

**NOMINATION FORM**  
Patubas Awards \_\_\_\_\_  
(Calendar Year)

Recent 2"x2"  
Picture of the  
Nominee

**THE PRAISE COMMITTEE**

DepEd Iloilo  
Luna Street, La Paz  
Iloilo City

After undergoing a thorough evaluation in the district level based on the guidelines and criteria of the Patubas Awards for DepEd Iloilo Officials and Employees, I hereby nominate:

Name of Nominee:

Category:

Current Position of the Nominee:

Contact Number & email address: School/ Office:

School/ Office Address:

*(Note: Please enclose, 1-2 pages write-up about the significant accomplishments of the nominee duly signed by the immediate head.)*

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

\_\_\_\_\_  
Name of Nominator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date Signed



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# Annex D: Professionalism and Personal Characteristics Rating Sheet

## RATING SHEET for PROFESSIONALISM & PERSONAL CHARACTERISTICS

Name of Nominee:

School/Office:

District:

Name of Immediate Superior:

Category:

Directions: Put a check (/) on the space provided for if the nominee AT ALL TIMES exhibits the following indicators otherwise put an (x).

INDICATORS	/
A. Manifests genuine enthusiasm and pride in the nobility of teaching/related teaching profession	
1. Demonstrates punctuality at all times.	
2. Participates actively in all office activities	
3. Attends in all required seminars and training for professional development	
4. Gets involved in all school programs and projects/office activities as required	
5. Communicates the DepEd vision, mission, and core values to stakeholders	
B. Observes and demonstrates desirable personal and professional (RA 6713) and Code of Ethics RA 786) behaviors like respect, honesty, dedication, and patriotism at all times.	
1. Maintains stature and behavior worthy of respect and emulation	
2. Respects the privacy of co-workers, does not spread office gossips or rumors	
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedback	
4. Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5. Is honest, upright and trustworthy in all his/her dealings with all people	
6. Serves beyond working hours to be able to meet organizational goals and objectives	
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8. Observes at all times loyalty to the Republic and to the Filipino people, promotes use of locally produced goods, resources and technology and encourages, appreciation and pride of country and people	



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9. Extends prompt and adequate services to the public	
C. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders	
1. Respects authority and is able to work harmoniously with superiors and colleagues	
2. Maintains good working relationship with co-workers, parents and stakeholders	
3. Performs well whether as a team leader or member	
D. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs/liabilities	
1. Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2. Settles loans and other financial affairs on time	
3. Has not been subjected to any complaint/ charged administratively relative to financial matters	
NO. OF CHECKS (/)	
TOTAL POINTS = NO. OF CHECKS X (0.5)	

Rated by:

Signature over Printed Name of the Immediate Head

Date:



## ANNEX E: PATUBAS AWARDS

### OUTSTANDING TEACHER (ELEMENTARY & SECONDARY – JHS & SHS)

The Schools Division of Iloilo recognizes the exemplary performance of teachers in the field. A teacher who embodies critical thinking and innovation, resilience, cooperation, commitment, effective communication skills, and competence. This award is open to all permanent elementary, junior high school, and senior high school teachers (Teachers I, II, and III).

Criteria	Points
Occupational Competence	30
Performance	20
Demonstration Teaching	10
Outstanding Accomplishments	30
Employee Award	5
Innovation	5
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (DepEd-related)	10
Professional Development	10
Education	10
Community Involvement	5
Written Examination	5
Interview	10
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (30 points)

Performance (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.947$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Demonstration Teaching (10 points)

The demonstration teaching criterion shall be a simulation of the teaching-learning episode in the classroom. The committee shall have the final instruction as to the conduct of the demonstration teaching. The criteria for demonstration teaching



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shall follow the objectives in the Classroom Observation Tool (COT) set by DepEd for the current school year.

Rating	Points
4.700 – 5.000	10 pts
4.300 – 4.699	8 pts
3.900 – 4.299	6 pts
3.500 – 3.899	4 pts

Note: The nominee shall prepare a lesson 2 hours before the actual demonstration.

Outstanding Accomplishments (30 points)

Employee Award (5 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
School/District	1
Division	2
Regional	3
National	4
International	5

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: Copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2



Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.

Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs:	3



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Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memorandum of the CO Research Congress.	5

#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and LAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

#### Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (10 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.



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Level	Points
International	10
National	9
Regional	8
Division	6
Congressional District	4
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

Professional Development (10 points)

Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/Province	4
Regional	5

Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

Interview (10 points)

Professionalism / Personal Characteristics (10 points)



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## OUTSTANDING MASTER TEACHER (ELEMENTARY & SECONDARY)

The Schools Division of Iloilo recognizes the exemplary performance of master teachers in the field. A master teacher who embodies critical thinking and innovation, resilience, cooperation, commitment, effective communication skills, initiative, leadership, and competence.

Criteria	Points
Occupational Competence	30
Performance	20
Demonstration Teaching	10
Outstanding Accomplishments	35
Employee Award	5
Innovation	5
Research	10
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (DepEd-related)	10
Professional Development	5
Education	5
Community Involvement	10
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (30 points)

Performance (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.947$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Demonstration Teaching (10 points)



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The demonstration teaching criteria shall be a simulation of the teaching-learning episode in the classroom. The committee shall have the final instruction as to the conduct of the demonstration teaching. The criteria for demonstration teaching shall follow the objectives in the Classroom Observation Tool (COT) set by DepEd for the current school year.

Rating	Points
4.700 – 5.000	10 pts
4.300 – 4.699	8 pts
3.900 – 4.299	6 pts
3.500 – 3.899	4 pts

Note: The nominee shall prepare a lesson 2 hours before the actual demonstration.

