

Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

July 22, 2026

7 2 3 2 6 3 6 4

DIVISION MEMORANDUM

No. **0359** s. 2026

**2026 DIVISION SEARCH FOR OUTSTANDING EMPLOYEES
IN DEPED -SDO LIGAO CITY**

To : SDO Staff and Personnel
School Heads
All Others Concerned

1. Anchored on DepEd Order No. 9 s. 2025, Establishing the Program on Award and Incentives for Service Excellence (PRAISE) the Schools Division of Ligao City will conduct the 2026 Search for Outstanding Employees in different categories.
2. The search aims to :
 - a. recognize exemplary performance and accomplishments of the employees in the organization;;
 - b. give honor and recognition to their commitment, dedication and hard work in the delivery of services ;
 - c. acknowledge and reward productive, creative and ethical behavior of employees.
3. The following will be the categories of the search :
 - a. Outstanding School Head (combined elementary and secondary school heads)

- b. Outstanding Teachers (combined elementary and secondary school teachers for formal schools , ALS , SNED)
- c. Outstanding Non- Teaching Personnel (Level I and II positions)
- d. Outstanding Teaching- Related Personnel

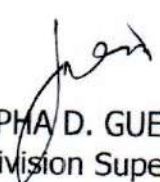
4. The search is open to all qualified applicants regardless of the age, gender identity, marital status, physical features, impairment or disability, religious belief, political affiliation.

5. For reference, please see attached guidelines and its annexes, to wit ;

Annex A	Nomination Form
Annex B	Criteria for Evaluation

6. The expenses relative to the conduct of the search shall be charged against the Division MOOE subject to the usual accounting rules and regulations. The Awarding will be done during the WTD/ NTD kick off celebration .

7. For information and dissemination.


 NYMPHA D. GUEMO
 Schools Division Superintendent

GUIDELINES

A. QUALIFICATION REQUIREMENTS

Candidates in all categories must strictly observe the following :

- Must be a regular / permanent employee for at least three (3) years;
- Performance Rating of at least Very Satisfactory (VS) for the last three rating periods.
- No pending administrative case; and
- Validity of Supporting documents must be within three (3) years from June 20223 to June, 2026.
- Winners (First Placers) in prior Division Searches / PPSTA Searches will no longer be qualified to participate in this search.

B AWARDS AND INCENTIVES

- Certificate of Recognition
- Cash Prize

First Place – P 5,000.00

Second Place –3,000.00

Third Place - 2,000.00

C. SCHEDULE OF ACTIVITIES

ACTIVITY	DATE	VENUE / OFFICE
Submission of Nomination Forms	July 27 to August 5 , 2026	OSDS
Submission of Documents / Criteria	August 6 to 14,2026	OSDS
Evaluation of Documents	August 17-20, 2026	Evaluation Committee
Observation of Classes (Teachers Category)	August 6 to 14, 2026	School of the Nominee

Interview	August 17-20,2026	Evaluation Committee/ SDO
Finalization of Results and Submission to Division PRAISE	August 24 to 25, 2026	Evaluation Committee
Submission of Results to the PRAISE Committee	August 26, 2027	OSDS

D. BOARD OF JUDGES /EVALUATORS

1.Outstanding School Head

Chairman : ASDS Melchizedek C. Tongco
 Co- Chair : Mary Jodelle E. Ollet
 Member: Jojim Cordova
 Alternate : Jose Pedro Dayandante

Secretariat : Alexhia C. Oringo

2.Outstanding Teachers

Chairman : Ernie M. Baranquel
 Members : Jose R. Nobela
 Leo Brizuela
 Alternate : Leo S. Moral

Secretariat : Pamela Garcia

3.Outstanding Non- Teaching and Teaching – Related

Chairman : Tita V. Agir

Members : Judith B. Manlangit
 Shiela Maglabanan

Secretariat : Joanne B. De Ala

OVERALL SECRETARIAT : Rebecca M. Rolda
 Mary Jane B. Austria

NOMINATION FORM

Name : _____ **Category :** _____

Position : _____

School: _____

District : _____

A. Brief Personal and Professional Background

B. Brief Description of Character and Conduct

I hereby attest to all the facts contained herein and authorize the Search Committee to validate the information stated therein.

