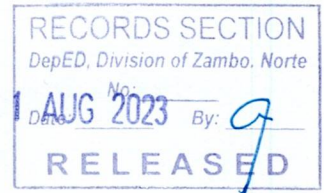




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 23, 2023

Division Memorandum
No. 305, s. 2023

2023 Search for NORTE – Outstanding Employees and Best Schools

TO: Public Schools District Supervisors
Principals and School Heads
Teachers and Administrators
All Others Concerned
This Division

1. In consonance with the Civil Service Commission (CSC) issuance MC No. 1, 2001 “Program on Awards and Incentives for Service Excellence,” and DepEd Order No. 9, s. 2002 “DepEd PRAISE” this **Schools Division** announces its **search for the NORTE – Outstanding Employees** as an essential part of its rewards and recognition system – **Nurturing Optimum Recognition of Transformative Excellence (NORTE)**.
2. The search for the 2023 Outstanding Employees and Schools shall be based on the NORTE guidelines. (*see attached Categories with deadline; Operational Guidelines/Criteria & Rating of NORTE; and Nomination Form*)
3. For any clarification, please contact HRDS through 09998842496 or 09685211332.
4. Widest dissemination and compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

HRD/RIP/PRAISE/ 08232023/023



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CATEGORIES WITH DEADLINE

1. Each Cluster shall nominate one Most Outstanding Employee and one Most Outstanding School for the following categories:

- a.) Outstanding T1-TIII (Elementary Level);
- b.) Outstanding TI-TIII (Secondary Level);
- c.) Outstanding MT1-MTIV (Elementary Level);
- d.) Outstanding MT1-MTIV (Secondary Level);
- e.) Outstanding Head Teacher (Elementary Level);
- f.) Outstanding Head Teacher (Secondary Level);
- g.) Outstanding Department Head;
- h.) Outstanding School Head (Elementary Level);
- i.) Outstanding School Head (Secondary Level);
- j.) Outstanding Non-teaching Employee SG11-SG23;
- k.) Outstanding Non-teaching Employee SG1-SG10;
- l.) Outstanding PSDS
- m.) Best School Award (Four (4) categories):

- 1. Central School;
- 2. Non-Central School;
- 3. Implementing Unit;
- 4. Non-Implementing Unit;

*Integrated Schools shall choose among the four (4) categories.

2. For **categories A to K**, the **PSDSs per Cluster shall elect** among them the **Selection Committee Chairperson and Vice-Chairperson**, while the **rest of the PSDSs** in said Cluster **with all the School Heads** in the same cluster **shall compose the Selection Committee Membership. Submission of School & District Nominees to the Cluster shall be on September 11, 2023.**
3. All **School Heads** who are **candidates for nomination in categories H and I** shall inhibit in the Cluster Selection Committee of said categories and only the PSDSs shall serve in the Cluster Selection Committee with the representative of the PESPA/NAPSSHIL.
4. All **PSDSs** who are **candidates for nomination in category L** shall be directly evaluated by the Division Selection Committee (DSC) assigned on Teaching-related Personnel.
5. The Selection Committee of each Cluster shall submit to the Schools Division Office their signed list of Nominees in all categories on or before **September 18, 2023** with their nominee's portfolio of accomplishments/achievements based on the Selection Criteria and Rating of NORTE, signed copy of the nominees SY: 2022-2023 IPCRF/OPCRF (for school-based personnel), AY: 2022 IPCRF/OPCRF (for non-school-based personnel) and updated PDS.



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6. The NORTE PRAISE Division Selection Committees (DSC) and Schedule of Screening (SS) are as follows:

Teaching Personnel	Teaching-related Personnel	Non-teaching Personnel	Best School
SS: September 18-22, 2023	SS: September 18-22, 2023	SS: September 18-22, 2023	SS: September 18-22, 2023
Chairperson: Judith V. Romaguera, CESO VI ASDS	Chairperson: Ma. Judelyn J. Ramos, CESE ASDS	Chairperson: Ma. Judelyn J. Ramos, CESE, ASDS	Chairperson: Dr. Wilson H. Inding
Members: Lilia E. Abello, CID Chief Grace T. Dela Cruz, EPS Anita D. Subebe, EPS Jalderita A. Dublico, EPS Arturo J. Lamdag, EPS Janet Recamara, EPS	Members: Wilson H. Inding SEPS, SMME Robert I. Poculan III SEPS, HRD Jessie E. Elacan SEPS, SMN Leonido A. Pampilo Jr. SEPSR&P Arvie M. Ompoy, Acct. III Helen E. Tangon, AO V	Members: Joy E. Letran-Singson, SGOD Chief Ervie A. Acaylar, EPS Helen E. Tangon, AO V Marylynne B. Bayron, AO IV	Members: Nilda Y. Galaura, EPS Arcelita B. Zamoras EPS Casemera V. Lunjas Arvie M. Ompoy Giparel Elumba

7. The deliberation week of the Division Selection Committees is on **September 18-22** and the presentation of the results to the NORTE PRAISE Committee is on September 26, 2023.

8. The NORTE PRAISE awardees will be announced thru a memorandum, and they shall be invited to attend the Rewards and Recognition Day, which will be conducted on October 5, 2023.



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The Operational Guideline

A. Guidelines for the Search on NORTE Outstanding Employees

The SDO shall conduct the Division-wide Search for Outstanding Teaching and Non-Teaching Employees inconformity with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s.2002) and the Search for Outstanding Public Officials and Employees that has been conducted by the Civil Service Commission (CSC) annually (CSC Memorandum Circular No. 03, s.2016). The initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. It prepares our human resources more competitively for nomination and participation to the national level search and awards program.

The search activity aims to encourage, reward and give due recognition to the top performing teaching and non-teaching employees who have demonstrated continuing commitment and outstanding performance. Motivated human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

- Category and Qualification Requirements

The search shall cover teaching, teaching related, and non-teaching employees and include the following categories:

A.) Teaching Employees

Category	Qualification Requirements
Outstanding Elementary School Teacher (Teacher I – III)	<ul style="list-style-type: none"> ✓ Has permanent item as teacher I to III/SPET I-III ✓ With at least 3 years teaching experience ✓ Either classroom adviser or subject teacher provided with 5- 6 subject loads or 6 hours of teaching loads
Outstanding Secondary School Teacher (Teacher I – III)	<ul style="list-style-type: none"> ✓ Performance Rating of at least VS for the last three years
Outstanding Elementary Master Teacher (Master Teacher I- IV)	<ul style="list-style-type: none"> ✓ Has permanent item as Master Teacher I to IV ✓ With at least 3 years teaching experience as Master Teacher I to IV
Outstanding Secondary Master Teacher (Master Teacher I- IV)	<ul style="list-style-type: none"> ✓ Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads ✓ Performance Rating of at least VS for the last three years



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Outstanding Secondary Department Head Teacher (Head Teacher I to VI)	<ul style="list-style-type: none"> ✓ Has permanent item as Head Teacher ✓ With at least 3 years experience as Head Teacher ✓ Either classroom adviser or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads ✓ Performance Rating of at least VS for the last three years
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Selection Criteria

Teaching Category																															
Category	Selection Criteria and Rating																														
<ul style="list-style-type: none"> ✦ Outstanding Elementary School Teacher (Teacher I to III) ✦ Outstanding Secondary School Teacher (Teacher I to III) 	<p>Instructional Competence (40)</p> <ul style="list-style-type: none"> • Teaching Competence (20) – average IPCRF rating of the last 3 years <table border="1" data-bbox="769 931 1196 1133" style="margin-left: 40px;"> <tr> <td>4.900-5.000</td> <td>20</td> <td>4.300-4.499</td> <td>14</td> </tr> <tr> <td>4.800-4.899</td> <td>18</td> <td>3.900-4.299</td> <td>12</td> </tr> <tr> <td>4.500-4.799</td> <td>16</td> <td>3.500-3.899</td> <td>10</td> </tr> </table> <ul style="list-style-type: none"> • Recognition or Distinctions received (20) (Coach/Trainer, Demonstrator, Writer, Illustrator, LR Evaluator) <table border="1" data-bbox="793 1346 1149 1518" style="margin-left: 40px;"> <tr> <td>National</td> <td>20</td> </tr> <tr> <td>Regional</td> <td>15</td> </tr> <tr> <td>Division</td> <td>10</td> </tr> <tr> <td>District</td> <td>8</td> </tr> <tr> <td>School</td> <td>4</td> </tr> </table> <p>Professional Competence (30)</p> <ul style="list-style-type: none"> • Educational Attainment (10) <table border="1" data-bbox="699 1794 1196 1928" style="margin-left: 40px;"> <tr> <td>Doctoral</td> <td>10</td> </tr> <tr> <td>Doctoral(CAR)</td> <td>8</td> </tr> <tr> <td>Master's Degree</td> <td>6</td> </tr> <tr> <td>MACAR</td> <td>4</td> </tr> </table>	4.900-5.000	20	4.300-4.499	14	4.800-4.899	18	3.900-4.299	12	4.500-4.799	16	3.500-3.899	10	National	20	Regional	15	Division	10	District	8	School	4	Doctoral	10	Doctoral(CAR)	8	Master's Degree	6	MACAR	4
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- Resource Speaker/Facilitator (5)

