Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
Release Number 7026-398
Date 13 AUG 2026 Time: 10:40am

August 13, 2026

DIVISION MEMORANDUM
No. SGOD HRDS No. 147 s. 2026

SIKAT AWARDS 2026: DIVISION SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED SULTAN KUDARAT

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Elementary and Secondary School Administrators
SDO PRAISE Committee
Concerned Employees
This Division

1. In reference to the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002 and Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, DepEd Sultan Kudarat has established the Division Search for Outstanding Employees, dubbed as the ***SIKAT AWARDS*** to recognize and confer rewards to the top performing teachers, school administrators, related teaching, and nonteaching employees who have demonstrated continuing commitment and outstanding performance in the service.

2. SIKAT Awards, on its 6th year, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department toward achieving organizational productivity and delivery of quality education. This shall also prepare human resources to participate more competitively in the national or international level awards and open them for more scholarship opportunities.

3. All District Supervisors, Cluster Heads, and School Heads are hereby directed to conduct the school- and/or district-level search prior to the Division-level search. The top winners, or those conferred as Outstanding Employees at the cluster/district level, shall be nominated to advance to the Division-level search. The following timeline of important dates shall be strictly observed:

Activity	Timeline
Division Online KumusTahan: Orientation on the Guidelines for Rewards and Recognition	August 18, 2026
School /Cluster of Schools/District Level	August-September 2026
Submission of Documents of Cluster /District Level for SDO Search	September 10, 2026

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Evaluation and Interview of Nominees	September 16-17, 2026
Announcement of SDO Winners	September 19, 2026
SIKAT Awards 2026: Journey to Outstanding Employees/Technical Assistancal to all Division Winners	September 24-25, 2026
Submission of SDO Nominees for Regional Level Search	**October 2, 2026**
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio *(e-files)*	October-November, 2026
Virtual Interview for SDO nominees	**November 6-7, 2026** (Friday-Saturday)
Consolidation and Deliberation of Evaluation Results by RO Teams	November 9-11, 2026
Issuance of Results for Regional Finalists	November 13, 2026
SIKAT AWARDS 2026: Awarding Ceremony	November 20, 2026
2026 Kafngabal Awarding Ceremony	**November 21, 2026 (Saturday)**

5. A separate memorandum as to the conduct of the 2026 SIKAT Awards Awarding Ceremony on November 20, 2026 shall be issued.

6. All SDO PRAISE Committee members, SEPS, and EPS-II of HRDS are hereby enjoined to participate in the screening, selection, and validation of the Division's nominees for each category.

7. The hard copy of the cluster/district nominees shall be submitted to the Division Office through the Human Resource development Section (HRDS) on or before **September 10, 2026** not later than 5:00 p.m.

8. Enclosed is the Guidelines for SIKAT Awards 2026: Division Search for Outstanding Employees of DepEd Sultan Kudarat.

9. Expenses for pre-work activities, including evaluation and interviews; meals and snacks; certificates and plaques; supplies and materials; transportation expenses; cash incentives for awardees; and honoraria for evaluators and the working committee during the evaluation activities and the actual conduct of the ceremony shall be chargeable against the MOOE, subject to the usual accounting, budgeting, and auditing rules and regulations.

10. For inquiries and clarifications, contact Lazaro P. Oriel, SEPS, through lazaro.oriel@deped.gov.ph.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

11. For guidance and information of all concerned.

KATHRINE H. LOTILLA
Assistant Regional Director
concurrent, Officer In-Charge
Office of the Schools Division Superintendent

Encl: As Stated
Reference: As Stated
To be indicated in the Perpetual Index under the following subjects:

GUIDELINES REWARDS AND RECOGNITION

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Guidelines for Division Search for Outstanding Employees in DepEd Sultan Kudarat

I. Rationale and Purpose

The Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd) through DepEd Order 9, s. 2002 in line with the Revised Policies on Employees Suggestions and Incentive Awards System provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, aims to encourage, recognize and reward employees for their exemplary performance and contributions in the department. Also, this program intends to recognize employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations which lead to organizational productivity.

In connection, DepEd Sultan Kudarat establishes the Division Search for Outstanding Employees dubbed as the *SIKAT Awards* to recognize and confer rewards to the top performing teachers, school administrators, related teaching and nonteaching employees who have demonstrated continuing commitment and outstanding performance in the service. This is in adherence to the principle that human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

Further, the initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. As integrated in the Results-Based Performance and Management System (RPMS) cycle, which was operationalized through DO 2, s. 2015, performance rewarding and development planning comes at the fourth phase of the framework that enables the recognition of employee's performance and efforts for the whole year in delivering quality service and exemplary contribution to the department.

