



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



25 September 2024

**REGIONAL MEMORANDUM**

No. 981, s. 2024

**To: Regional Office Personnel  
Schools Division Superintendents  
All Others Concerned**

**THE ENHANCED DEPED NCR PRAISE POLICY GUIDELINES AND CALL FOR  
NOMINATIONS FOR 2024 DEPED NCR GAWAD PRIMERO SEARCH**

1. In reference to **CSC Memorandum Circular No. 01, s. 2001**, *Program on Awards and Incentives for Service Excellence*, and **DepEd Order No. 78, s. 2007**, "Strengthening the PRAISE of the Department of Education," this Office informs the field of the above-captioned subject.

2. The enhanced DepEd NCR PRAISE policy guidelines include the following categories of award:

- Outstanding Teacher
- Outstanding Master Teacher
- Outstanding Head Teacher
- Outstanding Assistant School Principal
- Outstanding School Principal
- Outstanding Supervisor
- Outstanding Chief Education Supervisor
- Outstanding Assistant Superintendent
- Outstanding Superintendent
- Outstanding Non-Teaching Personnel Level II (Supervisory)
- Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
- Outstanding Non-Teaching Personnel Level I (Clerical Services)
- Outstanding Non-Teaching Personnel Level I (General Administrative Services)


3. The Regional Office Proper (ROP) winners shall be the official nominees for the Regional Search, such as **Outstanding Supervisor, Chief Education Supervisor, and Non-Teaching Personnel (Level I and II)**.

4. The Schools Division Superintendent shall officially endorse each nominee to the Regional PRAISE Committee with all compiled pertinent documents, MOVs, and accomplished R&R Forms. Only one hard copy shall be submitted to the Committee with a received stamp by the DepEd NCR Records Section.



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5. For details of the Search, refer to the attached guidelines, criteria, and point system.
6. R&R Forms can be downloaded at <https://tinyurl.com/RNRFormsNCR2024>.
7. The deadline for submission is on or before **October 31, 2024**. No nomination shall be accepted after the set deadline.
8. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through [christian.espanol@deped.gov.ph](mailto:christian.espanol@deped.gov.ph).
9. For immediate dissemination and compliance.

  
**JOCELYN DR. ANDAYA**  
Director IV

cte/hrdd



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## The Enhanced DepEd NCR PRAISE Policy Guidelines

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### The 2024 DepEd NCR Gawad Primero Search

#### I. Rationale

In line with DepEd Order No. 78, s. 2007 titled, Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education and CSC MC 01, s. 2019, Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter, DepEd NCR supports CSC's advocacy to strengthen the merit and reward system in the civil service to promote integrity, competence, excellence, and distinction through the GAWAD PRIMERO.

The GAWAD PRIMERO aims to recognize and reward officials and employees for their embodiment of DepEd NCR values of resilience, integrity, service, and excellence in public service, whether individual or in groups, as well as their suggestions, inventions, superior accomplishment, and other personal efforts which contribute to the efficiency, economy, or other improvements in government operations, or for other extraordinary acts or services for the public interest.

DepEd NCR PRAISE is a mechanism for the agency to recognize its employees' exemplary performance, excellent and highly commendable achievements, heroic deeds, extraordinary acts in fulfilling one's duties, and outstanding innovations and creations. It is linked to other human resource processes of DepEd NCR, such as the Results-Based Performance Management System (RPMS), Succession Program Management, Learning and Development (L&D), and Rewards and Recognition (R&R).

The Gawad Primero aims to foster a culture of equality and excellence among DepEd NCR employees; recognize and reward extraordinary, exemplary individual/group performances that contribute to the attainment of DepEd's vision, mission, goals, and objectives; and reinforce DepEd NCR's values – Resilience, Integrity, Service, and Excellence (RISE). One of the purposes of implementing the rewards and recognition program through PRAISE is to recommend deserving public officials and employees in the roster of nominees in the Honor Awards Program of CSC through the Search for Outstanding Government Workers such as Presidential Lingkod Bayan (PLB) Award, CSC (Pagasa) Award, and Dangal ng Bayan (DnB) Award (CSC MC 01, s. 2019).

#### II. Objectives

1. To recognize and reward the teaching, teaching-related, non-teaching personnel, and third-level officials for their outstanding accomplishments and contributions to public service.

2. To determine employees who embody the values of DepEd NCR resilience, integrity, service, and excellence.
3. To encourage and inspire employees to work with personal, professional, and institutional efficacy, which contributes to the enhancement of the reputation and image of the Department

### III. Awards Categories

1. Outstanding Teacher
2. Outstanding Master Teacher
3. Outstanding Head Teacher
4. Outstanding Assistant School Principal
5. Outstanding School Principal
6. Outstanding Supervisor
7. Outstanding Chief Education Supervisor
8. Outstanding Assistant Superintendent
9. Outstanding Superintendent
10. Outstanding Non-Teaching Personnel Level II (Supervisory)
11. Outstanding Non-Teaching Personnel Level II (Non-Supervisory)
12. Outstanding Non-Teaching Personnel Level I (Clerical Services)
13. Outstanding Non-Teaching Personnel Level I (General Administrative Services)

### IV. Scope

The rewards and recognition system shall apply to officials and employees in DepEd NCR's career and non-career service, including public school teachers and administrative support personnel in the Region Office, Schools Divisions, public schools, and learning centers.

**Only one** nominee shall be endorsed by the Regional Office Proper / Schools Divisions per category.

### V. Qualification/Eligibility Requirements of the Nominee

The nominee shall be a person of integrity in public and private life and has exhibited excellent relationships with co-workers, partners, stakeholders, and the community.

Nominees for all categories shall strictly comply with the following qualifications:

1. With a permanent appointment in the category of award applied and has been in the public service for at least five (5) consecutive years in the current position.
2. Must NOT have been sanctioned or suspended for violating administrative policies, rules, and regulations and no pending administrative/civil/criminal case.

3. Has been rated at least “Very Satisfactory” or its equivalent for the last three (3) years of performance rating periods (of the current position) but must have an average of at least **4.500** numerical rating before the nomination.
4. Does not have any record of Notice of Suspension from the Regional Office/Schools Division Office Accountant as of the date of the nomination.

## **VI. Stages of the Search**

### **Stage 1: Nomination**

#### *Nominees from the Schools Division*

1. The Schools Division Superintendent shall endorse all the Division nominees to the Regional Director.

#### *Nominees from the Regional Office*

1. Immediate superiors are authorized to nominate ROP personnel to the Search through the Regional PRAISE Committee.
  - a. A peer may nominate a deserving employee if the nominee's immediate superior concurs with the nomination. He or she co-signs the nomination form.
2. Regional Office PRAISE winners/awardees shall be nominated in the Regional Search/Award.
3. The DepEd NCR PRAISE Committee, through its Chairman, shall endorse all the ROP nominees to the Regional Director.

#### *Nominees of the Third-Level Officials*

1. ARD shall accept the nomination of SDS and/or ASDS to the search from public and/or private employees or organizations.

### **Stage 2: Document Evaluation**

The Regional Office PRAISE Secretariat shall forward the documents to the Regional Office PRAISE Committee for assessment and scoring by the sub-committee of the PRAISE.

The sub-committees review and assess the validity and accuracy of the documents submitted vis-a-vis the rubrics duly approved for each category through an open ranking process.

### **Stage 3: Selection of Candidates**

Based on the document evaluation, the NCR PRAISE Committee shall shortlist the top five nominees per category from the sixteen (16) School Divisions and the Regional Office.

They shall then be endorsed for the next level of the search process (Stage 4).

### Stage 4: Field Validation

The five shortlisted nominees shall be subjected to 360-degree validation (in the field). A separate rubric will be used by the select set of validators and background investigators in this stage.

<b>Category</b>	<b>*Validator and *Background Investigator</b>
Teacher	
Head Teacher	
Assistant School Principal	
School Principal	
Supervisor	
Chief Education Supervisor	
Assistant Schools Division Superintendent	
Schools Division Superintendent	
Non-Teaching Personnel Level I – General Administrative Services	
Non-Teaching Personnel Level I – Clerical	
Non-Teaching Personnel Level II – Supervisory	
Non-Teaching Personnel Level II – Non-Supervisory	

\* To be identified/assigned by the Chair of the PRAISE Committee

### Stage 5: Interview and/or Simulation

- Shall be conducted by the NCR PRAISE Committee in accordance with the mechanics per category
- The external board of judges shall comprise representatives from the DepEd Central Office, Civil Service Commission, TESDA, DOLE, Higher Education Institutions, and Non-Government Organizations. They shall conduct the final round of the search process, which includes the panel interview, demonstration teaching for teachers and master teachers, and written examination.

#### Regional Award Selection Committee:

The selection committee members consist of the Assistant Regional Director and at least three (3) non-DepEd representatives.

- A. Teaching Personnel, Assistant School Principal, School Head, Supervisor, and Chief Education Supervisor
- Chairperson: Assistant Regional Director
- Vice-Chair: CHED Supervisor in charge of Teacher Education
- Members: CSC Representative

TEIs (Dean of the College of Education or representative)  
 PESPA President / Representative  
 NAPSSHI President / Representative  
 PSDSA President / Representative  
 Secretariat: PRAISE Secretariat

**B. Non-Teaching Personnel**

Chairperson: Assistant Regional Director  
 Vice-Chair: CAO, Administrative Services Division – DepEd NCR  
 Members: CSC Representative  
 DOLE Representative  
 DepEd NEU President/Representative  
 NGO or People Management Assoc. of the Phil. (PMAP)  
 Secretariat: PRAISE Secretariat

**C. Third-Level Official**

Chairperson: Regional Director  
 Vice-Chair: Assistant Regional Director  
 Members: CES Board  
 CSC Representative  
 DepEd Bureau Director  
 DepEd Usec. / Asec.  
 DepEd NEU President/Representative  
 Secretariat: PRAISE Secretariat

In adherence to RA 10173, also known as the Data Privacy Act of 2012, the Committee members shall sign a sworn statement of secrecy to protect the integrity of the results of the Regional Winners until the names are approved by the Regional Director and awarded during the annual Gawad Primero Awarding Ceremony.

**Stage 6: Release of the Individual Rating Results and Top 3 Candidates per Category**

The PRAISE Secretariat shall send the individual rating results to the shortlisted nominees through e-mail. The Regional PRAISE Committee shall then choose the top 3 candidates per category of awards.

**Stage 7: Awarding**

The Regional awardees shall be recognized and formally presented on stage during the Gawad Primero Awarding Ceremony and shall receive recognition in the form of plaques, certificates, and monetary incentives.

## VII. Required Nomination Documents

Each nomination requires the submission of three (3) copies of the nomination folder containing the following:

1. Fully accomplished Rewards and Recognition Forms:
  - A. Nomination Form 1 Basic Information; Certification
  - B. Nomination Form 2 Write-ups on the Highlight of Accomplishments
    - 1.1 The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three (3) years. Presentation of achievements or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
      - Use of specific terms, i.e., define/clarify terms such as “assisted,” “contributed,” “initiated,” or “facilitated.”
      - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and bullet form.
      - Present impact of accomplishments like indicating problems addressed, savings generated, people/office benefited, and transactions facilitated
      - Nomination write-up of heads of offices, the agency should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency
    - 1.2 Limitation on the write-up
      - Minimum of 250 words and a maximum of 500 words (A4 size paper) Bookman Old Style #11 font size). Include the summary of accomplishments, impact, and other information.
  - C. Form 3 Omnibus Certification
2. Updated PDS with a recent passport-size photo with a name tag.
3. Indorsement letter from the Assistant Regional Director for the Regional Office personnel nominees and the Superintendent for the Division nominees.
4. Certification of no suspension signed by the Regional / Division accountant.
5. Certification of no pending administrative case.
6. Self-certification of no pendency duly notarized.
7. Updated service record duly certified by the agency’s HRMO.
8. OPCR/IPCRF for the last three years before the nomination.
9. Other documents as may be required by the category (Portfolio).

## VIII. Privacy Notice

The DepEd NCR recognizes its responsibilities under the Data Privacy Act of 2012 (RA 10173).

1. The Department of Education NCR will collect and use the nominees’ personal information, such as name, address, occupation, family



- background, contact details, etc., for administrative and documentation purposes in the course of participation in the Gawad Primero.
2. All nomination folders and submitted documents shall be taken as the Department's records.
  3. All personal information and documents collected will be stored in a secure location, retained in accordance with the office retention policies, and accessible only to authorized employees.
  4. Disposal of documents is subject to the provision of the Data Privacy Act.

#### **IX. Grounds for Disqualification of Nominations**

1. A previous Outstanding Gawad Primero Awardee shall no longer be allowed to join the Search in the succeeding GAWAD PRIMERO search.
2. Non-compliance with the foregoing guidelines or any misrepresentation made in any of the submitted documents.
3. Failure to submit complete documentary requirements shall render the nominee ineligible for the Search.

*Note: Nominees are not allowed to submit additional papers after the deadline.*

#### **X. Form of Rewards**

1. Monetary Incentives – Php 10,000.00 for each winner per category
2. Certificate of Recognition (Winners and Finalists)
3. Plaque of Recognition (Regional Winners)

#### **XI. Appeal**

1. Any clarifications, issues, and concerns shall be raised three days after the issuance of the Individual Rating results shall be discussed, resolved, and decided upon by the Regional PRAISE Committee.
2. All decisions made by the Regional PRAISE Committee shall be final and executory.

#### **XII. Funding**

All expenses relative to the implementation of the Search shall be charged against the HRD funds/Division/Regional funds, subject to the usual accounting and auditing rules and regulations.

#### **XIII. Effectivity**

The Enhanced DepEd NCR PRAISE Policy Guidelines shall be effective immediately unless sooner repealed, amended, or rescinded. All provisions in the existing Memorandum which are inconsistent with this are hereby rescinded.


**XIV. Certification and Commitment**

We hereby certify and commit to the provisions of the above Enhanced DepEd NCR PRAISE Policy Guidelines.


APPROVED this 25<sup>th</sup> of September, 2024.


**DepED NCR PRAISE Technical Working Group:**


  
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SDS, SDO Las Piñas City  
PRAISE TWG Focal

  
**ALEJANDRO G. IBAÑEZ**  
SDS, SDO Taguig City & Pateros  
TWG Member


  
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**VIOLETA M. GONZALES**  
OIC SDS, SDO Muntinlupa City  
TWG Member

  
**CYNTHIA L. AYLES**  
OIC SDS, SDO Marikina City  
TWG Member

  
**HAJJI R. PALMERO**  
Chief, HRDD NEAP (R)  
TWG Secretariat

*Recommending Approval:*

  
**CRISTITO A. ECO**  
Assistant Regional Director  
Chair, Regional PRAISE Committee

*Approved by:*

  
**JOCELYN DR ANDAYA**  
Director IV

R&R Form 1 (Nomination Form)

<h2>2024 DEPED NCR GAWAD PRIMERO SEARCH</h2> <p><i>Program on Awards and Incentives for Service Excellence</i></p>		Passport size Photo
<b>Category of Award</b>		
<b>NOMINEE</b>		
<b>Nominee</b> <i>(First Name, M.I., Last Name)</i>		<b>Signature</b>
<b>Position</b> <i>(per Service Record)</i>	<b>Sex</b>	<b>Age</b>
<b>Status of Appointment</b> <i>(per Service Record)</i>	<b>Date of Birth</b>	
<b>Mobile Number</b>	<b>Place of Birth</b>	
<b>Residence Address</b>		
<b>Level of Position</b>	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third	<input type="checkbox"/> Teaching <input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-Teaching
<b>SCHOOL HEAD</b>		
<b>Name</b>	<b>Position</b>	
<b>School Name</b>	<b>Address</b>	
<b>Mobile Number</b>	<b>DepEd Email</b>	
<b>AGENCY/DIVISION HEAD</b>		
<b>Name</b>	<b>Position</b>	
<b>Office</b>	<b>Address</b>	
<b>Mobile Number</b>	<b>DepEd Email</b>	
<b>NOMINATOR</b>		
<b>Name</b>	<b>Position</b>	
<b>Office</b>	<b>Address</b>	
<b>Mobile Number</b>	<b>DepEd Email</b>	
Are you an immediate family member or in any way related to the nominee within the third civil degree of consanguinity or affinity?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Kindly specify your relationship with the nominee.		



**CERTIFICATION**  
**2024 DepEd NCR Gawad Primero Search**

This is to certify and confirm that I am nominating

\_\_\_\_\_

to the **2024 DepEd NCR Gawad Primero Search**. This nomination is a tribute to his/her outstanding accomplishments, performance, and track record of excellence in service and to his/her exemplary dedication, which contribute to the attainment of DepEd's vision, mission, goals, and objectives.

I further certify that the nominee is a model of excellence in his/her profession, thriving amidst challenges with dignity and confidence. S/he advocates the shared values of patriotism, integrity, excellence, and spirituality (PIES) as a public servant.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2024, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 Nominator's name and Signature  
 Date Signed: \_\_\_\_\_

*R&R Form 2 (Nomination Write-Up for all Categories)*

**NOMINATION WRITE-UP**

(Minimum of 250 words and maximum of 500 words, A4 size typewriting paper, font Bookman Old Style, size 11)

Name of the Nominee	Category of Award
Position	School/Office
Length of service in the Position: _____ Length of service in the Government: _____	Head of the Office:
<b>I. Executive Summary</b>	
(Start typing here)	
<b>II. Exemplary Behavior/Conduct Displayed within the last 3 years</b>	
(Start typing here)	
<b>III. Impact of Accomplishments</b>	
(Indicate problems addressed, savings generated, people/office benefited, and the transaction facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or product of his/her initiatives. If part of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary).	
(Start typing here)	
<b>Additional Information</b>	
(List of major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee).	
(Start typing here)	

### CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd NCR Rewards and Recognition Policy.

Signature above printed name:

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*Nominee*

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*Nominator*

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*PRAISE Committee  
Member/Secretariat*

*R&R Form 3 (Omnibus Certification)*

**REPUBLIC OF THE PHILIPPINES** )  
 \_\_\_\_\_ ) **S.S.**

**OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_, of legal age, Filipino, single/married/widowed/separated, with residential address at \_\_\_\_\_, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am voluntarily participating in the **2024 DepEd NCR Gawad Primero Search**, and in connection therewith, I am submitting my duly accomplished nomination form and the required supporting documents;
2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents are true, accurate, and correct;
3. I also affirm and attest that I am of good moral character and have not violated any laws of the land or decrees promulgated by duly constituted authorities at any time before or during the period I joined the service;
4. I have read, understood, and will abide by the rules, regulations, and requirements governing the above-mentioned Search;
5. I am aware that any willful misrepresentation, misdeclaration, or omission of facts stated herein, in the nomination form, and/or supporting documents can be used as a basis for my disqualification from the Search; and
6. I am executing this affidavit to attest to the truthfulness, veracity, and validity of all the foregoing and to certify, under oath, the authenticity of my records under pain of perjury.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2024, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 in \_\_\_\_\_, affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ in \_\_\_\_\_.

NOTARY PUBLIC

Doc No. \_\_\_\_\_;  
 Page No. \_\_\_\_\_;  
 Book No. \_\_\_\_\_;  
 Series of \_\_\_\_\_

## Criteria and Point System for Outstanding TEACHER

Criteria	Highest Point
I. Professional Growth / Educational Background	5
II. Teaching Competence (RPMS-IPCRF)	15
III. Demonstration of Higher Self	50
a. Training Programs / Courses Organized, Facilitated or Speakership	10
b. Demonstration Teaching (prior to nomination)	5
c. Innovations	15
d. Research	5
e. Winnings in Contest (Coach or Trainer)	5
f. Awards Received by Teacher	5
g. Community Involvement	5
IV. Actual Demonstration Teaching	20
V. Interview	10
<b>Total</b>	<b>100</b>

### **I. Professional Growth / Educational Background (5 points)**

*Professional Growth / Educational Background* pertains to the official confirmation, usually in the form of a certificate, diploma, or degree, certifying the successful completion of an education program or a program stage.

