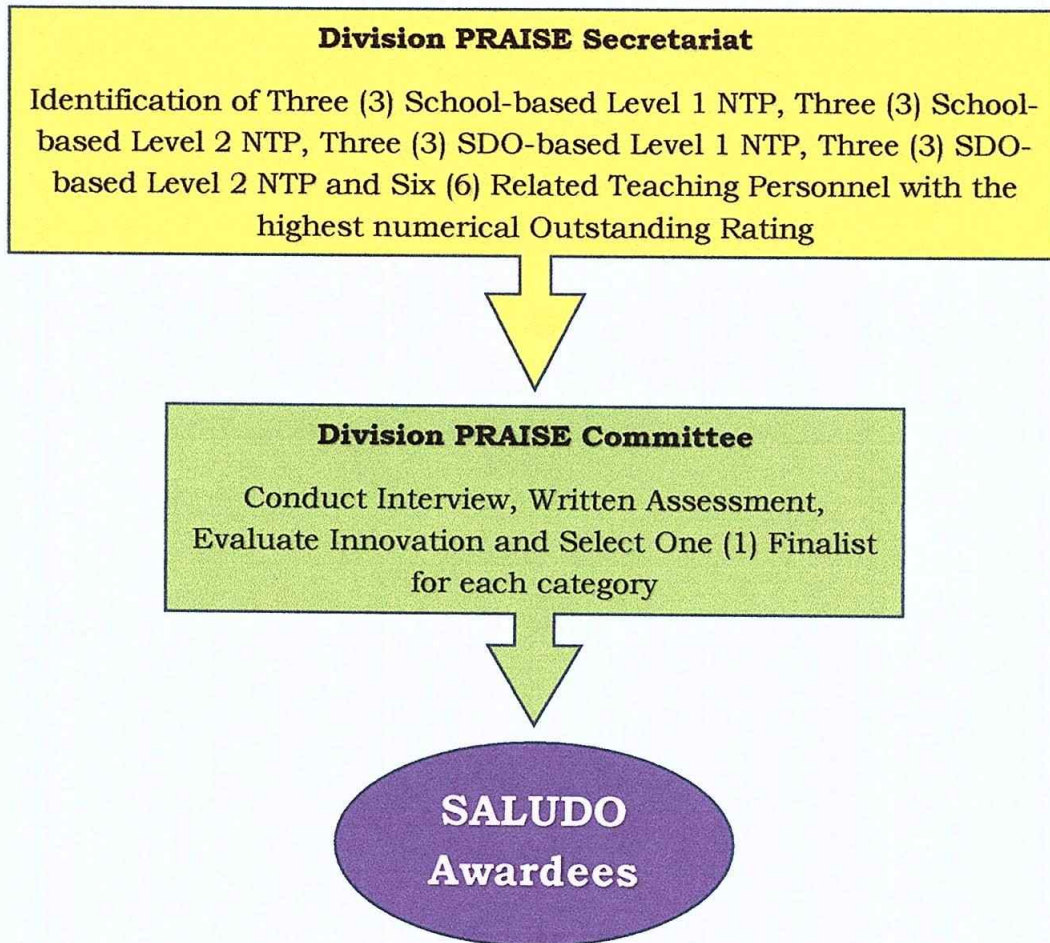




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

**PROCESS FLOW OF REWARDS AND RECOGNITION
For the Most Outstanding Related Teaching and Non-
Teaching Personnel**



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;



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- 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 score
- The PRAISE Committee shall evaluate the Finalists' innovation based on the rubrics given

The Division PRAISE Committee shall then determine the ranks of the Finalists using the Score Sheet stipulated in Division Memo No. 160, s. 2024.

Prepared by:

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Noted:

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