National	5
Regional	4
Division	3
District	2
School	1

- Trainings/Seminars (5)

International	5
National	4
Regional	3
Division	2
District	1

- Publication/Authorship (10)
 (Educational Magazine, Research Journals)

International	10
National	8
Regional	6
Division	4
District	2

Community Development/Services (10)

- Outreach Activity (5)
 (Free talks, lectures, workshops, science fairs, trainings, reading camps)

Provincial Level	5
Municipal Level	3
Barangay Level	1

- Networking/ Linkages (5)

P 101,000.00 and above	5
P 51,000.00 – P 100,000.00	3
P1,000.00 – P 50, 000.00	1

Personal Characteristics (20)

Average of the 3 designated raters

(1 external stakeholder/parent, 1 colleague, 1 immediate supervisor)

Note: Refer to part 2 of the IPCRF



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- ✦ **Outstanding Elementary Master Teacher**
(Master Teacher I to IV)
- ✦ **Outstanding Secondary Master Teacher**
(Master Teacher I to IV)
- ✦ **Outstanding Secondary Department Head Teacher**
(Head Teacher I to VI)

Instructional Competence (40)

- Teaching Competence (20) – average IPCRF rating of the last 3 years

4.900-5.000	20	4.300-4.499	14
4.800-4.899	18	3.900-4.299	12
4.500-4.799	16	3.500-3.899	10

- Recognition or Distinctions received (20)
(Coach/Trainer, Demonstrator, Writer, Illustrator, LR Evaluator)

National	20
Regional	15
Division	10
District	8
School	4

Professional Growth (40)

- Education (10)

Doctoral	10
Doctoral(CAR)	8
Master's Degree	6
MACAR	4

- Resource Speaker/Facilitator (10)

National	10
Regional	8
Division	6
District	4
School	2

- Demo Teacher (5)

National	5
Regional	4
Division	3
District	2
School	1



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- Action Research(5)

International	5
National	4
Regional	3
Division	2
District	1

- Trainings/Seminars (5)

International	5
National	4
Regional	3
Division	2
District	1

- Publication/Authorship (5)
 (Educational Magazine, Research Journals)

International	5
National	4
Regional	3
Division	2
District	1

Community Development Services (10)

- Outreach Activity (5)
 (Free talks, lectures, workshops, science fairs, trainings, reading camps)

Provincial Level	5
Municipal Level	3
Barangay Level	1

- Networking/ Linkages (5)

P 101,000.00 and above	5
P 51,000.00 – P 100,000.00	3
P1,000.00 – P 50, 000.00	1

Personal Characteristics (10)
Average of the 3 designated raters

(1 external stakeholder/parent, 1 colleague, 1 immediate supervisor)

Note: Refer to part 2 of the IPCRF



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B.) Teaching-related Employees