Hence, through this rewards and recognition system, it prepares our human resources more competitively for nomination and participation to the national level or international level awards program. This award program significantly opens more opportunities in giving support to teachers to teach better as rewards and recognition programs offer intrinsic motivations to improve performance in delivering quality basic education and services as encapsulated in DepEd Five Point Reform Agenda.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

II. General Guidelines

Hereunder, are the general rules for the SIKAT Awards:

1. The award is **open to all teaching, school administrators, related-teaching, and nonteaching employees of DepEd Sultan Kudarat.**
2. For **Teaching Category - Career Stages 1 to 4, nominees must have rendered service for at least five years. For Kindergarten and Inclusive Teacher Categories, nominees must have rendered service for at least five years and five years in the category applied for.**
3. In **School Administrator and Related Teaching Categories**, nominees must have rendered service for at least five years, and at least three years in the category applied for. In **Nonteaching Category**, nominees must have rendered service for at least five years, and at least one year of work experience relevant in the category applied for.
4. Nominees should have **met the set qualification requirements**;
5. Nominees should have at least **Very Satisfactory IPCRF rating**. The IPCRF rating for three school years are credited, however, if the nominee is on official leave due to training or scholarship, the performance rating prior to the study leave/ leave of absence can be used;
6. Nominees should have a **good moral character and no pending administrative/criminal case**;
7. Evaluation of the nominee document shall be facilitated by the Human Resource Development Section (HRDS) as Secretariat together with the Division PRAISE Committee. Endorsement to Regional Office must be duly signed by the PRAISE Chair as recommending approval and duly approved by the Schools Division Superintendent.
8. The top division winners in each category of the previously concluded SIKAT Awards will not be qualified to join the awards in the succeeding year.

III. Documentary Requirements

All documents in PDF (soft copy) and portfolio (hard copy) shall be submitted in the Division Office through the Human Resource Development Division, to include in order the following:

A. Checklist of Requirements duly signed by the nominees and Human Resource Development Section (HRDS) focal on Rewards and Recognition
B. Nomination Form with Endorsement and Omnibus Certification of Authentication and Veracity (CAV) and Data Privacy Form
C. Write-up of accomplishments and its impact in not more than 2000
D. Certification of Awards and Nomination from the SDO PRAISE Committee duly signed by the committee chair
E. CS Form 212 or Personal Data Sheet (updated within the month of submission with photo, signature of the employee, signature of the person administering oath, and duly notarized);
F. Photocopy of valid and updated PRC ID;
G. Photocopy of scholastic/academic records;

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

H. Certification from the HRMO reflecting a summary of IPCRF/OPCRF ratings of at least Very Satisfactory obtained for three school years, with attached Part I of the review form;
I. Updated Service Record duly certified by the agency's HRMO;
J. Photocopy of latest appointment;
K. Certification from the HRMO of good moral character;
L. Certification from the legal officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination;
M. Certification from the local barangay being cleared of any criminal and/or derogatory records;
N. Electronic copy of **4r picture in portrait** (300 dpi resolution) with white background wearing Filipiniana for female and Barong Tagalog for male. IPEd and ALIVE teachers may be in their cultural attire;
**Additional requirements for School Head, Principal, and Supervisor*
O. Certification of no unliquidated cash advances signed by the finance officer/accountant as of the month prior to the date of nomination;
P. Certification of no disallowance issued by the Commission on Audit (COA) Resident Auditor.
Q. Accomplishments, documented information and other relevant supporting documents should be for the **last three years**. Nominees are strictly advised to submit documents with the superior **weight, highest honor or recognition,**, however, nominees should prepare other relevant pertinent papers for validation purposes during the interview.

IV. Disqualification Statement

A nominee will be automatically disqualified from consideration if, at the time of evaluation or award:

1. **Failed to meet the basic eligibility requirements**, such as but not limited to length of service, position, or performance thresholds.
2. **Under active disciplinary review or have unresolved administrative violations**, including but not limited to code of conduct violations, or dishonesty claims.
3. **Previously received the same award within the defined eligibility period**.
4. Provided **false, misleading, or incomplete information** in their nomination.
5. Submitted incomplete and incorrect documentary requirements.

Nominees who are disqualified will be notified in writing and may appeal the decision by submitting a written request to the program management team within **three working days** of receiving notification. Appeals will be reviewed by a designated committee whose decision is final.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

V. Category and Qualification Requirements

The search shall cover the teaching, school administration, related-teaching and nonteaching employees of DepEd Sultan Kudarat which shall include the following categories:

I. Teaching

A. Career Stage 1 Category

Category	Qualification Requirements
Outstanding Elementary Teacher I-III **Outstanding Secondary Teacher I-III**	▪ Has permanent item as Teacher I, II, or III ▪ Either classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads ▪ Has been awarded the Division Outstanding Elementary/Secondary Teacher Award in Career Stage 1 Category

B. Career Stage 2 Category

Category	Qualification Requirements
Outstanding Elementary Teacher IV-VII **Outstanding Secondary Teacher IV-VII**	▪ Has permanent item as Teacher IV, V, VI or VII ▪ Either classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads ▪ Has been awarded the Division Outstanding Elementary/ Secondary School Teacher Award in Career Stage 2 Category

C. Career Stage 3 Category

Outstanding Elementary Master Teacher I-II **Outstanding Secondary Master Teacher I-II**	▪ Has permanent item as Master Teacher I or II ▪ Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads ▪ Has other designations like coordinator, mentor, grade/year level chairman ▪ Has received the Division Outstanding Elementary/Secondary Master Teacher Award in Career Stage 3 Category

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

D. Career Stage 4 Category

Outstanding Elementary Master Teacher III-V **Outstanding Secondary Master Teacher III-V**	▪ Has permanent item as Master Teacher III, IV or V ▪ Either a classroom adviser or subject teacher provided with five to six subject loads or six hours of teaching loads ▪ Has other designations like coordinator, mentor, grade/year level chairman ▪ Has received the Division Outstanding Elementary/Secondary Master Teacher Award in Career Stage 3 Category

