| 1     | Needs Improvement  | Performance does not meet minimum standards; insufficient or weak supporting evidence                                                         |

### B. Stage 2 — Validation

### C. Stage 3 — Final Judging (40%)

Interview (Clarity of vision and practice – 30 points, advocacy – 20 points, communication and leadership - 20 points, advocacy speech – 30 points) 100 points.

40% of the points earned in stage three (3) will be added to the earned percentage in the first stage. The three finalists with the highest accumulated percentage will be the winners for the Tolong Sinag of Albay.

### IX. JUDGING COMMITTEE

The judging committee shall be composed of representatives from the Provincial Education Department, Department of Education, and other qualified education



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stakeholders as may be designated by the organizing committee. Judges must sign a conflict-of-interest and confidentiality declaration.

### **X. DISQUALIFICATION**

A nominee may be disqualified for:

- Submission of falsified information or documents.
- Incomplete requirements.
- Pending administrative or criminal case.
- Attempting to influence judges or the process.
- Failure to comply with the prescribed mechanics and deadlines.
- Failure to attend mandatory orientation, final interview, and demo.

### **XI. AWARDS AND RECOGNITION**

The awardee shall each receive a cash prize of one hundred thousand pesos (Php100,000.00), medallion, plaque, certificate, and other forms of recognition during the awarding ceremony.

The winners will automatically form part of the Albay Education Ambassadors.

The Provincial Government of Albay may provide additional incentives or support subject to availability of funds and approval of the proper authority.

### **XI. REPORTING & DOCUMENTATION**

- PED-Albay shall publish the list of finalists and winners on official channels.
- All finalist portfolios shall be archived for reference and possible showcase.
- Winners must submit a one-year forward action plan showing how they will scale or sustain best practices; this will be monitored by PED-Albay.

### **XII. MONITORING & EVALUATION**

- PED-Albay shall monitor implementation of winner initiatives and report impact indicators (learner gains, school programs, community engagement) six (6) months and one (1) year post-award.



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### **XIV. EFFECTIVITY**

These guidelines shall take effect upon approval by the Governor of the Province of Albay.

### **XV. ANNEXES**

- Annex A: Nomination Form
- Annex B: Documentary Checklist
- Annex C: Conflict of Interest and Confidentiality Form for Judges
- Annex D: Omnibus Certification of Authenticity and Veracity of Documents.
- Annex E: Timeline of Activities

For inquiries, please email [pedoffice389@gmail.com](mailto:pedoffice389@gmail.com).

For the Committee that Finalized the Contest, Mechanics, Guidelines, and Criteria.

**(SGD) JEREMY A. CRUZ, EdD, PhD**

Department Head

Approved:

**(SGD) NOEL E. ROSAL**

Governor



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**BAYNTE KWATRONG BITUUN KAN ALBAY**

(Brilliant Innovative Teachers Uplifting with Unselfish Nurturing)

Search for Outstanding Teachers and Child Development Workers of Albay 2026

**GUIDELINES, MECHANICS, AND CRITERIA**

**I. RATIONALE**

To recognize exemplary teachers and child development workers (CDWs) in Albay whose professional competence, leadership, and community engagement significantly advance learner outcomes, school readiness, and provincial education goals.

**II. OBJECTIVES**

This search aims to:

- Recognize eighteen (18) Outstanding Teachers — one (1) awardee from each city/municipality of Albay and six (6) Outstanding Child Development Workers — two (2) awardees from each of the three (3) districts of Albay.
- Promote academic excellence, leadership, service and social responsibility.
- Encourage active participation in community development and engagement.

**III. COVERAGE**

The search is open to all teachers and Child Development Workers in the Province of Albay, subject to the eligibility requirements and submission of complete documents.

**IV. ELIGIBILITY CRITERIA**

**A. Outstanding Teacher**

- Regular/permanent Basic Education teacher currently assigned in any Albay public/private school.
- Minimum of ten (10) years excluding Teacher's break.
- Must have outstanding performance ratings for the last three (3) years.
- No pending administrative or criminal case.
- Demonstrated significant contributions in instruction, learner support, community, and contribution in alma mater.

**B. Outstanding Child Development Worker (CDW)**

- Duly accredited CDW serving in Albay.
- Minimum of ten (10) years active service.
- Outstanding performance.
- Good standing in the community.
- No pending administrative or criminal case.

**V. NOMINATION MECHANICS**



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1. For Teacher category, colleagues, former students (for teacher), parents and other stakeholders may nominate and endorsed by School Head.
2. For Child Development Worker category, barangay residents, barangay officials, Municipal/City social welfare officer may nominate and endorsed by the Punong Barangay.
3. Each nominee shall submit complete documentary requirements within the prescribed deadline.
4. Only complete and verified nominations shall be accepted.

The Provincial Education Department shall conduct the initial screening and validation of nominations.