Means of Verification:

- Evaluated TOR by SDO
- Certificate of Academic Requirement
- Diploma

Criteria	Points
Bachelor's Degree	0
18 Masters Units	1
Certificate of Academic Requirement (MA)	2
Master's Degree	3
Doctoral Units	4
CAR or Doctorate Degree	5



## II. Teaching Competence (15 points)

*Teaching Competence* refers to the approved RPMS-IPCRF, the standard performance appraisal for teachers that integrated and embedded the PPST into the RPMS. It encapsulates and evaluates the achievement of teachers' KRAs.

Means of Verification:

- IPCRF Transmittal for the Past 3 Years
- IPCRF Summary of Rating for the past 3 years signed by the School Head

Computation:

$$\text{Points (Performance)} = (\sum \text{Rating} / 3) / 5 * 15$$

## III. Demonstration of Higher Self (50 points)

### a. Training Programs / Courses Organized/Facilitated, or Speakerships (10 points)

*Training Programs / Courses Organized/Facilitated or Speakerships* cover the different training activities and learning, and development programs participated in and organized by the nominees, including the different L&D modalities, workshops, writeshops, seminars, courses where the nominees served as course leaders, TWG members, discussants, facilitators, or speakers.

Notes:

- a. Training Programs organized are not limited to DepEd L & D Program, Trainings, Writeshops, and Workshops
- b. DepEd accredited Learners' Organizations may be considered
- c. Training programs by Non-Government Organizations focused on education may be considered.

Means of Verification

- Memorandum
- Training Design/ Program/ Matrix
- Certificate

Note:

- Scoring shall be based on the Level and Position (Dimension A) and Role (Dimension B). Each dimension shall correspond to 5 points, with 10 points in total. The sum of points for dimensions A and B shall be computed to get the nominees' scores.
- Scoring is not cumulative for the level and position (A) and role (B) dimensions. The highest level of training and role shall be considered and scored.
- The teacher nominees shall choose and submit documents that yield the highest possible points for both dimensions.

Criteria	Points
International	5
National	4
Regional	3
Division	2
School (INSET)	1
SLAC	0.5

Criteria	Points
Over-all Training Chairman	5
Overall Training Co-Chairman/ Speaker/ Facilitator/ Discussant	4
Committee Chairman/ Co-Chairman	3
TWG/ Committee Member	2
Participant	1

**b. Demonstration Teaching (5 points)**

*Demonstration Teaching* refers to any previous demonstration teaching conducted by the teacher at the school, district, division, regional, or national level, with learners as participants.

Means of Verification

- Memorandum
- Lesson Plan
- Documentation
- Demo Inter-Rater COT

Criteria	Points
National	5
Regional	4
Division	3
District	2
School	1

**c. Innovations (15 points)**

*Innovations* may be in any of the following contexts: (1) teaching-learning process, (2) instructional materials, (3) teaching devices, and (4) intervention programs.

*Innovative Teaching-Learning Process* covers proactively introducing new teaching-learning techniques, strategies, and methods into the classroom. This includes

modification and/or enhancement of previous innovations (annotate enhancement or modification made) towards enhanced effectiveness and impact on the teaching-learning process.

*Intervention Programs* are a combination of program elements or strategies designed to cause change or address existing problems or gaps. They must be data-driven, based on learner/school needs, and focused on providing access to quality education and learner retention (e.g., Reading Intervention Program based on PHIL-IRI Result or reading profile of learners, Numeracy Intervention Program based on Numeracy Profile of Learners, DORP - Drop Out Reduction Program, PARES-Parents' Accountable, Responsible and Effectiveness Sessions).

*Instructional Materials* include published, unpublished, and instructional materials, including those uploaded to the School and Division Learning Resource Management and Development System (e.g., textbooks, modules, reference materials, manuals, workbooks, evaluation instruments, e-materials like teacher-made PPT of lessons, video lessons, gamification, etc. where the teacher-nominee served as writer, developer, programmer or illustrator. *Periodic tests, daily lesson plans used only in the nominee's classroom, news items or articles published in the school paper, and brochure, are excluded.*

*Teaching Devices* are tools nominees originally developed and utilized throughout their careers. *Existing devices such as movie or TV boxes, ready-made flashcards, charts, and PowerPoint materials, among others, are excluded. These are not considered innovative unless the teacher-nominee has made improvements to the design that would require the attachment of the necessary proof of each teaching device, photos, or link to videos with a caption describing modifications/improvements made if adopted from other teaching devices.*

#### Means of Verification/ Supporting Documents:

- A. Proposals endorsed by the School Head and received by the Division Office and/or duly approved by the Schools Division Superintendent
- B. Accomplishment Report verified by the Schools Division Superintendent
- C. Certification of innovation utilization within the school and/or uploading to the SLRMDC as certified by the School Head.
- D. Certification of innovation adoption by 3 or more schools within the district certified by the ASDS.
- E. Certification of innovation adoption at the division level and/or uploading to the Division LRMD as certified by the SDS

#### Scoring Mechanics:

- 5 points will be allotted for each sub-criteria: (1) Innovative Teaching-Learning Processes; (2) Intervention Program; (3) Instructional Materials Developed and/or Original Teaching Devices, with a total of 15 points.
- Scoring will be based on the submitted supporting documents or MOVs mentioned above.

Criteria	Points
All MOVs	5
A, B, C and D	4
A, B, C and E	4
A, B and C	3
A and B	2
A only	1

**d. Research (5 points)**

*Research* refers to educational research or action research conducted by nominees duly endorsed by the School Head and approved by the Division Committee.

Means of Verification:

- A. Proposals duly received and/or approved by the Division Research Committee
- B. Certificate of Completed Research
- C. Certification of adoption of the research, within the school/ office duly signed by the SH
- D. Certification of research adoption by other schools certified by the principal & PSDS, by a district signed by the ASDS or division issued by the SDS.
- E. Certification that the research is a grantee of BERF or approved or endorsed by the SDS
- F. Proof of citation by other researchers (published or unpublished)

Criteria	Points
All MOVs	5
A, B, C, D & F	4
A, B, C, & E	4
A, B & C	3
A & B	2
A only	1

**d. Winnings in Contest (5 points)**

*Winnings in Contest* refer to the outstanding performance of coaching and training roles, proven by the top 1 or highest award placements of coached/trained learners in academic and sports contests at various levels.

Means of Verification/ Supporting Documents:

- A. Any issuance or memorandum designating the applicant as a trainer/ coach in any academic or non-academic competitions/ activities
- B. Certificate of Recognition/ Appreciation as Trainer/ Coach of Winning Contestant/ Event/ Activity in any academic or non-academic competitions/ activities

Criteria	Points
Champion or Highest Placer International Level	5
Champion or Highest Placer National Level	4
Champion or Highest Placer Regional Level	3
Champion or Highest Division Level	2
Champion or Highest District Level	1

**f. Awards Received by Teacher (5 points)**

*Awards Received* are recognitions given to teacher nominees by reputable award-giving bodies, including DepEd, DepEd-accredited organizations, notable government agencies such as the Civil Service Commission, Local Government Units, DepEd-endorsed Non-Government Organizations, and other groups (Metrobank Foundation Inc., Bato-Balani, Boy Scout of the Philippines, Girl Scouts of the Philippines, YMCA, YWCA, RCY).

**Means of Verification/ Supporting Documents**

- A. Any issuance, memorandum, or document showing the criteria for the Search given by reputable award-giving bodies such as CSC, GSIS, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd recognized organizations, etc.
- B. Certificate of Recognition/ Appreciation as Trainer/ Coach of Winning Contestant/ Event/ Activity in academic or non-academic competitions/ activities.

Criteria	Points
International	5
National	4
Regional	3
Division	2
District	1

**g. Community Involvement (5 points)**

*Community Involvement* is unpaid or voluntary work rendered/performed for the benefit of a certain group of internal or external stakeholders. Community Service is a sustainable program endorsed by the school head or head of an organization and/or approved by the head of the target beneficiaries. It must be conducted within at least one year in staggered or scheduled implementation dates.

**Means of Verification/ Supporting Documents:**

- Project Proposal endorsed by the head of the organization and/or approved by the head of the target beneficiaries
- Certificate of implementation and completion of community service issued by the head of the beneficiaries

- Documentary evidence/ action pictures/ write-ups/testimonies of beneficiaries/ list of beneficiaries

**Scoring Mechanics:**

- Rate nominees for A and B
- Get the average score from A & B

**Note:**

- Community Service must have been implemented for at least one year over staggered or scheduled implementation dates to reflect program sustainability.
- Only one document shall be rated for Level (A) and Position or Role (B). The nominee must choose which proof to submit to obtain the highest rating.

Criteria	Points
National	5
Regional	4
Division	3
District	2
Barangay	1

Criteria (Level B)	Points
Proponent / Overall Chairperson	5
Overall Co-Proponent / Co-Chairperson	4
Sub-Committee Chairperson / Coordinator	3
Committee Member	2
Participant	1

**IV. Actual Demonstration Teaching (20 points)**

*Actual Demonstration Teaching* evaluates the nominee's ability to effectively and efficiently prepare and deliver a lesson under time constraints.

**Means of Verification:**

- lesson plan
- rating sheets
- score sheets
- tally sheet
- clarificatory interview documentation

**Actual Demonstration Mechanics:**

1. The nominees shall draw from a fishbowl the competency to be taught. The competencies are pre-selected by the Regional Education Program

Supervisors and are tailored based on the grades and subject areas taught by the nominees.

2. The nominees shall prepare a lesson plan and the instructional materials at a workstation for 45 minutes.
3. Supplies and references, including a laptop connected to the internet for accessing digital visual materials (not lesson exemplars), shall be provided.
4. The lesson plan may be encoded using the laptop or handwritten.
5. The teacher shall execute the prepared lesson plan for 15 minutes, with the judges acting as learners.
6. A five-minute post-demonstration clarificatory interview shall be conducted.
7. The judges shall use the RPMS-COT, including the observation guide (rubric) and the rating sheet.
8. The COT shall be for the quarter covering the date of the demonstration teaching. The Inter-Observer Agreement Form shall be used to obtain the final rating.

#### Scoring Transmutation Table:

The average of the judges' scores shall be computed. After which, the average shall be transmuted as follows:

$$6.5 - 7.0 = 10 \text{ (20)}$$

$$5.5 - 6.49 = 8 \text{ (16)}$$

$$4.5 - 5.49 = 6 \text{ (12)}$$

$$3.5 - 4.49 = 4 \text{ (8)}$$

$$3.0 - 3.49 = 2 \text{ (4)}$$

#### **V. Interview (10 points)**

*Interview* refers to a direct inquiry with the nominees, focusing on desired behaviour/s manifested in specific situations or conditions in their previous and/or current workplace. It seeks to predict future performance using past behavior, and validate whether nominees exhibit key behaviors linked to the required competencies,

Teacher nominees shall be interviewed by a panel of judges using a prepared set of questions relevant to the teacher's KRA, covering the PPST, their knowledge, attitudes, values, skills, and best practices.

The interview component assesses the nominees' ability to effectively communicate their thoughts and experiences. It evaluates the Content of their responses, focusing on the relevance, depth, and clarity of the information provided. The Organization of Ideas is also considered, with attention to how well the nominees structure their answers, ensuring a logical flow and coherence in their communication. Additionally, the nominees' grammar is evaluated, highlighting the correctness and fluency of their language use. Finally, the criterion considers the nominees' composure, assessing their confidence, poise, and ability to handle questions with calmness and professionalism.

The table shows the indicators and the equivalent points that interviewers shall use in evaluating the master teacher during the interview:

<b>Indicator</b>	<b>Highest Possible Point per Indicator</b>
Content	4
Organization of Ideas	3
Grammar	2
Composure	1

**Scoring:** The determination of points for the interview will be done by adding the points given by each interviewer for each indicator. The total points given by all interviewers will then be averaged to get the final points for the interview as presented in the given example:

Illustrative computation:

Interviewer 1

Content	3
Organization of Ideas	3
Grammar	2
Composure	1
<b>Total</b>	<b>9</b>

Interviewer 2

Content	3
Organization of Ideas	2
Grammar	1
Composure	1
<b>Total</b>	<b>7</b>

Interviewer 3

Content	2
Organization of Ideas	3
Grammar	2
Composure	1
<b>Total</b>	<b>8</b>

Interviewer 1	9
Interviewer 2	7
Interviewer 3	8
Average Score Obtained	$24/3 = 8$

Since **8** is the average of all the final points given by the interviewers, **8** is the point obtained by the teacher for the interview.



## Criteria and Point System for Outstanding MASTER TEACHER

<b>Table 1: Point System for Evaluation</b>	
Criteria	Highest Point
I. Professional Growth / Educational Background	15
a. Application of Education	4
b. Application of Learning and Development	4
c. Authorship	4
d. Speakership	3
II. Teaching Competence (RPMS-IPCRF)	5
III. Demonstration of Higher Self	55
a. Coaching and Mentorship	15
b. Training Programs / Courses Organized	5
c. Demonstration Teaching (prior to nomination)	5
d. Innovation	10
e. Research	10
f. Awards Received by the Teacher	5
g. Community Involvement	5
IV. Actual Demonstration Teaching	10
V. Psychosocial Validation	5
VI. Panel Interview	10
<b>Total</b>	<b>100</b>

### **I. Professional Growth / Educational Background (15 points)**

*The Professional Growth and Educational Background component evaluates the nominees' dedication to continuous professional development and the practical application of their educational achievements. This includes how effectively the nominees apply their formal education, such as degrees and certifications, to enhance their teaching practice and contribute to the broader educational environment. It also considers the nominees' engagement in professional learning and development activities, such as workshops, seminars, and training programs, and how these experiences are translated into classroom practice and shared with colleagues. Additionally, the component recognizes the nominees' contributions to educational literature through authorship, including the publication of books, articles, or instructional materials, and assesses the impact of these contributions in the field of education. Furthermore, it evaluates the master teachers' role as a speaker or presenter at educational conferences, seminars, or workshops, considering their ability to influence and inspire others by sharing their expertise.*

### a. Application of Education (4 points)

Means of Verification:

- A. Validated transcript of records/Certification of Completed Academic Requirements
- B. Action Plan approved by the Head of Office
- C. Accomplishment Report with a Certification that the intervention was used/adopted in the school (signed by the Head of Office)
- D. Accomplishment Report with a Certification that the intervention was used/adopted in the district/cluster (signed by the Head of Office)
- E. Accomplishment Report with a Certification that the intervention was used/adopted in the division (signed by the Head of Office)

**Table 2: Scoring Rubrics for Application of Education**

MOVs Submitted	Points	Points
	Doctorate Degree (Graduate or CAR)	Master's Degree (Graduate of CAR)
Only A, B, and E	4	3
Only A, B, and D	3	2
Only A, B and C	2	1

### b. Application of Learning and Development (4 points)

Means of Verification:

- A. Certificate of Training or Certification in any applicable Learning and Development activity
- B. Action Plan duly approved by the Head of Office
- C. Accomplishment Report with a Certification that the L and D intervention was used/adopted in the school (signed by the Head of Office)
- D. Accomplishment Report with a Certification that the L and D intervention was used/adopted in the district/cluster (signed by the Head of Office)
- E. Accomplishment Report with a Certification that the L and D intervention was used/adopted in the division (signed by the Head of Office)

**Table 3: Scoring Rubrics for Application of Learning and Development**

MOVs Submitted	Points	Points
	(National)	(Regional)
Only A, B, and E	4	3
Only A, B, and D	3	2
Only A, B and C	2	1

**c. Authorship (4 points)**

<b>Book</b> <i>Sole Authorship of a Book/ Co-authorship of a book (to be divided by the number of authors)</i>	<b>Learning Resources</b> <i>(modules/ assessment materials/ books (DepEd)/ lesson scripts developed)</i>	<b>Article published in a journal/ newspaper/ magazine of wide circulation</b> <i>(nominee should submit 4 articles)</i>
1. Copy of the book	Memorandum/ Approved Travel Authority and Certificate of Participation relative to the conduct of the writeshop	Copy of the published materials
2. Certification of authorship from the publishing company indicating the International Standard Book Number (ISBN)	Copy of the output from the writeshop	Certification of authorship from the organization/s indicating the A.) digital object identifier (or its equivalent) for articles published on a digital platform or B) International Standard Serial Number (ISSN) or its equivalent and edition number for those published in magazines or newspapers

The points for the authorship are not cumulative. Instead, the nominee will receive the highest score depending on the MOVs submitted. The nominee may only provide MOVs for 1 category (either book, learning resources, or article).

<b>MOVs Submitted</b>	<b>Points</b> <i>Sole Authorship of a Book/ Co-authorship of a book (to be divided by the number of authors if co- authorship)</i>	<b>Points</b> <i>Learning Resources (modules/ assessment materials/ books (DepEd)/ lesson scripts/ developed)</i>	<b>Points</b> <i>Article published in a journal/ newspaper/ magazine of wide circulation (nominee should submit 4 articles)</i>
All MOVs	4	National 4 Regional 3 Division 2	National Circulation 3

			Regional Circulation 2
Only A and B	2	National 3 Regional 2 Division 1	National Circulation 2 Regional Circulation 1

\*Note: The master teacher will only get the corresponding points if he/she has submitted 4 articles with MOVs. In addition, the determination of points for the authorship will be done by averaging the scores obtained by the teacher based on the MOVs submitted and the level of circulation as illustrated below:

Illustrative computation:

Article 1 (national)	-	All MOVs submitted	=	3
Article 2 (regional)	-	Only A and B submitted	=	1
Article 3 (regional)	-	All MOVs submitted	=	2
Article 4 (national)	-	Only A and B submitted	=	2
Average of the 4 articles		8/4	=	2

The average of the 4 articles is 2. Hence, this is the point obtained by the master teacher for the authorship.

#### d. Speakership (3 points)

Means of Verification

- Certificate of Recognition/Speakership
- Memorandum or Letter of Invitation relative to the speaking engagement
- Topic Design or Session Guide

MOVs Submitted	Points (National)	Points (Regional)	Points (Division)
All MOVs	3	2	1
Only A and B	2	1	-
Only A and C	2	1	-

#### II. Teaching Competence (5 points)

The *Teaching Competence* component evaluates the nominees' effectiveness and proficiency in the classroom, as reflected in their performance rating based on the Results-Based Performance Management System (RPMS) and Individual Performance Commitment and Review Form (IPCRF) of the Department of Education. This component focuses on the nominees' ability to deliver high-quality instruction, manage the learning environment, and achieve positive student outcomes. The assessment considers the consistency of the nominees' performance ratings, highlighting their commitment to excellence in teaching and their capacity to meet or exceed the standards set by the Department of Education.

Means of Verification:

- IPCRF in the last 3 school years (average of the 3 PRs should be Outstanding) signed by the Head of Office

b. Summary of Rating for the past 3 years signed by the School Head

Illustrative Computation:

Formula to be used:

$$\text{Points (Performance)} = (\Sigma \text{Rating} / 3) / 5 * 15$$

IPCRF 1	4.40
IPCRF 2	4.85
IPCRF 3	<u>4.70</u>
Total for the 3 years	13.95

$$\begin{aligned} \text{Points} &= \frac{13.95}{3} / 5 * 5 \\ &= (4.65) / 5 * 5 \\ &= .93 * 5 \\ &= 4.65 \end{aligned}$$

Hence, 4.65 is the point to be given to the master teacher nominee.

