



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

JUN 20 2024

DIVISION MEMORANDUM
NO. 140, s. 2024

UPDATED GUIDELINES, MECHANICS, CRITERIA, AND TIMELINES FOR THE SEARCH FOR THE MOST OUTSTANDING TEACHING, RELATED TEACHING, NON-TEACHING PERSONNEL, AND UNIT/SECTION/OFFICE/SCHOOLS IN THE SCHOOLS DIVISION OF KABANKALAN CITY FOR THE 2024 SALUDO AWARDS CEREMONY

To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. In compliance with Memorandum Circular No. 01, s. 2001 on the Program on Awards and Incentives for Service Excellence (PRAISE) of the Civil Service Commission, the Schools Division Office of Kabankalan City, through its duly constituted PRAISE Committee, has updated the SDO – Kabankalan City PRAISE Guidelines which will be the basis for identifying the Most Outstanding Teaching, Related Teaching, Non-Teaching Personnel, and Unit/Section/Office/Schools in the Schools Division of Kabankalan City for the 2024 Salutation to the Achievements, Leadership, and Unwavering Dedication to the Organization (SALUDO) Awards Ceremony.
2. The SDO – Kabankalan City PRAISE Guidelines were updated and amended, based on their applicability to emerging contexts, to ensure the impartial and credible identification and selection of awardees and set the rules and regulations on the provision of awards and incentives.
3. Enclosure No. 1 of this Memorandum details the revised Guidelines, Mechanics, and Criteria, which can also be accessed through the link <https://shorturl.at/QE42V>. In addition, Enclosure No. 2 provides an overview of the annual awards ceremony timelines.
4. Winners of various award categories shall be honored at the SALUDO Awards Ceremony. Further information about the ceremony, such as the date, venue, participants, dress code, and any related activities, shall be communicated through a separate memorandum.
5. It is understood that throughout the various activities related to this program, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that runs counter to the principles of equal opportunity, as stipulated in Division



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Memorandum No. 064, s. 2024, titled, "Guidelines on the Implementation of the Equal Opportunity Principle (EOP) in the Human Resource Management Systems of the Schools Division of Kabankalan City".

6. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS-II HRD, PRAISE Secretariat, at 0916-6345-072.
7. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 to DM No. 160, s. 2024

**GUIDELINES ON THE IMPLEMENTATION OF THE PROGRAM ON AWARDS
AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF THE
SCHOOLS DIVISION OF KABANKALAN CITY (VERSION 2.0)**

I. RATIONALE

Recognizing employee performance and providing incentives are practices that can have a positive impact on an organization's productivity, morale, and overall success.

Rewarding and recognizing employees for their hard work and achievements can motivate individuals and teams to consistently perform at their best, help organizations retain top talents, foster a positive work environment that boosts morale, lead to increased innovation and creativity, promote accountability, ensure that individual and team efforts contribute to the attainment of organizational goals, encourage a culture of continuous improvement, result in cost savings and higher productivity, and help organizations comply with legal and ethical standards.

II. SCOPE

The SDO – Kabankalan City PRAISE Guidelines shall apply to all Teaching, Related Teaching, and Non-Teaching (Levels 1 and 2) Personnel, Schools, Offices, Units, and Sections of the Schools Division Office Proper of the Schools Division of Kabankalan City.

III. AWARDS

A. Categories

The Schools Division of Kabankalan City through its PRAISE Committee shall conduct an annual search for the following awards categories with an understanding that the same may be added or reduced if deemed appropriate:

1. Individual
 - a. Most Outstanding Special Education Teacher (SPET)
 - b. Most Outstanding Mobile Teacher (ALS)
 - c. Most Outstanding Key Stage 1 Teacher (Kindergarten to Grade 3)
 - d. Most Outstanding Key Stage 2 Teacher (Grade 4 to Grade 6)
 - e. Most Outstanding Key Stage 3 Teacher (Junior High School)
 - f. Most Outstanding Key Stage 4 Teacher (Senior High School)
 - g. Most Outstanding Master Teacher
 - i. Elementary
 - ii. Junior High School
 - iii. Senior High School



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- h. Most Outstanding Teacher-In-Charge/Officer-In-Charge
 - i. Elementary
 - ii. Secondary
 - i. Most Outstanding Head Teacher
 - i. Elementary
 - ii. Secondary
 - j. Most Outstanding Principal
 - i. Elementary
 - ii. Secondary
 - k. Most Outstanding Non-Teaching Personnel (Division-Based & School-Based)
 - i. Level 1 (SG 1-9)
 - ii. Level 2 (SG 10-21)
 - l. Most Outstanding Related-Teaching Personnel
2. Institutional
- a. Most Outstanding Elementary School
 - b. Most Outstanding Junior High School
 - c. Most Outstanding Senior High School
 - d. Most Outstanding Unit/Section/Office
3. Special
- a. Hall of Fame Award
 - b. Employee of the Month Award
 - c. Integrity, Competence, and Diligence Award
 - d. Innovativeness and Creativity Award
 - e. Punctuality and Perfect Attendance Award
 - f. Good Housekeeping Award
 - g. Career Development Award
 - h. Good Financial Management Practices Award
 - i. Top Performing School in MOOE Cash Advance Liquidation
 - j. Other awards as may be initiated by the SDS or recommended by the PRAISE Committee



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ANNEXES

Annex A: Mechanics and Criteria for the Identification and Selection of the Awardees for the Various Individual Award Categories

The following mechanics and criteria which will guide the PRAISE Committee in the identification and selection of the awardees for the various individual, institutional, and special awards categories shall be updated and amended as often as necessary based on their applicability to emerging contexts.

1. Teaching Sub-Category

a. Eligibility:

ALL teaching personnel who were rated Outstanding for the specified School Year are eligible for nomination for the award in the applicable teaching sub-category. In instances where no teaching personnel received an 'Outstanding' rating within a particular district, the top three teachers with the highest 'Very Satisfactory' ratings within the given rating period will automatically qualify for consideration in any of the award categories designated for teaching personnel.

b. Mechanics:

i. School Level Screening

The School Head shall:

- prepare a list of all eligible Teachers and another list, if applicable, of all eligible Master Teachers for the different awards sub-categories;
- announce to all the teachers in the school the names of eligible Teachers and/or Master Teachers and shall facilitate the voting for the candidate that each teacher prefers, including those eligible, to represent the school. The votes shall be cast through secret ballot. Those eligible shall be ranked based on number of votes in their favor;
- provide the PTA, SSG/SPG, and the Barangay LGU with the list of eligible Teachers and/or Master Teachers and request each of these organizations to rank (forced ranking) these eligible Teachers and/or Master Teachers as a body based on who they prefer to represent the school;
- have his/her own evaluation of the eligible Teachers and/or Master Teachers based on the Behavioral Competencies Indicators; and
- prepare the following Score Sheets:



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For the Colleague's Votes

| Name of Eligible | Colleagues' Votes | | |
|------------------|-------------------|------|--|
| | Number of Votes | Rank | *Equivalent Rank 1 – 30 pts Rank 2 – 28 pts Rank 3 – 26 pts |
| Teacher A | | | |
| Teacher B | | | |
| Teacher C | | | |