<p>Outstanding Elementary School Principal (Principal I to IV)</p> <p>Outstanding Secondary School Principal (Principal I to IV)</p>	<ul style="list-style-type: none"> ✓ Has Regular Permanent appointment as Principal I to IV ✓ With at least 3 years experience as principal ✓ Has no pending administrative/criminal case ✓ Performance Rating of at least VS for the last 3 years. ✓ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering September 2022 – July 2023. ✓ Has no outstanding unliquidated funds. 																										
<p>Outstanding Elementary School Head Teacher (HT)</p> <p>Outstanding Secondary School Head Teacher (HT)</p>	<ul style="list-style-type: none"> ✓ Has Regular Permanent Appointment as HT ✓ With at least 3 years experience in managing schools as HT ✓ Has no pending administrative/criminal case ✓ Performance Rating of at least VS for the last three years. ✓ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering September 2022 – July 2023. ✓ Has no outstanding unliquidated funds. 																										
<ul style="list-style-type: none"> ✚ Outstanding Elementary School Principal (Principal I or IV) ✚ Outstanding Secondary School Principal (Principal I or IV) ✚ Outstanding Elementary School HT ✚ Outstanding Secondary School HT 	<p>Selection Criteria and Rating</p> <p>Managerial Competence (35)</p> <p>a. Level of SBM practice (10)</p> <table border="1" data-bbox="812 1211 1063 1317"> <tr><td>Level 1</td><td>5</td></tr> <tr><td>Level 2</td><td>7</td></tr> <tr><td>Level 3</td><td>10</td></tr> </table> <p>b. Fiscal Leadership (MOOE/school funds Liquidation (25)</p> <p>Professional Competence (25)</p> <p>a. Performance ratings (15) - average IPCRF rating of the last 3 years</p> <table border="1" data-bbox="801 1547 1227 1877"> <tr><td>4.900-5.000</td><td>15</td><td>3.500-3.899</td><td>5</td></tr> <tr><td>4.800-4.899</td><td>10</td><td>3.300-3.499</td><td>4</td></tr> <tr><td>4.500-4.799</td><td>8</td><td>3.000-3.299</td><td>3</td></tr> <tr><td>4.300-4.499</td><td>7</td><td>2.800-2.999</td><td>2</td></tr> <tr><td>3.900-4.299</td><td>6</td><td>2.5-2.799</td><td>1</td></tr> </table>	Level 1	5	Level 2	7	Level 3	10	4.900-5.000	15	3.500-3.899	5	4.800-4.899	10	3.300-3.499	4	4.500-4.799	8	3.000-3.299	3	4.300-4.499	7	2.800-2.999	2	3.900-4.299	6	2.5-2.799	1
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	b. Research and/or creative outputs, re-entry projects after attendance to training, conferences, workshops (10)	International	10	
		National	7	
		Regional	5	
		Division	3	
		District	2	
		School	1	
	Managerial Skills (5)	<ul style="list-style-type: none"> Manages the implementation, monitoring and review of SIP/AIP – BE-LCP 	100% Implemented	5
			95% Implemented	4
			85% Implemented	3
			75% Implemented	2
	Awards or distinctions received (10)		National	10
			Regional	8
			Division	6
			District	4
School			2	
Educational Attainment (10)		Doctoral	10	
		Doctoral(CAR)	8	
		Master's Degree	6	
		MACAR	4	
Community Partnership/Linkages (10)		1 Million - above	10	
		500,000-999,000	8	
		300,000-499,000	6	
		100,000-299,000	4	
		50,000-99,000	2	
Personal Attributes/ Characteristics (5) OPCRF (SY 2022-2023)	<ul style="list-style-type: none"> Demonstrates positive traits both private and public life Friendly, compassionate and tactful Team-player and has good working 			