E. Kindergarten Teacher

Outstanding Kindergarten Teacher	▪ Has permanent item as Teacher/ Kindergarten teacher ▪ Has at least two teaching loads of Kinder sessions or six hours of teaching loads ▪ Has received the Division Outstanding Kindergarten Teacher Award

F. Inclusive Teacher Category

Outstanding Multi-Grade Teacher	▪ Has permanent item as regular teacher ▪ Has at least an average of six hours teaching loads assigned to multi-grade classes ▪ Has received the Division Outstanding Multi-Grade Teacher Award
Outstanding ALIVE Teacher	▪ Has a permanent item as a regular teacher tagged to ALIVE Program or in contract of service that may either be a LET Passer or not, and may either be in Kulliyah (college level) Arabic or a graduate of Islamic Studies ▪ Has at least four to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding ALIVE Teacher Award
Outstanding IPED Teacher	▪ Has permanent item as regular teacher tagged to IPED Program ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding IPED Teacher Award

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Outstanding ALS Teacher	▪ Has permanent item as regular teacher tagged as ALS teacher ▪ Has at least five to six teaching loads or six hours teaching loads ▪ Has received the Division Outstanding ALS Teacher Award
Outstanding SNED Teacher	▪ Has permanent item as regular teacher or SPET ▪ Has at least five to six teaching loads or six hours teaching loads assigned to SPED classes ▪ Has received the Division Outstanding SPED Teacher Award

II. School Administrators

Category	Qualification Requirements
Outstanding Elementary School Principal **Outstanding Secondary School Principal**	▪ Has permanent appointment as Principal I, II, III or IV ▪ Has served for at least three years as School Principal ▪ Has received the Division Outstanding ELEMENTARY/ SECONDARY PRINCIPAL Award

III. Related Teaching Employees

Category	Qualification Requirements
Outstanding Public Schools District Supervisor (PSDS)	▪ Has regular permanent appointment as Public Schools District Supervisor (PSDS) ▪ Has served for at least three years as PSDS ▪ Has received the Division Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR Award
Outstanding Education Program Supervisor (EPS)	▪ Has Regular Permanent appointment as Education Program Supervisor (EPS) ▪ Has served for at least three years as EPS ▪ Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award
Outstanding Education Program Specialist	▪ Has regular permanent appointment as Senior Education Program Specialist (SEPS) or Education Program Specialist-II (EPS-II) ▪ Has served for at least three years as SEPS or EPS-II ▪ Has received the Division Outstanding EDUCATION PROGRAM SPECIALIST Award

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Outstanding Guidance Counselor/ Associate *****For Comment**	▪ Has regular permanent appointment as Guidance Counselor or a teacher assigned as School Guidance Associate ▪ Has served for at least three years as Guidance Counselor/Designate/Advocate ▪ Has received the Division Outstanding GUIDANCE COUNSELOR/ASSOCIATE Award

D. Nonteaching Employees

Category	Qualification Requirements
Outstanding Nonteaching Employee For Internal Service Support (First Level Positions) • Administrative Assistant I-III • Administrative Aide I-VI	▪ The Outstanding Nonteaching Employee for Internal Support Service for First Level Position Award may be awarded to either of the following positions: ADMINISTRATIVE ASSISTANT I-III, ADMINISTRATIVE AIDE I-VI ▪ Has permanent item in the position as ADMINISTRATIVE ASSISTANT I-III/ ADMINISTRATIVE AIDE I-VI ▪ With at least 1 year of work experience relevant to the current position ▪ Has a salary grade 1 to 9 ▪ Has received the Division Outstanding NONTEACHING EMPLOYEE FOR INTERNAL SUPPORT SERVICE FOR FIRST LEVEL POSITION Award
Outstanding Nonteaching Employee For Internal Service Support (Second Level Positions) • Accountant II • Administrative Officer I-IV • Dentist II • Nurse I-II • PDO I-II • Librarian I-II • Supply Officer I-II	▪ The Outstanding Nonteaching Employee for Internal Support Service Award may be awarded to either of the following positions: ACCOUNTANT II, ADMINISTRATIVE OFFICER I-IV, NURSE I-II, DENTIST I-II, PDO I-II, LIBRARIAN I-II, SUPPLY OFFICER I-II ▪ Has permanent item in the position as ACCOUNTANT II/ ADMINISTRATIVE OFFICER I-IV/ NURSE I-II/ DENTIST I-II/ PDO I-II/ LIBRARIAN I-II/ SUPPLY OFFICER I-II ▪ With at least 1 year of work experience relevant to the current position ▪ Has a salary grade 10 to 17 ▪ Has received the Division Outstanding NONTEACHING EMPLOYEE FOR INTERNAL SUPPORT SERVICE Award

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Outstanding Nonteaching Employee (Middle Manager Positions) ▪ Medical Officer II-III ▪ Attorney III ▪ Engineer III ▪ Accountant III ▪ Administrative Officer V ▪ Information Technology Officer ▪ Planning Officer III	▪ The Outstanding Nonteaching Employee for Middle Manager Award may be awarded to either of the following positions: MEDICAL OFFICER II-III, ATTORNEY II-III, ENGINEER III, ACCOUNTANT III, ADMINISTRATIVE OFFICER V, INFORMATION TECHNOLOGY OFFICER, PLANNING OFFICER III ▪ Has permanent item in the position as MEDICAL OFFICER II-III/ ATTORNEY II-III/ ENGINEER III/ ACCOUNTANT III/ADMINISTRATIVE OFFICER V/ INFORMATION TECHNOLOGY OFFICER/ PLANNING OFFICER III ▪ With at least 1 year of work experience relevant to the current position ▪ Has a salary grade of 18 and above ▪ Has received the Division Outstanding NONTEACHING EMPLOYEE FOR MIDDLE MANAGERS Award