**for every rank lower, subtract 2 pts from the equivalent of the next higher rank (Minimum equivalent score is 1 point after the subtractions)*

For the Community's Preference

| Name of Eligible | Community's Preference | | | | | Equivalent Rank 1 – 10 pts Rank 2 – 9 pts Rank 3 – 8 pts |
|------------------|------------------------|-------------------|---------------------|-------|------------|--|
| | PTA's Ranking | SPG/SSG's Ranking | Brgy. LGU's Ranking | Total | Final Rank | |
| Teacher A | | | | | | |
| Teacher B | | | | | | |
| Teacher C | | | | | | |

**for every rank lower, subtract 1 pt from the equivalent of the next higher rank (Minimum equivalent score is 1 point after the subtractions)*

For the School Head's Evaluation of the Eligible

| Name of Eligible | Self-Management (maximum of 2 pts) | Professionalism and Ethics (maximum of 2 pts) | Teamwork (maximum of 2 pts) | Service Orientation (maximum of 2 pts) | Result Focus (maximum of 2 pts) | Total Points |
|------------------|------------------------------------|---|-----------------------------|--|---------------------------------|--------------|
| Teacher A | | | | | | |
| Teacher B | | | | | | |
| Teacher C | | | | | | |

For the Overall Rank

| Name of Eligible | SY 2020-2021 Performance Rating 30% | | School Head's Evaluation 30% | | Colleagues' Votes 30% | Community's Preference 10% | Score (Total of Equivalents) | Overall Rank |
|------------------|-------------------------------------|---------------------------|------------------------------|----------------------------|-----------------------|----------------------------|------------------------------|--------------|
| | Rating | Equivalent (Rating/5)* 30 | Rating | Equivalent (Rating/10)* 30 | Equivalent | Equivalent | | |
| Teacher A | | | | | | | | |
| Teacher B | | | | | | | | |
| Teacher C | | | | | | | | |



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- endorse to the Public Schools District the name of the eligible who got the Overall Rank of 1 and who will be the School's Nominee for the District Screening. The endorsement must be supported by the complete documentation of the process undergone.

ii. District Level Screening

The Public Schools District Supervisor shall:

- organize a District LAC Session for the Demonstration Teaching of all the District Level Nominees;
- act as one of the raters of the Demonstration Teaching of all the District Level Nominees;
- evaluate the District Level Nominees, together with all the School Heads of the District, in terms of Innovation, Research, and Coordinatorship;
- prepare the following Score Sheets:

For the Demonstration Lesson

| Name of Nominee | Rating by the School Heads | | Rating by the Teachers | | Score (Total of Equivalents) |
|-----------------|----------------------------|-----------------------------------|------------------------|-----------------------------------|------------------------------|
| | Average Rating | Equivalent (Average Rating/10)*50 | Average Rating | Equivalent (Average Rating/10)*50 | |
| Teacher A | | | | | |
| Teacher B | | | | | |
| Teacher C | | | | | |
| Teacher D | | | | | |
| Teacher E | | | | | |

For the Innovation

| Name of Nominee | Documentation 50% | | Extent of Utilization by others and Sustainability 50% (Certification by the School Head or by Individual Users) | | Score (Total of Equivalents) |
|-----------------|---|-------------------------|--|--------------------------|------------------------------|
| | Score | Equivalent (Score/5)*50 | Score | Equivalent (Score/10)*50 | |
| | The Innovation Manuscript must be Reviewed and Approved at the school level; The Innovation Manuscript that is not approved shall not be considered valid. The Innovation Manuscript includes: <ul style="list-style-type: none"> • Situational Analysis • Implementation Mechanics • Implementation Schedule • Resources Needed and Utilized • M&E Mechanism | | 10 and above users – 5 pts 8-9 users – 4 pts 6-7 users – 3 pts 4-5 users – 2 pts 3 and below users – 1 pt 3 years or more – 5 2 years to less 3 years – 4 1 year to less 2 years – 3 Less than 1 year but more than 6 months – 2 Less than 6 months – 1 | | |





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| | | | | | |
|-----------|--|--|--|--|--|
| | and Report | | | | |
| | Scoring: Compliant with all the required content: 5 pts | | | | |
| | 1-point deduction for every lacking required content | | | | |
| Teacher A | | | | | |
| Teacher B | | | | | |
| Teacher C | | | | | |
| Teacher D | | | | | |
| Teacher E | | | | | |

For the Research

| Name of Nominee | Completed BERF Research 50% | | Dissemination 50% | | Score (Total of Equivalents) |
|-----------------|---|------------------------|--|------------------------|------------------------------|
| | Score | Equivalent (Score/5)*5 | Score | Equivalent (Score/5)*5 | |
| | Completed - 5 Started but not completed - 3 No research - 0 | 0 | Disseminated in the Division - 5 pts Disseminated in the Cluster - 3 pts Disseminated in the School - 1 pt | 0 | |
| Teacher A | | | | | |
| Teacher B | | | | | |
| Teacher C | | | | | |
| Teacher D | | | | | |
| Teacher E | | | | | |

For the Coordinatorship for the specified School Year

| Name of Nominee | Number of Coordinatorships with Official Designation Order/Memorandum | Total Number of Points Earned (2 pts per Official Coordinatorship but not to exceed 10 pts) |
|-----------------|---|---|
| Teacher A | | |
| Teacher B | | |
| Teacher C | | |
| Teacher D | | |
| Teacher E | | |

For the Overall Rank

| Name of Nominee | Demonstration Teaching 50% | | Innovation 20% | | Research 20% | | Coordinatorship 10% | Score (Total of Equivalents) | Overall Rank |
|-----------------|----------------------------|------------------------|----------------|------------------------|--------------|------------------------|---------------------|------------------------------|--------------|
| | Score | Equivalent (Score*0.5) | Score | Equivalent (Score*0.2) | Score | Equivalent (Score*0.2) | Score | | |
| Teacher A | | | | | | | | | |
| Teacher B | | | | | | | | | |
| Teacher C | | | | | | | | | |
| Teacher D | | | | | | | | | |
| Teacher E | | | | | | | | | |

- endorse to the PRAISE Committee Secretariat the name of the nominees who got the Overall Rank of 1 in the various teaching sub-categories. The endorsement must be supported by the complete documentation of the process undergone.





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Demonstration Teaching

- The Public Schools District Supervisor shall randomly pick 3 Teachers from each school under the Cluster to act as learners during the Demonstration Teaching of the School Level.
- Each Nominee shall deliver a 1-hour Demonstration Teaching to the selected teacher-participants.
- All school heads, including the Public Schools District Supervisor, of the cluster shall act as raters of the Demonstration Teaching of the Nominees. The average of the ratings given by the School Heads shall constitute 50% of the score of the Nominees in Demonstration Teaching.
- All teacher-participants shall also rate the Demonstration Teaching of the Nominees. The average of the ratings given by the teacher-participants shall constitute the other 50% of the score of the Nominees in Demonstration Teaching.