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	<ul style="list-style-type: none"> rapport with colleagues ✚ Initiates, facilitates and builds inter-community relations ✚ Maintains wholesome relations with community stakeholders and local partners ✚ Demonstrates transparency, honesty, accountability and personal integrity 																														
<ul style="list-style-type: none"> ✚ Outstanding Department Head Teacher (HT) 	<p>Selection Criteria and Rating</p> <p>Managerial Competence (40)</p> <p>a. Monitoring Report (20)</p> <ol style="list-style-type: none"> 1. Teaching-Learning Process – 5 pts 2. Learning Materials/ Resources/ Equipment acquired – 5 pts 3. School-Based INSET based on TSNA – 5 pts 4. Shortlist of qualified teachers for promotion – 5 pts <p>b. Drawing of Improvement Plan (20)</p> <table border="1" data-bbox="777 1099 1138 1368"> <tr> <td colspan="2">Served as Training Managers to Trainings conducted with approved proposal</td> </tr> <tr> <td>4 Trainings</td> <td>20pts</td> </tr> <tr> <td>3 Trainings</td> <td>15pts</td> </tr> <tr> <td>2 Trainings</td> <td>10pts</td> </tr> <tr> <td>1 Training</td> <td>5pts</td> </tr> </table> <p>Professional Competence (25)</p> <p>a. Performance ratings (15)</p> <table border="1" data-bbox="793 1518 1219 1854"> <tr> <td>4.900-5.000</td> <td>15</td> <td>3.500-3.899</td> <td>5</td> </tr> <tr> <td>4.800-4.899</td> <td>10</td> <td>3.300-3.499</td> <td>4</td> </tr> <tr> <td>4.500-4.799</td> <td>8</td> <td>3.000-3.299</td> <td>3</td> </tr> <tr> <td>4.300-4.499</td> <td>7</td> <td>2.800-2.999</td> <td>2</td> </tr> <tr> <td>3.900-4.299</td> <td>6</td> <td>2.5-2.799</td> <td>1</td> </tr> </table>	Served as Training Managers to Trainings conducted with approved proposal		4 Trainings	20pts	3 Trainings	15pts	2 Trainings	10pts	1 Training	5pts	4.900-5.000	15	3.500-3.899	5	4.800-4.899	10	3.300-3.499	4	4.500-4.799	8	3.000-3.299	3	4.300-4.499	7	2.800-2.999	2	3.900-4.299	6	2.5-2.799	1
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	b. Research and/or creative outputs, re-entry projects after attendance to training, conferences, workshops or International (10)	International	10
		National	7
	Leadership Skills (5)	Regional	5
		Division	3
	<ul style="list-style-type: none"> Recruitment and training sessions with staff and other stakeholders Ensuring all health and safety, as well as company regulations are followed by staff at all times Organizing Team Building Events 	District	2
		School	1
	Awards or distinctions received (10)		
		National	10
		Regional	8
		Division	6
		District	4
		School	2
	Educational Attainment (10)		
		Doctoral	10
		Doctoral(CAR)	8
		Master's Degree	6
		MACAR	4
	Personal Attributes/ Characteristics (10) (based on IPCRF SY 2022-2023)		
	<ul style="list-style-type: none"> Demonstrates positive traits both private and public life Friendly, compassionate and tactful Team-player and has good working rapport with colleagues Initiates, facilitates and builds inter-community relations Maintains wholesome relations with community stakeholders and local partners Demonstrates transparency, honesty, accountability and personal integrity 		



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<p>Outstanding District Supervisor/ PSDS</p>	<ul style="list-style-type: none"> ✓ Has Regular Permanent appointment as District Supervisor/PSDS ✓ Has served for 3 years as District Supervisor/PSDS ✓ Has no pending administrative/ Criminal case ✓ Performance Rating of at least VS for the last three years. 																																
<p>Outstanding District Supervisor/ PSDS</p>	<p>Selection Criteria and Rating</p> <p>Instructional Supervisory Leadership (40)</p> <ul style="list-style-type: none"> • Functional supervisory development program (plan, execution of the plan, mechanism/ accomplishment, frequency of visits (40) <table border="1" data-bbox="776 795 1215 1075"> <thead> <tr> <th>Number of Implemented Instructional Supervisory Plans</th> <th>Pts</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>40</td> </tr> <tr> <td>11</td> <td>30</td> </tr> <tr> <td>10</td> <td>20</td> </tr> <tr> <td>9</td> <td>10</td> </tr> </tbody> </table> <p>Accomplishments (30)</p> <ul style="list-style-type: none"> ▪ Awards received (5) <table border="1" data-bbox="807 1265 1168 1444"> <tbody> <tr> <td>National</td> <td>5</td> </tr> <tr> <td>Regional</td> <td>4</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Research (10) <table border="1" data-bbox="807 1545 1105 1758"> <tbody> <tr> <td>International</td> <td>10</td> </tr> <tr> <td>National</td> <td>7</td> </tr> <tr> <td>Regional</td> <td>5</td> </tr> <tr> <td>Division</td> <td>3</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </tbody> </table>	Number of Implemented Instructional Supervisory Plans	Pts	12	40	11	30	10	20	9	10	National	5	Regional	4	Division	3	District	2	School	1	International	10	National	7	Regional	5	Division	3	District	2	School	1
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- Trainings / TA conducted (10)