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

II. SELECTION CRITERIA AND RATING FOR TEACHING EMPLOYEES

CATEGORY	SELECTION CRITERIA AND RATING
Career Stage 1 Category: Outstanding Elementary Teacher I-III Outstanding Secondary Teacher I-III ***Career Stage 2 Category:*** Outstanding Elementary Teacher IV-VII Outstanding Secondary Teacher IV-VII Teacher	**Instructional Competence (25)** 1. Teaching Competence (15) Teaching Demonstration (PPST) — Rating/Highest Possible Rating x 15 points 2. IPCRF Rating (10) Final Rating= Average Score of 3 consecutive ratings/5 X 10 *Documented Information* — 3-year IPCRF **Accomplishments and Contributions (25)** A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the*	20%	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

principle of continuous improvement, and monitoring and evaluation mechanisms)		
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

D. Publication/ Authorship/ Learning Resource developed (5)

Level	*Points*	*Documented Information*
International	5	Abstract and proof of publication with acceptance letter or Copy of parts of developed learning resource with citation of authorship Certification as proof of utilization/ adoption of the produced material or research
National	4	
Regional	3	
Division	2	
District	1	

Community Involvement and Engagements (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	evaluation results) iv. Certificate of Recognition/Participation	2 – If iv *or* v only
Contributed to community programs as benefactor, sponsor, or donor	v. Deed of Acceptance/ Donations	

Professional Competence (25)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

B. Resource Speakership/ Learning and Development Facilitation (10)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum Slide Deck/Session Guide
Regional	8	
Division	6	
District	4	
School	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Fairly Manifested	1
Poorly Manifested	0

Career Stage 3 Category:

Outstanding Elementary Master Teacher I-II

Outstanding Secondary Master Teacher I-II

Career Stage 4 Category:

Outstanding Elementary Master Teacher III-V

Outstanding Secondary Master Teacher III-V

Instructional Competence (25)

A. Teaching Competence/ IPCRF Rating (15)

Final Rating= Average Score of 3 consecutive ratings/5 X 15

Documented Information	3-year IPCRF

B. Instructional Supervision Skills (10)

1. Conducted at least 4 mentoring/ coaching activities with teachers quarterly

Indicator	*Points*	*Documented Information*
Frequently demonstrated (4 or more per quarter)	2	Classroom Observation Tool Coaching and mentoring report/documents
Occasionally Demonstrated (3 or less per quarter)	1	
Not Demonstrated	0	

2. Managed performance of teachers following the RPMS Cycle

Indicator	*Points*	*Documented Information*
Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool Agreements and Performance
Facilitated and managed 3 phases or less of performance cycle	1	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Not Demonstrated	0	Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office

3. Managed school program, projects and activities that facilitated for the increase of learners' performance

Indicator	*Points*	*Documented Information*
Frequently demonstrated (3 or more per quarter)	2	Program Completion Report Learners progress report (e.g. GPA, MPS, Proficiency level)
Occasionally Demonstrated (2 or less per quarter)	1	
Not Demonstrated	0	

4. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

Indicator	*Points*	*Documented Information*
75% and above	2	M&E Reports
50%-74%	1	
Below 50%	0	SF5

5. Conducted DepEd/NEAP-recognized/ PRC-accredited Seminar /Workshop for Teachers in specific learning areas

Indicator	*Points*	*Documented Information*
At least 2 in a year	2	Approved program/activity design Accomplishment report
At least 1 in a year	1	
Not Demonstrated	0	

Accomplishments and Contributions (25)

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

National	4	Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

Level	*Points*	*Documented Information*
International	5	Abstract and proof of publication with acceptance letter or Copy of parts of developed learning resource with
National	4	
Regional	3	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Division	2	citation of authorship
District	1	Certification as proof of utilization/ adoption of the produced material or research

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results) iv. Certificate of Recognition/Participation v. Deed of Acceptance/ Donations	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.		
Contributed to community programs as benefactor, sponsor, or donor		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Professional Competence (25)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

Basic Qualification for MT-I: Bachelor's degree for teacher or Bachelor's degree with 18 professional units in Education, and 18 units for MA in Education or its equivalent

Basic Qualification for MT-II: Bachelor's Degree for teachers or Bachelor's degree with 18 professional units in Education; 24 units for Master's Degree in Education or its equivalent.