Criteria for Rating the Demonstration Teaching

| Indicator | Score (The score for each indicator ranges from 0.1 to 1) |
|---|---|
| 1. Explained the concept/s selected for the demonstration teaching, especially the complex and difficult ones, in ways that the concept/s can be understood by the intended level of the learners but without oversimplifying that may introduce misconceptions to learners | |
| 2. Used appropriate concepts, ideas, or examples from other learning areas or disciplines to correctly develop the concept/s selected for the demonstration lesson | |
| 3. Did not introduce a misconception about the concept/s selected for the demonstration teaching | |
| 4. Employed learning activities that are appropriate to the development of the concepts | |
| 5. Used learning resources that are appropriate for the learning activities employed and for the development of the concept/s selected for the demonstration teaching | |
| 6. Demonstrated effective use of ICT in the delivery of instruction | |
| 7. Employed appropriate assessment methods and tools | |
| 8. Demonstrated proficiency in classroom management | |
| 9. Ensured that the concept/s selected for the demonstration teaching has/have fully developed and clearly communicated within the 1-hour demonstration teaching | |
| 10. Exhibited good command of the medium of instruction and confidence in the delivery of the demonstration teaching | |
| TOTAL | |



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iii. Division Level Validation

- The Rank 1 nominees from each district shall constitute the Finalists for teaching award sub-categories.
- The scores earned by of all Finalists in the School and District Level Screenings shall revert to zero.
- All Finalists shall:
 - submit a one-hour Video Lesson which will constitute 50% of the total score and shall be evaluated by an external panel of experts;
 - write an essay on a topic that will be disclosed during the day of the administration which will constitute 25% of the total score and shall be evaluated by a panel of experts; and
 - undergo a 15-minute interview with PRAISE Committee which will constitute 50% of the total score.
- Only one (1) Finalist from each sub-category will emerge as the awardee and will be recognized as Most Outstanding in that sub-category.

2. Alternative Learning Systems Sub-Category

a. Eligibility:

ALL ALS Mobile Teachers who were rated Outstanding for the specified School Year and handled a minimum of five (5) learning centers for that school year are eligible for nomination for the award in this sub-category. In instances where no ALS Mobile Teacher received an 'Outstanding' rating, the top five (5) teachers with the highest 'Very Satisfactory' ratings within the given rating period will automatically qualify for consideration under this award category.

b. Mechanics:

The Division ALS Focal Person shall:

- evaluate all ALS Mobile Teachers who have satisfied the eligibility requirements based on the following Criteria:

| Dimension | Weight | INDICATORS | Equivalent Points |
|--|--------|---|-------------------|
| 1. Advocacy and Community Organization and Mobilization | 40% | ➤ Increased public awareness on ALS programs and projects (10 points) | |
| | | • Conducted ALS orientation involving at least 5 identified stakeholders (LGU, NGO, Parents, OSY and Civic Spirited Citizens) | 10 |
| | | • Conducted ALS orientation involving 4 out of 5 identified stakeholders | 8 |



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| | <ul style="list-style-type: none"> Conducted ALS orientation involving 3 out of 5 identified stakeholders | 6 |
| | <ul style="list-style-type: none"> Conducted ALS orientation involving 2 out of 5 identified stakeholders | 4 |
| | <ul style="list-style-type: none"> Conducted ALS orientation involving 1 out of 5 identified stakeholders | 2 |
| | <ul style="list-style-type: none"> ➤ Conducted literacy mapping prior to opening of a community learning center (10 points) | |
| | <ul style="list-style-type: none"> Conducted literacy mapping for 5 & above CLCs | 10 |
| | <ul style="list-style-type: none"> Conducted literacy mapping for 4 CLCs | 8 |
| | <ul style="list-style-type: none"> Conducted literacy mapping for 3 CLCs | 6 |
| | <ul style="list-style-type: none"> Conducted literacy mapping for 2 CLCs | 4 |
| | <ul style="list-style-type: none"> Conducted literacy mapping for 1 CLC | 2 |
| | <ul style="list-style-type: none"> ➤ Enrolled identified potential/target learners for the School Year (10 points) | |
| | <ul style="list-style-type: none"> 100% of the identified potential/target learners are enrolled in the school year | 10 |
| | <ul style="list-style-type: none"> 80 - 99% of the identified potential/target learners are enrolled in the school year | 8 |
| | <ul style="list-style-type: none"> 60 - 79% of the identified potential/target learners are enrolled in the school year | 6 |
| | <ul style="list-style-type: none"> 40 - 59% of the identified potential/target learners are enrolled in the school year | 4 |
| | <ul style="list-style-type: none"> 39% and below of the identified potential/target learners are enrolled in the school year | 2 |
| | <ul style="list-style-type: none"> ➤ Strengthened partnership with community leaders within the School Year (10 points) | |
| | <ul style="list-style-type: none"> Forged partnership with 5 stakeholders | 10 |
| | <ul style="list-style-type: none"> Forged partnership with 4 stakeholders | 8 |
| | <ul style="list-style-type: none"> Forged partnership with 3 stakeholders | 6 |
| | <ul style="list-style-type: none"> Forged partnership with 2 stakeholders | 4 |
| | <ul style="list-style-type: none"> Forged partnership with 1 stakeholder | 2 |



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|--|-----|---|----|
| 2. Material Development and/or Adaptation | 15% | ➤ Contextualized and utilized instructional materials to address learning needs within the School Year (15 points) | |
| | | • 5 instructional materials were contextualized and utilized | 15 |
| | | • 4 instructional materials were contextualized and utilized | 12 |
| | | • 3 instructional materials were contextualized and utilized | 9 |
| | | • 2 instructional materials were contextualized and utilized | 6 |
| | | • 1 instructional material was contextualized and utilized | 3 |
| 3. Learning Outcomes for ALS | 25% | ➤ Increased passing rate in the Presentation Portfolio Assessment (PPA) within the School Year (13 points) | |
| | | • 100% of the program qualifiers passed the PPA | 13 |
| | | • 80 - 99% of the program qualifiers passed the PPA | 8 |
| | | • 60 - 79% of the program qualifiers passed the PPA | 6 |
| | | • 40 - 59% of the program qualifiers passed the PPA | 4 |
| | | • 39% and below of the program qualifiers passed the PPA | 2 |
| | | ➤ Conducted FLT and accomplished the required ALS Formal Records (Legal Docs, AF2, FLT/ABL, RPL 1-4, ILA & Record of Module Used) (12 points) | |
| | | • 100% of the learners have accomplished 10/10 ALS Formal Records | 12 |
| | | • 100% of the learners have accomplished 8/10 ALS Formal Records | 8 |
| | | • 100% of the learners have accomplished 6/10 ALS Formal Records | 6 |
| | | • 100% of the learners have accomplished 4/10 ALS Formal Records | 4 |
| • 100% of the learners have 2/10 accomplished ALS Formal Records | 2 | | |
| | 20% | ➤ Encoded complete, accurate, and relevant learner's data on the LIS within the School Year (10 points) | |