Number of Trainings Conducted (2021)	Pts
12	10
11	8
10	6
9	4

- Publication (5)

International	5
National	4
Regional	3
Division	2
District	1

Professional Development (15)

Education (5)

Doctoral	5
Doctoral(CAR)	3
Master's Degree	2

Trainings Attended (5)

National	5
Region	4
Division	3

Speakership – FY 2022 (5)

National	5
Regional	4
Division	3
District	2
School	1

Personal Characteristics (15)

IPCRF FY2022

- Demonstrate positive traits both private and public life
- Friendly, compassionate and tactful
- Team-player and has good working rapport with colleagues
- Initiates, facilitates and builds inter-



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	community relations <ul style="list-style-type: none"> • Maintains wholesome relations with community stakeholders and local partners • Demonstrates transparency, honesty, accountability and personal integrity
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C.) Non-teaching Employees

Category	Qualification Requirements																																								
Grade 1-10 Grade 11-23	<ul style="list-style-type: none"> ✓ Has permanent item in the current position ✓ With at least 3 years of work experience relevant to the current position ✓ Has no pending administrative or criminal case ✓ Performance Rating of at least VS for the last 3 years <p>Selection Criteria and Rating</p> <p>Occupational Competence (40)</p> <ul style="list-style-type: none"> ○ Work experience (20) <table border="1" style="margin-left: 40px;"> <tr><td>9yrs & 1 day – above</td><td>20</td></tr> <tr><td>7yrs & 1 day – 9yrs</td><td>15</td></tr> <tr><td>5yrs & 1 day – 7yrs</td><td>10</td></tr> <tr><td>3yrs – 5yrs</td><td>5</td></tr> </table> <ul style="list-style-type: none"> ○ Accomplishments (20) <p>IPCRF 2022</p> <table border="1" style="margin-left: 40px;"> <tr><td>4.900-5.000</td><td>20</td><td>3.500-3.899</td><td>10</td></tr> <tr><td>4.800-4.899</td><td>18</td><td>3.300-3.499</td><td>8</td></tr> <tr><td>4.500-4.799</td><td>16</td><td>3.000-3.299</td><td>6</td></tr> <tr><td>4.300-4.499</td><td>14</td><td>2.800-2.999</td><td>4</td></tr> <tr><td>3.900-4.299</td><td>12</td><td>2.5-2.799</td><td>2</td></tr> </table> <p>Outstanding Achievements (35)</p> <ul style="list-style-type: none"> ○ Awards (15) <table border="1" style="margin-left: 40px;"> <tr><td>International</td><td>15</td></tr> <tr><td>National</td><td>11</td></tr> <tr><td>Regional</td><td>8</td></tr> <tr><td>Division</td><td>6</td></tr> <tr><td>District</td><td>4</td></tr> <tr><td>School</td><td>2</td></tr> </table>	9yrs & 1 day – above	20	7yrs & 1 day – 9yrs	15	5yrs & 1 day – 7yrs	10	3yrs – 5yrs	5	4.900-5.000	20	3.500-3.899	10	4.800-4.899	18	3.300-3.499	8	4.500-4.799	16	3.000-3.299	6	4.300-4.499	14	2.800-2.999	4	3.900-4.299	12	2.5-2.799	2	International	15	National	11	Regional	8	Division	6	District	4	School	2
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o Publication / Authorship (10)

International	10
National	7
Regional	5
Division	3
District	2
School	1

o Speakership (10)

International	10
National	7
Regional	5
Division	3
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School	1

Professional Growth (15)

Education (10)

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Doctoral(CAR)	7
Master's Degree	5

Trainings Attended (5)

National	5
Region	4
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Personal Characteristics (10)

IPCRF FY 2022

- Demonstrates positive traits both private and public life
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B. Guidelines for the Search on NORTE Best Schools

Categories:

Elementary (2)