B. Resource Speakership/ Learning and Development Facilitation (10)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum Slide Deck/Session Guide
Regional	8	
Division	6	
District	4	
School	2	

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum indicating the list
Regional	4	
Division	3	
District	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

School	1	of participants and program matrix

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

Outstanding Kindergarten Teacher

Instructional Competence (25)

1. Teaching Competence (15)

Teaching Demonstration	Rating/Highest Possible Rating x 15 points

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Outstanding ALIVE Teacher

Outstanding IPEd Teacher

Outstanding SPED Teacher

Outstanding ALS Teacher

Outstanding Multi-Grade Teacher

2. IPCRF Rating (10)

Final Rating= Average Score of 3 consecutive ratings/5 X 10

Documented Information	3-year IPCRF

Accomplishments and Contributions (25)

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/ adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

D. Publication/ Authorship/ Learning Resource developed (5)

Level	*Points*	*Documented Information*
International	5	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

National	4	Abstract and proof of publication with acceptance letter or Copy of parts of developed learning resource with citation of authorship Certification as proof of utilization/ adoption of the produced material or research
Regional	3	
Division	2	
District	1	

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results) iv. Certificate of Recognition/Participation	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

drives, and others.	v. Deed of Acceptance/ Donations	
Contributed to community programs as benefactor, sponsor, or donor		

Professional Competence (25)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

Basic Qualification for T-I to T-III: Bachelor Degree in Education or Bachelor degree with 18 professional units in Education Major Field of Specialization.

B. Resource Speakership/ Learning and Development Facilitation (10)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum Slide Deck/Session Guide
Regional	8	
Division	6	
District	4	
School	2	

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Participation
Regional	4	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Division	3	Memorandum indicating the list of participants and program matrix
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

SCHOOL ADMINISTRATOR CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Elementary School Principal (Principal I-IV) **Outstanding Secondary School Principal (Principal I-IV)**	**Managerial Competence (25)** A. IPCRF/OPCRF (10) Final Rating= Average Score of 3 consecutive ratings/5 X 10 B. **General Average of the Learners' Proficiency/ Achievement Level** in all grade levels as reflected in **SF5 and other forms** for the past three years and should be verified by the division planning officer (5) Final Rating= Average Score of 3 consecutive years/100 X 5

Documented Information	3-year School Performance Rating Based on Learners' Proficiency/ Achievement Level

C. Fiscal Leadership on MOOE/school funds liquidation on the previous calendar year with timeliness and efficiency (10)

Timeliness (5)

Indicator	*Points*	*Documented Information*
Never been delayed in the liquidation	5	Accountant's certification
1-2 delays	3	
3 or more delays	1	

Efficiency (5)

Indicator	*Points*	*Documented Information*
91-100% utilized MOOE/ School funds	5	Accountant's certification
81-90% utilized MOOE/School funds	3	
80% and below utilized MOOE/ School funds	1	

Leadership and Instructional Supervisory Skills (10)

A. Conducted at least 4 mentoring/ coaching activities with teachers quarterly.

Indicator	*Points*	*Documented Information*

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Frequently demonstrated (4 or more quarterly)	2	Classroom Observation Tool Coaching and mentoring report/documents
Occasionally Demonstrated (3 or less quarterly)	1	
Not Demonstrated	0	

B. Managed performance of teachers following the RPMS Cycle

Indicator	*Points*	*Documented Information*
Facilitated and managed 4 phases of performance cycle	2	Teachers' consolidated IPCRF Ratings duly signed by the Head of Office Classroom Observation Tool Agreements and Performance Monitoring and Coaching Form Summary of teacher's development plan duly signed by the Head of Office
Facilitated and managed 3 phases or less of performance cycle	1	
Not Demonstrated	0	

C. Managed school program, projects and activities that facilitated for the increase of learners' performance

Indicator	*Points*	*Documented Information*
Frequently demonstrated (3 or more per quarter)	2	Program Completion Reports Learners progress report (e.g. GPA, MPS, Proficiency level)
Occasionally Demonstrated (2 or less per quarter)	1	
Not Demonstrated	0	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

D. Ensured that at least 75% of the students achieved 80% performance level at the end of the latest school year

Indicator	*Points*	*Documented Information*
75% and above	2	M&E Reports
50%-74%	1	
Below 50%	0	Accomplishment Reports SF5

E. Conducted/Assisted instructional supervision quarterly

Indicator	*Points*	*Documented Information*
At least 4 instructional supervision in a year	2	Supervisory Plan and Monitoring Reports
3 or less instructional supervision in a year	1	
Not Demonstrated	0	

Accomplishments and Contributions (20)

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of
Strategic Importance *(Alignment to organizational and strategic*	30%	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

goals in addressing gaps)		recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the innovations duly signed by immediate superior
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results) iv. Certificate of Recognition/Participation	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

drives, and others.	v. Deed of Acceptance/ Donations	
Contributed to community programs as benefactor, sponsor, or donor		

Professional Competence (20)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education*

Basic Qualification for P-I: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units
Basic Qualification for P-II to P-IV: Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management

B. Resource Speakership/ Learning and Development Facilitation (5)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum Slide Deck/Session Guide
Regional	8	
Division	6	
District	4	
School	2	

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

RELATED TEACHING CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Public Schools District Supervisor (PSDS)	**Instructional Supervisory Skills (35)** A. Performance ratings/IPCRF (15) Final Rating= Average Score of 3 consecutive ratings/5 X 15 B. Functional Supervisory Development (20) 1. Supports Curriculum Management and Implementation

Indicator	*Points*	*Documented Information*
Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities	5	Program design duly approved by the Head of Office Accomplishment Report (narrative, impact, photos, monitoring and evaluation results) Technical Assistance report signed by CID Chief
Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	
Support curriculum implementation through the management of programs, projects and activities	3	
Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	
Fairly demonstrate support to curriculum management and implementation	1	