### **VI. DOCUMENTARY REQUIREMENTS**

Each nominee shall submit:

- Duly accomplished nomination form.
- Service Record / Certification of Employment.
- Performance ratings for the last three (3) years for teachers and at least 1 accreditation for CDW.
- Accomplishment portfolio with evidence: lesson exemplars, learning gains, programs initiated, training attended, publications, photos, testimonials, etc.
- Certificates of awards/recognitions.
- Clearance of no pending case (certification from school/division for teacher and Barangay Clearance for Child Development Workers).
- Omnibus Certification of Authenticity and Veracity of Documents.

### **VII. COMPETITION MECHANICS**

The contest will be conducted in three (3) stages.

#### **Stage 1 — Documentary Screening and Initial Judging**

- All nomination documents shall be submitted to the Office of the Provincial Education Department.
- The Screening Committee shall verify eligibility and document completeness.
- First-level Judges shall evaluate the documents based on approved rubric and identify the top three (3) finalists for each city/municipality for Outstanding Teacher and top five (5) for the Outstanding Child Development Workers.
- The list of top three (3) finalists for teacher category shall be published and finalists are notified.

#### **Stage 2 — Site Visit and Validation**

- Finalists proceed to unannounced validation visit.

#### **Stage 3 — Final Judging**



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Interview (Congruence of vision and practice – 40 points, Advocacy – 30 points – 70 points; Demonstration Lesson- 30 points

40% of the points earned in stage three (3) will be added to the earned percentage in the first stage. The finalist with the highest accumulated percentage for each City and Municipality will be the winners for the outstanding teacher category. The two (2) finalists with the highest accumulated percentage for each district will be the winners for the CDW category.

### **IX. JUDGING COMMITTEE & CONFLICT OF INTEREST**

The judging committee shall be composed of representatives from the Provincial Education Department, Department of Education, and other qualified education stakeholders as may be designated by the organizing committee. Judges must sign a conflict-of-interest and confidentiality declaration.

### **VII. CRITERIA FOR JUDGING**

#### **A. Stage 1 — Documentary Evaluation (60% of total score; max 60 points)**

- For Teachers (document score out of 60):
  - Instructional Competence and Impact — 30 points
  - Lesson exemplars, learning materials, evidence of learner achievement (CRLA, assessments), remediation/enrichment initiatives.
  - Innovation and Professional Growth — 10 points
  - Research, action research, publications, resource development, trainings facilitated/attended.
  - Community Engagement and Leadership — 12 points
  - Parent partnerships, community projects, outreach, program initiation.
  - Awards and Recognition — 8 points
  - Prior awards, completeness and clarity of portfolio.
- For CDWs (document score out of 60):

#### **1. Child Development Practice and Outcomes — 30 points**

- Implementation of daily activity plans, child progress indicators, school readiness measures.

#### **2. Innovation and Professional Growth — 10 points**

- Trainings, learning materials, creative interventions.

#### **3. Parent and Community Engagement — 12 points**

- Parent involvement, community linkages, local initiatives.

#### **4. Awards — 8 points**



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### **B. Stage 2 — Validation**

### **C. Stage 3 — Final Judging (40%)**

### **X. DISQUALIFICATION**

A nominee shall be disqualified for:

- Submission of incomplete, false, or misleading documents.
- Failure to meet eligibility requirements.
- Pending disciplinary or serious academic sanctions.
- Attempts to influence judges or manipulate the process.
- For defamatory, misleading, fake, and inappropriate social media posts and online behavior.

Failure to attend mandatory orientation, final interview, and demo.

### **XI. AWARDS AND RECOGNITION**

The awardees shall each receive a cash prize of one hundred thousand pesos (Php100,000.00) for the Teacher category and fifty thousand pesos (Php 50,000.00) for the CDW category, medallion, plaque, certificate, and other forms of recognition during the awarding ceremony.

The winners will automatically form part of the Albay Education Ambassadors.

The Provincial Government of Albay may provide additional incentives or support subject to availability of funds and approval of the proper authority.

### **XII. REPORTING AND DOCUMENTATION**

- PED-Albay shall publish the list of finalists and winners on official channels.
- All finalist's portfolios shall be archived for reference and possible showcase.
- Winners must submit a one-year forward action plan showing how they will scale or sustain best practices; this will be monitored by PED-Albay.

### **XIII. MONITORING AND EVALUATION**

- PED-Albay shall monitor implementation of winner's initiatives and report impact indicators (learner gains, school programs, community engagement) six (6) months and one (1) year post-award.

### **XIV. EFFECTIVITY**

These guidelines shall take effect upon approval by the Governor of the Province of Albay.



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### **XV. ANNEXES**

- Annex A: Nomination Form
- Annex B: Documentary Checklist
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For the Committee that Finalized the Contest, Mechanics, Guidelines, and Criteria:

**(SGD) JEREMY A. CRUZ, EdD, PhD**  
Department Head

Approved:

**(SGD) NOEL E. ROSAL**  
Governor