Outstanding Accomplishments (30 points)

Employee Award (5 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
School/District	1
Division	2
Regional	3
National	4
International	5

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPEd Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1



Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOV: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOV: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOV: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (10 points)

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Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Stages of Implementation	Points
Started implementation of the research work MOV: Research Proposal presented and approved by the SDRC and Progress Monitoring Report	2
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	4
Presented completed research work in the SDO research congress MOV:	6



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Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	8
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memorandum of the CO Research Congress.	10

Points earned shall be divided according to the number of researchers in a team.



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#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and LAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

#### Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (10 points)

This refers to the recognition/citation given by DepEd-related award-giving bodies.

Level	Points
International	10
National	9
Regional	8
Division	6
Congressional District	4
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

#### Professional Development (5 points)

Education – 5 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.



Degree	Points
Doctorate Degree Graduate	5
Doctorate Degree (Completed Academic Requirement)	4
Master's Degree Graduate	3
Master's Degree (Completed Academic Requirement)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### Community Involvement (10 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	4
District/Municipal	6
Division/Province	8
Regional	10

#### Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### Interview (5 points)

#### Professionalism / Personal Characteristics (10 points)

### OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER

Criteria	Points
Occupational Competence	30
Performance	20
Demonstration Teaching	10
Outstanding Accomplishment	35
Employee Award	5
Innovation	10



Research	5
Publication/Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (DepEd-related)	10
Professional Development	10
Education	10
Community Involvement	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (30 points)

Performance (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

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Note: The nominee shall prepare a lesson 2 hours before the actual demonstration.

Outstanding Accomplishments (30 points)

Employee Award (5 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	1
Division	2
Regional	3





National	4
International	5

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

#### Innovation (10 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: Copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan. Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office. Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
	6
	8



Adopted in the region

MOVs:

Completed Project Report verified by the Head of Office;

Certification of the utilization of the innovation in the region duly signed by the Regional Director; and 10

Certification from the LR Manager that the

module/instructional material underwent the

quality-assurance procedure (if applicable).

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

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Points earned shall be divided according to the number of researchers in a team.

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Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	2 3 4



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Presented research work in the CO research congress

MOVs:

Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memorandum of the CO Research Congress. 5

#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

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Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and LAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

#### Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (10 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
International	10
National	9
Regional	8
Division	6
Congressional District	4
District	2



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School	1
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Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.



#### Professional Development (10 points)

##### Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirement)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirement)	4

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/Province	4
Regional	5

#### Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### Interview (5 points)

#### Professionalism/Personal Characteristics (10 points)

### OUTSTANDING INCLUSIVE EDUCATION TEACHER

This is open to all SPED, IPED, and MADRASAH teachers.



Address: Luna St., La Paz, Iloilo City 5000

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Criteria	Points
Performance	20
Learners' Participation and Representation	5
Curriculum Implementation	10
Learning Resources	5
Learning Delivery	10
Educational Assessment	5
Learning Environment	5
Professional Development	5
Partnerships	5
Written Examination	5
Interview	5
Demonstration Teaching	10
Professionalism/Personal Characteristics	10
TOTAL	100

#### Performance (20%)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.947$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF

#### Learners' Participation and Representation (5 points)

Programs or initiatives to ensure participation and representation of learners in school organizations, in curricular and co-curricular activities, and in educational planning, program development and implementation

Indicators	Points
Three-year disaggregated data on enrolment per program presented in graphical or tabular presentation with analysis (to include exceptionalities for SPED learners (non- graded/gifted or fast learners), ethnicity for IP learners, and MADRASAH learners)	2
Contextualized implementing guidelines for selection/admission of learners for Special Interest Programs	2
Representation of learners in education planning, program development and implementation	1

#### Curriculum Implementation (10 points)



Implementation of flexible and contextualized curriculum to cater the diverse learners' abilities, socio-cultural backgrounds, historical contexts, and biographical realities.

Indicators	Points
Implementation of programs or initiatives to address contexts, needs, and concerns not covered by existing programs and initiatives of DepEd	2
Contextualization of the curriculum and learning materials at the school level	2
Provision of opportunities for learners to create, learn, and share what they know in both curricular and non-curricular activities	2
Provision of equitable and appropriate learning opportunities for all learners to facilitate active participation and shared responsibility and accountability in the teaching-learning process	2
Implementation of programs and services adhering to the principles of universal design for learning (UDL) to remove barriers to learning and participation	2

#### Learning Resources (5)

Development and production of contextualized learning resources anchored on the needs of individual learners and based on the standards set by the Bureau of Learning Resources.

Indicators	Points
Developed and produced learning resources are free from any discriminatory content, are appropriate to diverse learners, and are sensitive to social and cultural contexts.	1
Learning resources developed promote active learning in different contexts and lifelong learning.	1
Community is utilized as a learning resource.	1
Developed and quality assured learning resources are uploaded in the Learning Resource Portal to ensure that these resources are properly managed, utilized, generated, allocated, recorded and audited, when applicable.	1
All types of learners have access to adequate and appropriate learning resources.	1

#### 5. Learning Delivery (10 points)

Strategies implemented to ensure that diverse learners learn together, and the delivery of educational services and programs are flexible based on the profile, needs and contexts of the learners