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| 4. Management Information System | <ul style="list-style-type: none"> • Encoded 100% of ALS Learners' Data on the LIS | 10 |
| | <ul style="list-style-type: none"> • Encoded 80 - 99% of ALS Learners' Data on the LIS | 8 |
| | <ul style="list-style-type: none"> • Encoded 60 - 79% of ALS Learners' Data on the LIS | 6 |
| | <ul style="list-style-type: none"> • Encoded 40 - 59% of ALS Learners' Data on the LIS | 4 |
| | <ul style="list-style-type: none"> • Encoded 39% and below of ALS Learners' Data on the LIS | 2 |
| | <ul style="list-style-type: none"> ➤ Submitted required ALS reports (10 points) | |
| | <ul style="list-style-type: none"> • Submitted required ALS reports before the deadline | 10 |
| | <ul style="list-style-type: none"> • Submitted required ALS reports on the deadline | 8 |
| | <ul style="list-style-type: none"> • Submitted required ALS reports 1 day after the deadline | 6 |
| | <ul style="list-style-type: none"> • Submitted required ALS reports 2 days after the deadline | 4 |
| | <ul style="list-style-type: none"> • Submitted required ALS reports 3 days after the deadline | 2 |

- submit to the Secretariat of the PRAISE Committee the top five (5) nominees

The PRAISE Committee shall:

- conduct a final evaluation of the nominees whose scores will revert back to zero (0) through such processes as but not limited to:
 - Interview
 - Written Assessment
 - On-site Validation

3. School Head Sub-Category

a. Eligibility:

ALL school heads who were rated Outstanding for the specified School Year are eligible for nomination for the award in the applicable school head sub-category.

b. Mechanics:

The PRAISE Committee shall:

- identify one (1) School Head per sub-category with the highest numerical Outstanding rating for the specified school year from each district.
- conduct a Background Investigation on each Finalist by interviewing randomly picked Teachers (5-10), Learners (5-10), and Community Stakeholders like Parents, Brgy. Officials,





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- Benefactors (5-10);
- schedule a 15-minute Interview with each of the Finalists;
- administer a Written Assessment to all Finalists;
- evaluate the innovation/s of the finalists; and
- select one (1) Finalist for each sub-category with the highest accumulated score.

Background Investigation

- The PRAISE Committee shall conduct the Background Investigation in the school unannounced.
- Finalist shall be asked to sign a waiver on his/her willingness to undergo background investigation.
- Upon arrival in the school, the PRAISE Committee shall randomly pick 5-10 teachers to interview. If there are parents, learners, and other stakeholders present in the school at the time of arrival, the PRAISE Committee may request them for an interview, otherwise, the PRAISE Committee has to go to the community to interview 5-10 learners, and 5-10 other community stakeholders.
- The Background Investigation shall constitute 30% of the Finalists' total score.
- The PRAISE Committee shall prepare the following BI Score Sheet for each Finalist.

| Name of Finalist: | | | | | | | | | | | |
|-------------------|-----------|---|---|---|---|---|---|---|---|----|-------|
| Interviewee | Indicator | | | | | | | | | | Score |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Teacher A | | | | | | | | | | | |
| Teacher B | | | | | | | | | | | |
| Teacher C | | | | | | | | | | | |
| Teacher D | | | | | | | | | | | |
| Teacher E | | | | | | | | | | | |
| Learner A | | | | | | | | | | | |
| Learner B | | | | | | | | | | | |
| Learner C | | | | | | | | | | | |
| Learner D | | | | | | | | | | | |
| Learner E | | | | | | | | | | | |
| Stakeholder A | | | | | | | | | | | |
| Stakeholder B | | | | | | | | | | | |
| Stakeholder C | | | | | | | | | | | |
| Stakeholder D | | | | | | | | | | | |
| Stakeholder E | | | | | | | | | | | |

Interview

- All Finalists shall undergo a panel interview.
- The interview shall primarily look into the Finalists' ability to present ideas, sense of judgment, and facility in interpersonal interactions.
- The Interview rating shall constitute 5% of the Finalists' total score.



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Performance Validation Assessment

- All Finalists shall undergo a performance validation assessment which can be in the form of competitive assessments or in-basket exercises.
- The performance validation assessment result shall constitute 10% of the Finalists' total score.
- The performance validation assessment may last from 2-4 hours.
- The responses/actions of the Finalists to the performance validation assessment shall be evaluated and rated by an external panel of experts.

Innovation

- The Finalists shall submit a write-up of the innovations they have implemented
- The Innovation rating shall constitute 15% of the Finalists' total score
- The PRAISE Committee shall evaluate the Finalists' innovation based in the following criteria:

| Evaluation Criteria for Innovation | | | | | | | | |
|---|--|---|--|--|--|--------------------|--------------|--|
| Significance | 20% | Components | 5 | 4 | 3 | 2 | 1 | |
| | | Number of Beneficiaries Reached | 60 and above | 50-59 | 40-49 | 30-39 | 29 and below | |
| | | Number of Related Problems Solved | 3 problems | 2 problems | 1 problem | | | |
| | | Variety of Beneficiaries Reached | 3 types | 2 types | 1 type | | | |
| | | Level of Implementation | SDO | Cluster | School | Department / Grade | Classroom | |
| | | <i>*all claims in the manuscript must be supported by MOVs and other objectively verifiable results</i> | | | | | | |
| Quality | 15% | For Product-Oriented Innovation | | | | | | |
| | | | 5 | 3 | 1 | 0 | | |
| | | Proof of quality assurance | SDO-Level QA | Cluster-Level QA | School Level QA | No MOV | | |
| | | Appropriateness of the product to the address the problem | c/o subject matter experts | | | | | |
| | | Durability and Reusability | Reusability is evident (e.g., use of above-standard paper, laminated, tarpaulin, etc.) | Product/s can be reused for a limited period | Product/s made use of poor-quality materials | | | |
| | | <i>*The QA Tool used must be signed by appropriate authorities e.g., LR EPS & CID Chief for SDO Level, Cluster Head for Cluster Level</i> | | | | | | |
| | | <i>*The Panel of Evaluators must seek the assistance of the subject matter expert in evaluating the appropriateness of the product to the address the problem</i> | | | | | | |
| For Process-Oriented Output | | | | | | | | |
| | | 5 | 3 | 1 | | | | |
| Detail | Provides such clear and specific details as: | Lacks 1-2 details enumerate | Lacks major details | | | | | |





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|---------------------|------------|---|--|---|--------------------------------------|--|--|
| | | | steps, persons responsible, documentary requirements, processing time, illustrations, or flow charts | d to get 5 points | | | |
| | | Flow | Logical and Systematic (i.e., well-defined relationships of the steps and tasks; established prerequisites) and easily to follow and replicate | Logical or systematic but may be difficult to follow and replicate | Vague and may lead to confusion | | |
| | | Promotion of Productivity | Provides substantial proof of significant improvement of productivity in terms of timeliness and wastage reduction (baseline vs. endline) | Provides limited proof of significant improvement of productivity in terms of timeliness and wastage reduction (baseline vs. endline) | No evidence of improved productivity | | |
| Practicality | 15% | <i>*to be based on the score on the Number of Related Problems Solved under Significance</i> | | Formula: Score on the Number of Related Problems Solved/5 x 15 | | | |
| Optimality | 10% | For Product-Oriented Innovation | | | | | |
| | | <i>*to be based on the score on the Number of Beneficiaries Reached under Significance</i> | | Formula: Score on the Number of Beneficiaries Reached/5 x 10 | | | |
| | | For Process-Oriented Innovation | | | | | |
| | | <i>*to be based on the score on the Promotion of Productivity under Quality</i> | | Formula: Score on the Promotion of Productivity/5 x 10 | | | |
| Usability | 10% | For Product-Oriented Innovation | | | | | |
| | | <i>*to be based on the score on the appropriateness of the product to the address the problem</i> | | Formula: Score on the Appropriateness of the product to the address the problem/5 x 10 | | | |
| | | For Process-Oriented Innovation | | | | | |
| | | <i>*to be based on the sum of the scores on Detail and Flow under Quality</i> | | Formula: Sum of the scores on Detail and Flow/10 x 10 | | | |
| Relevance | 10% | <i>*to be based on the total score on Significance</i> | | Formula: Total score on Significance/20 x 10 | | | |