- **Central School**
- **Non-Central School**

Secondary (2)

- **Implementing Unit**
- **Non-Implementing Unit**

Description of Award/Recognition	The Best School Category is given to the school that tops the assessment based on the criteria herein proposed. There will be four (4) categories, namely: Elem -Central; Elem -non Central, HS - Implementing & HS- non-Implementing																			
Criteria of Award/Recognition	<p>The criteria of the award are as follow:</p> <p>1. Fiscal Performance (40%). This pertains to a commendable performance of a school in terms of LSF/MOOE utilization and liquidation thereof within two (2) fiscal years immediately preceding its consideration for the award. The R&R will do validation of the finance data as may be obtained from the Budget and Finance, as well as the legal office. Utilization issues range disbursement-related AOM, or Internal audit finding on disbursement irregularities, or MOOE-related complaint received by the SDO through the legal office. Meanwhile, the Subsidiary ledger maintained by the SDO shall be the sole basis for the report on timeliness of liquidation. Thea assignment of points shall be as follows:</p> <table border="1" data-bbox="702 1473 1370 1955"> <thead> <tr> <th colspan="2" data-bbox="702 1473 980 1666">LSF Utilization (1- without issue; 0 – with issue)</th> <th colspan="2" data-bbox="980 1473 1257 1666">MOOE liquidation (1- ahead of time/on time submission; 0- delayed submission)</th> <th data-bbox="1257 1473 1370 1666">Total</th> </tr> <tr> <th data-bbox="702 1666 838 1731">Current FY</th> <th data-bbox="838 1666 980 1731">Previous FY</th> <th data-bbox="980 1666 1116 1731">Current FY</th> <th data-bbox="1116 1666 1257 1731">Previous FY</th> <th data-bbox="1257 1666 1370 1731"></th> </tr> </thead> <tbody> <tr> <td data-bbox="702 1731 838 1955">No issue - 1 With issue - 0</td> <td data-bbox="838 1731 980 1955">No issue -1 With issue -0</td> <td data-bbox="980 1731 1116 1955">Max points – 4 (1 point per quarter)</td> <td data-bbox="1116 1731 1257 1955">Max points - 4</td> <td data-bbox="1257 1731 1370 1955">Max points - 10</td> </tr> </tbody> </table>					LSF Utilization (1- without issue; 0 – with issue)		MOOE liquidation (1- ahead of time/on time submission; 0- delayed submission)		Total	Current FY	Previous FY	Current FY	Previous FY		No issue - 1 With issue - 0	No issue -1 With issue -0	Max points – 4 (1 point per quarter)	Max points - 4	Max points - 10
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2. Improved SBM Level of Practice (60%).

This refers to the variance of improvement in the SBM Level of Practice ratings for the past two (2) school years immediately preceding its consideration to the award. For a school to be considered for the award, it has to have a rating of at least 2.0 in the previous and current SY SBM assessment. The SBM LoP ratings pertain to those which are already validated/ or self-assessed subject for validation by the SDO Field Technical Assistance Team, duly constituted for this purpose. The SBM Validation tool as provided by the Regional Office shall be used, in the event the school's SBM LoP requires validation.

The determination of variance shall be as follows:

**Validated SBM LoP for Current SY -
Validated SBM LoP for Previous Year =
(positive coefficient)**



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NOMINATION FORM
FY 2023

THE PRAISE COMMITTEE

Division of Zamboanga del Norte
Department of Education
Capitol Drive, Estaka
Dipolog City 7100

Recent 2"x2"
Picture of the
Nominee

After undergoing a thorough evaluation of the portfolio and significant achievements and accomplishments against the guidelines and criteria of the **Search for** _____, I hereby nominate:

Name of Nominee: _____

Category: _____

Age: _____ Gender: _____ Position: _____

Handling Inclusive Education: Y/N (if yes, specify): IPED SPED ALS MEP

Ethnicity: _____ Differently-abled: Y/N (If yes, specify):

Contact No. & Email Address: _____

School: _____ District: _____

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.

Signature Over Printed Name of Nominator

Position

Date Signed

Note: Please enclose the accomplished prescribed template of the nominee's significant achievements and accomplishments duly signed by the **immediate head**.