Indicators	Points
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Offered a range of programs in schools to serve as a menu of options for different types of learners to ensure that “no learner is left behind.”	2
Developed school implementing policies, mechanisms, and strategies for delivering equal and equitable opportunities for diverse learners.	2
Involved stakeholders - the learners, their parents and/or caregivers, and the immediate community in meeting learning standards and in identifying and addressing learning gaps of disadvantaged and marginalized learners.	2
Formulated and implemented appropriate interventions for the disadvantaged and marginalized learners.	2
Enhanced curriculum implementation by aligning teaching- learning processes, formative and summative assessments and the learning standards deemed appropriate to the learners’ context.	2

#### 6. Educational Assessment (5 points)

Initiative implemented to measure learners’ mastery of competencies and enable them to participate in various types of activities to enhance their understanding of concepts and ideas and the strategies to meet the needs of learners with special education needs

Indicators	Points
Mechanisms and frequency of assessments conducted to identify learners with special educational needs and additional resources to support their learning.	2
Modification or adaption of the assessment methods used in the mainstream classroom to meet the needs of learners with specific needs and difficulties.	2
Development of assessment tools that put premium in the application of higher order thinking skills and integrative understanding across subject areas and are adapted according to the principles of Universal Design for Learning (UDL)	1

#### 7. Learning Environment (5 points)

Mechanisms implemented to ensure that physical learning environment and teaching-learning processes are fully accessible to all types of learners for them to feel safe, supported, stimulated, and respected as they express themselves as part of a positive and inclusive school community

Indicators	Points
Use of appropriate language/s, modes and means of communication to maximize academic and social development.	1
Provision of accessible and functional support facilities such as, but not limited to, water and sanitation facilities, clinic, library, Science and computer laboratories, Guidance Office, prayer room, and Community Learning	2



Centers (CLCs) and opportunity for indigenous learners to use ancestral domain where Indigenous Knowledge Systems and Practices (IKSPs) are experienced, lived, and learned as their primary learning environment and learning space.	
Implementation of affirmative action to eradicate all forms of discrimination and abuse against all types of learners in the schools and in the entire division.	1
Initiatives to foster harmonious relationships and respect for diversity and practice of positive discipline among learners, teachers, parents, and administrators.	1

#### 8. Professional Development (5 points)

##### Education –

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	5
Doctorate Degree (Completed Academic Requirements)	4
Master's Degree Graduate	3
Master's Degree (Completed Academic Requirements)	2
Master's Degree (At least 21 units)	1

#### 9. Partnerships (5 points)

Continuous conduct of intensive advocacy and social mobilization efforts to strengthen Inclusive Education implementation

Indicators	Points
Institutionalization of continuous engagement with stakeholders/ partners in the planning, implementation, monitoring and evaluation of curricular and co-curricular programs and activities to ensure quality implementation of Inclusive Education.	3
Strengthened external linkages and partnerships to ensure proper coordination, resource sharing, and sustainability of Inclusive Education implementation.	2

#### Written /Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### Interview (5 points)

#### Demonstration Teaching (10 points)



## Professionalism / Personal Characteristics (10 points)

### OUTSTANDING SCHOOL HEAD (ELEMENTARY & SECONDARY, INTEGRATED)

The Schools Division of Iloilo recognizes the exemplary performance of school heads who brought inspiration and great change in their respective schools and community. A school head who embodies critical thinking and innovation, resilience, cooperation, commitment, effective communication skills, initiative, leadership, great vision, and competence.

Criteria	Points
Occupational Competence	20
Performance	20
Outstanding Accomplishments	30
Employee Award	5
Innovation	10
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (DepEd-related)	5
Professional Development	5
Education	5
Financial Management	10
Community Involvement	5
Written Examination	10



Interview	10
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (20 points)

Performance (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.947$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Outstanding Accomplishments (30 points)

Employee Award (5 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	1
Division	2
Regional	3
National	4
International	5

MOVs: Certificate of award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (10 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPEd Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	2
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	4
Adopted in the School/ District MOVs:	6



Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	8
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	10

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.

Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/Regional Director, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and	3



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Division Memorandum of the SDO Research Congress	
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memorandum of the CO Research Congress.	5

d. Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
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International	5
National	4
Regional	3
Division/Congressional District	2
District/School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

#### Professional Development (5 points)

##### Education – 5 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	5
Doctorate Degree (Completed Academic Requirement)	4
Master's Degree Graduate	3
Master's Degree (Completed Academic Requirement)	2
Master's Degree (At least 21 units)	1

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### Financial Management (10 points)

The financial management aspect is an indicator of an outstanding school head. (Previous Fiscal Year)

Percentage of Liquidation / Utilization of Funds	Points
100% liquidated/utilization of Funds	10
90% liquidated /utilization of Funds	8
80% liquidated /utilization of Funds	6
70% liquidated /utilization of Funds	4

Note: The nominee shall present a certification from the Division Accountant.

#### Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/ barangay/ municipal/ city/ province officials.

Scope of implementation	Points
School/Barangay	2





District/Municipal	3
Division/City/Province	4
Regional	5

Written / Examination (10 points)

The written examination shall evaluate the communication skills of the nominee.  
The committee shall choose the topic or question.

Interview (10 points)

Professionalism / Personal Characteristics (10 points)

#### OUTSTANDING INSTRUCTIONAL SUPERVISOR (EPS & PSDS)

Criteria	Points
Instructional Supervisory Leadership	20
Instructional Supervision	5
Curriculum Implementation Management	5
Learning Resource Materials Development	5
Learning and Development Programs	5
Outstanding Accomplishments	55
Performance	20
Employee Award	5
Innovation	5
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops (DepEd-related)	5
Education and Training	10
Community Involvement	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100



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## Instructional Supervisory Leadership (20 points)

### Instructional Supervision (5 points)

No. of Instructional Supervision (IS) and Technical Assistance (TA) conducted to school heads relative to Sulong Edukalidad, particularly on ensuring that all learners are functional readers from the previous and current school year.