Overall Rank



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- The PRAISE Committee shall determine the ranks of the Finalists using the following Score Sheet:

| Name of Finalist | Performance Rating | | Background Investigation | | Innovation | | Performance Validation | | Interview | | Score | Rank |
|------------------|--------------------|--------------------------|--------------------------|---------------------------|------------|-----------------------|------------------------|---------------------------|-----------|--------------------------|-------|------|
| | Rating | Equivalent (Rating/5)*40 | Score | Equivalent (Score/HPS)*30 | Score | Equivalent Score*0.15 | Score | Equivalent (Score/HPS)*10 | Score | Equivalent (Score/HPS)*5 | | |
| SH A | | | | | | | | | | | | |
| SH B | | | | | | | | | | | | |
| SH C | | | | | | | | | | | | |
| SH D | | | | | | | | | | | | |

4. Related Teaching and Non-Teaching Sub-Category Mechanics

The PRAISE Committee shall:

- identify three (3) School-Based Non-Teaching Personnel (Level 1) with the highest numerical Outstanding rating for the specified fiscal year across the School Division, three (3) SDO-Based Non-Teaching Personnel (Level 1) with the highest numerical Outstanding rating for the specified fiscal year, three (3) School-Based Non-Teaching Personnel (Level 2) with the highest numerical Outstanding rating for the specified fiscal year across the School Division, three (3) SDO-Based Non-Teaching Personnel (Level 2) with the highest numerical Outstanding rating for the specified fiscal year, and six (6) Related Teaching Personnel with the highest numerical Outstanding rating for the specified fiscal year to constitute the Finalists for this sub-category;
- schedule a 15-minute Interview with each of the Finalists;
- administer a Written Assessment to all Finalists;
- evaluate the innovation/s of the Finalists; and
- select one (1) Finalist for each category with the highest accumulated score.

Interview

- All Finalists shall undergo a panel interview.
- The interview shall primarily look into the Finalists' ability to present ideas, sense of judgment, and facility in interpersonal interactions.
- The Interview rating shall constitute 15% of the Finalists' total score.

Written Assessment

- All Finalists shall write an essay on a topic that will be disclosed during the day of the administration which will constitute 30% of the total score and shall be evaluated by the PRAISE Committee or a panel constituted by the PRAISE Committee.

Innovation

- The Finalists shall submit a write-up of the innovations they have implemented
- The Innovation rating shall constitute 5% of the Finalists' total



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score

- The PRAISE Committee shall evaluate the Finalists' innovation based in the following criteria:

| Evaluation Criteria for Innovation | | | | | | | |
|--|---|-----------------------------------|--------------|------------------|-----------------|---------------------|--------------|
| Significance | 20% | Components | 5 | 4 | 3 | 2 | 1 |
| | | Number of Beneficiaries Reached | 60 and above | 50-59 | 40-49 | 30-39 | 29 and below |
| | | Number of Related Problems Solved | 3 problems | 2 problems | 1 problem | | |
| | | Variety of Beneficiaries Reached | 3 types | 2 types | 1 type | | |
| | | Level of Implementation | SDO | Cluster | School | Department or Grade | Classroom |
| *all claims in the manuscript must be supported by MOVs and other objectively verifiable results | | | | | | | |
| Quality | 15% | For Product-Oriented Innovation | | | | | |
| | | | 5 | 3 | 1 | 0 | |
| | | Proof of quality assurance | SDO-Level QA | Cluster-Level QA | School Level QA | No MOV | |
| | Appropriateness of the product to the address the problem | c/o subject matter experts | | | | | |

Overall Rank

- The PRAISE Committee shall determine the ranks of the Finalists using the following Score Sheet:

| Name of Finalist | Performance Rating | | Innovation | | Written Assessment | | Interview | | Score | Rank |
|------------------|--------------------|--------------------------|------------|-----------------------|--------------------|---------------------------|-----------|---------------------------|-------|------|
| | Rating | Equivalent (Rating/5)*50 | Score | Equivalent Score*0.05 | Score | Equivalent (Score/HPS)*30 | Score | Equivalent (Score/HPS)*15 | | |
| NT A | | | | | | | | | | |
| NT B | | | | | | | | | | |
| NT C | | | | | | | | | | |
| NT D | | | | | | | | | | |
| NT E | | | | | | | | | | |
| NT F | | | | | | | | | | |



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Annex B: Point System for the Identification and Selection of the Awardees for the Various Institutional Award Categories

Credit points from the following shall accrue to the school:

1. For each Most Outstanding Teaching Personnel Award received:
 - 1st: 10
 - 2nd: 8
 - 3rd: 6
 - Nominee: 4
2. For each Most Outstanding School Head Award received:
 - 1st: 10
 - 2nd: 8
 - 3rd: 6
 - Nominee: 4
3. For each Most Outstanding Non-Teaching Personnel received:
 - 1st: 10
 - 2nd: 8
 - 3rd: 6
 - Nominee: 4
4. Number of Dropouts
 - The official source for the data on the number of dropouts of each school shall be the eBEIS EOSY report generated by the Division Planning Unit for the specified school year.
 - The following scheme for the points to be credited to the school shall be applied:
 - 0 dropout: 10
 - 1 to 10 dropouts: 5
 - More than 10 dropouts: 0
5. Number of Failures
 - The official source for the data on the number of failures of each school shall be the eBEIS EOSY report generated by the Division Planning Unit for the specified school year.
 - The following scheme for the points to be credited to the school shall be applied:
 - 0 failure: 10
 - 1 to 10 failures: 5
 - More than 10 failures: 0
6. Reading Assessment
 - Elementary School
 - The PSDS shall nominate one (1) elementary school from among the elementary schools in his/her district for the reading assessment. The nomination process of the district shall depend



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on the decision of a district level committee organized for the purpose.

- The PSDS shall submit the following to the Secretariat of the PRAISE Committee on or before the specified deadline:
 - Name of the School to represent the district
 - The District Nomination Process
 - Name of the members of the District Nomination Committee
- The PRAISE Committee through the Education Program Supervisors in English and Filipino shall administer a Reading Comprehension Assessment in Hiligaynon, Filipino, and English to the 30 select pupils from the specified Grade level of each of the nominated schools. The administration procedure of the Reading Comprehension Assessment shall be as follows:
 - Each nominated school shall submit a list of names of the 30 best pupils from the specified Grade Level enrolled for the specified school year in alphabetical order on the specified date to the Secretariat of the Division PRAISE Committee.
 - The Education Program Supervisors in-charge of the assessment shall administer the test to the select 30 learners from each nominated school.
 - One (1) examiner and one (1) proctor shall be deployed to each nominated school who shall administer the assessment to the select pupils.
 - The nominated school shall prepare a room where the assessment will be administered.
 - There shall be no substitution in the event that a pupil who is identified as an examinee is absent on the day of the assessment.
 - The assessment proper shall last for 60 minutes.
- The nominated schools shall be ranked based on aggregate scores of their respective pupils.
- The following scheme for the points to be credited to the school shall be applied:
 - 1st: 20
 - 2nd: 17
 - 3rd: 14
 - 4th: 11
 - 5th: 8
 - 6th: 5
 - 7th: 2



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7. Academic Performance Assessment

• Elementary School

- The PSDS shall nominate one (1) elementary school from among the elementary in his/her district for the academic performance assessment. The nomination process shall depend on the decision of a district-level committee organized for the purpose.
- The PSDS shall submit the following to the Secretariat of the PRAISE Committee on or before the specified date:
 - Name of the School to represent the district
 - The District Nomination Process
 - Name of the members of the District Nomination Committee
- The PRAISE Committee through the Education Program Supervisors in-charge shall administer a Written Assessment in English, Science, Mathematics, Filipino, and Araling Panlipunan to the 30 select Grade 6 pupils of each of the nominated schools. The administration procedure of the Witten Assessment shall be as follows:
 - Each nominated school shall submit a list of names of the 30 best Grade 6 pupils enrolled for the specified school year in alphabetical order on a date which will be announced later to the Secretariat of the PRAISE Committee.
 - The Education Program Supervisors in-charge of the assessment shall administer the test to the 30 select pupils for each nominated school.
 - One (1) examiner and one (1) proctor shall be deployed to each nominated school who shall administer the assessment to the select pupils.
 - The nominated school shall prepare a room where the assessment will be administered.
 - There shall be no substitution in the event that a pupil who is identified as an examinee is absent on the day of the assessment.
 - The assessment proper shall last for 60 minutes.
- The nominated schools shall be ranked based on aggregate scores of their respective pupils.
- The following scheme for the points to be credited to the school shall be applied:
 - 1st: 20
 - 2nd: 17
 - 3rd: 14
 - 4th: 11



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- 5th: 8
- 6th: 5
- 7th: 2
- Junior High School
 - The PRAISE Committee shall administer a Written Assessment in English, Science, Mathematics, Filipino, and Araling Panlipunan to the 30 select Grade 10 students of all Junior High Schools.
 - The administration procedure of the Written Assessment shall be as follows:
 - Each nominated school shall submit a list of names of the 30 best Grade 10 students enrolled for the specified in alphabetical order on a specified date to the Secretariat of the PRAISE Committee.
 - The Education Program Supervisors in-charge of the assessment shall administer the test to the select 30 students for each nominated school.
 - One (1) examiner and one (1) proctor shall be deployed to each nominated school who shall administer the assessment to the select students.
 - The nominated school shall prepare a room where the assessment will be administered.
 - There shall be no substitution in the event that a student who is identified as an examinee is absent on the day of the assessment.
 - The assessment proper shall last for 60 minutes.
 - The schools shall be ranked based on average scores of their respective students.
 - The following scheme for the points to be credited to the school shall be applied:
 - 1st: 20
 - 2nd: 17
 - 3rd: 14
 - 4th: 11
 - 5th: 8
 - 6th: 5
 - 7th: 2
- Senior High School
 - The PRAISE Committee shall administer a Written Assessment in English, Science, Mathematics, Filipino, and Araling Panlipunan to 30 select Grade 12 students of all Senior High Schools offering Academic Strands.



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- The administration procedure of the Written Assessment shall be as follows:
 - Each nominated school shall submit a list of names of the 30 best Grade 12 students enrolled in the Academic Tracks for the specified school year in alphabetical order on a specified date to the Secretariat of the PRAISE Committee.
 - The Education Program Supervisors in-charge of the assessment shall administer the test to the 30 select students for each nominated school.
 - One (1) examiner and one (1) proctor shall be deployed to each nominated school who shall administer the assessment to the select students.
 - The nominated school shall prepare a room where the assessment will be administered.
 - There shall be no substitution in the event that a student who is identified as an examinee is absent on the day of the assessment.
 - The assessment proper shall last for 60 minutes.
 - The schools shall be ranked based on aggregate scores of their respective students.
 - The following scheme for the points to be credited to the school shall be applied:
 - 1st: 20
 - 2nd: 17
 - 3rd: 14
 - 4th: 11
 - 5th: 8
 - 6th: 5
 - 7th: 2
8. % NC Passers
- Senior High School
 - All Senior High Schools offering TVL Strands shall be evaluated based on the percentage of NC passers they have produced for the specified school year.
 - The schools shall be ranked based on average percentage of NC passers in all specializations offered.
 - The following scheme for the points to be credited to the school shall be applied:
 - 1st: 20
 - 2nd: 17
 - 3rd: 14
 - 4th: 11



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- 5th: 8
 - 6th: 5
 - 7th: 2
9. Timeliness of MOOE Liquidation
- All Non-IUs
 - All Non-IUs shall be evaluated on the timeliness of liquidating downloaded MOOE Funds for the period covering the specified fiscal year based on existing Office policy on the subject.
 - The following scheme for the points to be credited to the school shall be applied:
 - 0 late submission: 20
 - 1 late submission: 15
 - 2 late submissions: 10
 - 3 late submissions: 5
 - 4 or more late submissions: 0
10. Timeliness of Submission of FARs
- All IUs
 - All IUs shall be evaluated on the timeliness of submission of FARs for the period covering the specified fiscal year based on existing Office policy on the subject.
 - The following scheme for the points to be credited to the school shall be applied:
 - 0 late submission: 20
 - 1 late submission: 15
 - 2 late submissions: 10
 - 3 late submissions: 5
 - 4 or more late submissions: 0
11. SBFP Implementation
- Elementary School
 - The Division School Health and Nutrition Unit shall rank all implementing schools based on applicable DepEd guidelines and criteria (e.g. Report on the Improvement of the Nutritional Status of SBFP learner-recipients for a given feeding cycle).
 - The following scheme for the points to be credited to the school shall be applied:
 - 1st: 15
 - 2nd: 10
 - 3rd: 5
12. Implementation of Ancillary Services such as Canteen, Clinic, Guidance Program, Library, LRMS, and Research
- The focal persons for the above-said ancillary services shall, based on their respective criteria, identify the Top 3 best implementing Elementary and Junior High Schools for the specified school year.



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- The focal persons shall submit the same to the Secretariat of the PRAISE Committee
- The following scheme for the points to be credited to the school shall be applied:
 - 1st: 5
 - 2nd: 3
 - 3rd: 1

13. Awards Received in the implementation of Gulayan sa Paaralan, Brigada Eskwela, and SSG/SPG

- Schools that received awards in the implementation of the above-said programs in the specified school year shall be given credit points
- Recipient schools shall submit certified copies of the awards received for the above-said programs to the program focal persons.
- Schools that have won at the regional and national levels shall place in the top three and be in the top five, respectively, to obtain the points listed below.
- The program focal persons shall submit the same to the Secretariat of the PRAISE Committee for vetting.
- The following scheme for the points to be credited to the school shall be applied:
 - National: 5
 - Regional: 3
 - Division: 1

14. Awards and Winnings of Teachers and Learners

- Schools whose teachers or learners received awards in DepEd-recognized curricular and co-curricular competitions in the specified school year shall be given credit points
 - The school heads shall submit certified copies of the awards received in DepEd-recognized curricular and co-curricular competitions in specified school year to the Secretariat of the PRAISE Committee for vetting.
 - The following scheme for the points to be credited to the school shall be applied:
 - National: 5
 - Regional: 3
 - Division: 1

The Elementary, Junior, and Senior High Schools which obtain the highest accumulated points shall be declared the Most Outstanding Public Elementary, Junior, and Senior High Schools for a specified school year in the Schools Division of Kabankalan City.



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Annex C: Mechanics and Criteria for the Various Special Awards

| AWARD | DESCRIPTION | FREQUENCY OF GIVING THE AWARD | POSSIBLE REWARDS TO BE GIVEN | SELECTION GUIDELINES |
|--|---|-------------------------------|---|---|
| EMPLOYEE OF THE MONTH AWARD (OSDS, CID, SGOD) | This award is given to employees who perform tasks far beyond their job descriptions and consistently demonstrate positive work behavior. | Monthly | <ul style="list-style-type: none"> • Certificate of Recognition • Words of Appreciation • Picture of the Awardees posted on the Wall of Fame <i>(for 4 straight months of being an awardee)</i> • One-on-One Time with the Immediate Supervisor/Sup erintendent • Physical Rewards | 1. At the end of each month, each Section Head/ Division Chief will identify and recommend employee/s under his/her section/division based on the merit of his/her performance for the month evaluated based on the given criteria. 2. The Division PRAISE Committee shall conduct a validation of the recommendations in a manner that it will determine as objective and practical. 3. An employee can be awarded multiple times based on the merit of his/her performance and work behavior. 4. Employee of the month will be awarded during the Flag Raising Ceremony. |
| <p style="text-align: center;">The following are the criteria for this award:</p> <p> 20% - Attendance 20% - Punctuality (Morning & Afternoon) at least 5 minutes before the official time 20% - Adherence to the wearing of DepEd/Office Uniform 40% - Submission or Accomplishment of Reports/ Outputs 1-point deduction from 40 HPS for every late or erroneous output or report </p> <p>Computation:</p> <p> Attendance: % of attendance x 20 Punctuality: % of reporting before the official time x 20 Uniform: % of wearing complete uniform x 20 </p> | | | | |
| PERFECT ATTENDANCE AWARD AND MOST PUNCTUAL AWARD | This award is given to employee/s who have not incurred absences and were not tardy in coming at the office within the month, | Monthly | <ul style="list-style-type: none"> • Certificate of Recognition • Words of Appreciation • Picture of the Awardees posted on the Wall of Fame • One-on-One Time with the | 1. The Division Section Heads shall refer to the official logbook in the preparation of list of employees who have not incurred absences and were not tardy within the month to be forwarded to the |



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| | | | | |
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| | <p>including the participation of the Flag Raising Ceremony.</p> <p>An employee who has incurred an absence except when the employee is on official business, official time, or forced leave shall be disqualified.</p> <p>Punctuality and attendance to flag raising ceremony shall serve as tie-breaking factors.</p> <p>If after the punctuality and attendance to flag raising ceremony are already factored in and if there is still a tie, all shall be awarded.</p> | | <p>Immediate Supervisor/Sup erintendent</p> <ul style="list-style-type: none"> • Physical Rewards | <p>Division PRAISE Committee.</p> <p>2. The Division PRAISE Committee shall validate the submitted list and prepare the certificate of recognition.</p> <p>3. Employees will be awarded during the Flag Raising Ceremony every first Monday of the following month.</p> |
| <p style="text-align: center;">GOOD HOUSEKEEPING AWARD</p> | <p>This award is given to the employee/s who consistently make his/her workstation organized and tidy.</p> | <p style="text-align: center;">Monthly</p> | <ul style="list-style-type: none"> • Certificate of Recognition • Words of Appreciation • Picture of the Awardees posted on the Wall of Fame • One-on-One Time with the Immediate Supervisor/Sup erintendent • Physical Rewards | <p>1. Each Section Head/ Division Chief will identify and recommend employee/s under his/her section/division for this award using the 5S Checklist.</p> <p>2. The Section Heads/ Division Chiefs together with the Division PRAISE Committee will conduct an on-the-spot ocular visit to the individual workstation of the nominees. Then, they will decide conscientiously who will be awarded.</p> <p>3. An employee can be awarded multiple times</p> |



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| | | | | as long as he/she consistently perform. 4. This award will be given during the Flag Raising Ceremony. |
| CAREER DEVELOPMENT AWARD | This award is given to employees who graduated from his/her professional/graduate studies in a recognized institution including scholarships and short-term courses, and passing the licensure exams or career exams. | Whole Year | <ul style="list-style-type: none"> • Certificate of Recognition • Words of Appreciation • Picture of the Awardees posted on the Wall of Fame • One-on-One Time with the Immediate Supervisor/Sup erintendent • Physical Rewards | <ol style="list-style-type: none"> 1. The Division PRAISE Committee will identify and verify employees who just recently finished his/her graduate/professional studies, scholarships, or short-term courses, or those who just passed the licensure or career exams. 2. An employee will be awarded per units earned (at least 9 units) or degree/course graduated, scholarships, licensure or career exams. 3. The employees shall submit certification of units or MOVs and shall be awarded anytime within the year. 4. The award will be given to the employee/s during the Flag Raising Ceremony. |
| MOST OUTSTANDING CLIENT SATISFACTION SURVEY RATING | This award is given to the division/office that obtained the highest rating in client satisfaction survey. | Monthly | <ul style="list-style-type: none"> • Certificate of Recognition • Words of Appreciation • Picture of the Awardees posted on the Wall of Fame • One-on-One Time with the Superintendent • Physical Rewards | <ol style="list-style-type: none"> 1. The Admin Section shall refer to the official suggestion box of the division office and consolidate the results of the Client Satisfaction Survey per division/office. 2. The Admin Section will identify the highest division/office that obtained the highest rating in the Client Satisfaction Survey. 3. Division/Office will be awarded during the Flag Raising Ceremony every first Monday of the following month. |