### III. Demonstration of Highest Self (55 points)

The Demonstration of Higher Self component highlights the nominees' leadership, innovation, and contributions beyond their teaching duties. This includes their role in Coaching and Mentorship-supporting and developing fellow educators, and their efforts in organizing Training Programs and Courses that advance professional growth. The component also considers Demonstration Teaching conducted, showcasing effective and innovative practices. Innovation and Research are evaluated based on the nominees' ability to introduce new ideas and contribute valuable findings to the field. Recognition through Awards Received and active Community Involvement further underscores the nominees' impact within and beyond the school setting.

#### a. Coaching and Mentorship (15 points)

##### a.1. Mentorship and Technical Assistance (5 points)

Means of Verification:

- Mentorship or TA plan duly signed by the school head.
- Performance Mentoring and Coaching Form (PMCF) with the signature of the mentee and the master teacher.
- Proof that the agreement between the mentor and mentee was applied.

Note: Points are cumulative based on the submitted MOVs

MOV's Submitted	Points
Mentorship Plan or TA plans duly signed by the School Head	1
Logbook of mentoring with signature of Mentee and the master teacher (Performance Mentoring and Coaching Form)	1

<p>Proof that majority (50% plus 1) of teachers have applied what was agreed in the PMCF:</p> <ul style="list-style-type: none"> <li>▪ Across 4 quarters (3 points)</li> <li>▪ Three (3) quarters (2 points)</li> <li>▪ Two (2) quarters (1.5 points)</li> <li>▪ Only one (1) quarter (1 point)</li> </ul>	3
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**a.2. Teachers Professional Development Plan (10 points)**

Means of Verification:

- a. Summary of IDP of teachers duly signed by the school head.
- b. Monthly Instructional Supervisory Plan duly approved by the school head.
- c. Approved LAC Session guides
- d. Accomplishment Report for LAC Sessions conducted

Note: Points are cumulative based on the submitted MOVs

MOVs Submitted	Points
Summary of Individual Development Plan of teachers duly signed by the school head	1
<p>The monthly Supervisory Plan is approved and signed by the school head</p> <ul style="list-style-type: none"> <li>▪ Submitted 10 months (4 points)</li> <li>▪ Submitted only 6-8 months (3 points)</li> <li>▪ Submitted only 3 – 5 months (2 points)</li> <li>▪ Submitted only 1 – 2 months (1 point)</li> </ul>	4
<p>LAC sessions are conducted with session guides and accomplishment reports duly approved by the school head</p> <ul style="list-style-type: none"> <li>▪ Conducted 10 LAC sessions within 4 quarters (5 points)</li> <li>▪ Conducted 8-9 LAC sessions within 4 quarters (4 points)</li> <li>▪ Conducted 6-7 LAC session (3 points)</li> <li>▪ Conducted 3 – 5 LAC sessions (2 points)</li> <li>▪ Conducted 1 – 2 LAC sessions (1 point)</li> </ul>	5

**b. Training Programs / Courses Organized (5 points)**

Means of Verification:

- a. Memo indicating function/designation
- b. Certificate of Recognition
- c. Training Design/Matrix

MOVs Submitted	Points
Chairperson/ Co-Chair in a technical/planning committee at the National level or member of the TWG in the International level training program	5

Chairperson/ Co-Chair in a technical/planning committee at the Regional level or member of the TWG at the National level training program	4
Chairperson/ Co-Chair in a technical/planning committee at the Division Level or member of the TWG at the Regional Level training program	3
Chairperson/ Co-Chair in a technical/planning committee at the School Level or member of the TWG at the Division Level training program	2

**c. Demonstration Teaching – prior to nomination (5 points)**

The nominee shall submit MOVs indicating 4 demonstration teaching activities conducted. These activities should show that the master teacher has effectively showcased innovative teaching strategies that can be adopted and implemented by the teachers under the nominee’s guidance.

Means of Verification:

- a. 4 Lesson Plans indicating innovative teaching strategies
- b. 4 Inter-Observer Agreement Forms and COTs (the number of COTs depends on the number of observers per demonstration teaching activity)
- c. 4 Picture documentation of the demonstration teaching activities conducted

**Table 9: Scoring Rubrics for Demonstration Teaching**

MOVs Submitted	Points
All MOVs	5
Only A and B	3
Only A and C	3
Only A	2
Only B	2
Only C	2

**d. Innovation (10 points)**

Means of Verification:

- a. Validated proposal approved by the Head of Office
- b. Completed Innovation approved by the Head of Office
- c. Certification of Utilization of the innovation in the school duly signed by the Head of Office
- d. Certification of Adoption of the innovation in the district/cluster duly signed by the Head of Office
- e. Certification of Adoption of the innovation in the division duly signed by the Head of Office

MOVs Submitted	Points
A, B and E	10
A, B and D	8
A, B and C	6
A and B	4
A	2

**e. Research (10 points)**

Means of Verification:

- Validated research proposal approved by the Head of Office
- Completed Research approved by the Head of Office
- Certification of Utilization of the research in the school duly signed by the Head of Office
- Certification of Adoption of the research in the district/cluster duly signed by the Head of Office
- Certification of Adoption of the research in the division duly signed by the Head of Office
- Certification that the research is a grantee of BERF signed by the Head of Office

MOVs Submitted	Points
A, B, E and F	10
A, B, D and F	8
A, B, C and F	6
A, B and E	4
A, B and D	2
A, B and C	1

**f. Awards Received by the Teacher (5 points)**

Means of Verification:

- Any issuance, memorandum, or document showing the Criteria for the Search given by reputable award-giving bodies such as the Civil Service Commission, Metrobank, National Economic Development Authority, Development Academy of the Philippines, and Department of Education, among others
- Certificate of Recognition/Merit

MOVs Submitted	Points
National awardee with all the MOVs	5
Nomination in the national level/ Awardee in the region with all the MOVs	4



Nomination in the regional level/awardee in the division/Municipality level with all the MOVs	3
Nomination in the division level / District level awardee with all the MOVs	2
School Awardee/Barangay Awardee with all the MOVs	1

#### g. Community Involvement (5 points)

##### Means of Verification

- Project Proposal endorsed by the School Head/ head of the organization of target beneficiaries/ head of other government offices among others
- Certificate of Implementation and Completion of the community service from the head of the organization of target beneficiaries/ head of other government offices among others
- Documentary evidence/ narrative/ write-ups/ testimonies of beneficiaries

**Table 13: Scoring Rubrics for Community Involvement (Level)**

MOVs Submitted	Points
National (All MOVs submitted)	5
Regional (All MOVs submitted)	4
Division / City (All MOVs submitted)	3
District (All MOVs submitted)	2
Barangay (All MOVs submitted)	1

**Table 14: Scoring Rubrics for Community Involvement (Position)**

MOVs Submitted	Points
Proponent/Overall Chairperson (All MOVs submitted)	5
Co-Proponent (All MOVs submitted)	4
Sub-Committee Chairperson/ Coordinator (All MOVs submitted)	3
Committee Member (All MOVs submitted)	2

Scoring: To determine the points for community involvement, calculate the average of scores obtained from two categories: A (level of involvement) and B (position held). The final score for community involvement is the average of these two scores, reflecting both the depth of participation and the level of responsibility held by the nominee.

Note: To show the program's sustainability, Community Service must be conducted at least 4 times a year, whether on a scheduled or staggered basis. This approach allows for continuous engagement and lasting impact, demonstrating a commitment to the community that goes beyond short-term initiatives.

#### IV. Actual Demonstration Teaching (10 points)

*On-the-Spot Demonstration Teaching* evaluates the nominee's ability to effectively and efficiently prepare and deliver a lesson under time constraints. Master teachers will be tasked with creating a lesson plan on the spot, based on a randomly selected

competency from the subject they are handling. This criterion assesses their depth of knowledge, adaptability, and instructional skills, as they must quickly conceptualize and present a coherent, engaging, and educationally sound lesson. The focus will be on their ability to demonstrate pedagogical expertise, creativity in lesson delivery, and the capacity to engage students in meaningful learning experiences despite the pressure of limited preparation time.

On the spot, one-hour procedure:

- The finalist will draw from a fishbowl of learning competencies, and one learning competency shall be taught in the Demonstration Teaching.
- He/She will prepare a lesson plan and instructional materials on a workshop table for 45 minutes.
- The finalist will be provided with supplies and references including a laptop connected to the internet to allow the search for digital visual aids (not for downloading lesson exemplars).
- The lesson plan may be done using the laptop or may be handwritten.
- He/She will execute the prepared lesson plan for 15 minutes.
- A five-minute clarificatory interview may be done right after the demonstration.
- The judges/observers who will serve as learners will use the RPMS-COT, i.e., observation guide (rubric) and rating sheet.

Scoring: The determination of points will be done through the Inter-Observer Agreement wherein observers/judges individually accomplish the rating sheet and arrive at a collegial final rating (NOT the average of the observers' ratings). The collegial final rating/score will be transmuted as follows:

Highly Proficient Teachers (MT I-IV)

7.5-8.0	=	10
6.5-7.49	=	8
5.5-6.49	=	6
4.5-5.49	=	4
4.0-4.49	=	2

The following are supporting documents that observers will check during the conduct of the demonstration teaching:

- lesson plan
- instructional materials

#### **V. Psychosocial Validation (5 points)**

This refers to a validation carried out through an interview with subordinates, peers, and school heads, covers human relations, stress tolerance, and decisiveness—attributes reflecting that a nominee is an asset to the entire service system-- someone who utilizes his/her talents and expertise to achieve optimum performance. The indicators are described as follows:

The table shows the descriptions for these factors. (lifted from DO 66, s. 2007):

<b>Table 15: Psychosocial Validation Descriptions and Factors</b>
<b>A. Human Relations</b>
<ol style="list-style-type: none"> <li>1. Adjusts to the variety of personalities, ranks and informal groups present in the organization</li> <li>2. Internalizes work changes with ease and vigor</li> <li>3. Accepts constructive criticism objectively whether from his subordinates, peers or superiors</li> <li>4. Observe proper decorum in relating with superiors and peers</li> <li>5. Takes the initiative to organize work groups, adopt procedures and standards in his own level</li> </ol>
<b>B. Decisiveness</b>
<ol style="list-style-type: none"> <li>1. Thinks logically and acts accordingly</li> <li>2. Considers alternatives and recommends solutions when faced with problem situations</li> <li>3. Gives convincing recommendations and suggestions</li> <li>4. Acts quickly and makes the best decision possible.</li> <li>5. Exercises flexibility</li> </ol>
<b>C. Stress Tolerance</b>
<ol style="list-style-type: none"> <li>1. Exercises a high degree of tolerance for tension resulting from the increasing volume of work, organizational change, environmental conflicts, etc.</li> <li>2. Uses coping mechanisms to handle creatively tensions resulting from one's work.</li> <li>3. Controls negative manifestations of emotions.</li> <li>4. Performs satisfactorily his duties and functions in a tension-laden situation</li> <li>5. Channels negative emotions to positive and constructive endeavors.</li> </ol>

<b>Table 16: Scoring Rubrics for Psychosocial Validation</b>		
<b>Indicators</b>	<b>Points</b> <i>(all 5 indicators)</i>	<b>Points</b> <i>(3-4 indicators)</i>
Human Relations	2	1
Decisiveness	1.5	0.75
Stress Tolerance	1.5	0.75

## **VI. Panel Interview (10 points)**

The interview component assesses the nominees' ability to effectively communicate their thoughts and experiences. It evaluates the Content of their responses, focusing on the relevance, depth, and clarity of the information provided. The Organization of Ideas is also considered, with attention to how well the nominees structure their answers, ensuring a logical flow and coherence in their communication. Additionally, the nominees' grammar is evaluated, highlighting the correctness and fluency of their language use. Finally, the criterion considers the nominees/ composure, assessing their confidence, poise, and ability to handle questions with calmness and professionalism.

The table shows the indicators and the equivalent points that interviewers shall use in evaluating the master teacher during the interview:

<b>Indicator</b>	<b>Highest Possible Point per Indicator</b>
Content	4
Organization of Ideas	3
Grammar	2
Composure	1

Scoring: The determination of points for the interview will be done by adding the points given by each interviewer for each indicator. The total points given by all interviewers will then be averaged to get the final points for the interview as presented in the given example:

Illustrative computation:

Interviewer 1

Content	3
Organization of Ideas	3
Grammar	2
Composure	1
<b>TOTAL</b>	<b>9</b>

Interviewer 2

Content	3
Organization of Ideas	2
Grammar	1
Composure	1
<b>TOTAL</b>	<b>7</b>

Interviewer 3

Content	2
Organization of Ideas	3
Grammar	2
Composure	1
<b>TOTAL</b>	<b>8</b>

Interviewer 1	9
Interviewer 2	7
Interviewer 3	<u>8</u>
Average Score Obtained	$24/3 = 8$

Since **8** is the average of all the final points given by the interviewers, **8** is the **point** obtained by the teacher for the interview criterion.

## Criteria and Point System for Outstanding HEAD TEACHER

<b>Table 1: Point System for Evaluation</b>	
<b>Criteria</b>	<b>Highest Point</b>
I. Professional Growth / Educational Background	20
a. Application of Education	5
b. Application of Learning and Development	5
c. Authorship	5
d. Speakership	5
II. Management and Leadership Competence	20
a. Performance Rating (RPMS-IPCRF)	15
b. Special Assignment (given by the School Head)	5
III. Demonstration of Higher Self	45
a. Coaching and Mentorship	15
b. Training Programs / Courses Organized	5
c. Innovation	10
d. Research	10
e. Awards Received	5
IV. Performance Validation (Psychosocial Attributes)	15
a. Behavioral Appraisal	5
b. Panel Interview	5
c. Written Examination	5
<b>Total</b>	<b>100</b>

### **I. Professional Growth / Educational Background (20 points)**

#### **a. Application of Education (5 points)**

This refers to contributions made by nominees in the workplace as a result of their learnings from their education degree(s) and units earned, including but not limited to applied concepts, fully implemented work application projects, and enhanced processes relevant to the work of a Head Teacher.

The contributions made by the applicant to their workplace as a result of his/her learnings from education degree/s and units earned, such as applied concepts, processes, and skills relevant to the position.

#### **Means of Verification:**

- A. Transcript of Records (TOR) from education degree/s and units earned
- B. Action Plan aligned to the acquired Education approved by the SDS
- C. Accomplishment Report verified by the SDS

D. Certification of the utilization /adoption signed by the SDS

MOVs Submitted	Points
All MOVs	5
Only A and B	3
Only A CAR Master's Degree (1 point) MA Graduate (1.5 points) CAR Doctorate Degree (1.75 points) Doctorate Degree Graduate (2 points)	2

**b. Application of Learning and Development (5 points)**

The learnings nominees gained from implementing/attending human resource development interventions that led to significant positive results in their current or previous work.

Means of Verification:

- A. Certificate of Training or Certification on any applicable L&D Intervention acquired that is aligned with the IDP
- B. Any of the following:
  - Action Plan
  - Re-Entry Action Plan
  - Job Embedded Learning (JEL)
  - Impact project applying the learnings from the L&D intervention done/attended, duly approved by the Head of the Office
- C. Accomplishment Report and a General Certification that the L&D Intervention was used/adopted by the office at the School Level
- D. Accomplishment Report and a General Certification that the L&D Intervention was used/adopted by the office at the Division level

MOVs Submitted	Points
All MOVs	5
Only A, B and C	4
Only A and B	3
Only A Division Training (0.5 point) Regional Training (1.0 point) National Training (1.5 points) International Training (2 points)	2

### c. Authorship (5 points)

Means of Verification

- A. Articles published in a journal/newspaper/ magazine/ legitimate Online platform of wide circulation
- B. Copy of a published book

MOVs Submitted	Points
Articles published in a journal/newspaper/ magazine of wide circulation * 1 point per article, maximum of 2 points	2
Copy of a published book * Sole Authorship (3 points) * Co-Authorship (1.5 points)	3

### d. Speakership and Learning Facilitator (5 points)

This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as Resource Speakers, Resource Persons, Trainers, and/or Learning facilitators in seminars, training programs, conferences, conventions, congresses, forums, Learning Action Cell (LAC) sessions, etc.

Means of Verification

- A. Issuance/ Memorandum/ Invitation/ Training Matrix
- B. Certificate of Recognition/Merit/Commendation / Appreciation.
- C. Slides deck/s

MOVs Submitted	Points
International-level speakership/ learning facilitator with all the MOVs	5
National-level speakership/ learning facilitator with all the MOVs	4
Regional-level speakership/learning facilitator with all the MOVs	3
Division-level/Speakership/learning facilitator with all the MOVs	2
Cluster/District-level speakership/ learning facilitator with all the MOVs	1

## II. Management and Leadership Competence (20 points)

### a. Performance Rating (15 points)

This reflects how the nominees carried out or accomplished tasks, duties, and responsibilities as evidenced by performance rating documents or other Means of



Verification. This is proven by a performance rating of OUTSTANDING over three (3) consecutive years.

Means of Verification:

- Duly signed IPCRF by the Head of Office

Formula to be used:

$$\text{Points (Performance)} = (\Sigma \text{Rating} / 3) / 5 * 15$$

**b. Special Assignment given by the School Head (5 points)**

This pertains to the additional responsibilities or tasks outside regular duties assigned to the Head Teacher.