MOVs:

Approved Supervisory Plan/ Instructional Supervisory Report/ Observation Report/ Technical Assistance Plan and Report to a minimum of 5 Schools duly signed by the school principal given IS or TA noted by the Functional Division Chief.

No. of IS and TA conducted/provided to schools	Points
11-12	5
9-10	4
7-8	3
5-6	2
Less than 5	1

### Curriculum Implementation Management (5 points)

Consolidated Mean Percentage Score (MPS) of all schools in the assigned learning area/district.

MOVs:

Annual Accomplishment Report which includes the consolidated MPS of all schools in the assigned learning area/district validated by the SDO Planning Officer and approved by the SDS.

Consolidated MPS	Points
86-100%	5
76-85%	4
66-75%	3
56-65%	2
55% and below	1

### Learning Resource Materials Development (5 points)

(i.e. Self-Learning Modules (SLMs), Learning Activity Sheets (LASs), Contextualized Learning Materials) quality assured and approved by the LR Manager for printing and utilization

Number of LRMs quality assured and approved	Points
More than 10	5
9-10	4
7-8	3
5-6	2
Less than 5	1

### Learning and Development Programs (5 points)



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Percentage of Teachers (in the same learning area/district) trained for content/skills enhancement (current year) organized by the nominee based on training needs assessment results.

Percentage of Teachers Trained for content/skills enhancement	Points
91-100%	5
81-90%	4
71-80%	3
61-70%	2
51-60%	1

MOVs:

Training Needs Assessment, Training Design, Memorandum, Attendance Sheet, Activity Completion Report

Outstanding Accomplishments (60 points)

Performance (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 20.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 18.947$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Employee Award (5 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

MOVs: Certificate of award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)



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Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.

Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
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Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memorandum of the CO Research Congress.	5

#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.



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Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:  
 Memorandum where name of nominee is included.  
 Final copy of the material/s as published  
 Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
International	5
National	4
Regional	3
Division/Congressional District	2
District/School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

Education and Training (10 points)

Education (5 points)

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	5
Doctorate Degree (Completed Academic Requirement)	3

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

Training and workshops organized (within the last 3 years) (5 points)

MOV: Activity Proposal, Session Guide, Memorandum, Activity Completion Report duly (with attendance sheet signed by participants) signed by the immediate



superior. Only present the documents of the training conducted in the highest level.

Level	Points
Division/Congressional District	5
District	4
School	3

Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/ barangay/ municipal/ city/ province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

Written /Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

Interview (5 points)

Professionalism / Personal Characteristics (10 points)

#### OUTSTANDING NON-TEACHING PERSONNEL (LEVEL 1)

This is open to all Non-Teaching Level 1 personnel from the Schools Division Office, districts, and schools with Salary Grade 1 to 9.

Criteria	Points
Occupational Competence	35
Performance Rating	30
Work Experience	5
Outstanding Accomplishments	30
Awards	10
Innovation	5
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
Professional Development	15
Education	10



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Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (35 points)

Performance (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 30.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 28.420$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Work Experience (5 points)

Number of Years in the Service	Points
5 years or more	5
4 years	4
3 years	3

Outstanding Accomplishments (30 points)

Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)



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Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.

Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and	1



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Progress Monitoring Report	
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5

#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2



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Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

Professional Development (10 points)

Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

Trainings/ Seminars/ Workshops/ Conferences/ Webinars/ Online Courses attended (5 points)

Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

International Training is when trainers are internationally recognized/ accredited.

OVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.



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Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion

Level	Points
School/District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

Interview (5 points)

Professionalism / Personal Characteristics (10 points)

#### OUTSTANDING NON-TEACHING PERSONNEL (LEVEL 2)

This is open to all Non-Teaching Level 2 personnel from the Schools Division Office, districts, and schools with Salary Grade 10 to 24.

Criteria	Points
Occupational Competence	30
Performance	25
Work Experience	5
Outstanding Accomplishments	30
Employee Award	10
Innovation	5
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
Professional Development	15
Education	10



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Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
Community Involvement	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

Occupational Competence (30 points)

Performance (25 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 25.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.68$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Work Experience (5 points)

Number of Years in the Service	Points
5 years and more	5
4 years	4
3 years	3

Outstanding Accomplishments (30 points)

Employee Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPEd Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
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Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (5 points)

Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.

A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.

Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work	2





MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memo of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5

#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3



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Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

Professional Development (10 points)

Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
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Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5 points)

Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

International Training is when trainers are internationally recognized/ accredited.

OVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion.



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Level	Points
School / District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

#### Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

#### Written / Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### Interview (5 points)

#### Professionalism / Personal Characteristics (10 points)

##### OUTSTANDING TEACHING-RELATED PERSONNEL

This is open to all Related-Teaching personnel from the Schools Division Office, districts, and schools.

Criteria	Points
Occupational Competence	30
Performance	25
Work Experience	5
Outstanding Accomplishments	30
Employee Award	10
Innovation	5
Research	5
Publication/ Authorship	5
Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
Professional Development	15
Education	10
Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5



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Community Involvement	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

### 1. Occupational Competence (30 points)

#### Performance (25 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 25.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.68$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

#### Work Experience (5 points)

Number of Years in the Service	Points
5 years and more	5
4 years	4
3 years	3

### 2. Outstanding Accomplishments (30 points)

#### Employee Award (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

#### Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPEd Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)



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Stages of Implementation	Points
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Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

#### Research (5 points)

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Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.

Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and	1



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Progress Monitoring Report	
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
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#### Publication/Authorship (5 points)

Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.

Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.

Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:

Memorandum where name of nominee is included.

Final copy of the material/s as published

Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2



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Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

### 3. Professional Development (15 points)

Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (With at least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5 points)

Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.

International Training is when trainers are internationally recognized/ accredited. OV's shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.

Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion.

Level	Points
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School / District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

#### 4. Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

#### 5. Written / Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### 6. Interview (5 points)

Professionalism / Personal Characteristics (10 points)

OUTSTANDING SCHOOL (ELEMENTARY, JHS, SHS, IS)

Criteria	Points
School-Based Management (SBM) Level of Practice	50
Research	10
Innovation	10
Awards	15
Financial Management	15
TOTAL	100

School-Based Management Level of Practice (50 points)

SBM Level of Practice	Points
Level III	50
Level II	40
Level I	30



MOVs:

Division Validated SBM e-Tool for Performance Improvement and Document Analysis, Observation, and Discussion (DOD); and  
Certification of SBM Level of Practice signed by the designated Division SBM Focal Person/SDS

Research (10 points)

Research conducted and implemented within the last 3 years.

Number of Researches in Different Thematic Areas	Points
5 or more	10
4	8
3	6
2	4
1	2

MOVs:

Copy of research manuscript (compliant to DepEd Order No. 16, s. 2017) with duly signed acceptance sheet by the members of the SDRC / RRC; and  
Certification of completed and conducted research signed by the Division Senior Education Program Specialist for Planning & Research

Innovations (10 points)

Number of Innovations in Different Categories Implemented	Points
5 or more	10
4	8
3	6
2	4
1	2

MOVs:

Completed Project Report verified by the Head of Office and  
Completed Project Report accepted / signed by the Schools Division Superintendent

Awards (Teachers /Learners/School) 15 points

Awards must be those from DepEd recognized bodies and/or DepEd initiated programs, projects, and activities for the last two years

Teachers (5 points)

Level	Points
District (at least 3 awards)	1
Division (at least 2 awards)	2
Region (at least 2 awards)	3



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National (at least 1 award)	4
International (at least 1 award)	5

Learners (5 points)

Level	Points
District (at least 3 awards)	1
Division (at least 2 awards)	2
Region (at least 2 awards)	3
National (at least 1 award)	4
International (at least 1 award)	5

School (5 points)

Level	Points
District (at least 3 awards)	1
Division (at least 2 awards)	2
Region (at least 2 awards)	3
National (at least 1 award)	4
International (at least 1 award)	5

Financial Management (15 Points)

Percentage of Liquidation / Utilization of Funds of the Previous Fiscal Year	Points
100%	15
90%	12
80%	9
70%	6



## K. MOST FUNCTIONAL COMMUNITY LEARNING CENTER

Criteria	Points
Performance Rating of the Head of Office	15
Significant Accomplishment/s in Fostering Learning	20
Impact of Accomplishment in Making Learning Happen	25
Innovations in Enhancing Learner's Achievement	30
Awards	10
TOTAL	100

Performance Rating of the Head of Office (15 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 15.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 15 = 14.21$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

Significant Accomplishment/s in Fostering Learning (20 points)  
Project / Work Accomplished (5 points)

Number of strategies / activities done that have significantly influenced / provided greater impact in the performance of the learners (15 points)

Number of strategies / activities	Points
5	15



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4	12
3	9
2	6
1	3

MOV/s: Approved Project Proposal/s

Impact of Accomplishments in making learning happen (25 points)

Scope (School Level, District Level, Division Level) (10 points)

Level	Points
Division	10
Congressional District	8
District	6

MOVs: Approved Project Proposal/s, Accomplishment Report/s, etc.

Replicability of the program / project / activity (5 points)

Level	Points
Regional	5
Division	4
Congressional District	3
District	2

Number of people, office benefited, and transactions facilitated (5 points)

No. of people/ office benefited, or transactions facilitated	Points
26 or more	5
21 - 25	4
16 - 20	3
11 - 15	2
5 - 10	1

MOVs: Attendance sheet/ List of beneficiaries stated in the proposal

Level of attainment per identified Performance Indicator (5 points)

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	1
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	2
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	3
Adopted in the division	4



MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	5

#### Innovations in Enhancing Learner's Achievement (30 points)

##### Originality (5 points)

Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/ are being used and the results, number of persons who benefited; (10 points)

##### Scope / replicability of the innovation (10 points)

Level	Points
Regional	10
Division	9
Congressional District	8
District	7

##### Level of attainment per identified Performance Indicator (5 points)

Stages of Implementation	Points
Started the implementation MOV: Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan	1
Fully implemented in the school MOV: Accomplishment Report verified by the Head of Office;	2
Adopted in the School/ District MOV: Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office	3
Adopted in the division MOV: Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	4
Adopted in the region MOV: Certification of the utilization of the innovation in the region duly signed by the Regional Director; certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure	5



5. Awards (10 points)

Major awards/citations received by the CLC/ learner/ implementer from District/ Congressional District / SDO/ RO/ CO.

Level	Points
National	10
Regional	9
Division	7
Congressional District	5
District	3



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## SCHOOLS DIVISION OFFICE (SDO) PROPER AWARDS

### A.1. OUTSTANDING OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) PERSONNEL (LEVEL 1)

This is open to all Non-Teaching Level 1 personnel from the Office of the Schools Division Superintendent (OSDS) of the Schools Division Office with Salary Grade 1 to 9.

