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

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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November 5, 2026

DIVISION MEMORANDUM
No. CID-ALS No. 110 s, 2026

CONDUCT OF THE 2026 ALTERNATIVE LEARNING SYSTEM (ALS) GAWAD PARANGAL

To: OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisor-ALS
Public Schools District Supervisors/Principals In-Charge
Elementary and Secondary School Heads
Education Program Specialists II for ALS
All ALS Teachers
This Division

1. In reference to DepEd Order No. 009, s. 2002, titled "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education," and CSC Memorandum Circular No.01 s. 2001 known as "Program on Awards and Incentives for Service Excellence (PRAISE)," the Schools Division of Sultan Kudarat, through the Curriculum Implementation Division (CID)-Alternative Learning System (ALS), shall conduct the 2026 Alternative Learning System (ALS) Gawad Parangal.

2. This activity aims to:
   a. recognize outstanding ALS teachers;
   b. acknowledge the contributions of supportive LGUs and stakeholders;
   c. showcase best practices, innovations, and achievements in ALS implementation;
   d. strengthen partnerships among DepEd, LGUs, and stakeholders in supporting ALS programs and services; and
   e. inspire sustained commitment to providing inclusive, accessible, and quality education for all learners.

3. Each municipality in the Division shall nominate one ALS teacher for the 2026 ALS Gawad Parangal. All nominees shall submit the required documentary requirements in accordance with the prescribed guidelines **on or before November 17, 2026**. The interview of qualified nominees shall be conducted on November 24, 2026, while the awarding ceremony shall be held on December 9, 2026.

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4. Enclosed is the 2026 ALS Gawad Parangal guidelines, which are adapted from the Sikat Awards 2026: Division Search for Outstanding Employees of DepEd Sultan Kudarat.

5. For queries and clarifications, all concerned may contact Palerma S. Segura, Sra., Education Program Supervisor for ALS through email at palerma.segura@deped.gov.ph.

6. Immediate and widest dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the PERPETUAL INDEX under the following subjects:

ALS AWARDS AND RECOGNITION GAWAD PARANGAL

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Enclosure No. 01 to DIVISION MEMORANDUM CID-ALS No. 110 *s. 2026*

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.

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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;

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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.

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:

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Outstanding Kindergarten Teacher

Instructional Competence (25)

1. Teaching Competence (15)

Teaching Demonstration	Rating/Highest Possible Rating x 15 points

Outstanding ALIVE Teacher

2. IPCRF Rating (10)

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

Documented Information	3-year IPCRF

Outstanding IPEd Teacher

Outstanding SPED Teacher

Outstanding ALS Teacher

Outstanding Multi-Grade Teacher

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

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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	

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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 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-	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

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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	

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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

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