Name and Signature of the Nominator

Conforme : _____

Name and Signature of the Nominee

Annex B

CRITERIA

I. Outstanding Teacher

a. Instructional Competence	
i. Teaching Competence -	20
ii. Outstanding Accomplishments/ Awards	10
iii. Research	10
iv. Creativity and Innovation	10
b. Professional Growth	
i. Education	10
ii. Training	5
iii. Accomplishment in Professional Org	5
c. Community Development	
i. Outreach Activity	5
ii. Networking / Linkages	5
d. Personal Qualities & Character / Interview	20
Total	100

d.	Personal Qualities & Character/Interview	20
----	---	----

TOTAL	100
--------------	------------

2. Outstanding School Head

a. *Leading Strategically*

- | | | |
|-----|--|----|
| i. | Embodied DepEd vision, mission, and core values to sustain shared understanding and alignment of school programs, projects, and activities based on school planning and implementation | 5 |
| ii. | Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement | 10 |

b. *Managing School Operations and Resources*

- | | | |
|-----|--|----|
| i. | Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations | 10 |
| ii. | Demonstrated school preparedness, mitigation, and resiliency to sustain continuous delivery of instructions | 5 |

c. *Focusing on Teaching and Learning*

- | | | |
|------|--|----|
| i. | Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to others | 5 |
| ii. | Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies | 5 |
| iii. | Set achievable learning outcome to support learner achievement and other performance indicators | 15 |
| iv. | Empowered the wider school community in promoting and sustaining a learner-friendly, | 5 |

inclusive and healthy learning environment
through management of school facilities

d. Developing Self and Others

- | | |
|---|---|
| i. Attended trainings/conferences/seminars | 5 |
| ii. Engaged in speakership/facilitation/consultancy | 5 |
| iii. Participated in professional networks | 5 |
| iv. Authored publications | 5 |
| v. Conducted trainings as chair or cochair
of the training management team | 5 |
| vi. Developed succession planning | 5 |

e. Building Connections

- | | |
|---|---|
| i. Created a culture of inclusivity in the school
and the community through strengthened
stakeholders to support enabling environment
for learners | 5 |
| ii. Exhibited community Engagement | 5 |

TOTAL 100

3. Outstanding Non-Teaching Personnel / Teaching-Related

a. Occupational Competence

(30 Points)

- Submission of deliverables on time
- Excellent outputs with less corrections made by the superior
- Availability when required to assist or report for work
- Attendance and punctuality
- Willingness to learn

Means of Verification / Weight	Rating
• Performance Rating over the past three rating periods – 25 pts ☐ 4.6 - 5.0 (25 pts) ☐ 4.0 - 4.5 (20 pts) ☐ Below 4 (0) • Certification from HR on absences and punctuality – 5 pts	30%

☐	No absences and tardiness	(5 pts)
☐	1 to 3 absences and tardiness	(4 pts)
☐	4 to 6 absences and tardiness	(3 pts)
☐	7 to 9 absences and tardiness	(2 pts)
☐	More than 10 days absent	(1 pt)

b. Outstanding Accomplishment

i. Outstanding Employee Award (15 points)

- Recognitions given to personnel by reputable government and non-government organizations in acknowledgement of their exemplary and meritorious contributions in promoting governance of basic education.

Means of Verification / Weight	Rating
Must present and submit supporting documents such as certificate, memorandum, or other proof. Award or recognition repeatedly given at all levels of governance will be credited only to whatever is the highest level of recognition. Any award that does not observe the usual process of recognition shall not be credited. • Level ☐ International Awards (15 pts) ☐ National Awards (12 pts) ☐ Regional Level (9 pts) ☐ Divisional Level (6 pts) ☐ District/School (3 pts)	15%

ii. Innovations/Creativity (10 Points)

- Refers to the programs conceptualized and designed by the personnel that will enhance the quality of work. The innovation must have direct bearing on the major functions of the personnel.