2. Strengthens Shared Accountability

Indicator	*Points*	*Documented Information*

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Monitoring and evaluation report duly signed by the Head of Office Excerpt of targeted program/project/activity from Division Educational Development Plan (DEDP)
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	
Conduct programs, projects and activities aligned with the educational development plan.	3	
Demonstrate knowledge and understanding of the operationalization of educational development plans	2	
Fairly demonstrate understanding of the operationalization of educational development plans	1	

3. Fosters a Culture of Continuous Improvement

Indicator	*Points*	*Documented Information*
Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	Needs Analysis Report Action Plans duly approved by the Head of Office Activity documentation report on leading
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	collegial discussion
Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1	

4. Develops Self and Others

Indicator	*Points*	*Documented Information*
Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Training design duly approved by the Head of Office
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	Activity Documentation Report (narrative, impact, list of participants, photos, monitoring and evaluation results)
Ensure the delivery of different learning and development interventions to support divisions/ districts/schools and/or learning centers.	3	
Demonstrate knowledge and understanding of different learning and development interventions.	2	Coaching and Mentoring Plan

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Fairly demonstrate understanding of different learning and development interventions.	1	

Accomplishments and Contributions (20)

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results) iv. Certificate of Recognition/Participation v. Deed of Acceptance/ Donations	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.		
Contributed to community programs as benefactor, sponsor, or donor		

Professional Competence (20)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education*

Basic Qualification for PSDS: Master's degree in education or its equivalent

D. Resource Speakership/ Learning and Development Facilitation (5)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum Slide Deck/Session Guide
Regional	8	
Division	6	
District	4	
School	2	

E. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Education Program Supervisor	**Instructional Supervisory Skills (35)** A. Performance ratings/IPCRF (15) Final Rating= Average Score of 3 consecutive ratings/5 X 15 B. Functional Supervisory Development (20) 1. Supports Curriculum Management and Implementation

Indicator	*Points*	*Documented Information*
Lead in designing and managing responsive support for curriculum implementation through the	5	Program design duly approved by the

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

application of efficient and effective programs, projects and activities		Head of Office	
Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	Accomplishment Report (narrative, impact, photos, monitoring and evaluation results)	
Support curriculum implementation through the management of programs, projects and activities	3		
Demonstrate knowledge and understanding of curriculum implementation through integration to programs, projects and activities	2	Technical Assistance report signed by CID Chief	
Fairly demonstrate support to curriculum management and implementation	1		

2. Strengthens Shared Accountability

Indicator	*Points*	*Documented Information*
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	Monitoring and evaluation report duly signed by the Head of Office
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	Excerpt of targeted program/project/activity from Division Educational Development Plan (DEDP)
Conduct programs, projects and activities aligned with the educational development plan.	3	
Demonstrate knowledge and understanding of the operationalization of	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

educational development plans		
Fairly demonstrate understanding of the operationalization of educational development plans	1	

3. Fosters a Culture of Continuous Improvement

Indicator	*Points*	*Documented Information*
Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	Needs Analysis Report Action Plans duly approved by the Head of Office Activity documentation report on leading collegial discussion
Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	
Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	3	
Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	2	
Fairly demonstrate understanding of instructional leadership for continuous improvement of the teaching-learning process	1	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

4. Develops Self and Others

Indicator	*Points*	*Documented Information*
Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	Training design duly approved by the Head of Office
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	Activity Documentation Report (narrative, impact, list of participants, photos, monitoring and evaluation results)
Ensure the delivery of different learning and development interventions to support divisions/ districts/schools and/or learning centers.	3	
Demonstrate knowledge and understanding of different learning and development interventions.	2	Coaching and Mentoring Plan
Fairly demonstrate understanding of different learning and development interventions.	1	

Accomplishments and Contributions (20)

A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (10)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to*	30%	Action Plan/ Proposal/ Program Design

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

beneficiaries and recipients)		duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Gained evaluation percentage x 10 = Rating

B. DepEd-endorsed awards or distinctions received (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of
National	4	
Regional	3	
Division	2	
District	1	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

		criteria and guidelines

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant in designing DepEd/NEAP-recognized or PRC Accredited trainings (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution
Regional	4	
Division	3	
District	2	
School	1	

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	evaluation results) iv. Certificate of Recognition/Participation v. Deed of Acceptance/ Donations	2 – If iv *or* v only
Contributed to community programs as benefactor, sponsor, or donor		

Professional Competence (20)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table – Education*

Basic Qualification for EPS: Master's degree in education or other relevant degrees/ Master's degree with a specific area of specialization

B. Resource Speakership/ Learning and Development Facilitation (5)

Level	*Points*	*Documented Information*
National	10	Certificate as Resource Speaker/ Facilitator Issuances and memorandum
Regional	8	
Division	6	
District	4	
School	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

		Slide Deck/Session Guide

C. DepEd/NEAP Recognized Trainings/ Seminars Attended (5)

Level	*Points*	*Documented Information*
National	5	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	4	
Division	3	
District	2	
School	1	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Education Program Specialist **Outstanding Guidance Counselor/Associate**	**Occupational Competence (20)** Work Experience/ IPCRF Rating (20) Final Rating= Average Score of 3 consecutive ratings/5 X 20 *Documented Information*: 3-year IPCRF **Accomplishments and Contributions (35)** A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (20)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	innovations duly signed by immediate superior
Total	100%	