Criteria	Points
1. Occupational Competence	35
a. Performance Rating	30
b. Work Experience	5
Outstanding Accomplishments	30
a. Awards	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

#### 1. Occupational Competence (35 points)

##### Performance (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 30.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 28.420$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

#### Work Experience (5 points)

Number of Years in the Service	Points
5 years or more	5
4 years	4
3 years	3

#### 2. Outstanding Accomplishments (30 points)

##### a. Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.



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Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPED Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4



Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5
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c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs:	5



Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	
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#### Publication/Authorship (5 points)

1. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
4. Memorandum where name of nominee is included.
5. Final copy of the material/s as published
6. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

#### Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

#### 3. Professional Development (10 points)

##### a. Education – 10 points



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Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirement)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirement)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/ Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.
3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.
4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion

Level	Points
School/District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

Interview (5 points)

Professionalism / Personal Characteristics (10 points)



## A.2. OUTSTANDING OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) PERSONNEL (LEVEL 2)

This is open to all Non-Teaching Level 2 personnel from the Office of the Schools Division Superintendent (OSDS) of the Schools Division Office with Salary Grade 10 to 24.

Criteria	Points
1. Occupational Competence	30
a. Performance	25
b. Work Experience	5
Outstanding Accomplishments	30
a. Employee Award	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
Community Involvement	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

### 1. Occupational Competence (30 points)



a. Performance (25 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 25.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.68$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

b. Work Experience (5 points)

Number of Years in the Service	Points
5 years and more	5
4 years	4
3 years	3

2. Outstanding Accomplishments (30 points)

a. Employee Award (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2





Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs:	3



Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memo of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5

d. Publication/ Authorship (5 points)

1. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
4. Memorandum where name of nominee is included.
5. Final copy of the material/s as published
6. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.



Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

### 3. Professional Development (10 points)

#### a. Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirement)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirement)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.
3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.
4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion.

Level	Points
School / District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at	4



least 3 days)	
International (at least 1 training activity conducted in at least 3 days)	5

#### 4. Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

#### Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

#### Interview (5 points)

#### Professionalism / Personal Characteristics (10 points)

### B.1. OUTSTANDING SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) PERSONNEL (LEVEL 1)

This is open to all Non-Teaching Level 1 personnel from the School Governance and Operations Division (SGOD) of the Schools Division Office with Salary Grade 1 to 9.

Criteria	Points
1. Occupational Competence	35
a. Performance Rating	30
b. Work Experience	5
Outstanding Accomplishments	30
a. Awards	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5



Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
Written Examination	5
Interview	5
Professionalism/Personal Characteristics	10
TOTAL	100

### 1. Occupational Competence (35 points)

#### Performance (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 30.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 28.420$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

#### Work Experience (5 points)

Number of Years in the Service	Points
5 years or more	5
4 years	4
3 years	3

### 2. Outstanding Accomplishments (30 points)

#### a. Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

#### b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS,



SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.





Stages of Implementation	Points
<p>Started implementation of the research work</p> <p>MOVs:</p> <p>Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report</p>	1
<p>Completed research work</p> <p>MOV:</p> <p>Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.</p>	2
<p>Presented completed research work in the SDO research congress</p> <p>MOVs:</p> <p>Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively;</p> <p>Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress</p>	3
<p>Presented research work in the RO research congress</p> <p>MOVs:</p> <p>Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively;</p> <p>Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.</p>	4
<p>Presented research work in the CO research congress</p> <p>MOVs:</p> <p>Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively;</p> <p>Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.</p>	5

d. Publication/Authorship (5 points)

- Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
- Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
- Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
- Memorandum where name of nominee is included.
- Final copy of the material/s as published
- Points earned shall be divided among the number of authors.





Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

### 3. Professional Development (10 points)

#### a. Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/ Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.



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3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.
4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion

Level	Points
School/District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

4. Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

5. Interview (5 points)

6. Professionalism / Personal Characteristics (10 points)

**B.2. OUTSTANDING SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
(SGOD) PERSONNEL (LEVEL 2)**



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This is open to all Non-Teaching Level 2 personnel from the School Governance and Operations Division (SGOD) of the Schools Division Office with Salary Grade 10 to 24.

Criteria	Points
1. Occupational Competence	30
a. Performance	25
b. Work Experience	5
2. Outstanding Accomplishments	30
a. Employee Award	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
3. Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
4. Community Involvement	5
5. Written Examination	5
6. Interview	5
7. Professionalism/Personal Characteristics	10
TOTAL	100

1. Occupational Competence (30 points)

a. Performance (25 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 25.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.68$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

b. Work Experience (5 points)

Number of Years in the Service	Points
5 years and more	5
4 years	4
3 years	3

2. Outstanding Accomplishments (30 points)

a. Employee Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2



Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and	5



Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	
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c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memo of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5



d. Publication/Authorship (5 points)

1. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
4. Memorandum where name of nominee is included.
5. Final copy of the material/s as published
6. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

3. Professional Development (10 points)

a. Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree	8



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(Completed Academic Requirements)	
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.
3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.
4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion.

Level	Points
School / District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

4. Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

5. Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.





## 6. Interview (5 points)

## Professionalism / Personal Characteristics (10 points)

### C.1. OUTSTANDING CURRICULUM AND IMPLEMENTATION DIVISION (CID) PERSONNEL (LEVEL 1)

This is open to all Non-Teaching Level 1 personnel from the Curriculum and Implementation Division (CID) of the Schools Division Office with Salary Grade 1 to 9.