**b.1. Chairmanship (2 points)**

Means of Verification:

- A. Certificate/Memorandum of designation as Focal/Lead Person/Chairperson in any school programs like SIP, SMEA, SBM, and other programs
- B. Accomplishment report of the assigned program

MOVs Submitted	Points
All MOVs	2

**b.2. Teacher-In-Charge (3points)**

Means of Verification:

- A. Memorandum duly signed by the Schools Division Superintendent
- B. Daily Report as Teacher-In-Charge duly signed by the Schools Division Superintendent

MOVs Submitted	Points
Serves as OIC for a total of 15 days and above with all the MOVs	3
Serves as OIC for a total of 10-14 days with all the MOVs	2
Serves as OIC for a total 5-9 days, with all the MOVs	1

**III. Demonstration of Higher Self (45 points)**

**a. Coaching and Mentorship (15 points)**

**a.1. Mentorship and Technical Assistance (5 points)**

Means of Verification

- A. Duly signed mentorship or TA plan by the school head and validated by the PSDS in charge
- B. Performance Mentoring and Coaching Form (PMCF) with the signature of the mentee
- C. Proof that the agreement between the mentor and mentee was applied

MOVs Submitted	Points
Duly signed Mentorship Plan or TA plans by the School Head	1
Logbook of mentoring with signature of Mentee (Performance Mentoring and Coaching Form)	1
Proof that majority (50% plus 1) of teachers have applied what was agreed in the PMCF <ul style="list-style-type: none"> <li>▪ Across 4 quarters (3 points)</li> <li>▪ Three (3) quarters (2 points)</li> <li>▪ Two (2) quarters (1.5 points)</li> <li>▪ Only one (1) quarter (1 point)</li> </ul>	3

**a.2. Teachers Professional Development Plan (10 points)**

Means of Verification

- A. Summary of IDP of teachers duly signed by the school head
- B. Monthly Supervisory Plan duly approved by the school head
- C. Approved LAC Session guides
- D. Accomplishment Report for LAC Sessions conducted

MOVs Submitted	Points
Duly signed Summary of Individual Development Plan of teachers by the school head	1
Monthly Supervisory Plan approved and signed by the school head <ul style="list-style-type: none"> <li>▪ Submitted 10 months (4 points)</li> <li>▪ Submitted only 6-8 months (3 points)</li> <li>▪ Submitted only 3 – 5 months (2 points)</li> <li>▪ Submitted only 1 – 2 months (1 point)</li> </ul>	4
LAC sessions conducted with session guides duly approved by the head of office, with min <ul style="list-style-type: none"> <li>▪ Conducted 10 LAC sessions within 4 quarters (5 points)</li> <li>▪ Conducted 8-9 LAC sessions within 4 quarters (4 points)</li> <li>▪ Conducted 6-7 LAC session (3 points)</li> <li>▪ Conducted 3 – 5 LAC sessions (2 points)</li> <li>▪ Conducted 1 – 2 LAC sessions (1 point)</li> </ul>	5

**b. Training Programs/ Courses Organized (5 points)**

Means of Verification:

- A. Memo indicating function/ designation
- B. Certificate of Recognition

<b>MOVs Submitted</b>	<b>Points</b>
Chairperson/ Co-Chair in a technical/planning committee at the National level or member of the TWG in the International level training program	5
Chairperson/ Co-Chair in a technical/planning committee at the Regional level or member of the TWG at the National level training program	4
Chairperson/ Co-Chair in a technical/planning committee at the Division Level or member of the TWG at the Regional Level training program	3
Chairperson/ Co-Chair in a technical/planning committee at the School Level or member of the TWG at the Division Level training program	2

**c. Innovation (10 points)**

Innovative work plan properly documented, approved by the immediate chief and attested by authorized regional/ division official

Means of Verification:

- A. Conceptualized
- B. Started the implementation
- C. Fully implemented in the school
- D. Adopted in the district
- E. Adopted in the division

<b>MOVs Submitted</b>	<b>Points</b>
A, B, C and E	10
A, B, C and D	8
Only A, B and C	6
Only A and B	4
Only A	1

**d. Research (10 points)**

An organized, systematic, and logical process of inquiry, using empirical information or data to answer questions, solve problems, and guide actions in aid of workplace improvement resulting in increased operational efficiency, increased production, improved working standards, and or savings in government spending

Means of Verification:

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- B. Certification of on-going implementation from the School Head
- C. Certification of completion of Research or Innovation signed by the Head of Office with Accomplishment Report
- D. Certification of Utilization of the innovation or research, within the Subject area duly signed by the Head of Office
- E. Certification of Utilization of the innovation or research, within the school duly signed by the Head of Office
- F. Certification of adoption of the innovation or research by another school duly signed by the Head of the Office
- G. Certification of adoption of the innovation or research by Division Duly signed by the Head of the Office

MOVs Submitted	Points
Only A, C and G	10
Only A, C and F	8
Only A, C and E	6
Only A, C and D	5
Only A and C	4
Only A and B	3
Only A	2

**e. Awards Received (5 points)**

Refers to outstanding employee awards/ other awards related to his/her position or as a product of research.

Means of Verification:

- A. Any issuance, memorandum, or document showing the Criteria for the Search
- B. Certificate of Recognition/Merit

MOVs Submitted	Points
National awardee with all the MOVs	5
Nomination in the CO/ Awardee in the region with all the MOVs	4
Nomination in the region/awardee in the division/Municipality level with all the MOVs	3
Nomination in the division level / District level awardee with all the MOVs	2
School Awardee/Barangay Awardee with all the MOVs	1

**V. Performance Validation (15 points)**

**a. Behavioral Appraisal (5 points)**

<b>Table 14: Behavioral Appraisal</b>	
<b>A. Human Relations</b>	
<ol style="list-style-type: none"> <li>1. Adjusts to the variety of personalities, ranks and informal groups present in the organization</li> <li>2. Internalizes work changes with ease and vigor</li> <li>3. Accepts constructive criticism objectively whether from his subordinates, peers or superiors</li> <li>4. Observes proper decorum in relating with superiors and peers</li> <li>5. Takes the initiative to organize work groups, adopt procedures and standards in his own level</li> </ol>	
<b>B. Decisiveness</b>	
<ol style="list-style-type: none"> <li>1. Thinks logically and acts accordingly</li> <li>2. Considers alternatives and recommends solutions when faced with problem situations</li> <li>3. Gives convincing recommendations and suggestions</li> <li>4. Acts quickly and makes the best decision possible.</li> <li>5. Exercises flexibility</li> </ol>	
<b>C. Stress Tolerance</b>	
<ol style="list-style-type: none"> <li>1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.</li> <li>2. Uses coping mechanisms to handle creatively tensions resulting from one's work.</li> <li>3. Controls negative manifestations of emotions.</li> <li>4. Performs satisfactorily his duties and functions in a tension-laden situation</li> <li>5. Channels negative emotions to positive and constructive endeavors.</li> </ol>	

<b>Table 15: Scoring Rubrics for Behavioral Appraisal</b>		
<b>Indicators</b>	<b>Points (all 5 indicators)</b>	<b>Points (3-4 indicators)</b>
Human Relations	2	1
Decisiveness	1.5	0.75
Stress Tolerance	1.5	0.75

**b. Panel Interview (5 points)**

<b>Table 16. Scoring Rubrics for Interview</b>	
<b>Indicator</b>	<b>Highest Possible Point per Indicator</b>
Content	2
Organization of Ideas	1.5
Grammar	1
Composure	0.5

**c. Written Examination (5 points)**

The search committee will administer the examination to assess the head teachers' knowledge, skills, and abilities.

<b>Indicators</b>	<b>Description</b>	<b>Points</b>
Exemplary	The response of the nominee answered the questions comprehensively with little to no grammatical and technical (capitalization, punctuation, etc.) errors. The applicant has good command of the language used.	5
Acceptable	The response contained a few grammatical and technical (capitalization, punctuation, etc.) errors. However, these did not greatly affect the quality of the response.	3
Not Acceptable	The response contained several grammatical and technical (capitalization, punctuation, etc.) errors which interfere with the understanding of the ideas presented.	0

## Criteria and Point System for Outstanding ASSISTANT SCHOOL PRINCIPAL

Criteria	Highest Point
<b>I. Professional Growth / Educational Background</b>	<b>30</b>
a. Performance	5
b. Application of Education	10
c. Application of Learning and Development	10
d. Speakership	5
<b>II. Management and Leadership Competence</b>	<b>35</b>
a. Managing School Operations and Resources	10
b. Leading Strategically	10
c. Focusing on Teaching and Learning	10
d. Building Connection	5
<b>III. Awards and Recognition</b>	<b>5</b>
<b>IV. Innovation</b>	<b>5</b>
<b>V. Research</b>	<b>6</b>
<b>VI. Publication/Authorship</b>	<b>4</b>
<b>VII. Psychosocial Attributes</b>	<b>15</b>
a. Behavioral Appraisal	5
b. Written Examination	5
c. Interview by the Panel	5
<b>Total</b>	<b>100</b>

### **I. Professional Growth / Educational Background**

#### **a. Performance Rating (5 points)**

Refers to assessing how tasks, duties, and responsibilities are carried out or accomplished as evidenced by performance rating documents or other Means of Verification. The performance rating was obtained over three (3) consecutive years with a descriptive OUTSTANDING average.

Means of Verification:

- Duly signed IPCRF by the Head of Office

Formula to be used:

$$\text{Points (Performance)} = (\Sigma \text{Rating} / 3) / 5 * 5$$

**b. Application of Education (10 points)**

Means of Verification:

- A. Certified True Copy of the Original Transcript of Records with dry seal
- B. Work-related approved Work Application Plan/ Proposal/ Complete Staff Work (CSW) signed by the Head of Office
- C. Terminal/Accomplishment/Full Documentation Report (all paper-work relative to the Planning, Implementation, and Impact Evaluation stages, inclusive of Minutes of Meetings, photos/videos, and impact reports) signed by the Head of Office
- D. Certification of utilization/adoption signed by the Head of the office

MOVs Submitted	Points Related	Points Not Related
All 4 MOVs	10	5

*Note: No points will be given to incomplete MOVs; points will only be given to fully implemented accomplishments.*

**c. Application of Learning and Development (10 points)**

Means of Verification:

- A. Action Plan / Implementation Plan / Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) Impact Project/Work Application Plan (WAP) applying the learning from the L and D intervention done/attended, duly approved by the Head of Office
- B. Accomplishment Report / Implementation Report / Project or Activity Completion Report together with a general Certification that the L and D intervention was used/adopted by the office at the Division / Regional level.
- C. Accomplishment Report together with a general Certification that the L and D intervention was used/adopted by a different office at a higher level.

MOVs Submitted	Points
All MOVs	10
Only A and B	7
Only A	3

*Note: Validity of the learning and development activities shall be within the last 3 years.*

**d. Speakership (5 points)**

Means of Verification:

- A. Invitation/Memorandum
- B. Certificate of Speakership
- C. Slide deck
- D. Program Matrix
- E. Documentation/ proof as facilitator during the event



*Note: All MOVs Should be officially endorsed by the DepEd through a memorandum, with all necessary documents authorizing the speakership*

<b>MOVs Submitted</b>	<b>Points</b>
Cluster	2
Division / Inter-Division	3
Regional	4
National / International	5

## **II. Management and Leadership Competence (35 points)**

### **a. Managing Operations and Resources (10 points)**

#### **a.1. Records Management (5 points)**

Exhibits best practices for managing school data and information using technology to ensure efficient and effective school operations

Means of Verification:

Any of the MOVs must be presented. Any monitoring and evaluation report that highlighted the learner's achievement

- a. Approved Proposal, M& E Plan, TA Plan, and Certification from the School Head related to the School Data Management System
- b. Proof of technical assistance was provided, including substantial marginal notes on subordinates' official documents and completed forms.

<b>MOVs Submitted</b>	<b>Points</b>
Cluster	2
Division / Inter-Division	3
Regional	4
National / International	5

#### **a.2. School Safety for disaster preparedness, mitigation and resiliency (5 points)**

School Safety for disaster preparedness, mitigation, and resiliency refers to the measures taken to protect students, staff, and school buildings during disasters. This includes creating emergency plans, identifying and reducing risks, ensuring buildings are safe, training everyone on safety procedures, working with the community, and having plans in place to respond to and recover from disasters. (5 points)

Means of Verification:

Main MOV:

Approved Work Application Plan (WAP) that is aligned with the School Disaster Risk Reduction and Management (SDRRM) plan focused on the continuous delivery of instruction in times of disaster/calamities

Supporting MOVs:

Any document that highlighted participation in school safety for disaster preparedness, mitigation, and resiliency:

*Note: All MOVs must be presented in this area*

- A. Certification issued by the head of the office confirming that the nominee was involved in the development of the School Disaster Risk Reduction Plan/Contingency Plan
- B. Any proof of continuous engagement with relevant stakeholders on SDRRM (e.g., minutes of meetings, involvement of relevant agencies in the creation of task force on SDRRM)
- C. Proof of continuous delivery of instruction in time of calamity/disaster (certificate, narrative report, proposals, etc.)
- D. Proof of participation in disaster awareness and resilience campaigns within the wider school community. (certificate, narrative report, proposals, etc.)
- E. Proof of technical assistance provided, including substantial marginal notes on subordinates' official documents and forms.

Table 6: Scoring Rubrics for School Safety	
MOVs Submitted	Points
All MOVs	5

**b. Leading Strategically (10 points)**

Leading Strategically refers to the ability to embody the DepEd vision, mission, and core values to foster a shared understanding and alignment of school programs, projects, and activities. This involves strategic planning, effective program implementation, and continuous improvement to ensure that all initiatives are consistent with the school's goals and objectives. It requires a leader to inspire and guide the school community, ensuring that all efforts are focused on achieving long-term educational success and sustainability.

Means of Verification:

Please Note: All MOVs must be presented in this area

- A. Certification issued by the School Head confirming that the nominee was involved in the development of SIP/SEDP/AIP/PPMP/SOB/Project Proposals/Accomplishment Report on Quarterly SMEA
- B. Signed Completion Activity Report on the assigned activity.
- C. Proof of technical assistance provided, including substantial marginal notes on subordinates' official documents and forms.

**Table 7: Scoring Rubrics for Leading Strategically**

MOVs Submitted	Points
All MOVs	10

**c. Focusing on Teaching Learning (10 points)**

Share exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to the learners.

Means of Verification:

**c.1. Best Practices on Technical Assistance (10 points)**

Best Practices in Technical Assistance refer to the effective methods and strategies employed by the assistant school principal to provide support and guidance to teachers and staff. This includes sharing expertise, offering professional development, facilitating resource access, and implementing support systems to enhance instructional quality and overall school performance.

Means of Verification:

Main MOV:

Technical Assistance (TA) Plan on lesson preparation and teaching-learning process embedded in the Approved Work Application Plan (WAP)

Supporting MOVs:

Any document that highlighted the provision of technical assistance to teachers on teaching standards and pedagogies

Note: All MOVs must be presented in this area

- A. Monthly Instructional Supervision Plan and accomplishment report as ASP.
- B. Monthly Technical Assistance Plan and accomplishment Report as ASP.
- C. Proof of conduct /implementation of Technical Assistance Plan (TA) or Report on providing technical assistance to others (beyond the school i.e. to other schools, division, region, national) with a letter of invitation or proposal as ASP.

**Table 8: Scoring Rubrics for Best Practices on Technical Assistance**

MOVs Submitted	Points
All MOVs	10

**d. Building Connections (5 points)**

Initiated sourcing of funds and other donations in kind for school improvement or activities properly documented

Means of Verification:

- A. Certification of the DepEd Partnership Data Base System (DPDS) duly signed by the Division Social Mobilization and Network Coordinator
- B. MOA/DOA/MOU
- C. Work Immersion Accomplishment Report

*Note: All MOVs must be presented*

<b>Estimated Amount of Donations as Reported in the DepEd Partnerships Database System</b>	<b>Points</b>
1,000,000 and above	5
601,000 to 999,999.99	4
301,000 to 600,999.99	3
101,000 to 300,999.99	2
50,000 to 100,999.00	1

### III. Awards and Recognition (5 points)

Outstanding Employee Award refers to an accolade given to individuals who have demonstrated exceptional performance and dedication in their professional roles.

Outstanding School Accomplishment refers to the recognition awarded to a school that has achieved notable success in specific areas.

The school must be a recipient of any of the following: Outstanding Implementer of a Program, Project, or Activity (e.g., Best Brigada Eskwela Implementer, Model School, Gawad Kalasag, Outstanding School in Research, etc.)

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Letter of Commendation/Certificate/Plaque of Award/Merit
- B. Memorandum of Recognition given endorsed by Central Office, Regional Office, or Schools Division Office
- C. Documentation/proof during the awarding

<b>Points</b>	<b>Level of Merit</b>					<b>Total Accumulated Points</b>
	District	Division	Regional	National	International	
1	2	3	4	5	<b>5</b>	

*Note:*

- a. Points earned are cumulative but not to exceed the allotted points for the criterion.
- b. For the same awards received in a calendar year, points earned shall be based on the award received at the highest governance level. Otherwise, points earned are cumulative.

**IV. Innovations (5 points)**

Innovations refer to the introduction of new ideas, goods, services, and practices intended to be beneficial. It addresses gaps in access, quality, relevance, and the governance or management of educational services. This includes initiatives to increase enrollment and participation rates, reduce dropout and failure rates, improve academic performance, and enhance the learning environment and physical facilities. These innovations often stem from processes of contextualization and indigenization.

The innovations work plan should be thoroughly documented, approved by the immediate supervisor, and validated by an authorized regional or division official. Its primary focus should be on enhancing instructional leadership, educational management, and curriculum innovations.

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Proposal duly approved by the Head of the Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the innovation within the office duly signed by the Head of Office
- D. Certification of adoption of the innovation by another school/office duly signed by the Head of Office

<b>Table 11: Scoring Rubrics for Innovations</b>						
<b>Points</b>	<b>Level of Merit</b>					<b>Total Accumulated Points</b>
	Conceptualized	Started the Implementation	Fully implemented in the school	Adopted in the district	Adopted in the region / division	
	1	2	3	4	5	5

*Note:*

- a. For group/team innovations, point/s earned will be divided by the number of innovators.
- b. Points earned are cumulative but not to exceed the allotted points for the criterion.

**V. Research (6 points)**

Conducted basic/action research approved by the Schools Division Research Committee (6 points)

Means of Verification:

- A. Proposal duly approved by the Head of the Office or the designated Research Committee per DO No. 16, s. 2017.
- B. Completed Research verified by the Head of the Office
- C. Certification of utilization of the research within the office duly signed by the Head of Office

- D. Certification of adoption of the research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published/unpublished, is likewise approved by the authorized body ) of the concept/s developed in the research.

MOVs Submitted	Points
A, B, C, and D	4
A, B, C, and E	4
A, B, and C	3
A and B	2
Only A	1

*Note: points earned shall be divided according to the number of researchers in a team*

**a. Presented a Research Paper (2 points)**

Presented a research paper refers to the act of formally sharing a scholarly study or investigation with an audience. This typically involves delivering findings, insights, and conclusions from original research conducted by the presenter. The presentation may occur at conferences, seminars, workshops, or academic gatherings, aiming to contribute new knowledge, stimulate discussion, and receive feedback from peers and experts in the field.

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Proposal duly approved by the Head of the Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Invitation/Endorsement Letter to present
- D. Program Matrix/ Conference Matrix
- E. Certificate of Paper Presentation
- F. Certificate of Attendance

MOVs Submitted	Points
International	2
National	1.5
Regional	1

**VI. Publication / Authorship (4 points)**

The publication should be related to Education and School Improvement.

*Note: For online publications (scholarly journals, research, magazines, periodicals, newspapers), please ensure that the publication possesses a Digital Object Identifier (DOI) and is accessible via the International Standard Serial Number (ISSN)*

*bibliographic records and the ISSN Portal. Additionally, the publication may originate from conference proceedings.*

*The ISSN Portal, maintained by the ISSN International Centre, provides access to a comprehensive global database of ISSN bibliographic records.*

Nature of Publication	Points	
	Sole Authorship	Co-Authorship
Article/ Illustration published in a journal/newsletter/magazine in a wide international circulation  Lesson exemplars are printed/digital and published at least with a wide international circulation.	4	3
Article/Illustration published in a journal/newsletter/magazine at least with a wide national circulation (per article but not to exceed 3 points)  Lesson exemplars are printed/digital and published at least with a wide national circulation.	3	2
Article/Illustration published in a journal/newsletter/magazine at least with a wide regional circulation (per article but not to exceed 3 points)  Lesson exemplars printed/digital and published at least with a wide regional circulation.	2	1

*Note: Points earned are cumulative but not to exceed the allotted points for the criterion*

**VII. Psychosocial Attributes (15 points)**

**a. Behavioral Appraisal (5 points)**

This factor includes human relations, stress tolerance, and decisiveness, which would indicate the capability of the nominee to be asses to the entire service system and utilize his talents and expertise to the maximum. This will be done through an interview with his chief, peers, and school heads. Descriptions for these factors are herewith:

<b>A. Human Relations</b>
1. Adjusts to the variety of personalities, ranks, and informal groups present in the organization
2. Internalizes work changes with ease and vigor

3. Accepts constructive criticism objectively, whether from his subordinates, peers, or superiors
4. Observe proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups and adopt procedures and standards at his level

**B. Decisiveness**

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible.
5. Exercises flexibility

**C. Stress Tolerance**

1. Exercises a high degree of tolerance for tension resulting from the increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation
5. Channels negative emotions to positive and constructive endeavors.

**Table 16: Scoring Rubrics for Behavioral Appraisal**

Indicators	Points (all 5 indicators)	Points (3-4 indicators)
Human Relations	2	1
Decisiveness	2	1
Stress Tolerance	2	1

**b. Written Examination (4 points)**

The search committee will conduct this criterion to assess supervisors' knowledge, skills, or abilities.

**Table 17: Scoring Rubrics for Written Examination**

Indicators	Description	Points
Exemplary	The nominee's response of the nominee answered the questions comprehensively with little to no grammatical and technical (capitalization, punction, etc.) errors. The applicant has a good command of the language used.	4
Acceptable	The nominee's response contained a few grammatical and technical (capitalization, punctuation, etc.) errors. However, these did not greatly affect the quality of the response.	2
Not Acceptable	The nominee's response contained several grammatical and technical (capitalization,	0



	punctuation, etc.) errors that interfere with the understanding of the ideas presented.	
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**c. Panel Interview (5 points)**

The search committee will conduct this criterion to assess supervisors' communication skills, ability to convey ideas and information, and sound judgment.

<b>Indicators</b>	<b>Exemplary (5 points)</b>	<b>Acceptable (3 points)</b>	<b>Not Fully Acceptable (1 point)</b>
<b>Communication Skills</b>	Spoken language is accurate and expressive	Spoken language is clear and correct	Spoken language exhibits limited and sometimes inappropriate vocabulary
<b>Ability to convey concepts, ideas, and information</b>	Conveys concepts, ideas, and information with clarity	Conveys concepts, ideas, and information in general terms	Conveys concepts, ideas, and information vaguely
<b>Sound judgement</b>	Responses are of superior quality on the task assigned	Responses indicate well developed skills would most likely lead to job success	Responses cover some of the target behaviors but do not give enough information on the competency level needed for the task

## Criteria and Point System for Outstanding SCHOOL PRINCIPAL

<b>Table 1: Point System for Evaluation</b>	
Criteria	Highest Point
I. Professional Growth / Educational Background	20
a. Performance	5
b. Application of Education	5
c. Application of Learning and Development	10
II. Management and Leadership Competence	45
a. Managing School Operations and Resources	10
b. Leading Strategically	10
c. Focusing on Teaching and Learning	15
d. Building Connection	10
III. Outstanding Employee Award / School Award	5
IV. Research and Innovation	10
V. Publication / Authorship	5
VI. Psychosocial Attributes	15
a. Behavioral Appraisal	6
b. Written Examination	4
c. Interview by the Panel	5
<b>Total</b>	<b>100</b>

### **a. Performance Rating (5 points)**

*Performance* refers to how tasks, duties, and responsibilities are carried out by the nominee, as evidenced by performance rating documents or other means of verification. Nominees must have an outstanding record based on the average performance rating for the last three (3) years.

*Performance Rating* is obtained using the Office Performance Commitment Form for School Principal.

Means of Verification:

- Office Performance Commitment and Review Form (OPCRF)

Formula to be used:

$$\text{Points (Performance)} = (\Sigma \text{Rating} / 3) / 5 * 5$$

**b. Application of Education (5 points)**

Means of Verification:

- A. Certified True Copy of the Original Transcript of Records with Dry Seal
- B. Approved Position-related Work Application Plan/ Proposal/Complete Staff Work (CSW) signed by the Head of Office
- C. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and Impact Evaluation stages, inclusive of minutes of meetings, photos/videos, and impact reports) signed by the Head of Office
- D. Certification of Utilization/Adoption signed by the Head of Office

MOVs Submitted	Points Related	Points Not Related
All 4 MOVs	7	5

*Note: No point shall be given to incomplete MOVs since credits are only given to fully implemented improvement programs, projects, and activities.*

**c. Application of Learning and Development (10 points)**

This refers to the nominees' demonstrated success in applying the knowledge gained from human resource development interventions leading to significant positive outcomes in their current or previous roles.

**c.1. Learning and Development (5 points)**

Means of Verification:

- A. Action Plan / Implementation Plan / Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) Impact Project/Work Application Plan (WAP) applying the learning from the L and D intervention done/attended, duly approved by the Head of Office
- B. Accomplishment Report / Implementation Report / Project or Activity Completion Report together with a general Certification that the L and D intervention was used/adopted by the office at the Division / Regional level.
- C. Accomplishment Report together with a general Certification that the L and D intervention was used/adopted by a different office at a higher level.

MOVs Submitted	Points
All MOVs (A, B, and C)	5
Only A and B	3
Only A	1

*Note: Validity of the learning and development activities shall be within the last 3 years.*

**c.2. Speakership / Learning Facilitator (5 points)**

Consultant/Resource Speaker/Facilitator in Training, Seminars, or Workshops/ Content Evaluator/ Writer (5 points)

This shall apply to nominees who have been requested/invited to share their knowledge and expertise on specific subject matter/s or topics related to their position as Resource Speaker / Resource Person / Trainer and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc., with approved travel authority/order.

Means of Verification:

- A. Invitation/Memorandum
- B. Certificate of Speakership
- C. Slide deck
- D. Program Matrix
- E. Documentation/ proof as facilitator during the event

*Note: All MOVs should be officially endorsed by the DepEd through a memorandum. All documents authorizing the speakership should be submitted.*

MOVs Submitted	Points
Cluster	2
Division / Inter-Division	3
Regional	4
National / International	5

**II. Management and Leadership Competence (45 points)**

**a. Managing Operations and Resources (10 points)**

**a.1. Financial Management (5 points)**

This refers to the nominees’ effective management of all downloaded and local funds, including proper and timely utilization, submission of liquidation reports, implementation of the Annual Procurement Plan (APP), and posting reports on the transparency board.

The on-time submission of nominees’ liquidation reports indicates that the financial documents were submitted within the required period.

Means of Verification:

- A. Certification of submission of Financial Reports covering the last five years duly signed by the Division Accountant
- B. Certification of on-time Liquidation Report submission duly signed by the Division Accountant

<b>MOVs Submitted</b>	<b>Points</b>
No records of late submissions for the past 5 Fiscal Years	5
No records of late submissions for the past 4 Fiscal Years	4
No records of late submissions for the past 3 Fiscal Years	3
No records of late submissions for the past 2 Fiscal Years	2
No records of late submissions for the past 1 Fiscal Year	1

**a.2. Data Management System (5 points)**

This refers to the nominees' demonstration of good practices in technology-based data and information management to ensure operational effectiveness and efficiency.

Means of Verification:

*Any of the MOVs must be presented*

- A. Any monitoring and evaluation report that highlighted the learners' achievement
- B. Signed Monitoring and Evaluation Plan on School Data Management System
- C. Certificate of Submission of EOSY /BOSY Reports
- D. Certificate of 100 % Data Submission and Validation in the LIS

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs	5

**b. Leading Strategically (10 points)**

*Leading Strategically* refers to the nominees' ability to embody the DepEd vision, mission, and core values by fostering a shared understanding of aligned school programs, projects, and activities among school community members and stakeholders. It involves strategic planning, effective program implementation, and continuous improvement to ensure all initiatives are anchored with the school's goals and objectives. It requires a leader to inspire and guide the school community, ensuring that all efforts are focused on achieving long-term educational success and sustainability.

**b.1. SBM Level of Practice (5 points)**

Level of School-Based Management Practice - This refers to the school's level of practice concerning School-Based Management (SBM) confirmed by the Regional SBM Validators based on DepEd Order No. 7 s. 2024

Means of Verification:

- Certification of SBM Level of Practice signed by the Head of Office

Level of Practice	Points
3	5
2	3
1	1

**b.2. Protection of Children and School Safety for disaster preparedness, mitigation, and resiliency. (5 points)**

*Protection of Children* focuses on safeguarding students and maintaining a safe and supportive educational environment.

*School Safety for Disaster Preparedness, Mitigation, and Resilience* involves measures to protect students, staff, and school facilities during emergencies. These include developing and implementing emergency plans, identifying and minimizing risks, ensuring the safety of buildings, training personnel on safety protocols, collaborating with the community, and establishing procedures for disaster response and recovery.

Means of Verification

*Note: All MOVs must be presented in this area*

Approved plan with completion report of the following:

- A. Accomplishment Report on the implementation of School Disaster Risk Reduction Management Program/Contingency Plan includes drills, Student LED Hazard Mapping Result, Training of Teachers, non-teaching, parents, and learners on DRRM,
- B. Localized or Contextualized School Child Protection Policy (approved by Division Child Protection Committee)
- C. Certification of *No Neglected Child Abuse and Bullying Cases* to be certified by the Division Legal Officer
- D. Certification of 3 Stars WINs Awards duly certified by the Regional Office

MOVs Submitted	Points
All MOVs (A, B, C, and D)	5
Three MOVs presented	4
Two MOVs presented	3
One MOV presented	2

**d. Focusing on Teaching Learning (15 points)**

**This refers to** sharing exemplary practices in contextualizing and implementing learning standards and assisting teachers in making the curriculum relevant to the learners.

Means of Verification:

**c.1. Promotion Rate (5 points)**

Promotion rate refers to the percentage of students who successfully advance to the next grade level or academic year, typically based on their academic performance and meeting specified criteria set by the educational institution. (3 consecutive years with a 100% promotion rate)

The promotion rate is computed by averaging the increase/decrease observed over the past three years.

Means of Verification:

- A. Certification of School Dashboard from the Division Planning Personnel
- B. School Report Card

Percentage of Promotion	Points
100%	5
98% - 99%	4
96% - 97%	3
94% - 95%	2
92% - 93%	1

**c.2. Drop-out Rate (5 points)**

The dropout rate refers to the percentage of students who discontinue their studies or fail to graduate from a particular educational level within a specified timeframe, such as a school year or academic program.

The dropout rate is computed by averaging the decrease observed over the past three years.

Means of Verification:

- A. Government Elementary School Profile (GESP)
- B. School Report Card (SRC)

Range	Points
0	5
0.01 - 0.24	4
0.25 - 0.49	3
0.5 - 0.74	2
0.75 - 1.0	1

### c.3. Different Assessment Results (5 points)

Different Assessment Results refer to evaluation process outcomes reflecting students' level of achievement in various academic or skill areas.

- A. TOFAS – Test of Fundamental Arithmetic Skills (ES/HS)
- B. ELLNA – Early Language Literacy and Numeracy Assessment (ES)
- C. RMA – Rapid Mathematics Assessment (ES)
- D. CRLA – Comprehensive Rapid Literacy Assessment (ES)
- E. NLCA – National Learning Camp Assessment (HS)
- F. NAT – National Achievement Test (ES/HS)

*Note: The scoring guide below that yielded higher points will be considered in allocating credits.*

1. Average Results of the TOFAS divided by 5 multiplied by 5
2. The range of increase computed by comparing the 2-year results of different assessments in the nominee's school assignment

Means of Verification:

- Certification of the TOFAS result or that of the Other Assessments listed below duly signed by the Division Testing Coordinator

**Table 11: Scoring Rubrics for Different Assessment Results in 2 Years**

Assessment	Year 1 (mps)	Year 2 (mps)	Increment / Decrement
TOFAS			
ELLNA			
RMA			
CRLA			
<b>Total</b>			

**Table 12: Scoring Rubrics for Different Assessment Results and Points**

Range of Increase	Points
5.00 and above	5
4.00 - 4.99	4
3.00 - 3.99	3
2.00 - 2.99	2
1.99 and below	1

### d. Building Connections (10 points)

This refers to the nominees' significant contributions to a school's overall effectiveness through building partnerships, including initiating the sourcing of funds and in-kind donations for school improvement or activities, with all efforts within the calendar year properly documented.



Means of Verification:

*Note: All MOVs must be presented*

- A. Certification of the DepEd Partnership Data Base System (DPDS) duly signed by the Division Social Mobilization and Network Coordinator
- B. MOA/DOA/MOU
- C. Work Immersion Accomplishment Report

Estimated Amount of Donations as Reported in the DepEd Partnerships Database System	Points
1,000,000 and above	10
601,000 to 999,999.99	8
301,000 to 600,999.99	6
101,000 to 300,999.99	4
50,000 to 100,999.00	2

### III. Outstanding Employee Award / School Award (5 points)

Outstanding Employee Award refers to an accolade given to individuals who have demonstrated exceptional performance and dedication in their professional roles.

Outstanding School Accomplishment refers to the recognition awarded to a school that has achieved notable success in specific areas, including outstanding implementer of a program, project, or activity (e.g., Best Brigada Eskwela Implementer, Model School, Gawad Kalasag, Outstanding School in Research, etc.)

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Letter of Commendation/Certificate/Plaque of Award/Merit
- B. Memorandum of Recognition released or endorsed by the Central, Regional, or Schools Division Office
- C. Documentation/Proof of the Awarding

Points	Level of Merit					Total Accumulated Points
	District	Division	Regional	National	International	
	1	2	3	4	5	5

Notes:

- a. Points earned are cumulative but must not exceed the allotted points for the criterion.
- b. For the same awards received in a calendar year, the one given by the highest governance level shall be the basis for point allocation. Otherwise, points earned are cumulative.

#### IV. Research and Innovation (10 points)

This refers to research and innovations the nominees conducted and successfully implemented in the school. It encompasses projects that have brought measurable improvements in educational practices, student outcomes, or school operations and have been effectively integrated into the school’s programs and policies.

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Proposal duly approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- B. Certification of Completion approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- C. Certification of the innovation or research utilization within the office duly approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- D. Certification of adoption of the innovation or research duly signed by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- E. Proof of citation of the concept/s developed in the research by other researchers whose study/research is likewise approved by an authorized body

MOVs Submitted	Points
All MOVs (A, B, C, D and E)	10
Only A, B, C and D	8
Only A, B and C	6
Only A and B	4
Only A	2

#### VI. Publication / Authorship (5 points)

The publication should be related to Education and School Improvement.

*Note: For online publications (scholarly journals, research, magazines, periodicals, newspapers), please ensure that the publication has a Digital Object Identifier (DOI) and is accessible via the International Standard Serial Number (ISSN) bibliographic records and the ISSN Portal. Additionally, the publication may originate from conference proceedings.*

*The ISSN Portal, maintained by the ISSN International Centre, provides access to a comprehensive global database of ISSN bibliographic records.*

Means of Verification:

- A. Articles published in a journal/newspaper/ magazine/ legitimate Online platform of wide circulation
- B. Copy of a published book

Nature of Publication	Points	
	Sole Authorship	Co-Authorship
<p>Article/ Illustration published in a journal/newsletter/magazine in a wide international circulation</p> <p>Lesson exemplars are printed/digital and published at least with a wide international circulation.</p>	5	3.5
<p>Article/Illustration published in a journal/newsletter/magazine at least with a wide national circulation (per article but not to exceed 3 points)</p> <p>Lesson exemplars are printed/digital and published at least with a wide national circulation.</p>	3.5	2
<p>Article/Illustration published in a journal/newsletter/magazine at least with a wide regional circulation (per article but not to exceed 3 points)</p> <p>Lesson exemplars printed/digital and published at least with a wide regional circulation.</p>	2	1.5

*Note: Points earned are cumulative but must not exceed the allotted points for the criterion*

**VII. Psychosocial Attributes (15 points)**

**a. Behavioral Events Interview (6 points)**

This refers to a validation carried out through an interview with superiors, peers, and school heads, covers human relations, stress tolerance, and decisiveness—attributes reflecting that a nominee is an asset to the entire service system-- someone who utilizes his/her talents and expertise to achieve optimum performance. The indicators are described as follows:

**Table 15: Behavioral Appraisal**

<b>A. Human Relations</b>
<ol style="list-style-type: none"> <li>1. Adjusts to the variety of personalities, ranks, and informal groups present in the organization</li> <li>2. Internalizes work changes with ease and vigor</li> <li>3. Accepts constructive criticism objectively, whether from his subordinates, peers, or superiors</li> <li>4. Observe proper decorum in relating with superiors and peers</li> <li>5. Takes the initiative to organize work groups and adopt procedures and standards at his level</li> </ol>
<b>B. Decisiveness</b>
<ol style="list-style-type: none"> <li>1. Thinks logically and acts accordingly</li> <li>2. Considers alternatives and recommends solutions when faced with problem situations</li> <li>3. Gives convincing recommendations and suggestions</li> <li>4. Acts quickly and makes the best decision possible.</li> <li>5. Exercises flexibility</li> </ol>
<b>C. Stress Tolerance</b>
<ol style="list-style-type: none"> <li>1. Exercises a high degree of tolerance for tension resulting from the increasing volume of work, organizational change, environmental conflicts, etc.</li> <li>2. Uses coping mechanisms to handle creatively tensions resulting from one's work.</li> <li>3. Controls negative manifestations of emotions.</li> <li>4. Performs satisfactorily his duties and functions in a tension-laden situation</li> <li>5. Channels negative emotions to positive and constructive endeavors.</li> </ol>

**Table 16: Scoring Rubrics for Behavioral Appraisal**

<b>Indicators</b>	<b>Points</b> <i>(all 5 indicators)</i>	<b>Points</b> <i>(3-4 indicators)</i>
Human Relations	2	1
Decisiveness	2	1
Stress Tolerance	2	1

**b. Written Examination (4 points)**

This is a competency-based assessment of the extent of knowledge, skills, and abilities, requiring the nominee to produce deliverables mandated by the position.

**Table 17: Scoring Rubrics for Written Examination**

<b>Indicators</b>	<b>Description</b>	<b>Points</b>
Exemplary	The nominee's response of the nominee answered the questions comprehensively with little to no grammatical and technical (capitalization, punctuation, etc.) errors. The applicant has a good command of the language used.	4

Acceptable	The nominee’s response contained a few grammatical and technical (capitalization, punctuation, etc.) errors. However, these did not greatly affect the quality of the response.	2
Not Acceptable	The nominee’s response contained several grammatical and technical (capitalization, punctuation, etc.) errors that interfere with the understanding of the ideas presented.	0

**c. Panel Interview (5 points)**

The search committee will interview the nominees to assess their communication skills, ability to convey ideas and information, and soundness of judgment.

**Table 18. Scoring Rubrics for Panel Interview**

<b>Indicators</b>	<b>Exemplary (5 points)</b>	<b>Acceptable (3 points)</b>	<b>Not Fully Acceptable (1 point)</b>
<b>Communication Skills</b>	Spoken language is accurate and expressive	Spoken language is clear and correct	Spoken language exhibits limited and sometimes inappropriate vocabulary
<b>Ability to convey concepts, ideas, and information</b>	Conveys concepts, ideas, and information with clarity	Conveys concepts, ideas, and information in general terms	Conveys concepts, ideas, and information vaguely
<b>Sound judgement</b>	Responses are of superior quality on the task assigned	Responses indicate well developed skills would most likely lead to job success	Responses cover some of the target behaviors but do not give enough information on the competency level needed for the task

## Criteria and Point System for Outstanding SUPERVISOR

Table 1: Point System for Evaluation	
Criteria	Highest Point
I. Performance	15
II. Application of Education	10
III. Application of Learning and Development	10
IV. Outstanding Accomplishment	50
a. Awards and Recognition	10
b. Research and Innovation	10
c. Subject Matter Expert / Membership as TWGs / Committees	10
d. Resource Speakership / Learning Facilitation	10
e. NEAP Accredited Learning Facilitator	10
V. Psychosocial Attributes	15
a. Behavioral Appraisal	6
b. Written Examination	4
c. Interview by the Panel	5
Total	100

### I. Performance (15 points)

*Performance* refers to how tasks, duties, and responsibilities are carried out by the nominee, as evidenced by performance rating documents or other means of verification. Nominees must have an outstanding record based on the average performance rating for the last three (3) years.

Means of Verification:

- Individual Performance Commitment and Review Form (IPCRF), duly signed by the Rater and Approving Authority

Formula to be used:

$$\text{Points (Performance)} = (\sum \text{Rating} / 3) / 5 * 15$$

### II. Application of Education (10 points)

Application of education is the contribution made by the nominee to his workplace as a result of his learnings from his education degree(s) and units earned, such as but not limited to applied concepts, processes, and skills relevant to the position. Points shall be given to a nominee who has successfully applied the learnings gained from said higher education units or degree(s) earned. The application of education must have led to significant positive results in the nominee's current or previous work and not done as a mere requirement of any course of study.

Means of Verification:

- A. Transcript of Records
- B. Action Plan / Implementation Plan / Project or Program Proposal approved by the Head of Office
- C. Accomplishment Report noted by the Head of Office
- D. Certification of the utilization/ adoption/ implementation signed by the Head of Office

MOVs Submitted	Points
All MOVs (A, B, C, and D)	10
A, B, and C	8
A and B	6
Only A	4

*Note: No point shall be given to incomplete MOVs since credits are only given to fully implemented application programs and projects.*

**III. Application of Learning and Development (10 points)**

Application of L and D is a proven success of the learning gained from the human resource development (HRD) interventions done/ attended by the nominee, which must have led to significant positive results in his current or previous work.

Means of Verification:

- A. Action Plan / Implementation Plan / Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) Impact Project/Work Application Plan (WAP) applying the learning from the L and D intervention done/attended, duly approved by the Head of Office
- B. Accomplishment Report / Implementation Report / Project or Activity Completion Report together with a general Certification that the L and D intervention was used/adopted by the office at the Division / Regional level.
- C. Accomplishment Report together with a general Certification that the L and D intervention was used/adopted by a different office at a higher level or institutionalized by the agency.

MOVs Submitted	Points
All MOVs (A, B, and C)	10
Only A and B	7
Only A	3

*Note: Validity of the learning and development activities shall be within the last 3 years.*

#### IV. Outstanding Accomplishment (50 points)

Outstanding Accomplishments refer to the meritorious contributions of the nominee, such as ideas, inventions, or discoveries duly recognized by an authorized body. These must have a direct link to the KRAs of the nominee's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or saving government spending.

##### a. Awards and Recognition (10 points)

This may refer to citations or commendations as outstanding employees.

Means of Verification:

*Note: All MOVs must be presented in this area*

- A. Letter of Commendation/Certificate/Plaque of Award/Merit
- B. Memorandum of Recognition given endorsed by Central Office / Regional Office / Schools Division Office
- C. Documentation/proof during the awarding

**Table 4: Scoring Rubrics for Awards and Recognition**

Level	Points
International	10
National	8
Regional	6
Division	4

##### b. Research and Innovation (10 points)

*Research* is an organized, systematic, and logical process of inquiry, using empirical information or data to answer questions, solve problems, and guide actions in aid of workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending. Innovation includes the creation of new goods/services; the finest ideas are generated to address issues / enhance results / save lives / and spread rapidly to benefit a larger department/organization.

Means of Verification:

- A. Proposal duly approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- B. Certification of Completion approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- C. Certification of utilization of the innovation or research within the office duly signed by approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017



- D. Certification of adoption of the innovation or research by approved by the Schools Division Superintendent / Regional Director or the designated Research Committee Head as per DO No. 16, s. 2017
- E. Proof of citation by other researchers (whose study/research is likewise approved by an authorized body) of the concept/s developed in the research.

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, C, D and E)	10
Only A, B, C and D	8
Only A, B and C	6
Only A and B	4
Only A	2

**c. Subject Matter Expert/Membership in Technical Working Groups or Committees (10 points)**

This shall apply to nominees who have been chosen/requested to use their technical knowledge, skills, and experience to develop an output or work towards an outcome. This may include, but is not limited to, the development and/ or validation of frameworks, models, policies, and learning materials. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to a supervisor's work.

Means of Verification:

- A. Issuance or Memorandum showing the membership in TWG or Committee
- B. Certificate of participation or attendance; and
- C. Proof of Output/ adoption by the organization/DepEd

*Note: All MOVs must be presented in this area.*

<b>Level</b>	<b>Points</b>
International	10
National	8
Regional	4
Division	2

**d. Resource Speakership/Learning Facilitation (10 points)**

This shall apply to nominees who have been requested/invited to share their knowledge and expertise on a specific subject matter/s or related to their position as Resource Speaker / Resource Person / Trainer and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc. with approved travel authority/order.

Means of Verification:

All documents authorizing the speakership must be submitted.

- A. Issuance/ Memorandum/Invitation/Training Matrix
- B. Certificate of Recognition/Merit/Commendation/Appreciation
- C. Slide decks/s used and/or Session guide/s

Note: All MOVs Should be officially endorsed by the DepEd through a memorandum.

Level	Points	
	Applicant from Division	Applicant from Region
International	10	10
National	8	8
Inter-Region	-	6
Regional	6	-
Inter-Division	4	-

**e. NEAP Accredited Learning Facilitator (10 points)**

This shall apply to a nominee who has been given accreditation as a Learning Facilitator by the National Educator Academy of the Philippines (NEAP)/ Service Provider approved by NEAP CO/RO.

Means of Verification:

Note: All MOVs must be presented in this area

- A. Certificate of Recognition as learning facilitator issued by the NEAP Regional / Central Office / Service Provider approved by NEAP CO/RO.
- B. Issuance/ Memorandum/Invitation/Training Matrix
- C. Slide decks/s used and/or Session guide/s
- D. Documentation/ proof as facilitator during the event

Level	Points
National	10
Regional	8
Division	6

**V. Psychosocial Attributes (15 points)**

**a. Behavioral Appraisal (6 points)**

This refers to a validation carried out through an interview with superiors, peers, and school heads, covers human relations, stress tolerance, and decisiveness— attributes reflecting that a nominee is an asset to the entire service system-- someone who utilizes his/her talents and expertise to achieve optimum performance. The indicators are described as follows:

**Table 15: Behavioral Appraisal**

<b>A. Human Relations</b>
<ol style="list-style-type: none"> <li>1. Adjusts to the variety of personalities, ranks, and informal groups present in the organization</li> <li>2. Internalizes work changes with ease and vigor</li> <li>3. Accepts constructive criticism objectively, whether from his subordinates, peers, or superiors</li> <li>4. Observe proper decorum in relating with superiors and peers</li> <li>5. Takes the initiative to organize work groups and adopt procedures and standards at his level</li> </ol>
<b>B. Decisiveness</b>
<ol style="list-style-type: none"> <li>1. Thinks logically and acts accordingly</li> <li>2. Considers alternatives and recommends solutions when faced with problem situations</li> <li>3. Gives convincing recommendations and suggestions</li> <li>4. Acts quickly and makes the best decision possible.</li> <li>5. Exercises flexibility</li> </ol>
<b>C. Stress Tolerance</b>
<ol style="list-style-type: none"> <li>1. Exercises a high degree of tolerance for tension resulting from the increasing volume of work, organizational change, environmental conflicts, etc.</li> <li>2. Uses coping mechanisms to handle creatively tensions resulting from one's work.</li> <li>3. Controls negative manifestations of emotions.</li> <li>4. Performs satisfactorily his duties and functions in a tension-laden situation</li> <li>5. Channels negative emotions to positive and constructive endeavors.</li> </ol>

**Table 16: Scoring Rubrics for Behavioral Appraisal**

<b>Indicators</b>	<b>Points (all 5 indicators)</b>	<b>Points (3-4 indicators)</b>
Human Relations	2	1
Decisiveness	2	1
Stress Tolerance	2	1

**b. Written Examination (4 points)**

This is a competency-based assessment of the extent of knowledge, skills, and abilities, requiring the nominee to produce deliverables mandated by the position.

**Table 17: Scoring Rubrics for Written Examination**

<b>Indicators</b>	<b>Description</b>	<b>Points</b>
Exemplary	The nominee's response of the nominee answered the questions comprehensively with little to no grammatical and technical (capitalization, punctuation, etc.) errors. The applicant has a good command of the language used.	4

Acceptable	The nominee’s response contained a few grammatical and technical (capitalization, punctuation, etc.) errors. However, these did not greatly affect the quality of the response.	2
Not Acceptable	The nominee’s response contained several grammatical and technical (capitalization, punctuation, etc.) errors that interfere with the understanding of the ideas presented.	0

**c. Panel Interview (5 points)**

The search committee will interview the nominees to assess their communication skills, ability to convey ideas and information, and soundness of judgment.

**Table 18. Scoring Rubrics for Panel Interview**

<b>Indicators</b>	<b>Exemplary</b> <i>(5 points)</i>	<b>Acceptable</b> <i>(3 points)</i>	<b>Not Fully Acceptable</b> <i>(1 point)</i>
<b>Communication Skills</b>	Spoken language is accurate and expressive	Spoken language is clear and correct	Spoken language exhibits limited and sometimes inappropriate vocabulary
<b>Ability to convey concepts, ideas, and information</b>	Conveys concepts, ideas, and information with clarity	Conveys concepts, ideas, and information in general terms	Conveys concepts, ideas, and information vaguely
<b>Sound judgement</b>	Responses are of superior quality on the task assigned	Responses indicate well well-developed skills would most likely lead to job success	Responses cover some of the target behaviors but do not give enough information on the competency level needed for the task

## Criteria and Point System for Outstanding CHIEF EDUCATION SUPERVISOR

<b>Table 1:</b> Point System for Evaluation	
<b>Criteria</b>	<b>Highest Point</b>
I. Application of Education	10
II. Application of Learning and Development	10
III. Accomplishments According to the Key Result Areas of the Position	40
IV. Outstanding Accomplishment	20
V. Psychosocial Validation	10
a. Panel Interview	5
b. 360 Degree Validation	5
VI. Written Examination	10
<b>Total</b>	<b>100</b>

### **I. Application of Education (10 points)**

*Application of Education* refers to contributions made by nominees in ensuring enhanced operational efficiency, increased production, improved working standards, and/or savings in government spending as a result of their learnings from their education degree(s) and units earned, including but not limited to applied concepts, fully implemented work application projects, and enhanced processes relevant to the work of a Chief Education Supervisor.

#### *Means of Verification:*

- A. Certified True Copy of the Original Transcript of Records with dry seal
- B. Approved Position-related Work Application Project Proposal/Complete Staff Work (CSW) duly signed by the Schools Division Superintendent/Regional Director
- C. Regional/Division Memorandum affecting the implementation of the program/project
- D. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, or Outcome/Impact Evaluation if available, inclusive of Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director

<b>Table 2: Scoring Rubrics for Application of Education</b>	
<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, C, and D)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to fully documented work application projects/programs.*

## **II. Application of Learning and Development (10 points)**

*Application of Learning and Development (L&D)* is the successful use of learnings gained from the seminars/training program/workshops/short courses/ and other DepEd-accredited human resource development interventions conducted/ attended by the nominee through applied concepts, fully implemented work application projects, and enhanced processes relevant to the position leading to improved operational efficiency, increased production enhanced working standards, and/or savings in government spending.

Means of Verification:

- A. Certificate of Training/ Certification on any related L&D intervention acquired that is aligned with the Key Result Areas of the position
- B. Approved Position-related Work Application Project Proposal/Complete Staff Work (CSW) signed by the Schools Division Superintendent/Regional Director
- C. Regional/Division Memorandum affecting the implementation of the program/project
- D. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, or Outcome/Impact Evaluation if available, inclusive of Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director

<b>Table 3: Scoring Rubrics for Application of Learning and Development</b>	
<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, C, and D)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to fully documented L and D application programs and projects.*

## **III. Accomplishment According to Key Results Area of the Position (40 points)**

*Accomplishments according to Key Results Areas (KRA)* refer to the tangible and measurable achievements/outputs/outcomes specific to the requirements of the Chief Education Supervisor position performed/delivered by the nominee that contributed to improved operational efficiency, increased production, enhanced working standards, and/or savings in government spending.

Accomplishments According to Key Result Areas and the corresponding maximum points for each component.

<b>Component</b>	<b>Points</b>
Supporting Curriculum Management and Implementation	10
Strengthening Shared Accountability	10
Fostering a Culture of Continuous Improvement	10
Developing Self and Others	10

The points represent the highest possible scores across components. The sum of points earned shall account for a candidate's final score for Accomplishments according to the Key Result Area (KRA), which shall not exceed the total weight of the criterion (40 points) as stipulated in the Table of Point System for Evaluation of Chief Education Supervisor.

The details of each component, including the MOVs required and rubrics, are as follows:

**a. Supporting Curriculum Management and Implementation (10 points)**

- a.1. Curriculum Innovation
  - a.2. Curriculum Contextualization
  - a.3. Learning Resource Development
  - a.4. Learning Resource Management
  - a.5. Learning Outcomes Assessment
- (at least 2 out of 5)*

Means of Verification:

- A. Approved Position-related Work Application Project Proposal/Complete Staff Work (CSW) signed by the Schools Division Superintendent/Regional Director
- B. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and/or Outcome/Impact Evaluation stages, inclusive of the Regional/Division Memorandum (if part of the process) affecting the implementation of the program/project, Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director
- C. Pieces of evidence of the provision of technical assistance, such as but not limited to meaningful marginal notes in subordinates' official paperwork and duly accomplished Coaching and Mentoring Forms

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to accomplishments with complete documentation.*

**b. Strengthening Shared Accountability (10 points)**

- b.1. Educational Development Plan Operationalization
- b.2. Technical Assistance Provision
- b.3. Policy Review and Recommendation
- b.4. Disaster Preparedness, Mitigation, and Resiliency Support  
(at least 2 out of 4)

Means of Verification:

- A. Approved Position-related Work Application Project Proposal/Complete Staff Work (CSW) signed by the Schools Division Superintendent/Regional Director
- B. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and/or Outcome/Impact Evaluation stages, inclusive of the Regional/Division Memorandum (if part of the process) affecting the implementation of the program/project, Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director
- C. Pieces of evidence of the provision of technical assistance, such as but not limited to meaningful marginal notes in subordinates' official paperwork and duly accomplished Coaching and Mentoring Forms

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to accomplishments with complete documentation.*

**c. Fostering a Culture of Continuous Improvement (10 points)**

- c.1. Support for Instructional Leadership
- c.2. Technology-Based Innovation Including ICT
- c.3. Culture of Research
- c.4. Communities of Practice
- c.5. Use of Communication Platforms  
(at least 2 out of 5)

Means of Verification:

- A. Work (CSW) signed by the Schools Division Superintendent/Regional Director
- B. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and/or Outcome/Impact Evaluation stages, inclusive of the Regional/Division Memorandum (if part of the process) affecting the implementation of the program/project, Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director
- C. Pieces of evidence of the provision of technical assistance, such as but not limited to meaningful marginal notes in subordinates' official paperwork and duly accomplished Coaching and Mentoring forms



<b>Table 7: Scoring Rubrics for Fostering a Culture of Continuous Improvement</b>	
<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to accomplishments with complete documentation.*

#### **d. Developing Self and Others (10 points)**

- d.1. Learning and Development
- d.2. Professional Network
- d.3. Personal and Professional Development
- d.4. Professional Reflection and Learning to Improve Practice
- d.5. Support for Rewards and Recognition Mechanisms  
(at least 2 out of 5)

Means of Verification:

- A. Work (CSW) signed by the Schools Division Superintendent/Regional Director
- B. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and/or Outcome/Impact Evaluation stages, inclusive of the Regional/Division Memorandum (if part of the process) affecting the implementation of the program/project, Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director
- C. Pieces of evidence of the provision of technical assistance, such as but not limited to meaningful marginal notes in subordinates' official paperwork and duly accomplished Coaching and Mentoring Forms

<b>Table 8: Scoring Rubrics for Developing Self-Others</b>	
<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	10

*Note: No point shall be given to incomplete MOVs since credits are only given to fully implemented application programs and projects.*

#### **IV. Outstanding Accomplishments (20 points)**

*Outstanding Accomplishments* refer to relevant meritorious contributions of a nominee, such as awards and recognitions, innovations, memberships to DepEd National Technical Working Committees/Groups, speakerships/facilitatorships, and/or being a NEAP-accredited Learning Facilitator that contributed to improved operational efficiency, increased production, enhanced working standards, and/or savings in government spending.

The components of Outstanding Accomplishments and the corresponding point allocations are as follows:

<b>Component</b>	<b>Point as Nominee</b>	<b>Points for Regional Level</b>	<b>Point as Awardee / Member / National Level</b>
Regional/National Awards and Recognition	1	2	4
Research-Based Innovation	-	-	5
National Technical Working Group (TWG)/Committee Membership	-	-	4
Resource Speakership/Learning Facilitation	-	2	4
NEAP-Accredited Learning Facilitator	-	-	3

The points represent the highest possible scores across components. The sum of points earned shall account for a candidate’s final score for Outstanding Accomplishments, which shall not exceed the total weight of the criterion (20 points) stipulated in the Table of Points System for Evaluation of Chief Education Supervisor (20 points).

The details of each component of Outstanding Accomplishments, including the MOVs required and rubrics, are as follows:

**a. Awards and Recognition (4 points)**

This refers to formal position-related DepEd-accredited regional/national recognition/award received by a nominee as an outstanding employee.

**a.1. Outstanding Employee Award**

**Means of Verification:**

- A. National/Regional/Division Memorandum reflecting the criteria of the award, and the memorandum with the list of winner/s
- B. Certificate of Recognition/Commendation
- C. Documentation inclusive of photos, narrative report, and/or program

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	4

*Note: No point shall be given to incomplete MOVs since only fully documented outstanding accomplishments are entitled to corresponding credits.*

In case of multiple awards received by a nominee from the same award-giving body and/or category, only the highest award shall be considered. Similarly, only the highest award shall be given points if an applicant submits proof of multiple awards from different award-giving bodies.

**b. Innovation (5 points)**

This refers to the nominee’s research-based and meritorious contributions, such as ideas, goods, services, and practices, in addressing gaps in access, quality, relevance, and governance or management of education services.

Means of Verification:

- A. Work (CSW) signed by the Schools Division Superintendent/Regional Director
- B. Terminal/Accomplishment/Full Documentation Report (all paperwork relative to the Planning, Implementation, and/or Outcome/Impact Evaluation stages, inclusive of the Regional/Division Memorandum (if part of the process) affecting the implementation of the program/project, Minutes of Meetings, photos/videos) signed by the Schools Division Superintendent/Regional Director
- C. Pieces of evidence of the provision of technical assistance, such as but not limited to meaningful marginal notes in subordinates’ official paperwork and duly accomplished Coaching and Mentoring forms

**Table 10:** Scoring Rubrics for Innovation

<b>MOVs Submitted</b>	<b>Points</b> <i>(Original Research)</i>	<b>Points</b> <i>(Culled from Existing Research)</i>
All MOVs (A, B, and C)	5	2.5

*Note: No point shall be given to incomplete MOVs since credits are only given to fully implemented innovations.*

**c. National TWG/Committee Membership (4 points)**

This applies to nominees who have been chosen/requested to use their technical knowledge, skills, and experience to develop an output towards an outcome at the national level, including but not limited to the development and/or validation of framework, models, policies, and learning materials. However, subject matter expertise or membership in NTWGs or committees must be relevant to the work of a Chief Education Supervisor.

Means of Verification:

- A. Issuance or Memorandum showing the membership in NTWG or Committee;
- B. Certificate of Participation or Attendance; and
- C. Output (during the workshop/training/validation, etc.) /Adoption by the organization/DepEd

**Table 11:** Scoring Rubrics for National TWG / Committee Membership

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs (A, B, and C)	4

*Note: No point shall be given to incomplete MOVs since credits are only given to accomplishments with complete documentation.*

**d. Resource Speakership/Learning Facilitation (4 points)**

This applies to nominees who have been requested/invited to share their knowledge and expertise on a specific subject matter related to their position, serving as a resource/speaker, resource person, trainer, or learning facilitator in seminars, training programs, conferences, conventions, congresses, and other fora at the regional and national levels.

Means of Verification:

- A. Issuance/Memorandum/Letter of Invitation/Training Matrix
- B. Certificate of Recognition/Commendation
- C. Documentation inclusive of photos, narrative report, and program
- D. Slide decks used and/or Session Guides

**Table 12: Scoring Rubrics for Resource Speakership/Learning Facilitation**

MOVs Submitted	Points (Regional)	Points (National)
All MOVs (A, B, C, and D)	2	4

*Note: No point shall be given to incomplete MOVs since only duly documented actual speakerships and facilitations are given corresponding credits.*

**e. NEAP-Accredited Learning Facilitator (3 points)**

This shall apply to nominees with National Educator Academy of the Philippines (NEAP)/ NEAP-approved Service Provider accreditation as Learning Facilitators. Points will only be given to an accredited NEAP Facilitator with proof of facilitating learning and development events at the regional/national level.

Means of Verification:

- A. DepEd Memorandum with the list of NEAP-accredited Facilitators
- B. Issuance/Memorandum/Letter of Invitation
- C. Certificate of Recognition/Commendation
- D. Documentation inclusive of photos, narrative report, and program with training matrix
- E. Slide decks used and/or Session Guides

**Table 13: Scoring Rubrics for NEAP-Accredited Learning Facilitator**

MOVs Submitted	Points
All MOVs (A, B, C, D and E)	3

*Note: No point shall be given to incomplete MOVs since only duly documented actual speakerships and facilitations are given corresponding credits.*

**V. Psychosocial Attributes (10 points)**

**a. Panel Interview (5 points)**

The search committee will interview the nominees to assess their communication skills, ability to convey ideas and information, and soundness of judgment.

**Table 18. Scoring Rubrics for Panel Interview**

<b>Indicators</b>	<b>Exemplary</b> <i>(5 points)</i>	<b>Acceptable</b> <i>(3 points)</i>	<b>Not Fully Acceptable</b> <i>(1 point)</i>
<b>Communication Skills</b>	Spoken language is accurate and expressive	Spoken language is clear and correct	Spoken language exhibits limited and sometimes inappropriate vocabulary
<b>Ability to convey concepts, ideas, and information</b>	Conveys concepts, ideas, and information with clarity	Conveys concepts, ideas, and information in general terms	Conveys concepts, ideas, and information vaguely
<b>Sound judgment</b>	Responses are of superior quality on the task assigned	Responses indicate well developed skills would most likely lead to job success	Responses cover some of the target behaviors but do not give enough information on the competency level needed for the task

**a. 360 Degree Validation (5 points)**

This refers to a validation carried out through an interview with superiors, peers, and school heads, covers human relations, stress tolerance, and decisiveness—attributes reflecting that a nominee is an asset to the entire service system-- someone who utilizes his/her talents and expertise to achieve optimum performance. The indicators are described as follows:

**Table 15: Behavioral Appraisal**

<b>A. Human Relations</b>
<ol style="list-style-type: none"> <li>1. Adjusts to the variety of personalities, ranks, and informal groups present in the organization</li> <li>2. Internalizes work changes with ease and vigor</li> <li>3. Accepts constructive criticism objectively, whether from his subordinates, peers, or superiors</li> <li>4. Observe proper decorum in relating with superiors and peers</li> <li>5. Takes the initiative to organize work groups and adopt procedures and standards at his level</li> </ol>
<b>B. Decisiveness</b>
<ol style="list-style-type: none"> <li>1. Thinks logically and acts accordingly</li> <li>2. Considers alternatives and recommends solutions when faced with problem situations</li> <li>3. Gives convincing recommendations and suggestions</li> <li>4. Acts quickly and makes the best decision possible.</li> <li>5. Exercises flexibility</li> </ol>
<b>C. Stress Tolerance</b>
<ol style="list-style-type: none"> <li>1. Exercises a high degree of tolerance for tension resulting from the increasing volume of work, organizational change, environmental conflicts, etc.</li> </ol>

2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation
5. Channels negative emotions to positive and constructive endeavors.

**Table 16:** Scoring Rubrics for Behavioral Appraisal

<b>Indicators</b>	<b>Points</b> <i>(all 5 indicators)</i>	<b>Points</b> <i>(3-4 indicators)</i>
Human Relations	2	1
Decisiveness	2	1
Stress Tolerance	2	1

## VI. Written Examination (10 points)

This is a competency-based assessment of the extent of knowledge, skills, and abilities, requiring the nominee to produce deliverables mandated by the position.

This includes Strategic Plan/ facets of the Division Education Development Plan/ Work and Financial Plan/ Project Proposal/ Memorandum, Complete Staff Work/ Caselet Analysis showing the provision of Technical Assistance, among others.

**Table 17:** Scoring Rubrics for Written Examination

<b>Indicators</b>	<b>Description</b>	<b>Points</b>
Exemplary	The nominee's response of the nominee answered the questions comprehensively with little to no grammatical and technical (capitalization, punctuation, etc.) errors. The applicant has a good command of the language used.	10
Acceptable	The nominee's response contained a few grammatical and technical (capitalization, punctuation, etc.) errors. However, these did not greatly affect the quality of the response.	5
Not Acceptable	The nominee's response contained several grammatical and technical (capitalization, punctuation, etc.) errors that interfere with the understanding of the ideas presented.	2

## Criteria and Point System for Outstanding SCHOOLS DIVISION SUPERINTENDENT and ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

<b>Table 1: Point System for Evaluation</b>	
Criteria	Highest Point
I. Performance Rating for the last 3 Years a. OPCRf / IPCRF x 50% b. CESPES – 50%	50
II. Awards and Recognition Received from Government Institutions	20
III. Institutional / Organizational Technical Working Group / Committee / Chairmanship / Membership (Government)	10
IV. Behavioral Events Interview	20
<b>Total</b>	<b>100</b>

*Note: OPCRf for SDSs; IPCRF for ASDSs.*

### I. Performance Rating (50 points)

*Performance* refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the nominee as evidenced by the performance rating. For this criterion, the average of the OPCRf/IPCRf and CESPES ratings of the nominee for the last three years shall be used for point allocation.

Computation:

$$(\text{OPCRf or IPCRF ave} + \text{CESPES ave} / 5) \times 50$$

### II. Awards and Recognition (20 points)

This refers to outstanding employee awards conferred by government institutions/organizations.

<b>Table 2: Scoring Rubrics for Awards and Recognition</b>	
Level	Points
International Level Search	20
National Level Search	15
Regional Level Search	10

### III. Institutional/ Organizational Technical Working Group / Committee/ Chairmanship/ Membership (10 points)

This shall apply to nominees who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output or work towards an outcome at the national or regional level. This may include but is not limited to the development and/or validation of frameworks, models, policies, and learning materials.

<b>Table 3: Scoring Rubrics for Institutional/ Organizational Technical Working Group / Committee/ Chairmanship/ Membership</b>	
<b>Level</b>	<b>Points</b>
<b>National Level TWGs or Committees</b>	
Chairperson	10
Member	8
<b>Regional Level TWGs or Committees</b>	
Chairperson	6
Member	4

### IV. Behavioral Events Interview (20 points)

<b>Table 4: Scoring Rubrics for Behavioral Events Interview</b>	
<b>Criteria</b>	<b>Points</b>
1. Strategic Leadership and Foresight	20
2. Motivation Fit (Job, Organizational, and Location Fit)	10
3. Understanding and Organization	20
4. Potential (Mental and Emotional Agility and Learning Capability)	20
5. Demonstration of Leadership/ Managerial Competencies	30
<b>Total</b>	<b>100</b>



## Criteria and Point System for Outstanding NON-TEACHING PERSONNEL

**Table 1: Plantilla Positions for Level 1 and Level 2**

Level 1 <b>General Administrative Services</b> <i>(Positions that are routinely manual and repetitive work in nature)</i>	Level 1 <b>Clerical Services</b> <i>(Positions that are clerical with manipulation skills, coordination, and secretarial work in nature)</i>
<ul style="list-style-type: none"> <li>▪ Administrative Aide I to VI performing non-clerical tasks based on approved PCP, including:                             <ul style="list-style-type: none"> <li>- Driver</li> <li>- Liaison Officer</li> <li>- Utility worker</li> <li>- Watchman</li> <li>- Security Guard</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Aide I to VI performing clerical tasks based on approved PCP</li> <li>▪ Administrative Assistant I to III</li> <li>▪ Dental Aide I</li> </ul>
Level 2 <b>Supervisory Positions</b>	Level 2 <b>Non-Supervisory Positions</b>
<ul style="list-style-type: none"> <li>▪ Unit Heads including:                             <ul style="list-style-type: none"> <li>- Administrative Officer V</li> <li>- Administrative Officer IV (Cash Unit, Personnel Unit, Records Unit, Supply Unit)</li> <li>- Accountant III</li> <li>- Information Technology Officer I</li> <li>- Attorneys III &amp; IV</li> <li>- Engineer III</li> <li>- Planning Officer III</li> </ul> </li> <li>▪ Medical Officer III</li> <li>▪ Senior Education Program Specialists</li> <li>▪ Supervising Administrative Officer</li> <li>▪ Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Officer I &amp; II</li> <li>▪ Librarian II</li> <li>▪ School Librarian III</li> <li>▪ Nurse II</li> <li>▪ Registrar I</li> <li>▪ Education Program Specialist II</li> <li>▪ Project Development Officer I to IV</li> <li>▪ Guidance Counselor II &amp; III</li> <li>▪ Dentist II &amp; III</li> <li>▪ Computer Maintenance Technologist</li> <li>▪ Administrative Assistant V</li> <li>▪ Nutritionist – Dietician</li> <li>▪ Accountant I &amp; II</li> <li>▪ Administrative Officer IV (RO-Personnel Unit)</li> <li>▪ Legal Assistant I, II &amp; III</li> <li>▪ Special Investigator III</li> </ul>

*\*This includes all other Plantilla Positions in the Schools, Schools Division Offices, and Regional Office not specified in this manual.*

## Level 1 – General Administrative Services

<b>Table 2: Point System for Evaluation for Level 1 (General Administrative Services)</b>	
Criteria	Highest Point
I. Performance	10
II. Behavioral Attributes (Human Behaviors, Leadership, Decisiveness)	50
III. Outstanding Accomplishments (Awards)	10
IV. Potential	30
a. Interview	15
b. Demonstration of Higher Self	15
<b>Total</b>	<b>100</b>

### I. Performance Rating (10 points)

Means of Verification:

- Signed copy of the Individual Performance Commitment and Review Forms (IPCRFs) for the last three (3) rating periods

Formula for Computing Points:

$$\text{Points (Performance Rating)} = (\sum \text{Rating} / 3) / 5 * 10$$

### II. Behavioral Attributes (50 points)

The evaluators identified by the PRAISE committee must assess the nominees' work behavior using the Behavioral Attributes Assessment rubrics (Annex A) attached to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education).

The checklist shall be accomplished by the following:

- Immediate Supervisor (1)
- Peers (3)

How to compute:

The points for the behavioral attributes shall be computed as follows:

Average ratings of the raters divided by 30, then multiplied by the weighted score

Illustrative example:

$$\text{Points (Behavioral Attributes)} = (\sum \text{Rating} / 4) / 30 * 50$$

### III. Outstanding Accomplishments (10 points)

#### a. Awards and Recognitions (10 points)

These refer to Outstanding Employee Awards/Recognitions/ Commendations affirming service efficiency.

Means of Verification:

- Certificate of Recognition/Appreciation/Commendation

Level of Awards	Points
<b>Nominee from Regional Office</b>	
National or Higher	10
Regional	5
<b>Nominee from the Schools Division Office</b>	
Regional or Higher	10
Division / City or Higher	5
<b>Nominee from School</b>	
Division / City or Higher	10
School	5

*Note: For multiple awards, only the award at the highest level shall be given points.*

### IV. Potential (30 points)

#### a. Interview (15 points)

Indicators	Exemplary (5 points)	Acceptable (3 points)	Not Acceptable (1 point)
<b>Communication skills</b>	Both written and spoken language are accurate and expressive.	Both written and spoken language are clear and correct.	Vocabulary is correct but limited or is not appropriate.
<b>Ability to present ideas Conveyance of Information and Ideas</b>	conveys information and concepts with clarity.	Conveys information and ideas with little clarity.	Inappropriate, vague, or used incorrectly.
<b>Sound of judgement</b>	responses are of superior quality on the task assigned.	Responses indicate that well-developed skills would most likely lead to job success.	Response covered some of the target behaviors but did not give enough information on the competency

			level needed for the task.
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**b. Demonstration of Higher Self (15 points)**

The evaluators identified by the PRAISE committee shall validate the nominees' demonstration of the higher self in the areas of Skilled & Experienced, Professionalism & Work Quality, and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics Assessment rubrics provided in Annex B.

## Level 1 – Clerical Services

<b>Table 5: Point System for Evaluation for Level 1 (Clerical Services)</b>	
Criteria	Highest Point
I. Performance	10
II. Behavioral Attributes (Human Behaviors, Leadership, Decisiveness)	50
III. Outstanding Accomplishments	20
a. Awards	10
b. Simplification of Work	4
c. TWG / Committee	2
d. Speakership	2
e. Training	2
IV. Potential	20
a. Interview	10
b. Demonstration of Higher Self	5
c. Written Examination	5
<b>Total</b>	<b>100</b>

### I. Performance Rating (10 points)

Means of Verification:

- Signed copy of Individual Performance Commitment and Review Forms (IPCRFs) for the last three (3) rating periods

The formula for computing points is as follows:

$$\text{Points (Performance Rating)} = (\sum \text{Rating} / 3) / 5 * 10$$

### II. Behavioral Attributes (50 points)

The evaluators identified by the PRAISE committee must assess the nominees' work behavior using the Behavioral Attributes Assessment rubrics (Annex A) attached to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education).

The checklist shall be accomplished by the following:

- Immediate Supervisor (1)
- Peers (3)

How to compute:

The points for the behavioral attributes shall be computed as follows:

Average ratings of the raters divided by 30, then multiplied by the weighted score.

Illustrative example:

$$\text{Points (Behavioral Attributes)} = (\sum \text{Rating} / 4) / 30 * 50$$

### III. Outstanding Accomplishments (20 points)

#### a. Awards and Recognition (10 points)

Outstanding Employee Award/ Recognition refers to the DepEd-accredited School, Division Regional/National recognition given to a nominee. All the following MOVs must be submitted:

- Memorandum showing the criteria for the award and/or Memorandum reflecting that the institution is DepEd recognized with the list of winner/s of the Outstanding Employee Award/s given at the National/Regional/Division level
- Certificate of Merit/ Plaque of Recognition

<b>Table 6. Scoring Rubrics for Awards and Recognition</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	10
Regional	5
<b>Nominee from the Schools Division Office</b>	
Regional or Higher	10
Division / City or Higher	5
<b>Nominee from School</b>	
Division / City or Higher	10
School	5

*Note: For multiple awards, only the award at the highest level shall be given points.*

#### b. Simplification of Work (4 points)

Means of Verification:

- A. Action Plan and/or Project Proposal duly approved by the Head of Office or the authorized officer
- B. Certificate of Completion paper verified by the Head of Office or Narrative Report duly acknowledged by the Head of Office

- C. Certification of utilization of the simplification of work within the school/office duly signed by the Head of Office
- D. Certification of adoption of the simplification of work by another school/office duly signed by the Head of Office

<b>MOVs Submitted<sup>a</sup></b>	<b>Points</b>
All MOVs	4
Only A, B and C	3

**c. Area of Expertise / Membership in National / Regional / SDO Level / School Level TWGs / Committees (2 points)**

This shall apply to nominees who have been chosen/requested to use their technical knowledge, skills, and experience to develop an output or work towards an outcome. This may include, but is not limited to, the development and/ or validation of frameworks, models, policies, and learning materials. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to the nominees' positions.

Means of Verification (All MOVs must be present):

- A. Issuance/Memorandum showing the membership in TWG or Committees
- B. Certificate of Participation or Attendance

<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher TWG / Committee	2
Regional TWG / Committee	1
<b>Nominee from the Schools Division Office</b>	
Regional or Higher TWG / Committee	2
Division TWG / Committee	1
<b>Nominee from School</b>	
Division or Higher TWG / Committee	2
School TWG / Committee	1

**d. Resource Speakership/Learning Facilitator (2 points)**

This shall apply to nominees who have been requested/invited to share their knowledge and expertise on a specific subject matter/s or related to their position as Resource Speaker / Resource Person / Trainer and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc. with approved travel authority/order.

Means of Verification (All MOVs must be present):

- A. Issuance/Memorandum/Invitation/Training Matrix

- B. Certificate of Recognition/ Merit/ Commendation / Appreciation
- C. Slide decks used and/or session guide/s
- D. Approved travel authority/authority to attend signed by the Head of Office (if conducted outside)

<b>Table 9. Scoring Rubrics for Resource Speakership / Learning Facilitator</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	2
Regional	1
<b>Nominee from the Schools Division Office</b>	
Regional or Higher	2
Division	1
<b>Nominee from School</b>	
District / Division or Higher	2
School	1

**e. Training (2 points)**

This refers to attendance on DepEd-sanctioned and other CSC-approved training activities.

Means of Verification (All MOVs must be present):

- A. Issuance/Memorandum/Invitation/Training Matrix
- B. Certificate of attendance
- C. Approved travel authority/ locator slip signed by the Head of Office or his/her duly authorized officer

<b>Table 10. Scoring Rubrics for Training</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	2
Regional	1
Division / School	0.5
<b>Nominee from the Schools Division Office</b>	
Regional or Higher	2
Division	1
School	0.5
<b>Nominee from School</b>	
Division or Higher	2
District	1
School	0.5



**IV. Potential (20 points)**

**a. Interview (10 points)**

**Table 11: Scoring Rubrics for Interview**

<b>Indicators</b>	<b>Exemplary (5 points)</b>	<b>Acceptable (3 points)</b>	<b>Not Acceptable (1 point)</b>
<b>Communication skills</b>	Both written and spoken language are accurate and expressive.	Both written and spoken language are clear and correct.	Vocabulary is correct but limited or is not appropriate.
<b>Ability to present ideas Conveyance of Information and Ideas</b>	conveys information and concepts with clarity.	Conveys information and ideas with little clarity.	Inappropriate, vague, or used incorrectly.
<b>Sound of judgement</b>	responses are of superior quality on the task assigned.	Responses indicate that well-developed skills would most likely lead to job success.	Response covered some of the target behaviors but did not give enough information on the competency level needed for the task.

**b. Demonstration of Higher Self (5 points)**

The evaluators identified by the PRAISE committee shall validate the nominees' demonstration of the higher self in the areas of Skilled & Experienced, Professionalism & Work Quality, and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics Assessment rubrics provided in Annex B.

**c. Written Examination (5 points)**

## Level 2 – Non-Supervisory

<b>Table 12: Point System for Evaluation for Level 2 (Non-Supervisory)</b>	
Criteria	Highest Point
I. Performance	10
II. Behavioral Attributes (Human Behaviors, Leadership, Decisiveness)	20
III. Outstanding Accomplishments	40
a. Awards	10
b. Research or Innovation	10
c. TWG / Committee	10
d. Speakership	5
e. Training	5
IV. Application of Learning and Development (L&D)	10
V. Potential	20
a. Interview	10
b. Demonstration of Higher Self	5
c. Written Examination	5
<b>Total</b>	<b>100</b>

### I. Performance Rating (10 points)

Means of Verification:

- Signed copy of Individual Performance Commitment and Review Form (IPCRF) for the last three (3) rating periods. The formula for computing points is as follows:

$$\text{Points (Performance Rating)} = (\sum \text{Rating} / 3) / 5 * 10$$

### II. Behavioral Attributes (20 points)

The evaluators identified by the PRAISE committee must assess the nominees' work behavior using the Behavioral Attributes Assessment rubrics (Annex A) attached to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education).

The checklist shall be accomplished by the following:

- Immediate Supervisor (1)
- Peers (3)

How to compute:

The points for the behavioral attributes shall be computed as follows: Average ratings of the raters divided by 30 then multiplied by the weighted score.

Illustrative example:

$$\text{Points (Behavioral Attributes)} = (\sum \text{Rating} / 4) / 30 * 50$$

### III. Outstanding Accomplishments (20 points)

#### a. Awards and Recognition (10 points)

Outstanding Employee Award/ recognition refers to the DepEd-accredited School, Division Regional/National recognition given to a nominee. All the following MOVs must be submitted:

- Memorandum showing the criteria for the award, and/or Memorandum reflecting that the institution is DepEd recognized with the list of winner/s of the Outstanding Employee Award/s given at the National/Regional/Division level
- Certificate of Merit/ Plaque of Recognition

Level	Points
<b>Nominee from Regional Office</b>	
National or Higher	10
Regional Proper	5
<b>Nominee from Schools Division Office</b>	
Regional or Higher	10
Division / City or Higher	5
<b>Nominee from School</b>	
Division Level / City or Higher	10
School	5

*Note: For multiple awards, only the award at the highest level shall be given points.*

#### b. Innovation / Action Research (10 points)

Means of Verification:

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017.
- B. Certificate of Completion Report paper verified by the Head of Office.
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office.
- D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office.

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs	10
Only A, B and C	8
Only A and B	5
Only A	3

**c. Area of Expertise / Membership in National / Regional / SDO Level / School Level TWGs / Committees (10 points)**

This shall apply to nominees who have been chosen/requested to use their technical knowledge, skills, and experience to develop an output or work towards an outcome. This may include but is not limited to the development and/ or validation of framework, models policies, and learning materials. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to the nominees' positions.

Means of Verification: (All MOVs must be present):

- A. Issuance/Memorandum showing the membership in TWG or Committees; and
- B. Certificate of Participation or Attendance.

<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher TWG / Committee	10
Regional TWG / Committee	5
<b>Nominee from Schools Division Office</b>	
Regional or Higher TWG / Committee	10
Division TWG / Committee	5
<b>Nominee from School</b>	
Division or Higher TWG / Committee	10
School TWG / Committee	5

**d. Resource Speakership/Learning Facilitator (5 points)**

This shall apply to nominees who have been requested/invited to share their knowledge and expertise on a specific subject matter/s or related to their position as Resource Speaker / Resource Person / Trainer and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc. with approved travel authority/order.

Means of Verification: (All MOVs must be present)

- A. Issuance/Memorandum/Invitation/Training Matrix
- B. Certificate of Recognition/ Merit/ Commendation / Appreciation

- C. Slide decks used and/or session guide/s
- D. Approved travel authority/authority to attend signed by the Head of Office (if conducted outside)

<b>Table 16. Scoring Rubrics for Resource Speakership / Learning Facilitator</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	5
Regional	4
Division	3
School	2
<b>Nominee from Schools Division Office</b>	
Regional or Higher	5
Division	4
District	3
School	2
<b>Nominee from School</b>	
District / Division or Higher	5
School	4

**e. Training (5 points)**

This refers to attendance to DepEd-sanctioned and other CSC-approved training activities.

Means of Verification: (All MOVs must be present):

- A. Issuance/Memorandum/Invitation/Training Matrix
- B. Certificate of attendance
- C. Approved travel authority/ locator slip signed by the Head of Office or his/her duly authorized officer

<b>Table 17. Scoring Rubrics for Training</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	5
Regional	3
Division / School	1
<b>Nominee from Schools Division Office</b>	
Regional or Higher	5
Division	3
School	1
<b>Nominee from School</b>	
Division or Higher	5

District	3
School	1

#### IV. Application of Learning and Development (10 points)

Means of Verification:

- A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP)
- B. Action Plan/Re-Entry Plan (REAP)/ Job-Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level

MOVs Submitted	Points
All MOVs	10
Only A, B and C	7
Only A and B	5

**Potential (30 points)**

**a. Interview (10 points)**

Indicators	Exemplary (5 points)	Acceptable (3 points)	Not Acceptable (1 point)
<b>Communication skills</b>	Both written and spoken language are accurate and expressive.	Both written and spoken language are clear and correct.	Vocabulary is correct but limited or is not appropriate.
<b>Ability to present ideas Conveyance of Information and Ideas</b>	conveys information and concepts with clarity.	Conveys information and ideas with little clarity.	Inappropriate, vague, or used incorrectly.
<b>Sound of judgement</b>	responses are of superior quality on task assigned.	Responses indicate well developed skills would most likely lead to job success.	Response covered some of the target behaviors, but not give enough information of the competency level needed for the task.

**b. Demonstration of Higher Self (5 points)**

The evaluators identified by the PRAISE committee shall validate the nominees' demonstration of the higher self in the areas of Skilled & Experienced, Professionalism & Work Quality, and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics Assessment rubrics provided in Annex B.

**c. Written Examination (5 points)**

## Level 2 – Supervisory

<b>Table 20: Point System for Evaluation for Level 2 (Supervisory)</b>	
Criteria	Highest Point
I. Performance	10
II. Behavioral Attributes (Human Behaviors, Leadership, Decisiveness)	15
III. Outstanding Accomplishments	45
a. Awards	15
b. Research or Innovation	15
c. TWG / Committee	10
d. Speakership	5
IV. Application of Learning and Development (L&D)	15
V. Potential	15
a. Interview	5
b. Demonstration of Higher Self	5
c. Written Examination	5
<b>Total</b>	<b>100</b>

### I. Performance Rating (10 points)

Means of Verification:

- Signed copy of the Individual Performance Commitment and Review Forms (IPCRFs) for the last three (3) rating periods. The formula for computing points is as follows:

$$\text{Points (Performance Rating)} = (\sum \text{Rating} / 3) / 5 * 10$$

### II. Behavioral Attributes (15 points)

The evaluators identified by the PRAISE committee must assess the nominees' work behavior using the Behavioral Attributes Assessment rubrics (Annex A) attached to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education).

The checklist shall be accomplished by the following:

- Immediate Supervisor (1)
- Peers (3)



How to compute:

The points for the behavioral attributes shall be computed as follows: Average ratings of the raters divided by 30 then multiplied by the weighted score.

Illustrative example:

$$\text{Points (Behavioral Attributes)} = (\sum \text{Rating} / 4) / 30 * 50$$

**a. Awards and Recognition (10 points)**

Outstanding Employee Award/ recognition refers to the DepEd-accredited School, Division Regional/National recognition conferred upon a nominee. All the following MOVs must be submitted:

- Memorandum showing the criteria for the award, and/or Memorandum reflecting that the institution is DepEd recognized with the list of winner/s of the Outstanding Employee Award/s given at the National/Regional/Division level
- Certificate of Merit/ Plaque of Recognition

<b>Table 21. Scoring Rubrics for Awards and Recognition</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	10
Regional Proper	5
<b>Nominee from Schools Division Office</b>	
Regional or Higher	10
Division / City or Higher	5
<b>Nominee from School</b>	
Division Level / City or Higher	10
School	5

*Note: For multiple awards, only the award at the highest level shall be given points.*

**b. Innovation / Action Research (15 points)**

Means of Verification:

- E. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017.
- F. Certificate of Completion Report paper verified by the Head of Office.
- G. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office.
- H. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office.

<b>MOVs Submitted</b>	<b>Points</b>
All MOVs	15
Only A, B and C	12
Only A and B	8
Only A	5

**c. Area of Expertise / Membership in National / Regional / SDO Level / School Level TWGs / Committees (10 points)**

This shall apply to nominees chosen/requested to use their technical knowledge, skills, and experience to develop an output or work towards an outcome. This may include but is not limited to the development and/ or validation of framework, models policies, and learning materials. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to the nominees' positions.

Means of Verification (All MOVs must be present):

- A. Issuance/Memorandum showing the membership in TWG or Committees; and
- B. Certificate of Participation or Attendance.

<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher TWG / Committee	10
Regional TWG / Committee	5
<b>Nominee from Schools Division Office</b>	
Regional or Higher TWG / Committee	10
Division TWG / Committee	5
<b>Nominee from School</b>	
Division or Higher TWG / Committee	10
School TWG / Committee	5

**d. Resource Speakership/Learning Facilitator (5 points)**

This shall apply to nominees requested/invited to share their knowledge and expertise on a specific subject matter/s or related to their position as Resource Speaker / Resource Person / Trainer and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc. with approved travel authority/order.

Means of Verification: (All MOVs must be present):

- A. Issuance/Memorandum/Invitation/Training Matrix
- B. Certificate of Recognition/ Merit/ Commendation / Appreciation
- C. Slide decks used and/or session guide/s

D. Approved travel authority/authority to attend signed by the Head of Office (if conducted outside)

<b>Table 24. Scoring Rubrics for Resource Speakership / Learning Facilitator</b>	
<b>Level</b>	<b>Points</b>
<b>Nominee from Regional Office</b>	
National or Higher	5
Regional	4
Division	3
School	2
<b>Nominee from Schools Division Office</b>	
Regional or Higher	5
Division	4
District	3
School	2
<b>Nominee from School</b>	
District / Division or Higher	5
School	4

#### **IV. Application of Learning and Development (15 points)**

Means of Verification:

- A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP)
- B. Action Plan/Re-Entry Plan (REAP)/ Job-Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level

<b>Table 25. Scoring Rubrics for Innovation / Action Research</b>	
<b>MOVs Submitted</b>	<b>Points</b>
All MOVs	15
Only A, B and C	10
Only A and B	7

**Potential (30 points)**

**a. Interview (10 points)**

<b>Indicators</b>	<b>Exemplary (5 points)</b>	<b>Acceptable (3 points)</b>	<b>Not Acceptable (1 point)</b>
<b>Communication skills</b>	Both written and spoken language are accurate and expressive.	Both written and spoken language are clear and correct.	Vocabulary is correct but limited or is not appropriate.
<b>Ability to present ideas Conveyance of Information and Ideas</b>	conveys information and concepts with clarity.	Conveys information and ideas with little clarity.	Inappropriate, vague, or used incorrectly.
<b>Sound judgement</b>	responses are of superior quality on task assigned.	Responses indicate well developed skills would most likely lead to job success.	Response covered some of the target behaviors, but not give enough information of the competency level needed for the task.

**b. Demonstration of Higher Self (5 points)**

The evaluators identified by the PRAISE committee shall validate the nominees' demonstration of the higher self in the areas of Skilled & Experienced, Professionalism & Work Quality, and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics Assessment rubrics provided in Annex B.

**c. Written Examination (5 points)**

Annex A

### Behavioral Attributes

Name of Nominee	
Position	

Instructions: The Behavioral Attributes shall be accomplished by his/her immediate supervisor and three (3) peers as identified by the PRAISE Committee.

<b>Self-Management</b>	<b>Rarely Evident</b> 1 point <i>(1-45% of the time)</i>	<b>Somewhat Evident</b> 3 points <i>(46-75% of the time)</i>	<b>Always Evident</b> 5 points <i>(75-100% of the time)</i>
1. Sets personal goals and direction, needs and development.			
2. Understands personal actions and behaviors that are clear and purposive and considers personal goals and values congruent to that of the organization.			
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals.			
4. Prioritizes work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.			
5. Sets high quality, challenging, realistic goals for self and others.			

<b>Professionalism and Ethics</b>	<b>Rarely Evident</b> 1 point <i>(1-45% of the time)</i>	<b>Somewhat Evident</b> 3 points <i>(46-75% of the time)</i>	<b>Always Evident</b> 5 points <i>(75-100% of the time)</i>
1. Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).			
2. Practices ethical and professional behavior and conduct, considering the impact of his/her actions and decisions.			
3. Maintains a professional image: being trustworthy, regularity of			

attendance and punctuality, good grooming, and communication.			
4. Makes personal sacrifices to meet the organization's needs.			
5. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.			

<b>Result Focus</b>	<b>Rarely Evident 1 point (1-45% of the time)</b>	<b>Somewhat Evident 3 points (46-75% of the time)</b>	<b>Always Evident 5 points (75-100% of the time)</b>
1. Achieves results with optimal use of time and resources most of the time.			
2. Avoids rework, mistakes, and wastage through effective work methods by placing organizational needs before personal needs.			
3. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.			
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.			
5. Makes specific changes to the system or to our own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.			

<b>Teamwork</b>	<b>Rarely Evident 1 point (1-45% of the time)</b>	<b>Somewhat Evident 3 points (46-75% of the time)</b>	<b>Always Evident 5 points (75-100% of the time)</b>
1. Willingly does his/her share of responsibility.			
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.			
3. Applies negotiation principles in arriving at win-win agreements.			
4. Drives consensus and team ownership of decisions.			
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.			

<b>Service Orientation</b>	<b>Rarely Evident 1 point (1-45% of the time)</b>	<b>Somewhat Evident 3 points (46-75% of the time)</b>	<b>Always Evident 5 points (75-100% of the time)</b>
1. Can explain and articulate organizational directions, issues, and problems.			
2. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.			
3. Initiates activities that promotes advocacy for men and women empowerment.			
4. Participates in updating office vision, mission, mandates, and strategies based on DepEd strategies and directions.			
5. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.			

<p style="text-align: center;"><b>Innovations</b></p>	<p style="text-align: center;"><b>Rarely Evident</b> <b>1 point</b> <i>(1-45% of the time)</i></p>	<p style="text-align: center;"><b>Somewhat Evident</b> <b>3 points</b> <i>(46-75% of the time)</i></p>	<p style="text-align: center;"><b>Always Evident</b> <b>5 points</b> <i>(75-100% of the time)</i></p>
<p>1. Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).</p>			
<p>2. Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.</p>			
<p>3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.</p>			
<p>4. Translates creative thinking into tangible changes and solutions that improve the work in it and organization.</p>			
<p>5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.</p>			
<p><b>Total</b></p>			

\_\_\_\_\_  
Signature over Printed Name

Position: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_



Annex B

### Demonstration of Higher Self

Name of Nominee	
Position	

Name of Respondent	
Position	

Instructions: The evaluator/s as identified by the PRAISE committee will validate the nominee’s demonstration of higher self in the areas of Skilled & Experienced, Professionalism & Work Quality and Advanced Skills in Handling Tasks through phone or field validation using the Assessment rubrics provided below.

Directions:

- The evaluator shall note the respondents score according to how well the nominee performs the observable traits.
- Each indicator will be assessed individually regardless of its relationship to other indicators.
- The rating being five (5) is the highest and one (1) marked lowest are as follows:  
 5 points – Exemplary  
 3 points – Acceptable  
 1 point – Not Acceptable

<b>Skilled &amp; Experienced</b> <i>The individual possesses necessary skills and experience in performing mandated tasks.</i>	<b>Exemplary</b> <i>(5 points)</i>	<b>Acceptable</b> <i>(3 points)</i>	<b>Not Acceptable</b> <i>(1 point)</i>
1. Knowledgeable and skillful. <i>(Marunong at may kakayanan.)</i>			
2. Completeness and correctness of report. <i>(Kumpleto at tama ang mga report o task.)</i>			
3. Demonstrates clear understanding and ability to perform assigned tasks.			
4. Performs works competently and accurately/effectively.			
5. Contributes to the improvement of office outcomes.			
6. Maintains self-control under stressful situations.			

<b>Professionalism &amp; Work Quality</b> <i>The individual is punctual and has no records of habitual tardiness and absenteeism. The individual's presence at work translates to good tangible outputs.</i>	<b>Exemplary</b> <i>(5 points)</i>	<b>Acceptable</b> <i>(3 points)</i>	<b>Not Acceptable</b> <i>(1 point)</i>
1. Always on time for work. <i>(Pagpasok sa opisina.)</i>			
2. Punctuality. <i>(laging pumapasok sa tamang oras.)</i>			
3. Listens to understand customer's need. <i>(Nahikinkig ng Mabuti upang maunawaan ang pangangailangan ng kliyente.)</i>			
4. Displays strong commitment to work. <i>(Siya ay nagpapakita ng pagmamahat at komitment sa trabaho.)</i>			
5. Demonstrates exceptional ability to foster collaboration and cooperation among colleagues.			
6. Consistently and significantly demonstrates the ability and willingness to work positively.			
7. Contributes positively to team and responds appropriately to feedback.			
8. Accepts negative feedback and willingness to accept suggestions for change and improvement.			
9. Schedules and uses leave appropriately, sensitive to the department and colleagues.			

<b>Advanced Skills in Handling Tasks</b> <i>The individual has practices that exceed expectations in performing tasks which contributed to efficiency of service delivery.</i>	<b>Exemplary</b> <i>(5 points)</i>	<b>Acceptable</b> <i>(3 points)</i>	<b>Not Acceptable</b> <i>(1 point)</i>
1. Attends to client at a reasonable amount of time. <i>(Siya ay nag trabaho sa makatuwirang oras.)</i>			
1. Establishes a routine to meet exemplary performance.			
2. Meets deadlines of reports on or before the deadline. <i>(Pagpapasa ng report ng mas maaga sa sa tinakdang oras.)</i>			
3. Fast and Systematic. <i>(Mabilis at sistematiko sa pag trabaho.)</i>			

4. Asks and anticipates co-employees' needs. <i>(Siya ay nagtatanong at umaasa sa mga pangangailangan ng mga trabaho.)</i>			
5. Ensures the wellbeing of others. <i>(Tinitiyak niya ang kapakanan ng mas nakakarami.)</i>			
6. Finds ways to reduce the process/budget that resulted to the office's efficiency. <i>(Naghahanap ng mga paraan upang mapadali ang proseso at gastusin ng opisina.)</i>			
7. Carries task in the spirit of volunteerism. <i>(Boluntaryong gumagawa ng higit pa sa kanyang gawain.)</i>			

\_\_\_\_\_  
Signature over Printed Name of the Evaluator

Position: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

Annex C

### Written / Skills Test Rubrics

Category	Highly Skilled	Skilled	Moderately Skilled
<b>30%</b>	<b>1.50</b>	<b>1.00</b>	<b>0.50</b>
<b>Goals and Activities</b>	The goals of the activity are clearly stated. The significant impact of the activity is accurately described with very reasonable impact.	The goals of the activity are not clearly stated. The proposed activity is of moderate impact.	The goals of the activity are not clearly stated or are nonexistent. No impact is clearly described.
<b>30%</b>	<b>1.50</b>	<b>1.00</b>	<b>0.50</b>
<b>Role, Involvement and Activities for Stakeholders</b>	Role, involvement, and activities of stakeholders are carefully presented and explained.	Role, involvement, and activities of stakeholders are clearly described and generally presented.	Role, involvement, and activities of stakeholders are not clearly stated.
<b>20%</b>	<b>1.00</b>	<b>0.50</b>	<b>0.25</b>
<b>Budget (Appropriateness and Justification)</b>	Budget is comprehensive, clearly explained, and appropriate for the activities proposed. All costs are justified, relevant and essential.	Budget is comprehensive and reasonable but not clearly explained. Most costs are justified, relevant and essential to the proposed activities.	Budget is unreasonable in all areas. Costs are not justified in the budget narrative. Many costs are not relevant and essential to the proposed activities.
<b>20%</b>	<b>1.00</b>	<b>0.50</b>	<b>0.25</b>
<b>Timeline</b>	The timeline is clearly presented and is clearly suitable for and meets all the activities described.	Timeline meets most of the activities proposed. The timeline may not be clearly presented.	The timeline is not suitable for the activities described.