Means of Verification / Weight	Rating
• Proof of evidence that the program/innovation was approved by the immediate head and was implemented. ☐ Implemented with supporting documents and evidence of adoption (10 pts)	10%

☐	Implemented with supporting documents without adoption (8 pts)	
☐	Implemented without supporting documents (6 pts)	
☐	Approved but without implementation (4 pts)	

iii. Publication/Authorship (5 Points)

Means of Verification / Weight	Rating
• Proof of evidence ☐ Sole authorship of a book (5 pts) ☐ Co-authorship of a book (4 pts) ☐ Author of article/s published in a local newspaper (3 pts) Note : (1 article per publication but not to exceed 4)	5%

iv. Speakership/Consultancy (5 Points)

- Served as speaker/facilitator/trainee/consultant in an educational training/seminar/workshop.

Means of Verification / Weight	Rating
• Proof of evidence that speakership/consultation was made by personnel. (certificates, plaque of recognitions, etc.) ☐ International (5 pts) ☐ National (4 pts) ☐ Regional (3 pts) ☐ Divisional (2 pts) ☐ District/School (1 pt)	5%

c. Professional Growth

i. Education (5 Points)

Means of Verification / Weight	Rating
• Proof of evidence of the attended degree	

☐ Doctoral Degree with Special Order (5 pts) and with integration of learning ☐ Certificate of Academic Requirement for EdD/PhD with integration of learning (4 pts) ☐ Master's Degree with Special Order and with integration of learning (3 pts) ☐ Doctoral and/or Master's Degree without integration of learning (2 pts) ☐ Baccalaureate Degree (1 pt)	5%
---	----

ii. Trainings (5 Points)

Participated in a scholarship/educational program for five days and above of a duly recognized and reputable organization.

Means of Verification / Weight	Rating
• Proof of evidence on the attended trainings (Certificate Attendance, Completion and integration of learning) ☐ International (5 pts) ☐ National (4 pts) ☐ Regional (3 pts) ☐ Divisional (2 pts) ☐ District/School (1 pt) Note: Absence of integration of learning per category shall mean a reduction of 1 pt.	5%

iii. Active Participation in Professional Organizations (5 Points)

Officership/Membership in a recognized and reputable organization

Means of Verification / Weight	Rating
• Documentary evidence such as certification signed by the concerned authorities of the organization, pictures, write-ups, publications, and others. ☐ Organization's Officer with recognition award	

☐	and complete documentary evidence as cited above. (5 pts)	
☐	Member only with recognition award and complete documentary evidence as cited above. (4 pts)	
☐	Membership only (2 pts)	

iv. **PERSONAL QUALITIES AND CHARACTER/INTERVIEW**
(20 points)

A. Communicative Competence (5 Points)		
1.	Spoke clearly, articulately, and confidently	5
2.	Spoke articulately most of the time	4
3.	Spoke nervously	3
4.	Spoke incompletely and inarticulately	2
B. Smartness and Alertness (5 points)		
1.	Body language conveyed eagerness to respond; appeared natural and at ease	5
2.	Body language conveyed eagerness to respond; appeared fairly natural and at ease	4
3.	Body language was difficult to interpret	3
4.	Body language conveyed disinterest and extreme nervousness	2
C. Ability to Present Ideas (5 points)		
1.	Recognized that opinions might differ from those of the listeners and expressed opinions in a highly tactful manner	5
2.	Recognized that opinions might differ from those of the listeners but expressed opinions in a somewhat tactful manner	4
3.	Expressed opinions openly but in an unprofessional manner	3
4.	Expressed opinions in a biased or inappropriate manner	2
D. Emotional Stability (5 points)		
1.	Professionally acknowledged the situation; maintained a formal demeanor and respect	5
2.	Somewhat professionally acknowledged the situation; maintained a somewhat formal demeanor	4
3.	Did not acknowledge the situation; maintained an informal demeanor	3
4.	Unprofessionally acknowledged the situation; maintained an informal demeanor	2