Gained evaluation percentage x20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
National	4	
Regional	3	
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant (10)

Level	*Points*	*Documented Information*
National	5	Certificate of Recognition Memorandum showing membership as
Regional	4	
Division	3	
District	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

School	1	subject matter expert/TWG Output as proof of significant contribution/Accomplishment Report

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results) iv. Certificate of Recognition/Participation v. Deed of Acceptance/ Donations	10 – If all MOVs are present 8 – If ii to v only 6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Directly involved in implementing a community program as facilitator, member of working committee, and other active works.		
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.		
Contributed to community programs as benefactor, sponsor, or donor		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Professional Competence (20)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

Basic Qualification for SEPS and EPS-II: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

Basic Qualification for Guidance Counselor: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
Or
for Guidance Designate: Required basic qualification for the current plantilla position

D. DepEd/NEAP Recognized Trainings/ Seminars Attended (10)

Level	*Points*	*Documented Information*
National	10	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	8	
Division	6	
District	4	
School	2	

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

NONTEACHING CATEGORIES

CATEGORY	SELECTION CRITERIA AND RATING
Outstanding Nonteaching Employee For Internal Service Support (First Level Positions)	**Occupational Competence (20)** Work Experience/ IPCRF Rating (20) Final Rating= Average Score of 3 consecutive ratings/5 X 20 *Documented Information* — 3-year IPCRF
Outstanding Nonteaching Employee For Internal Service	**Accomplishments and Contributions (35)** A. Implemented projects and innovations as an application of learning after an attendance to training, workshop, conference and any learning and development program, or an output of a research or need-assessment. Innovations

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Support (Second Level Positions)

Outstanding Nonteaching Employee (Middle Manager Positions)

may be a workplace application project, system development, intervention program, and other applied concepts of learning and studies. (20)

Indicator	*Percentage*	*Documented Information*
Magnitude *(Extensiveness of impact as to beneficiaries and recipients)*	30%	Action Plan/ Proposal/ Program Design duly approved by immediate superior Accomplishment Report (narrative, impact, list of recipients, photos, monitoring and evaluation results) Certification as Proof of utilization/adoption of the innovations duly signed by immediate superior
Strategic Importance *(Alignment to organizational and strategic goals in addressing gaps)*	30%	
Linkages and Support *(Establishment of concrete linkages and support with various stakeholders)*	20%	
Sustainability *(Intensiveness to effectively apply the principle of continuous improvement, and monitoring and evaluation mechanisms)*	20%	
Total	100%	

Gained evaluation percentage x20 = Rating

B. DepEd-recognized and/or Government-sponsored Awards and Recognition (5)

Level	*Points*	*Documented Information*
International	5	Certificate of Awards with Endorsement/nomination letter signed by the
National	4	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Regional	3	SDS and/or Regional Head of Office Memorandum of the search or call for nominations with the set of criteria and guidelines
Division	2	
District	1	

C. Subject matter expert/ TWG member as developer, evaluator, or validator/ Demonstrator/ Consultant (10)

Level	*Points*	*Documented Information*
National	10	Certificate of Recognition Memorandum showing membership as subject matter expert/TWG Output as proof of significant contribution/Accomplishment Report
Regional	8	
Division	6	
District	4	
School	2	

Community Development/ Services (10)

Initiation or actual participation in community and civic movements/advocacies

Level of Engagement	*Documented Information*	*Points*
Initiated and implemented a program/project that served the learners and community	i. Approved program/project design ii. Memorandum of Understanding with beneficiary community/organization/partners	10 – If all MOVs are present 8 – If ii to v only
Directly involved in implementing a community program as facilitator,		

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

member of working committee, and other active works.	iii. Accomplishment report (narrative, impact, list of recipients, photos, monitoring and evaluation results)	6 – If iii to v only 4 – If iv and v only 2 – If iv *or* v only
Participated in community and civic movements such as but not limited to outreach initiatives, tree-planting, eco-drives, and others.	iv. Certificate of Recognition/Participation v. Deed of Acceptance/ Donations	
Contributed to community programs as benefactor, sponsor, or donor		

Professional Competence (20)

A. Education (10)

Increments from minimum QS	*Points*	*Documented Information*
10 or more increments	10	Transcript of Record with CAV
8-9 increments	8	
6-7 increments	6	
4-5 increments	4	
2-3 increments	2	

**Refer to DO_s2023_007, Table 2.a Increments Table - Education*

B. DepEd/NEAP Recognized and/or Government-sponsored Trainings/ Seminars attended (10)

Level	*Points*	*Documented Information*
National	10	Certificate of Participation Memorandum indicating the list of participants and program matrix
Regional	8	
Division	6	
District	4	
School	2	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Personal Attributes and Characteristics (15)

This shall be captured through Behavioral Events Interview (BEI) to assess whether the key behaviors linked to the required competencies are exhibited and manifested by the nominees. The BEI is focused on the following core competencies:

A. Self-Management (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

B. Professionalism and Ethics (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

C. Result Focus (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

D. Teamwork (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

E. Service Orientation (3)

Fully Manifested	3
Moderately Manifested	2
Fairly Manifested	1
Poorly Manifested	0

Search and Selection Process

School Level/Cluster of Schools/Districts

- The search and awards committee of the school shall review the performance of teachers in the school, based on the results of the IPCRF of individual teachers including their portfolio of accomplishments or innovations.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

- The search committee shall prepare a shortlist of potential nominees for each of the categories based on the IPRCF and Portfolio of accomplishments of teachers.