Criteria	Points
1. Occupational Competence	35
a. Performance Rating	30
b. Work Experience	5
2. Outstanding Accomplishments	30
a. Awards	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
3. Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
4. Written Examination	5
5. Interview	5
6. Professionalism/Personal Characteristics	10
TOTAL	100

#### 1. Occupational Competence (35 points)

##### a. Performance (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 30.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 28.420$$



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Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

b. Work Experience (5 points)

Number of Years in the Service	Points
5 years or more	5
4 years	4
3 years	3

2. Outstanding Accomplishments (30 points)

a. Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPEd Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3



Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1
Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs:	4



Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memorandum of the Regional Research Congress.	
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5

d. Publication/ Authorship (5 points)

1. Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
2. Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
3. Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
4. Memorandum where name of nominee is included.
5. Final copy of the material/s as published
6. Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3
Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1



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Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

### 3. Professional Development (10 points)

#### a. Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/ Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.
3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.
4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion

Level	Points
School/District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

### 4. Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.



5. Interview (5 points)

6. Professionalism / Personal Characteristics (10 points)

**C.2. OUTSTANDING CURRICULUM AND IMPLEMENTATION DIVISION (CID)  
PERSONNEL (LEVEL 2)**

This is open to all Non-Teaching Level 2 personnel from the Curriculum and Implementation Division (CID) of the Schools Division Office with Salary Grade 10 to 24.

Criteria	Points
1. Occupational Competence	30
a. Performance	25
b. Work Experience	5
2. Outstanding Accomplishments	30
a. Employee Award	10
b. Innovation	5
c. Research	5
d. Publication/ Authorship	5
e. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops	5
3. Professional Development	15
a. Education	10
b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	5
4. Community Involvement	5



5. Written Examination	5
6. Interview	5
7. Professionalism/Personal Characteristics	10
TOTAL	100

1. Occupational Competence (30 points)

a. Performance (25 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the 3 years vs. the highest possible rating shall be multiplied by 25.

$$\frac{(4.720 + 4.600 + 4.890) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.68$$

Note: The nominee's IPCRF Rating for the last 3 years must be at least 'Very Satisfactory'. A certified true copy of the IPCRF shall be presented as MOV.

b. Work Experience (5 points)

Number of Years in the Service	Points
5 years and more	5
4 years	4
3 years	3

2. Outstanding Accomplishments (30 points)

a. Employee Awards (10 points)

To consider only the certificate with the highest points for the last 3 years.

Level	Points
Schools/District	2
Division	4
Regional	6
National	8
International	10

MOVs: Certificate of Award, Official Memorandum/ Bulletin for Results Announcement, or Letter of Conferment

b. Innovation (5 points)

Innovation means something new. It is a demonstration of creativity, initiative, and innovativeness through development of new or superior work procedures, methods, inventions, and devices. Innovation means something new. Innovation shall focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development in any of the following categories: Curriculum and Instruction Delivery; Policy, Planning, Research and Governance; Learning Environment Improvement; Human Resource Development; and ALS, SPED, IPed Programs. Innovative work that has been implemented within the last 3 years shall be considered as innovation.

MOV: copy of the innovation (only submit the innovation which is at the highest stage of implementation)

Stages of Implementation	Points
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Started the implementation MOV: Project Proposal duly signed by the Head of Office and Progress Monitoring Report with significant milestones aligned to the plan.	1
Fully implemented in the school MOV: Completed Project Report verified by the Head of Office.	2
Adopted in the School/ District MOVs: Completed Project Report verified by the Head of Office; and Certification of the utilization of the innovation, within the school/district duly signed by the Head of Office.	3
Adopted in the division MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the division duly signed by the Schools Division Superintendent; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	4
Adopted in the region MOVs: Completed Project Report verified by the Head of Office; Certification of the utilization of the innovation in the region duly signed by the Regional Director; and Certification from the LR Manager that the module/instructional material underwent the quality-assurance procedure (if applicable).	5

c. Research (5 points)

1. Initiated or headed an educational research activity duly approved by educational authorities either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
2. A research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
3. Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
4. Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
5. Points earned shall be divided according to the number of researchers in a team.

Stages of Implementation	Points
Started implementation of the research work MOVs: Research Proposal presented and approved by the SDRC/RRC and Progress Monitoring Report	1



Completed research work MOV: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively.	2
Presented completed research work in the SDO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS, respectively; Certificate of Paper Presentation signed by SDS; and Division Memorandum of the SDO Research Congress	3
Presented research work in the RO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Regional Director; and Regional Memo of the Regional Research Congress.	4
Presented research work in the CO research congress MOVs: Completed research paper duly acknowledged and noted by the SDRC and recommended and approved by ASDS and SDS/ Regional Director, respectively; Certificate of Paper Presentation signed by the Secretary/ Representative; and National Memo of the CO Research Congress.	5

d. Publication/Authorship (5 points)

- Articles duly approved by the regional/ division committee or with the PAU should have been published in newspapers/ magazines/ journals of wide circulation at least within a province/ city or official publication or websites. Opinion/ feature articles, which need not be approved by the Head of office, must contain data/ scientific research and must be educational. Articles published online shall be published in an official/ reputable educational website.
- Books duly approved by the division committee must have been published with ISBN/ ISSN by a recognized publishing company.
- Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs) which pass through quality assurance procedures conducted by SDO/RO LR shall be included when the supporting documents are provided:
- Memorandum where name of nominee is included.
- Final copy of the material/s as published
- Points earned shall be divided among the number of authors.

Nature of Publication	Points
Articles published (0.5 point per article but not to exceed 2 pts.)	2
Authorship of DepEd-developed and produced materials (e.g., SLMs and WLAs; 1 per material but not to exceed 3 points)	3



Co-authorship of a book	4
Sole authorship of a book, workbook, big books, textbook, and module	5

e. Consultant / Resource Speaker / Facilitator in Training/ Seminars / Workshops (DepEd-related) (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

Note: Only DepEd sanctioned activities shall be given points. The nominee shall present the copy of the memorandum, authenticated certificate, Authority to travel (if any), and other supporting documents.

### 3. Professional Development (10 points)

#### a. Education – 10 points

Education shall be in terms of the nominee's academic achievement. This pertains to the nominee's master's, and doctorate degrees earned. The course or specialization must be relevant and aligned to the nominee's teaching experience.

Degree	Points
Doctorate Degree Graduate	10
Doctorate Degree (Completed Academic Requirements)	8
Master's Degree Graduate	6
Master's Degree (Completed Academic Requirements)	4
Master's Degree (At least 21 units)	2

Note: The nominee shall present a copy of authenticated TOR and Diploma (those who graduated) or TOR and Certification for Completed Academic Requirements (those who have CAR).

#### b. Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended (5 points)

1. Participation to trainings/ seminars/ workshops/ conference/ webinars/ online courses in any modality in the previous calendar year.
2. International Training is when trainers are internationally recognized/ accredited.
3. MOVs shall include issuance/memorandum identifying nominee as participants, authority to travel for National and International Seminars, Certificate of Participation/ Completion, and Certificate of Attendance/Appearance.



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4. Participants in three (3) or more trainings activities in each level conducted for at least three (3) days not credited during the last promotion.

Level	Points
School / District	1
Division	2
Regional	3
National (at least 1 training activity conducted in at least 3 days)	4
International (at least 1 training activity conducted in at least 3 days)	5

4. Community Involvement (5 points)

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division, or regional/barangay/municipal/city/province officials.

Scope of implementation	Points
School/Barangay	2
District/Municipal	3
Division/City/Province	4
Regional	5

5. Written Examination (5 points)

The written examination shall evaluate the communication skills of the nominee. The committee shall choose the topic or question.

6. Interview (5 points)

7. Professionalism / Personal Characteristics (10 points)

#### D. ACHIEVERS AWARD

This award is given to employees who have participated and landed in the top 3 places in regional, national or international level competitions and to those who have garnered prestigious award(s) or cited for their notable achievement in their respective areas of interest.



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The regional, national and international awards must be given/conferred by the DepEd, Civil Service Commission, and other reputable private institutions that recognize the valuable performance of the employees.

**MOVs:**

Official Communication containing the name of the employee as awardee  
Plaque and/or Certificate of Recognition  
Pictures/Documentation during the awarding ceremony

**E. PERSONNEL DEVELOPMENT AND ACADEMIC EXCELLENCE AWARD**

This award is given to employees who finished their Master's or Doctorate degree through their own personal expense, or given to employees who topped a government licensure examination.

**MOVs:**

- a. Official Transcript of Records
- b. Special Order (if applicable)
- c. Plaque or Certificate of Recognition from the Professional Regulations Commission (PRC) or any government agency
- d. Official press release from the PRC or any government agency containing the name of the employee

**F. COST ECONOMY MEASURE AWARD**

This award is granted to individual or group/team whose contributions such as ideas, suggestions, inventions, discoveries, or performance of functions result in savings in terms of man-hours and cost or and benefit the Agency and the government as a whole.

**MOVs:**

- a. Documentation of the idea, suggestion, invention, or discovery
- b. Certification from the Head of the Agency

**G. LOYALTY AWARD**

This award is granted to an employee who has served continuously and satisfactorily in the DepEd – Schools Division of Iloilo for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php 500.00 but not more than Php1,000.00 per year (based on the allowable amount on the applicable year) during the first ten (10) years. Succeeding awards shall be given every five years thereafter.

The Agency may also give other tokens subject to the proper determination by the PRAISE Committee duly approved by the Schools Division Superintendent.

\*The Human Resource Section will submit the duly approved list of awardees to the PRAISE Committee

**H. SERVICE AWARD**

This award is conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of



retirement who shall be given a Plaque of Recognition and any form of token by the Agency.

\*The Human Resource Section will submit the duly approved list of awardees to the PRAISE Committee

## I. BEST SECTION/UNIT AWARD

This award is given to the sections and units of the Schools Division Office based on meeting the organization's performance targets and accomplishments.

Criteria	Points
1. Accomplishment of the Targets	50
2. Innovation	20
3. Research	10
4. 5S of Good Housekeeping	20

Accomplishment of the Targets (40 points)

Fully implemented or conducted PPAs indicated in the PMIS, DAIP, and Action Plans

### a. Percentage of Accomplishments (40 points)

Percentage	Points
1. 100%	40
2. 95-99%	35
3. 90-94%	30
4. 85-89%	25
5. 88-84%	20

Timeliness (10 points)

Timeline	Points
2 weeks before the target date	10
1 week before the target date	8
on the target date	6
1 week after the target date	4
2 weeks after the target date	2

Innovations (20 points)

Innovations conducted and implemented within the calendar year

Number of Innovations	Points
5 or more	20
4	17
3	15
2	13



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1	10
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MOVs:

Completed Project Report verified by the Head of Office and  
Completed Project Report accepted / signed by the Schools Division  
Superintendent

Research (10 points)

Research conducted and implemented within the calendar year

Number of Researches	Points
3 or more	10
2	7
1	5

MOVs:

Copy of research manuscript (compliant to DepEd Order No. 16, s. 2017) with duly  
signed acceptance sheet by the members of the SDRC / RRC; and  
Certification of completed and conducted research signed by the Division Senior  
Education Program Specialist for Planning & Research

5S of Good Housekeeping (20 points)

Number of Indicators	Points
5S	20
4S	17
3S	15
2S	13
1S	10