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Annex D: Rubric for the Top Performing School in MOOE Cash Advance Liquidation

| Timeliness | | Outstanding (30) | Very Satisfactory (25) | Satisfactory (20) | Unsatisfactory (15) | Poor (10) |
|---------------------|------------|--|--|--|--|--|
| | 30 | <i>Issued with Certificate of No Unliquidated CA 5 or more days BEFORE the 5th of the following month</i> | <i>Issued with Certificate of No Unliquidated CA 1-4 days BEFORE the 5th of the following month</i> | <i>Issued with Certificate of No Unliquidated CA ON the 5th of the following month</i> | <i>Issued with Certificate of No Unliquidated CA 1-5 days AFTER the 5th of the following month</i> | <i>Issued with Certificate of No Unliquidated CA 6 or more days AFTER the 5th of the following month</i> |
| Completeness | | Outstanding (15) | Very Satisfactory (12) | Satisfactory (9) | Unsatisfactory (6) | Poor (3) |
| | 15 | <i>Submitted LR with complete documentary requirements attached based on the checklist given</i> | <i>Submitted LR but with 1-3 lacking documentary requirements attached based on the checklist given</i> | <i>Submitted LR but with 4-5 lacking documentary requirements attached based on the checklist given</i> | <i>Submitted LR but with 6-7 lacking documentary requirements attached based on the checklist given</i> | <i>Submitted LR but with 8 or more lacking documentary requirements attached based on the checklist given</i> |
| | 15 | <i>Submitted LR with complete documentary requirements attached on the FIRST Submission</i> | <i>Submitted LR with complete documentary requirements attached on the SECOND Submission</i> | <i>Submitted LR with complete documentary requirements attached on the THIRD Submission</i> | <i>Submitted LR with complete documentary requirements attached on the FOURTH Submission</i> | <i>Submitted LR with complete documentary requirements attached MORE THAN FOURTH SUBMISSION</i> |
| Correctness | | Outstanding (20) | Very Satisfactory (18) | Satisfactory (16) | Unsatisfactory (14) | Poor (12) |
| | 20 | <i>Submitted LR with accurate and correct documentary requirements attached based on the checklist given</i> | <i>Submitted LR with 1-3 corrections on the documentary requirements attached based on the checklist given</i> | <i>Submitted LR with 4-5 corrections on the documentary requirements attached based on the checklist given</i> | <i>Submitted LR with 6-7 corrections on the documentary requirements attached based on the checklist given</i> | <i>Submitted LR with 8 or more corrections on the documentary requirements attached based on the checklist given</i> |
| | 20 | <i>No returns and no compliance</i> | <i>Returned for compliance ONCE</i> | <i>Returned for compliance TWICE</i> | <i>Returned for compliance THRICE</i> | <i>Returned for compliance more than THRICE</i> |
| | 100 | | | | | |



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Enclosure No. 2 of DM No. 160, s. 2024

**INDICATIVE TIMELINE IN THE ANNUAL CONDUCT OF THE SEARCH FOR
 AWARDEES FOR THE VARIOUS AWARDS CATEGORIES**

| Milestone | Indicative Date/s | Individual/Team Responsible |
|---|--|--|
| <i>The Ceremony</i> | | |
| Program Evaluation and Debriefing | | <ul style="list-style-type: none"> Jonalyn A. Dela Cerna <i>SEPS, SMM&E</i> |
| Awarding Ceremony | 06 December 2024 | <ul style="list-style-type: none"> PRAISE Committee |
| Technical Rehearsal | 04 December 2024 | <ul style="list-style-type: none"> PRAISE Secretariats Eulyne D. Lucerna <i>SEPS, HRD</i> Kean Von G. Yupracio <i>EPS II, HRD</i> Program Committee Technical Working Group Sound & ICT Equipment Committee |
| Sending Out Invitations | 11-15 November 2024 - Guests 28 October 2024 | <ul style="list-style-type: none"> Invitation Committee Chairperson: Sheina S. Saquian <i>SEPS, Social Mobilization</i> Co-Chairperson: Jewelyn Q. Cadigal <i>EPS II, Social Mobilization</i> |
| Finalization of Program and Production Design | October 2024 | <ul style="list-style-type: none"> PRAISE Secretariats Technical Working Group Program Committee Sound & ICT Equipment Committee Production Design Committee |
| Printing of Certificates and Plaques | Procurement: 01-05 October Delivery: 22 November 2024 | <ul style="list-style-type: none"> PRAISE Secretariats Eulyne D. Lucerna <i>SEPS, HRD</i> Kean Von G. Yupracio <i>EPS II, HRD</i> |



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| Announcement of Winners through a Memo | 04-08 November 2024 | <ul style="list-style-type: none"> • HRD Section/PRAISE Secretariats |
| Finalization of Results | 21-31 October 2024 | <ul style="list-style-type: none"> • PRAISE Committee |
| <i>Individual Awards</i> | | |
| Background Investigation | 07-11 October 2024 | <ul style="list-style-type: none"> • 10 PSDSs • 5 select SGOD personnel |
| Interview | | <ul style="list-style-type: none"> • PRAISE Committee |
| Evaluation of Recorded Demonstration Teaching | 14-18 October 2024 | <ul style="list-style-type: none"> • 10 EPSs • 2 EPS II - ALS |
| Administration of Applicable Assessment (e.g. Essay) | 07-11 October 2024 | <ul style="list-style-type: none"> • PRAISE Committee |
| Submission of District Nominees | 16 September 2024 | <ul style="list-style-type: none"> • 10 PSDSs |
| Conduct of District Level Selection | 01 August – 13 September 2024 | <ul style="list-style-type: none"> • 10 PSDSs |
| Conduct of School Level Selection | | <ul style="list-style-type: none"> • School Head |
| <i>Institutional Awards</i> | | |
| On-Site Validation | | <ul style="list-style-type: none"> • PRAISE Committee |
| Administration of Reading and ESMFAP Achievement Tests | 26-30 August 2024 | <ul style="list-style-type: none"> • Select EPSs in English, Science, Mathematics, Filipino, and Araling Panlipunan |
| Reproduction of Test Materials | 19-23 August 2024 | <ul style="list-style-type: none"> • Mary Helen M. Bocol <i>EPS, LRMS</i> |
| QA of Test Materials | 12-16 August 2024 | <ul style="list-style-type: none"> • Mary Helen M. Bocol <i>EPS, LRMS</i> |
| Construction of Test Items | 18 June – 09 August 2024 | <ul style="list-style-type: none"> • Select EPSs in English, Science, Mathematics, Filipino, and Araling Panlipunan |
| Submission of District Nominees | 16 September 2024 | <ul style="list-style-type: none"> • 10 PSDSs |
| Conduct of District Level Selection | 01 August – 13 September 2024 | <ul style="list-style-type: none"> • 10 PSDSs |
| Submission of Awards received by the School and those of its School Head, Teachers, and Learners | | <ul style="list-style-type: none"> • 10 PSDSs • PRAISE Secretariats (<i>accept the submitted documents from the 10 PSDSs</i>) |



Republic of the Philippines
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| Initiating | | |
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| Orientation on the Guidelines, Mechanics, and Criteria for SALUDO 2024 for PSDSs, School Heads, and Unit/Section Heads | 12 July 2024 | <ul style="list-style-type: none">• PRAISE Committee |
| Release of the Memorandum on the Conduct of 2024 SALUDO Awards Ceremony (Awards Categories, Guidelines, Mechanics, and Criteria, Timeline) | 21 June 2024 | <ul style="list-style-type: none">• PRAISE Secretariats |