- The search committee led by the principal shall conduct interviews of shortlisted teachers who are potential nominees for the Division Level search.

- The school head shall nominate one Outstanding Teacher for each of the categories as entries for the Division Level Search for Outstanding Teachers.

Division Level

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding teachers and intensify the promotion or advocacy for these awards and recognition program for teachers.

- The Division Search and Awards Committee shall review the nomination documents submitted by the school for each of the categories, and if necessary, shall conduct the validation process at the school level.

- The Division Search and Awards Committee shall prepare the list nominees for each category who will undergo final interview by the committee.

- Division winners (1st Placers) in all categories shall also be recognized during a formal recognition program apart from the *SIKAT AWARDS CEREMONIES.*

- All potential nominees (non-winners) shall also be awarded Certificates of Recognition and shall be invited to attend the awarding ceremony.

- The SDS shall nominate and endorse only one outstanding employee for each category to the regional office for the Regional Level Search for Outstanding Employees in DepEd SOCCSKSARGEN.

Division Level Search and Selection Process for Outstanding School Administrator, Related-Teaching, and Nonteaching Categories

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding DepEd Employees in School Administrator, Related-Teaching, and Nonteaching Categories. The SDO shall intensify the promotion or advocacy for the awards and recognition program and open the opportunity to all School Administrator, Related-Teaching, and Nonteaching employees who meet the general entry qualifications for nomination.

- The nominations for the Outstanding School Administrator, Related-Teaching, and Nonteaching Employees shall be endorsed by the top management, teachers' organization/s, parents' associations, PTCA, local LGUs or any organizational partners of the school where the nominee is currently working/deployed.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

- The Division Search and Awards Committee shall review the nomination documents submitted for these categories, and if necessary, shall conduct the validation process at the school level.

- The Division Search and Awards Committee shall prepare a shortlist of nominees for each category who will undergo final interview by the committee.

- The SDS shall nominate and endorse **one nominee for each category** to the Regional Office for the Regional Level Search the following:

Teachers

1. Outstanding Elementary Teacher in Career Stage 1
2. Outstanding Secondary Teacher in Career Stage 1
3. Outstanding Elementary Teacher in Career Stage 2
4. Outstanding Secondary Teacher in Career Stage 2
5. Outstanding Elementary Master Teacher in Career Stage 3
6. Outstanding Secondary Master Teacher in Career Stage 3
7. Outstanding Elementary Master Teacher in Career Stage 4
8. Outstanding Secondary Master Teacher in Career Stage 4
9. Outstanding Kindergarten Teacher
10. Outstanding ALS Teacher
11. Outstanding IPEd Teacher
12. Outstanding Multi Grade Teacher
13. Outstanding ALIVE Teacher
14. Outstanding SPED Teacher

School Administrators

15. Outstanding Elementary Principal
16. Outstanding Secondary Principal

Related Teaching Employees

17. Outstanding Public Schools District Supervisor
18. Outstanding Education Program Supervisor
19. Outstanding Education Program Specialist
20. Outstanding Guidance Counselor/ Associate

Nonteaching Employees

21. Outstanding Nonteaching Employee for Internal Service Support Positions (Fist Level)
22. Outstanding Nonteaching Employee for Internal Service Support Positions (Second Level)
23. Outstanding Nonteaching Employee for Middle Manager Positions

- The division shall conduct awarding and recognition for division level top awardees.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

Division Level Search and Selection Process for Outstanding Employees in DepEd Sultan Kudarat

- The search and selection committee at all levels shall require all nominees to submit the ***electronic copy (soft copy) and scanned copy*** in PDF format and ***hard copy*** of the required documents as basis for evaluation;

- All documents in PDF (soft copy) or portfolio (hard copy) shall be submitted in the Division Office through the Human Resource Development Section.

- The Schools Division Superintendent shall assign the PRAISE Committee to collaborate with Human Resource Development Division on the review and evaluation of the nomination documents from the SDO for each category.

- The nomination documents of the shall undergo phases of documentary review, evaluation and validation, and final deliberation of finalists and awardees.

- Using the selection and evaluation criteria, the evaluators will rate the performance and accomplishments of the nominees.

- For the interview, the Behavioral Events Interviewing (BEI) Approach shall be used to further validate the nominees' accomplishments and exemplary innovations.

- Then, the final deliberation of the awardees shall be undertaken by the panel of evaluators and PRAISE Committee.

- **The winner as most outstanding employees and the finalists in each category shall be conferred with rewards and recognition during the SIKAT Awards Awarding Ceremony**. The awarding and recognition program shall be conducted on the set schedule. The awarding ceremonies may be conducted through face-to-face and shall be published online via social media platforms.

- Awardees and nominees shall be given honor incentives and certificates. As a form of non-monetary incentives, the awardees shall be prioritized for international and local external awards, and scholarship opportunities.

- The SDO team shall lead the public announcement or publicity of the awards and the division level awardees via issuance and social media broadcast. The official results of the search shall also be posted on the official website and FB account of DepEd Sultan Kudarat for wider publicity and recognition of all division awardees.

This guideline shall take effect immediately upon issuance of a division memorandum.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph