



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



October 10, 2022

Division Memorandum
 No. 580, s. 2022

2022 SEARCH FOR OUTSTANDING EMPLOYEES

**TO: Public Schools District Supervisors
 Principals and School Heads
 Teachers
 All Others Concerned**

1. In consonance with the Civil Service Commission Memorandum Circular No. 1, s. 2001 entitled *Program on Awards and Incentives for Service Excellence* and DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*, this **Schools Division** is announcing its **2022 Search for Outstanding Employees** as an essential part of its rewards and recognition system called **Nurturing Optimum Recognition of Transformative Excellence (NORTE)**: The Schools Division of Zamboanga del Norte Rewards and Recognition System for **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (**PRAISE**).

2. The **2022 Search for Outstanding Employees** shall have the following categories, to wit:

A. Teaching Personnel

Elementary Level	Secondary Level
a. Teacher I – III	a. Teacher I – III
b. Master Teacher I – III	b. Master Teacher I – III

B. Teaching Related Personnel

Elementary Level	Secondary Level
c. Head Teacher I – VI	c. Department Head (Head Teacher I – VI)
d. School Principal I – IV	d. School Principal I – IV

C. Non-Teaching Personnel (Elementary and Secondary Level)

e. Non-Teaching Personnel SG 1 – 10; and
f. Non-Teaching Personnel SG 11 – 23

3. The Public Schools District Supervisors, however, shall submit their pertinent papers directly to the SDO PRAISE Selection Committee on or before October 28, 2022.

4. The cluster president and vice-president shall be deemed automatically the Cluster Selection Committee Chairperson and Vice-Chairperson, respectively. Meanwhile, all the remaining PSDSs shall likewise be deemed as automatic Selection Committee Members. The cluster selection committee shall convene to select/choose from among the district entries the winner/s which shall





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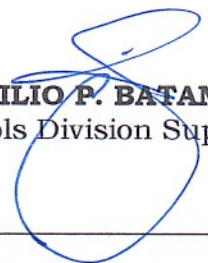
represent the cluster in the division selection for all the aforementioned categories.

5. The cluster selection committee chairperson shall submit to the schools division office the list of nominees for all categories on or before October 28, 2022, with the nominee's portfolio based on the search selection criteria.
6. The NORTE PRAISE Division Selection Committees (DSC) and schedule of screening are as follows:

Teaching Personnel (November 7-11, 2022)	
Chairperson	ASDS Judith V. Romaguera, CESO VI
Members	CID Chief Lilia E. Abello EPS Grace T. Dela Cruz EPS Anita D. Subebe EPS Jalderita A. Dublico EPS Arturo J. Lamdag EPS Nilda Y. Galaura
Teaching Related (November 7-11, 2022)	
Chairperson	ASDS Ma. Judelyn J. Ramos, CESE
Members	SEPS Wilson H. Inding SEPS Jessie E. Elacan SEPS Robert I. Poculan III SEPS Leonido A. Pampilo Jr. Division Accountant Arvie M. Ompoy Admin Chief Helen E. Tangon
Non-Teaching Personnel (November 7-11, 2022)	
Chairperson	ASDS Ma. Judelyn J. Ramos, CESE
Members	SGOD Chief Joy E. Letran-Singson EPS Ervie A. Acaylar Admin Chief Helen E. Tangon AO IV Arnel C. Masion

7. The presentation of the selection results to the NORTE PRAISE Committee will be on November 15, 2022.
8. The NORTE PRAISE awardees will be announced thru a memorandum. They shall be invited to attend the **2022 NORTE PRAISE Awarding Ceremony** on December 7, 2022.
9. Please find attached selection guidelines (14 pages), for reference and guidance.
10. Widest dissemination and compliance of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
 Schools Division Superintendent



Classification: Programs/ Policies/ Projects
 HRDSrip/Rewards and Recognition /SGOD-HRD-Memorandum016/10-10-2022



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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)	✓ Has permanent item as teacher I to 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 ✓ Performance Rating of at least VS for the last three years
Outstanding Secondary School Teacher (Teacher I - III)	
Outstanding Elementary Master Teacher (Master Teacher I- III)	✓ Has permanent item as Master Teacher I to III ✓ With at least 3 years teaching experience as Master Teacher I to III ✓ Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads ✓ Has other designations like coordinator, mentor, grade/year level chairperson ✓ Performance Rating of at least VS for the last three years
Outstanding Secondary Master Teacher (Master Teacher I- III)	





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Selection Criteria

Teaching Category																																																	
Category	Selection Criteria and Rating																																																
+ Outstanding Elementary School Teacher (Teacher I to III) + Outstanding Secondary School Teacher (Teacher I to III)	Instructional Competence (40) <ul style="list-style-type: none"> Teaching Competence (20) – IPCRF (SY 2021-2022) <table border="1"> <tr> <td>4.900-5.000</td> <td>20</td> <td>3.500-3.899</td> <td>6</td> </tr> <tr> <td>4.800-4.899</td> <td>15</td> <td>3.300-3.499</td> <td>5</td> </tr> <tr> <td>4.500-4.799</td> <td>10</td> <td>3.000-3.299</td> <td>4</td> </tr> <tr> <td>4.300-4.499</td> <td>8</td> <td>2.800-2.999</td> <td>3</td> </tr> <tr> <td>3.900-4.299</td> <td>7</td> <td>2.5-2.799</td> <td>2</td> </tr> </table> <p>Awards or distinctions received (20)</p> <table border="1"> <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"> <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> <ul style="list-style-type: none"> Resource Speaker/Facilitator(5) <table border="1"> <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> </table>	4.900-5.000	20	3.500-3.899	6	4.800-4.899	15	3.300-3.499	5	4.500-4.799	10	3.000-3.299	4	4.300-4.499	8	2.800-2.999	3	3.900-4.299	7	2.5-2.799	2	National	20	Regional	15	Division	10	District	8	School	4	Doctoral	10	Doctoral(CAR)	8	Master's Degree	6	MACAR	4	National	5	Regional	4	Division	3	District	2	School	1
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- Demo Teacher(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 (5)

International	5
National	4
Regional	3
Division	2
District	1

Community Development/Services (10)

- Outreach Activity (5)

Provincial Level	5
Municipal Level	3
Barangay Level	1

- Networking/ Linkages (5)

Provincial Level	5
Municipal Level	3
Barangay Level	1

**Personal Characteristics (20)
 IPCRF (SY 2021-2022)**

- 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



5



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	<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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- Demo Teacher (5)

National	5
Regional	4
Division	3
District	2
School	1

- 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)

International	5
National	4
Regional	3
Division	2
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Community Development Services (10)

- Outreach Activity (5)

Provincial Level	5
Municipal Level	3
Barangay Level	1

- Networking/ Linkages (5)

Provincial Level	5
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Barangay Level	1



6.



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	<p>Personal Characteristics (10) IPCRF (SY 2021-2022)</p> <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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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 ✓ Has served for 3 years as Principal I to IV ✓ Has no pending administrative/criminal case ✓ Performance Rating of at least VS for the last 3years. ✓ Has an unquestioned integrity ✓ 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 2021 – July 2022. ✓ 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 ✓ Has served for 3 years as HT ✓ Has no pending administrative/criminal case ✓ Performance Rating of at least VS for the last three years. ✓ Has an unquestioned integrity ✓ 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 2021 – July 2022. ✓ Has no outstanding unliquidated funds.



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<p>✦ Outstanding Elementary School Principal (Principal I or IV)</p>	<p>Selection Criteria and Rating Managerial Competence (35) a. Level of SBM practice (10)</p>																																
<p>✦ Outstanding Secondary School Principal (Principal I or IV)</p>	<table border="1" data-bbox="831 450 1098 562"> <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 (MOEE/school funds Liquidation) (25)</p>	Level 1	5	Level 2	7	Level 3	10																										
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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)
 OPCRIF (SY 2021-2022)

- + 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

+ **Outstanding Department Head Teacher (HT)**

Selection Criteria and Rating

Managerial Competence (40)

- a. Monitoring Report (20)
 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





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b. Drawing of Improvement Plan (20)

Served as Training Managers to Trainings conducted with approved proposal	
4 Trainings	20pts
3 Trainings	15pts
2 Trainings	10pts
1 Training	5pts

Professional Competence (25)

a. Performance ratings (15)

4.900-5.000	15	3.500-3.899	5
4.800-4.899	10	3.300-3.499	4
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3.900-4.299	6	2.5-2.799	1

b. Research and/or creative outputs, re-entry projects after attendance to training, conferences, workshops or International (10)

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

Leadership Skills (5)

- 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

Awards or distinctions received (10)

National	10
Regional	8
Division	6
District	4
School	2





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MACAR	4										
<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="799 1666 1267 1944"> <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>	Number of Implemented Instructional Supervisory Plans	Pts	12	40	11	30	10	20	9	10
Number of Implemented Instructional Supervisory Plans	Pts										
12	40										
11	30										
10	20										
9	10										

6





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REGION IX
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Accomplishments (30)

- Awards received (5)

National	5
Regional	4
Division	3
District	2
School	1

- Research (10)

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

- 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





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Trainings Attended (5)

National	5
Region	4
Division	3

Speakership – FY 2021 (5)

National	5
Regional	4
Division	3
District	2
School	1

Personal Characteristics (15)
IPCRF FY2021

- 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-community relations
- Maintains wholesome relations with community stakeholders and local partners
- Demonstrates transparency, honesty, accountability and personal integrity





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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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) IPCRF 2021 <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> <ul style="list-style-type: none"> ○ Publication / Authorship (10) <table border="1" style="margin-left: 40px;"> <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> </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	International	10	National	7	Regional	5	Division	3	District	2	School	1
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○ Speakership (10)

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

Selection Criteria and Rating

Professional Growth (15)

Education (10)

Doctoral	10
Doctoral(CAR)	7
Master's Degree	5

Trainings Attended (5)

National	5
Region	4
Division	3

Personal Characteristics (10)

IPCRF FY 2021

- Demonstrates positive traits both private and public life
- Friendly, compassionate and tactful
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6.

